

**The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Minutes August 17, 2006**

Members:

<u>Name</u>	<u>Attendance</u>
Gary Beckman	Present
Charlene Calabrese	Present
Mary Dinger	Absent with Notice
Tedd Guedel	Present
Pam Hoover	Absent
Deborah Jones	Present
Joy LiCause	Present
Jim Shuster	Present
Peggy Speck	Present
Laura Spray	Present
Bob Stachowiak	Present
Darin Siley	Present

Minutes of the June 15,2006 and July 27,2006 meeting minutes were approved as presented.

Committee Reports:

Board of Trustees:

- o <http://www.uakron.edu/bot/> - for complete minutes
- o two new trustees
- o 50th anniversary - The College of Polymer Science and Engineering
- o raises not mentioned
- o Freshman enrollment looks good – returning students need work....

Well-Being Committee: Peggy Speck called – Liz will notify when the next meeting is.

<http://www.uakron.edu/president/facultySenate/well-being.php> - for complete minutes

Faculty Senate: has not meet – next meeting is September 7th

<http://www.uakron.edu/president/facultySenate/index.php> - for complete minutes

A committee is in the works to look into the creating of a University Council, first meeting is on the 24th – Joy and Bob will represent SEAC.

Two members from each group, on campus. Laura will be an alternate.

By-Laws: Joy is chairing the by-laws with Laura Spray and Tedd Guedel. After school starts they'll meet – Joy will look over, what we have so far.. and will forward to Laura and Tedd

Web team: minutes and members are updated – all new members might want to read past minutes... to give you some history on what has and is happening.

Awards: – Bob passed out a summary for discussion

- there are no 15 or 25 year awards
- note police retiree with 25 years
- we need to encourage attendance vs the usage of sick time
- Performance awards – via your peers
- It was suggested to not award individuals, start – providing something for the whole university – TEAM management
- Kent State gave a load of perks.
-

Lots of discussions – its 1:29 – relook at it and bring it back next month
See attached committee report

Old Business:

Welcome letter to new employees –

Proposed –

The Staff Employee Advisory Committee (S.E.A.C.)
welcomes you to The University of Akron.

S.E.A.C., a 12 member group of staff employees, serves as an advisory committee to the University's president. The committee works to provide a direct line of communication between the staff and UA's administration and to provide a forum for issues of concern to staff.

Where do I find ...? How do I ...? Whom do I call about ...? A challenge to working in a new place can sometimes be learning internal processes. Committee members are happy to help with any sort of question. Please explore S.E.A.C.'s Website at <http://www.uakron.edu/seac/> and feel free to e-mail the committee at seac-c@lists.uakron.edu with any comments, questions or concerns.

Welcome to The University of Akron.

See attachment A - CPAC welcome letter

Gary will do some inquiry about CPAC
Joy will talk with Kent Marsden

New Business:

Bob will contact the chairs of the various groups on campus about the new SEAC representatives.

SEAC would like to place on the web site – frequent ask questions to the president – with his comments.

Next meeting come up with some ideas ... in writing to the president..

Hot Topics – Example

- Does building new buildings have anything do to with why I am not getting a raise?
- Where is the issue on sick leave banks?
- Vacation equity – staff vs contract professionals 2 weeks vs 22 days..And really the 22 days – can be started right away ..

Performance Reviews seemed to go better this year.

University communication – still needs work

Next SEAC meeting is with the President – Thursday - 9/14
2:30 – 3:30 MaCollister Room – Butchel Hall

Bob will send the survey result for everyone to look at ..

Meeting adjourned - @ 2:00

Attachment B – agenda from Presidents meeting – Sept 14, 2006
Full SEAC committee meeting.

2006-07 meeting dates:

**At the UAPD Conference room, Physical Facilities Operations Center –
Room 112 (come in the Police doors) – at 12:30pm**

October 19, 2006
November 16, 2006
December 21, 2006
January 18, 2007
February 15, 2007
March 15, 2007
April 19, 2007
May 17, 2007
June 21, 2007

2006-07 President meeting dates:

Meeting with the SEAC Executive committee at 10:30 in Dr. Proenza office

10/24
11/28
1/23
2/20
3/20
4/27
5/22
6/26

ATTACHMENT – A ---- CPAC Welcome Information

2005-06 CPAC Representatives

Contacts	CPAC Position	Home on Campus
Kent Marsden Kentl@uakron.edu	Chair, CPAC	Polymer, Dean's Office
Rosemary Cannon Rcannon@uakron.edu	Ex-Officio, Wellness	School of Law, Dean's Office
Martha Conrad Mcconrad@uakron.edu	Recording Secretary, Grievance	College of Nursing
Amy Likhala Convi Convi@uakron.edu		Office of Accessibility
Denise Cool DCool@uakron.edu	Grievance Committee	Department of Purchasing
Deag Dralber Dralber@uakron.edu	Grievance Committee	Resource, Analysis & Budgeting
Kathy DuBose DuBose@uakron.edu	Grievance Committee	Learning Technologies & Scholar/Learner Services
Kevin Engle KEngle@uakron.edu		Wayne College, Dean's Office
Lauri Fife LFife@uakron.edu	Vice Chair, Grievance	School of Law, Dean's Office
Kim Gentle Gentle@uakron.edu		Undergraduate Admissions
Aime Jorgenson Ajorgens@uakron.edu	Contract Professional Faculty Senator	College of Business, Dean's Office
Rose Marie Konet Konet@uakron.edu	Contract Professional Faculty Senator	Learning Technologies & Scholar/Learner Services
Michael Morsches mmvml@uakron.edu	Grievance Committee	Developmental Programs
Gregory Robinson gfr@uakron.edu	Grievance Committee	Counseling, Testing, & Career Center



Contract
Professional
Advisory
Committee

Serving as the voice for
more than 400
UA Contract Professionals
since the 1980's

2005-2006

ABOUT YOUR CPAC



Advisory Purpose:

The Contract Professional Advisory Committee (CPAC) shall serve as an advisory body to the president on matters relating to employment and any other issues for contract professionals and on matters relating to any other issues directed to the committee.

The committee shall maintain one (1) Standing Committee named The Contract Professional Grievance Committee (CPGC) whose members are appointed from the CPAC membership. All other committees shall be of a "project charter" nature and be assigned as needs arise.

Grievance Purpose:

The Contract Professional Grievance Committee (CPGC) follows a procedure established to provide a prompt and equitable method for reviewing contract professional grievances which have not otherwise been solved through normal departmental procedures, and recommending to the president of the university the resolution of such grievances.

Recent Projects & Programming Include:

- Revision of CPAC and CPGC University Rules
- Morning Coffees and Brown Bag Lunches with the President and Other University Officials to discuss issues of importance to Contract Professionals
- Feedback provided to UA administration from Contract Professionals on various topics such as insurance, renewal terms, grievance procedures, and recognized representation among faculty and staff at UA



Learn More:

CPAC & CPGC Board of Trustees Rules: www.uakron.edu/ogc/rules/index.php
(go to keyword search, then click on Contract Professional Information, especially see Rules #3359-22-01, 03, 04, & 05)

CPAC Web Site: www.uakron.edu/cpac

Let us hear from you . . .

E-Mail Questions, Comments, and Ideas for CPAC Programming to:
cpac-l@lists.uakron.edu

ATTACHMENT – B ... 9/14/2006 Agenda with the Dr. Proenza

The University of Akron
Staff Employees Advisory Committee
Complete Committee Meeting with President Proenza
September 14th 2006, 2:30pm
McCollister
Room, Buchtel Hall

Agenda

- I. Introduction
- II. Opening remarks – President Proenza
 - a. State of UA
 - b. The work Ahead
 - c. SEACs roll in what lies ahead
- III. Old Business
 - a. employee evaluations
 - i. will they continue as currently crafted
 - ii. are they going to remain merit pay evaluators
 - iii. Other than HR review, should there be a method to challenge evaluations by an impartial review board
 - b. Vacation Equity
 - i. Staff vacation earnings take 25 years to meet/overtake faculty and contract professionals
 - ii. Restrictions on when to take vacation seem impractical at times
 - c. Compensation Issues
 - i. Cost of living increases
 - ii. Possible restructuring of Pay scale
 - iii. Equity study with comparable institutions
 - iv. Awards and recognition
 - d. Communication
 - i. Electronic News letter
 - ii. Initial employee packet (flyer)
 - iii. Electronic forms / signatures
- IV. New Business
- V. Presidential Direction for the coming year
- VI. Picture of Group
- VII. Adjournment