## The University of Akron Staff Employee Advisory Committee (S.E.A.C.) October 16, 2014 Agenda UA Wayne Campus

#### **Members and Attendance**

Stephanie Baker	2012-2015	
Bonnie Bromley <b>(Secretary)</b>	2014-2017	
Matt Bungard	2012-2015	
Emily Fillmore	2012-2015	Absent w/notice
Debbie Gannon	2014-2015	
Marjorie Hartleben	2014-2017	
Shelly Keller	2014-2017	
Kristina Nakoneczy	2014-2017	
Ruth Nine-Duff	2014-2017	
Margo Ohlson ( <b>Chair)</b>	2012-2015	
Doris Robinson	2014-2017	
Kathie Ruther	2014-2017	
Anthony Serpette (Vice Chair)	2013-2016	
Laura Spray (Treasurer)	2012-2015	Absent w/notice
Peggy Walchalk	2013-2016	Absent w/notice

Regular meetings are scheduled on the third Thursday of each month at 12:30 p.m.

### Agenda Topics

I. Meeting called to order at:

Motion to approve August 28, 2014 and September 16, 2014 minutes: 1) 2)

### II. Old Business

- Sick Leave Bank (Anthony Serpette)
  - a) Update from UC Steering committee –

b) Update from Talent Development & Human Resources committee -

- Update on Operation Evergreen (Anthony)
  - a) Planning for table
  - b) Help from Student Life
  - c) Zippigami Hand-on project

- III. UC Committees
  - Information Technology Anthony
  - Talent Development and Human Resources Matt
  - Physical Environment Shelly
  - Budget and Finance Laura
    a) The current balance is \$4,142.75
- IV. New Business
  - Polos –
     a) Logo sample
    - b) Cost
    - c) Color
  - Ronald Mac Donald Volunteering Peggy
  - President Meetings Bonnie
  - Zippy Pins Bonnie
- V. Motion to adjourn at 2:00 p.m.: 1) 2)

Respectfully submitted by: Bonnie Bromley With attachments:

- Attendance sheet
- OSCHE Summer 2015 Conference
- Polo worksheet
- Leave Bank Correspondence
- Operation Evergreen Correspondence
- Holiday Schedule

Next meeting scheduled for Thursday, November 20, 2014

# **SEAC - OSCHE Summer Conference Update:**

Scheduled for Thursday/Friday – May 28 and 29, 2015

- President Scarborough has been written/invited to attend a portion of the conference. Perhaps a "welcome" part of the conference and/or hosting or attending a reception the first evening, or late afternoon of the first meeting day.
- The Honors Common Room has been reserved for both dates. This area will allow for the biggest portion of the meeting. It is also accessible to serve breakfast and/or lunches. We can save costs for the meals by using this room as we are not required to just use University Dining Services.
- We will be reimbursed for \$1,000 of the expenses. I suspect that we can stay within or under that budget.
- The Honors Residence Hall (with private bathroom) is available for overnight guests. The cost is \$27.13 per person per night double occupancy / or \$37.98 per night single occupancy. There could be a possible 5% increase by summer 2015. Overnight stays are paid by the individuals/colleges reserving the room(s). Peggy will check with local hotels for a rates and availability as an alternative to staying in a residence hall.
- Currently seeking coupons, giveaways, binders, folders, pens, etc. (UA Bookstore, departments, campus retailers, etc.)
- The conferences typically include the following:
  - a gathering at a local restaurant/bar the Thursday evening before for anyone who arrives early (SEAC members, please keep Wednesday, May 27<sup>th</sup> evening open to meet and socialize with representatives from the other colleges
  - o breakfast prior to the first meeting (Thursday morning)
  - o a welcome from university administration (president/VPs)
  - Business Meeting Elections and board reports
  - representatives from SERS and OPERS
  - o lunch (Thursday)
  - o an interactive/stress free workshop or seminar (ANY IDEAS?)
  - o campus tour
  - o an evening/late afternoon reception/dinner social time attend local event?
  - o breakfast (Friday)
  - Reports by colleges in attendance
  - o Lunch (Friday)

	Expected income and			
Budget Items	Balance	Expenses	expenses	
DETAIL				
June 2014 carryover	\$2,522.75			
Budget deposit		\$1,620.00		
reported July 17, 2014 reported balance	-			no report
reported Aug 21, 2014 meeting moved to Aug 28, 2014 reported balance	-			no report
OSCHE millage -		(\$34.47)		Peggy Walchalk
Rubber Ducks tickets - Wayne payment		\$36.00		
reported Sept 18, 2014 reported balance	\$4,142.75			
OSCHE Summer conference			(\$1,500.00)	
OSCHE Summer Conference			(\$1,500.00)	
reembursed			\$1,000.00	
SEAC Acct Balance		\$ 4,144.28	\$3,644.28	