

**The University of Akron
Staff Employee Advisory Committee (SEAC)
Minutes January 12, 2006**

Members:

<u>Name</u>	<u>Attendance</u>
Gary Beckman	Present
Barbara Caillet	Present
Ginger Golz	Absent with Notice
Ginger Gray	Absent with Notice
Pam Hoover	Present
Joy LiCause	Present
Marcia Main	Present
Lori Morris	Present
Jim Shuster	Present
Peggy Speck	Present
Laura Spray	Present
Bob Stachowiak	Absent with Notice

Meeting started at 12:00 - noon

Minutes of the November 17, 2005 meeting minutes were approved as presented.

Committee Reports:

Board of Trustees:

The Board met on December 5, 2006.
Board of Trustees Meeting

President Proenza's remarks:

The AAUP and The University of Akron negotiators have reached a tentative agreement. The Board of Trustees ratified the contract by unanimous vote during the meeting. A 3-year contract ending 12-15-08 was recommended along with a one year extension having an end date of 12-15-09. Details of the contract can be viewed at www.akronaap.org.

Dr. Proenza introduced Mr. James Sage, Vice President of Information Technology (effective 12-1-05) and Dr. John Case, Vice President of Business and Finance (upon Roy Ray's departure 2-1-06).

Dr. Proenza complimented our athletics department for the many accomplishments this year. Winning the Mid American Conference (MAC league championship) in football, men's soccer, and cross country was a "first" at UA.

Mike Waddell, Interim Athletic Director, gave a short presentation and film highlights of UA football and basketball. Dr. Proenza invited all to attend the Motor City Bowl in Detroit where UA will meet Memphis on 12-26-05.

Craig James, a freshman English Composition student, has written a paper entitled "The Lunch Box" to be published in an upcoming book, "The Wisdom of Our Fathers". The book is scheduled to publish in May 2006.

Holiday wishes were extended to the Board members and all those present.

Dr. Stroble:

Fall Commencement on 12-17-05 - 1,374 degrees will be conferred.

John LaGuardia presented Dr. Proenza with a check in the amount of \$1,743,118, which was donated to the Business School by Mr. Gary Taylor. These funds will help establish the Taylor Institute in the CBA.

Well-Being Committee:

No S.E.A.C. representative attended

Faculty Senate:

There was no January meeting. In the February meeting two motions were presented: A motion related to House Bill 24 was defeated. The second motion required acceptance of a D- grade on a transfer was sent back rewording.

Report from S.E.A.C. Chair:

Joy LiCause is pulling items together from the presidents meeting. Those notes will come. In short the President talked about good things that have been happening. He acknowledged the work that S.E.A.C. has done and the meetings with him seem to be keeping everyone up-to-date. He indicated that no one will be hurt because of the faculty union, specify in the health benefits area. He indicated that Sabrina Andrews is looking over the S.E.A.C. survey.

Gary Beckman indicated that Candace Campbell-Jackson has been named Chief of Staff. Perhaps she should attend one of our meetings.

Old Business:

By-Law Subcommittee (Caillet, Golz and Spray)

Report:

Report to S.E.A.C.

The by-laws subcommittee recommends that we explore the following when considering amending the by-laws.

- Procedure for a changing by laws (Robert's Rules of Order pertaining to amending by-laws/Constitutions, by-laws, and rules of order, that have been adopted and contain no rule for their amendment, may be amended at any regular business meeting by a vote of the majority of the entire membership; or, if the amendment was submitted in writing at the previous regular business meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.)
- Define officer positions and duties.
- Define what constitutes a quorum.
- Set minimum meeting frequency requirements and how much notice is required to call a meeting.

Comments –

J. LiCause comments: OSCHE everyone seems to be working on their by-laws. Do by-laws need to be official like the official university rules?

G. Beckman would like to see a limit placed on missed meetings.

S.E.A.C. members who exceed that limit would be dismissed from the committee. Beckman also indicated at one time 75% attendance was needed to make a quorum.

It was unanimous that Caillet, Golz and Spray should continue on with the wording.

If anyone thinks of something else, please send it via the list serve.

Other Old Business:

Grievance Policy: Spray will place a link on the S.E.A.C. web page to the grievance policy in university rules. Double check that they are up-to-date title changes etc. (<http://www.uakron.edu/ogc/docs/26-02f.pdf>)

LiCause reports has something from Bill Viau S.E.A.C. regarding what procedures on grievance passed the University BOT. She will make sure that this is placed in the S.E.A.C. President documentation for future reference.

Performance Reviews: Spray reported from Kathy Watson, if you are not happy with your performance review, and you have discussed it with your supervisor(s), and you don't know what is next. Please call Kathy Watson or Bill Viau.

Note the 2005 Performance Review forms are on the HR web site.

New Business:

LiCause shared minutes of the February 7, 2002 S.E.A.C. meeting with Ted Mallo. Items of staff concern regarding Personal Leave, Shared Leadership Awards, sick leave and vacation accruals did not seem to get a concrete response from Mr. Mallo. The committee discussed writing a memo to Mr. Mallo asking for a clearer answer.

Also discussed was the e-mail written to Mr. Mallo from S.E.A.C. by Golz

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From: Golz, Virginia C
Sent: Friday, March 11, 2005 8:41 AM
To: Mallo, Ted A
Cc: LiCause, Joy A; Stachowiak Jr, Robert W
Subject: Question from SEAC

Ted,

This request comes from S.E.A.C. – is there an Ohio statute that governs the vacation allowance for UA non-bargaining staff, or is non-bargaining staff vacation allowance determined solely by our BOT approved university rules?

Thank you.

Ginger

Ginger Golz
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Phone: 330.972.7067
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Mr. Mallo and Kathy Watson asked Ginger for clarification, but S.E.A.C. has not received an answer. It was suggested that LiCause setup a meeting with Mr. Mallo to request responses.

NEXT meeting will be a Wayne... The meeting will be in the Farm House. Caillet will determine what the lunch will be and the fee and e-mail S.E.A.C. for reservations. Caillet will inform Wayne employees of our visit and ask for them to submit any question prior to the meeting. Caillet will forward the questions to the S.E.A.C. listserve. Akron people lets try to car pool. Shuster and Spray can drive.

Beckman would like everyone to be aware that Purchasing does not want Central Stores to store printer cartridges. Purchasing wants university departments to go through Corporate Express. Gary comments that Corporate Express has been taking 3 or so days for delivery. If this is a concern for your department, please email Gary Beckman.

Next Friday, January 20, the S.E.A.C. board meets with President Proenza, if you have anything for consideration, please send to LiCause.

Meeting adjourned at 1:00pm

Next meetings (3rd Thursday of every month at 1:00 p.m. in CH)
February 16, 2006 (Wayne College)
March 16, 2006
April 20, 2006
May 18, 2006
June 15, 2006