

The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Minutes April 24, 2008

Members and Attendance:

Name	Attendance
Gary Beckman	Present
Charlene Calabrese	Absent with Notice
Mary Dinger	Present
Jeri Farwell	Present
Lissia Gerber	Present
Michael Kimble	Present
Jim Shuster	Present
Peggy Speck	Absent with Notice
Laura Spray	Present
Bob Stachowiak	Present
Mary Tabatcher	Present

Meeting called to order at 11:49 AM .

Review minutes for 3/20/08: Approved with no objections.

Benefits & Wellness Committee: Jeri Farwell (reporting) & Laura Spray - The Smoke Free Campus sub-committee met April 16th to discuss the possibility of making the University of Akron a smoke-free campus. This would mean smoking would not be permitted in UA buildings or on UA grounds, including parking lots and sidewalks.

At this point, the committee is only making recommendations, not decisions, based on research and data that is being collected.

The group was asked by the President and Vice Presidents to review and make recommendations on the following two issues:

1. The issue of smoking on campus and whether the campus should go smoke-free.
2. Implementation of the current smoking legislation, including current door signage on campus, which is not aesthetically pleasing.

Many institutions are reviewing the issue of smoking, including higher education and medical/healthcare organizations, corporations, etc. Wellness is also a popular issue currently under review.

There can be multiple recommendations on the issues as well as many ways to gather campus input for informed recommendations.

Eric Mundy, Research Associate from the Center for Policy Studies, worked on preparing a survey to gather data. Information about and a link to the online survey was included in the April 17th E-Mail Digest. The short survey is available until May 9th at: <http://www.surveypollresearchlab.org/mrIWeb/mrIWeb.dll?I.Project=CAMPUSSMOKINGSUR>

The results of the survey will be used by the committee to make recommendations to the University Administration in June. Focus groups will also be conducted before the end of the semester to gather more information.

The University of Akron Campus includes the main Campus, Medina Center, and Wayne Campus.

The President wants attractive campus signage if this moves forward.

Next meeting is April 30th.

Board of Trustees: Peggy Speck reporting on March 26, 2008 meeting

(www.uakron.edu/bot/) - Dr. Proenza introduced newly hired A. G. Monaco, Associate VP, Human Resources & Employee Relations and Lee A. Gill, Associate VP for Inclusion & Equity, Chief Diversity Officer.

Chancellor Fingerhut spoke at the Akron Roundtable and dismissed rumors that UofA is going to merge with CSU. We are working on a shared service initiative with Lorain County Community College. The expertise UofA will provide for Lorain CCC will save them significant money and time.

The area around Brown, Union and Vine is beginning to become transformed into our new stadium. 50,000 cubic yards of soil have been removed for the start of a "bowl". The bid for structural steel and concrete for the stadium has come in at 10.67% below our estimate with a cost savings of \$781,000. The Mr. Hero on Market St. will be demolished on 3/31 and the Urban League Building will be demolished on 4/25.

Dr. Fey, VP for Student Affairs, spoke about campus safety and how to avoid and respond to a crisis on campus (emergency management planning). We will increase patrols on bicycles and motorcycles and establish a "block watch". A Safety Task Force has been formed, members being appointed by the President. A University Safety Committee is operating under the Task Force to come up with ideas of how to improve safety and security on campus.

The Board voted unanimously to award Dr. Proenza a 5% salary increase effective January 1, 2009.

Next board meeting is April 23, 2008.

By-Laws: Laura Spray & Charlene Calabrese – No report.

Faculty Senate (<http://www.uakron.edu/president/facultySenate/>): Mary Tabatcher (reporting on 4/3/08 meeting) - Chris Tankersley from Academic Advisement gave a powerpoint presentation on New Student Orientation and the plans for enhancing NSO with adventure trips to Hocking Hills and the New River Gorge. First trips are scheduled for this summer with 18 students each.

The Executive Committee reported they met and discussed chair rolls in light of Dr. Ducharme's dismissal. Also they discussed the Higher Learning Commission report, University Park Alliance and the Academic Health Center. Additionally they discussed proposed changes to the student disciplinary code and ad-hoc graduate faculty status.

Provost Stroble introduced the new Chief Diversity Officer, Lee Gill, who spoke briefly about his plans to grow diversity. Additionally the new Director of HR, A.G. Monaco was introduced and also spoke briefly about his background.

Provost Stroble gave the President's report and stated that as requested by Faculty Senate, he asked the BOT's endorsement of HB 315 which would provide a dedicated revenue to fund STRS. The BOT asked Ted Mallo for advice and the President will report at the next Faculty Senate meeting. Recommended that we all review Chancellor Fingerhut's plan by going to the UAkron homepage and clicking on the link at the top of the page to take you to the report (see <http://universitysystem.ohio.gov/>). UA is in line to be supported by the master plan and will hopefully be able to increase graduates by 1/3, keep them in-state and attract out-of-state students to UA. There will be more collaboration, state support, internships and co-ops, centers of excellence. Dr. Stroble was scheduled to be on NPR with the CSU President and Chancellor Fingerhut.

Faculty Senate approved a reworked retroactive withdrawal policy after the original proposal had been challenged the previous month and sent back to committee. The new policy is more logical and less burdensome for the student but should create a universal policy for all colleges to follow.

University Council: Now what? Revisions being made and minutes of meetings are available on the provost website. Constituencies now need to approve changes. Will continue with meetings over summer and hope to meet with Drs. Ramsier and Lillie at first Faculty Senate meeting in fall 2008. Joe Wilder will write part of the next draft to address some outstanding issues.

UA is preparing for the NCA self-study and are currently working on documentation. Team set the schedule for 1-1/2 days and UA is hoping to show we are making progress on shared governance which is the purpose of this follow-up. Faculty Senate approved asking NCA to hold off on final report until University Council is up and running.

The student code of conduct review committee compiled report and forwarded recommendations to the Vice President of Student Affairs. The Ad Hoc committee reviewed the proposal on 4/1/08 and approve of general work but had a few areas needing clarification. Will meet with Charlie Fey as soon as possible in order to proceed.

Other Business: Philosophy faculty spoke to the fact that Dr. Ducharme was removed without prior notification either to him or Philosophy faculty and there has been a general lack of communication regarding reasons for removal which speaks poorly of shared governance on this campus. The question was, "Is this the administration policy?" The Dean of Arts & Sciences may have the power to remove a chair, but was the power wielded properly in this case? Since the reasons have not been disclosed, then Philosophy faculty can only assume the worst. There were two primary issues with the action taken: does the dean have the right to dismiss without cause, and where does "shared governance" come into play? There was a Chair's meeting with A.G. Monaco on Friday, 4/4 to discuss the issue, but confidentiality is a big factor in the case. There are questions on the ethics of an email that was sent to Faculty Senate by the dean about the issue. Faculty Senate voted to require administration to communicate reasons for removal to Philosophy faculty.

Operations Advisory Committee: Mary Dingler (reporting on 4/7/08 meeting) - The search for the College of Education has been stopped. They will start a new search in the fall with a new search firm. Dean Capers will continue to act as Interim for another year.

The budget for 2008 – 2009 will be tight, even with tuition increase. They are planning on having the budget ready to go to the board for the May meeting.

Chancellor's Master Plan – talk about redoing the master plan; gauging it more on Centers of Excellence. This goes hand in hand with the Condition of Education report. This is kind of what the Regents are keeping score of.

Enrollment/capacity planning. For fall courses, there are still 52 sections without rooms. They have made great progress. They will now check with departments regarding department owned classes. Carroll Hall demolition contributed to this program. They should find some open spots at the college/department level. We need to make sure that the data is complete and accurate. Space is a large issue, not just classroom space. Administrative space, lab space, etc. continues to be a problem. It is likely that University Council will take this task on.

Budget/efficiencies linked to benchmarking. They are looking at how resources are tied to strategic plan. They have identified a resource that can do the training.

Campus communication/feedback from committees. The CODs did not receive creating a mandatory format for committee meetings particularly well. Will this be mandatory? How far down should this go? Will there be places to archive minutes? Will this be required or requested? A lot of discussion still needs to take place on this. The COD minutes regarding this agenda item will be made available for the May meeting.

Coordinator of Summer Camps (operational issues). They are still trying to decide if these types of attendees should be called "guests" and then they would need a Director of Program Foundation "guests". It is a very broad group from young children to seniors.

The Provost stated that at the May meeting the group will see what topics should be on the agenda for 2008 – 2009. Once University Council gets on board, this committee may just fade out. However, that won't happen by fall 2008.

OSCHE (Ohio Staff Council on Higher Education): Bob Stachowiak (reporting), Charlene Calabrese and Laura Spray - On Friday 4/4/08, Laura, Charlene and I attended the OSCHE meeting in Dayton here is what transpired.

The meeting started with a welcome from Tim Howard and the executive committee.

Tim Wagner from Columbus State Community College Presented a slide presentation on Columbus State's revamping of employee management section, from evaluations through mentoring, training etc. Although the presentation was very upbeat, some issues were not able to be evaluated due to the changes having been too recent to measure the success/failure of the program.

Chancellor Fingerhut gave a review of his new game plan for Ohio. He was very enthusiastic and painted a picture of commitment from the current state administration to education. On a disappointing note, the Chancellor either chose not to or did not have the questions submitted beforehand so after ending his talk, he only took three questions from the floor. Of significance was his response to a question from OSCHE President Tim Howard that reaffirmed the Chancellors intentions of including OSCHE as a player in the mix and that we would indeed be a partner in the Education System of Ohio.

After lunch the business meeting was held which consisted of:

- Constitution and by laws
- Finances
- Part-time Health care discussions
- Recruitment Update
- Summer Conference information
- New web site update

Lastly we discussed HB187 and what it may help us to accomplish. There were several HR administrators in the room and they were very open about what it may or may not help us to change.

We adjourned about 3:30 pm and made it home by 7ish.

I want to take this opportunity to thank Charlene for driving and Laura for navigating. I had to work a detail the night before and only got about three hours sleep before we left. I don't know how I would have made it there and back if I had to drive it myself.

In discussion today, Bob mentioned that we will need \$250 for conference fees and will need to ask President. Need attendees for (we think) June 20-21? OSCHE is in the

process of developing a conference website. Lorraine Community College seems to be dominant in group as it is the home of the current president of OSCHE.

Parking Committee: Jeri Farwell (reporting) - 4/16 meeting had proposal for residence halls and discussed how do you define University Circle which would be a pickup place for shuttle (College Street or Bierce Library). Cost of shuttle service is estimated to be about \$290,000. Talked about what other lots to use for residence hall parking only. Want to give residence hall students their own parking and would get a "ROO" pass for those lots. Will offer incentives if students park in far-away lot and there would be shuttle service. There seems to be a mass-exodus from campus around 2:30-3:00 PM, so are looking at scheduling of classes to alleviate the crunch.

Performance Evaluation Committee: Lissia Anderson, Mike Kimble & Mary Tabatcher – No report. How many cases of people are disgruntled or refused to sign. Lissia to talk to AG Monaco to see if information can be released since it's already gathered. Gary said Debbie Roper said we should look at evaluations and how they correspond to raises to be sure raises were based on grades, not personalities. Are raises coming? Nothing has gone to board yet. Need to start with AG Monaco to see if we can access data collected on correspondence of raises to evaluations. Mike says our review process is similar to other universities. Is staff able to understand and do evaluation correctly and is employer tracking performance annually? Are reviews and dollars linked? Every supervisor should have to attend a mandatory performance review process, or at least each time the process changes.

Safety Committee: Bob Stachowiak (reporting) - I attended the inaugural safety and security committee as the SEAC representative on Tuesday, 4/22/08. Handouts from the meeting were attached to an email and the charges and responsibilities of the committee are shown in the attachments. During Tuesday's meeting we:

- Had introductions
- Candace Campbell Jackson (Presidents Office) explained the whys of creating the committee
- Jim Sage (VP of IT) explained about the emergency response guidelines
 1. Wants it to be in each class room
 2. Wants it located in areas where people meet
 3. Wants everyone to view for errors /omissions / completeness
- Jim Sage also spoke about Emergency Management Planning
 1. Currently working on phases 1,2 & 3.
 2. Possibility of a emergency management drill in a year between UA, City and County.
 3. Spoke of A.L.I.C.E. training which offers alternatives to active Columbine (Active Shooter) incidents other than "duck and cover". A.L.I.C.E. stands for *Alert, Lockdown, Inform, Counter and Evacuate*.
- Chairman Charlie Fey indicated that he noticed that several of the charges indicated review functions and thought that this indicated that they should have subcommittees and asked for volunteers from the group to head those committees.

There will be monthly meetings. Campus A.L.I.C.E. training will be offered. Faculty may be trained who will then talk to students. May include SWARM training. Brought consultant from DC and 81% of shooters tell somebody they are going to do it. Train people to be aware of such activities so they can alert someone in authority who can take action. Talked about mass training but Bob says it won't happen for another year or so. Would be massive event with city, county, etc. Necessary for appropriate campus professionals to recognize and act on trouble students/faculty/staff. Z-Alert -- 25% of people use service, but we are below that percentage. Laura says last time she got message on phone, it was on website homepage first. Communications big part of campus safety and security. Text messaging has been outsourced which could be reason there is a time lag compared to UA website. Attendees of first meeting were Bob, John Case, Jim Sage, Charlie Fey, Lee Gill and Frank Horn. President determined not to get burned and wishes to prevent Virginia Tech type incident. Little training for in-coming employees, so many things are not included in training.

Social Committee: Gary Beckman, chair (reporting), Charlene Calabrese, Peggy Speck, Mary Tabatcher - Gary and Bob met with Victor Pinhiero who gave them some ideas and said you can't do successful event without 6 months of planning. To have employee appreciation day, have to get people to buy into it so he got somebody from each college. An email or flyer doesn't work – have to get people involved. Will not be able to put big event together quickly. Also, how much money do we have? Bob says he needs to sit with President to get an idea on budget. Per Victor, it cost \$35K for student appreciation day. Had more than 5K students. Victor got all deans and made presentation and got them invested. Each dept gave money and people and built teams who competed with each other. Bob needs to meet with executive committee and president to find out what we can expect for support.

University Council: Joy LiCause & Bob Stachowiak (reporting) – Still working on it. Faculty Senate made resolution to request that no final report from NCA be submitted until University Council is formed.

Website Committee: Jim Shuster – Jim can upload minutes passed today.

New Business: Bill Viau from HR discussed HB 187. Handed out summary detailing essentials. Passed in 12/06 by Ohio General Assembly – has been worked on for 14 years and maybe longer (at least since 1994). Part of IUC and subgroup is HR subcommittee. University presidents assigned IUC HR group to develop guidelines which was approved by presidents of state universities. Ohio Department of Administrative Services was charged with determining guidelines to be used by individual university BOT on implementation. Our BOT can now assume authority of Department of Administrative Services. HB 187 covers the following:

1. Classification Plans

2. Compensation Plans
3. Recruitment, selection and appointment process
4. Performance, discipline and termination process
5. Layoff and reduction-in-workforce processes
6. Paid leave, holiday leave and benefit programs
7. Appeals processes

If UA doesn't make any changes, then we would still be subject to the Ohio Revised Code. Because of that, we currently have protections and will retain them in future until such time as UA BOT votes in another policy in any of the above areas, and employees will always retain appeal rights to State Board of Appeal. NEOhio University Systems desire to make changes slowly – so far nobody has made any changes – will find out at next IUC meeting if there have been or if any of the constituencies will be making changes. BOT adopted resolution accepting guidelines as created and UA was waiting to complete HR director search before undergoing any reviews. HR is committed to work with SEAC and other employee advisory groups and plan on establishing a website to detail any proposed changes. Need to discuss how we want to be involved. Want a designated individual from SEAC to work with group on any future changes and they ask that nobody be worried. Looking to make changes that will, hopefully, be better for all concerned. Many of the rules in the Ohio Revised Code go back to 1960's, and as such, we can be more effective by making some changes. What will structure be at UA? That will be up to AG Monaco. IUC HR subgroup has agreed to follow same process for change and there will be consistency with other universities. The process gives us flexibility regarding our university. Ohio Revised Code covers state and county offices, community colleges, etc. UA will consult with staff committees, post draft rules for 30 days, will interact with bargaining units if appropriate, will have staff forums if necessary and could have focus groups, etc. as this is intended to be a collaborative process. UA rules was always based on Ohio Revised Code and specific items such as vacation schedule was set and we had no options. Receptivity of our proposals would be based on benefit to UA for all concerned. We wish to push for issues such as vacation equity, sick day banks, etc. We want to be sure we have our act together so we can not be caught unaware. That gives us time to do research, etc. At FAST(?) meeting, AG said Mercer study was flawed and wants to take a look at classifications. We can have this as agenda item with AG. We need rep to interact with Bill Viau to pass on information. Can use SEAC-C list serve. Would be beneficial to become familiar with seven items and whether we would want to make changes. How does this interface with bargaining units? Most contracts have clause that if it's not covered in contract, it refers back to civil service. Bill has agreed to keep us advised of any considerations being entertained by IUC

NCA – everyone please come on Tuesday, 4/29/08 from 9:15-10:00 in LH 414. Read NCA reports at the following electronic room location:
<https://sharepoint.uanet.edu/provost/NCA/default.aspx>

Meeting adjourned at 1:29 PM .