

The University of Akron  
Staff Employee Advisory Committee (S.E.A.C.)  
Minutes for October 15, 2009 Meeting

**Members and Attendance:**

<b>Name &amp; Start Date</b>	<b>Position</b>	<b>Attendance</b>
Jean Andrick - 2008		Present
Kristina Artino - 2009		Present
Gary Beckman		Present
Mary Dingler - 2009		Present
Lissia Gerber - 2007	Vice Chair	Present
Nancy Homa - 2009		Absent w/Notice
Mike Kimble - 2009	Chair	Present
Jim Shuster - 2008	WWW	Present
Laura Spray	Ex-Officio	Present
Bob Stachowiak		Present
Mary Tabatcher - 2007	Secretary	Present
Lindsie Webb - 2008	Treasurer	Present
Pam Woodall Caine - 2008		Present

Meetings always scheduled on third Thursday of month at 12:30 PM.

Meeting called to order at 12:43 PM.

Review minutes for August 13 and September 3, 2009. Minutes approved with no changes.

Mike presented an agenda for future consideration regarding meeting protocol. For the sake of saving time and allowing more time for new business and ventures, please write your report and put them on the listserv so we can all read them in advance. At the meeting, each person will do a short report and at that time we can make any additional changes. Send full minutes to listserv (SEAC-C) and Mary will incorporate the full minutes into the SEAC meeting minutes in advance of the meeting. Subcommittee contact person will submit the report to the listserv.

**Awards & Recognitions Sub-Committee: Gary Beckman, Mary Dingler (reporting), Jean Andrick, Jim Shuster and Pam Woodall:** No activity and no report.

**Group Insurance and Benefits Committee: Laura Spray (reporting) and Mary Dingler:** No activity and report.

**Board of Trustees ([www.uakron.edu/bot/](http://www.uakron.edu/bot/)): Gary Beckman and Kristina Artino (reporting):** Following are the minutes for the 9-9-09 BOT meeting:

Student Council:

- The students talked about increased parking issues for them.
- They also stated that it was student appreciation day on 9-9-09.
- Students stated that they were excited for the first game at the new stadium on 9-12.

President Proenza:

- Addressed the ongoing development of the strategic plan
- Announced U of A's new Athletic Director-Tom Wistrill
- Proenza announced that groundbreaking of the Polymer Bldg. will be 9-14-09.
- Stated that enrollment was up 7.6%, 6.4% for new freshmen
- Currently the U of A has almost 28,000 students on campus
- Announced that the Sports and Exercise Science programs in the College of Education will move into the stadium on the first level.
- Proenza announced that there are new pictures of Wayne College's new Student Union.
- The University also purchased Bath Nature Preserve Center where the Center for Field Studies will be housed.
- Development team has been really successful and exceeded the 5yr goal
- The topic of budgets was brought up, but the goal of the U of A is to keep people employed and not fill the empty positions to compensate for our delay of income from the state (4.6 million in deferment).

Dr. Midha-Interim Dean College of Arts and Sciences

- Stated that the College of Arts and Sciences is one of the most diverse colleges on campus.
- Introduced a professor from the college who was awarded a ½ million dollar grant to conduct research at the undergrad level. This project gives students an opportunity to go to an island and conduct valuable research and come back to the U of A and record and interpret the data.

Meeting adjourned

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Following are the minutes for the 10-7-09 BOT meeting:

Student Council:

- Stated how excited the students were for the first home opening game of the football stadium.
- Stated the CEO Charles Schwab was speaking today for the College of Business students
- Announced that students will no longer be charged for parking at the football games
- Students are aware of parking issues and will work with the Provost and Parking Services to continue to find solutions. The students did mention how useful the color coded parking maps were.

Proenza:

- Talked about Urban Leader Summit and attended a conference in DC
- Talked about China Week and all the activities that were made available through the Confucius Institute, China Week is from October 5-9.
- Proenza was asked to attend a meeting in China to represent the U of A in a panel discussion
- Homecoming week
- Proenza mentioned how people have been amazed visiting the U of A due to all the transformations on campus. The U of A was named 1 of 43 campus' for being a role model for a diverse academic environment

- Continuing nationwide search for a Vice President and Provost
- Strategic Planning is coming to closure and a draft will soon be ready
- State of the Union address at 3 p.m. on October 27, 2009.
- Proenza said that he will be visiting all departments in the near future

Presentations:

- Two presentations were given-One from Akron BioInnovation and one from Summit College

Announcements:

- The University Alumni Holiday Luncheon will be December 3, 2009

Meeting Adjourned

**By-Laws: Laura Spray (ex-officio and Chair reporting), Pam Woodall, Nancy Homa and Lindsie Webb:** Making progress. Met Thursday, 10/15/09. Hope to have draft to SEAC before January meeting.

**Campus and Community Outreach Committee (new committee): Pam Woodall Caine, Kristina Artino, Jean Andrick and Mike Kimble:** See old business this meeting.

**Faculty Senate (<http://www.uakron.edu/president/facultySenate/>): Mike Kimble and Nancy Homa (reporting):** Following are minutes from the 10/1/09 Faculty Senate Meeting:

Prior to Sterns asking for approval of the Agenda – D. Gerlach raised the issue that items on the agenda need to be more explicit in definition.

- I. Approval of the Agenda
- II. Approval of the September 3, 2009 minutes: Senator Norfolk added corrections
- III. Chairman's Remarks
  - Reminder to attend Strategic Planning Forum in October; 2) University Council Bylaws; 3) Visit by Nat. Acad. Of Advisors – meeting will be Wednesday, October 7<sup>th</sup> from 1:15-2:15PM;
  - Executive Committee Report: 1) Discussion of Shared Governance – AAUP has made reference to this disappearing in negotiations; need to pay close attention to this issue
  - Provost Search Committee: Reps from FS Executive Comm. – Sterns, Lillie and Bouchard. A. Hajjafar questioned why there was no vote of the overall senate for representation. Discussion ensued at which point nominations were taken. A. Hajjafar was nominated; vote taken – rep. from Faculty Senate will be Sterns, Lillie and Hallafar
- IV. President Proenza: Reiterated the decrease and delay in funding with the slot issue being on the ballot – does not anticipate any cuts to higher ed; Provost Search has been in the quiet phase; will now be undergoing the public phase. Hope to have the search concluded by December 31, 2009. Reviewed the J. Case replacement and Scott Borgemenke's closeness to Eric Fingerhut. Reviewed the University's policies with regard to seasonal and swine flu and as of 10-1 – no reported cases; Reviewed the "WOW"; University's recognition in promoting diversity (one of only 43 universities so honored); (President then

fielded questions from the Senate) When questioned about the decrease in number of faculty versus the increase in enrollment he stated that he, the Provost and deans are working to increase the number of Faculty from between 100 to 200 new faculty – issue is funding. Mention of salaries, other issues – forbidden to address by virtue of current negotiations, etc.

Questions to President Proenza with regard to parking and monitoring of lots; E. Erickson – concern that forum for Strategic Planning does not take into account faculty time frames and availability – so that there can be input from faculty; Proenza assured that there would be visits to colleges, etc.; Question with regards to health care costs – little information provided especially since the Faculty Well-Being Committee is no longer in existence;

D. Gerlach pointed out to Proenza that during the 11<sup>th</sup> Presidency at UA there were as many students (if not more) and there were ½ the number of administrators and that was a concern that needs to be addressed.

- V. Interim Provost Baker: University Council is moving forward; OBR questionnaires regarding TAGS; Advising visit. October 5-9<sup>th</sup> is China Week; October 29-30<sup>th</sup> – ITL sponsored Learn to Engage – encouraged all to attend.
- VI. Process for Curriculum Proposals: Discussion that there was responsibility for cost (\$138,000) – Sterns indicated that that cost was not being shouldered by Faculty Senate; Concern by D. Gerlach as to when this was all approved; to address the transparency of the proposal -- H. Loughney found that discussion first started in October 2008.

Curriculum Review Committee is looking at scheduling issues and will be reviewing those issues with the Enrollment Manager; Proposal 07-86 – concern by some of the generalities stated; senate members were reminded that in the body of the original proposal on line – all courses are specifically stated; Proposal 07-86 – passed;

R. Ramsier updated members with regards to UC Exploratory Committee – feedback on bylaws; concern addressed that the Standing Committee for Student Success with not overlap with the Senate with respect to non-academic issues. R. Ramsier indicated that all 8 groups will have to acknowledge these bylaws – and that the Fac. Senate was the 1<sup>st</sup> of the presentations. The feedback from all 8 groups will be presented to the FS at their November 2009 meeting.

- VII. Bylaws – Postponed discussion until next meeting.

Meeting Adjourned at 5:05PM.

**HR Liaison: Jean Andrick plus contact person of other committee.????? What is this?**

**OSCHE (Ohio Staff Council on Higher Education): Mike Kimble (chair) and Lissia Gerber (vice-chair), Mary Tabatcher and Bob Stachowiak (alternates):** Fall meeting scheduled for 10/23/09. Meeting in Salina, OH. Per google, travel time is 3.53 hours. Jim Shuster volunteered to attend. Ken Collins from LCC is the new president (chair?). Jim will forward minutes to Bob for posting on OSCHC website. Lissia needs to be on OSCHC listserve.

**Performance Evaluation Committee - Mary Dingler, Gary Beckman and Jim Shuster**

**(reporting):** One of primary problems is lack of communication between middle management and employees. There are also questions regarding the raise pool formula and lack of employee awareness about the formula and where they fit in with raises and the fact that supervisors do not have to follow the formula or tell employees they didn't allocate all the funding. What are the goals for the committee? Should we make a presentation to the president? SEAC website could be information depository. Jim suggested that we help staff be more proactive and reiterate to staff to keep all their records which could effect raises. Should we give employees advice? Info is not being sent down the chain of command. Should we put existing info on our website? Should there be mandatory training for staff and supervisors on the performance evaluation process? There does not appear to be any consistency on campus. Should we survey staff to determine who has been hurt by arbitrary process? What is university policy regarding connection between performance reviews and raises? Gary believes there was a document that explained this and that Ginger Golz may have it or know where to find it. Get procedure first. What is charge of committee? Goal is fairness. Jean forwarded the following rule on performance review process:

University Rule 3359-26-02 (<http://www.uakron.edu/ogc/rules/RulesbyNumber.php>) Page 8, Item K-1-C below.

Website for performance review guides for administrators and staff:  
[http://www.uakron.edu/hr/hrtraining/Perf\\_Reviews/Perf\\_review.php](http://www.uakron.edu/hr/hrtraining/Perf_Reviews/Perf_review.php)

(K) Performance appraisal.

- (1) The university expects all supervisors to evaluate employees at least once annually on the basis of job performance. This performance appraisal should accomplish:
  - (a) An enhanced supervisor-employee rapport and relationship through communication,
  - (b) Clarification and mutual understanding relative to performance and productivity expectations, goals, and measurement criteria, and
  - (c) Identification and documentation of the employee's performance strengths and/or deficiencies in a variety of categories thereby providing the basis for current and future personnel decisions, ***including but not limited to salary increases for unclassified staff.***

**Social Committee: Bob Stachowiak (chair), Mary Dingler, Gary Beckman, Jean Andrick and Pam Woodall:** No activity, no report; however CPAC met and are willing to go in with us on holiday party. Jean mentioned she talked to Mike Szczukowski sending thank you letters to donators for employee appreciation day. The picture from employee appreciation day with the most votes received a prize. Lissia received the prize.

**Treasurer: Lindsie Webb (reporting):** Just received budget . We had a balance of \$1,908.48 and it did not carry over to 09-10. Current balance is \$2,500. Laura had email from John Case that it would carry over. We need to let them know that we did not receive our carry-over. Bob reminded us that we were hoping for some seed money for philanthropic purposes. Will forward email from John Case to new CFO and request our carryover.

**University Council Exploratory Committee:** Hoping to ratify bylaws this month. Bob sent latest draft to SEAC-C for review.

**University Council:** Elections not ready to proceed. Will need four appointed committee members when the time comes. Joy is now out and it is recommended that Laura be involved since she has been on the UCEC from the beginning.

**Web Team: Jim Shuster (reporting) and Bob Stachowiak:** Updated some committee roles and will clarify others. Jim will send us the picture taken with the president on 9/3/09.

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**New Business:** SEAC listserv update.

Discuss anonymous letter. Our job as SEAC committee is to advise president. Since president is aware of letter, there is nothing more for SEAC to do at this time.

**Old Business:** Add Campus and Community Outreach Committee. Pam Woodall interested. Lissia mentioned it to President who referred it to Candace. Lissia has looked at other universities who have similar things. We could sponsor cookbooks, throws like OU, etc. Lissia will meet with development to discuss further. How about a book scholarship? Women in Higher Ed did something similar, so Mary D. will forward that info to Lissia. Email ideas to Lissia. CPAC also talked about food drive. Get UA truck and fill it with food and drive to Haven of Rest. ASG to be notified to see if students want to participate. Who on committee? Christina Artino interested. Families Helping Families. Maybe invite other organizations to collect on campus. Some university foundations are matching dollars collected. Jean Andrick and Mike Kimble also interested.

Meeting adjourned at 2:06 PM.

Next meeting is on November 19th at 12:30 PM. See schedule below:

Date	Start	End	Room	Status
10/15/2009 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
11/19/2009 Thu	12:15 PM	2:00 PM	CAS 116	Due to Mary's temporary disability
12/17/2009 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
1/21/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
2/18/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
3/18/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
4/15/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
5/20/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
6/17/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed
7/15/2010 Thu	12:15 PM	2:00 PM	SU Room 323	Confirmed