

The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Minutes for November 19, 2009 Meeting

Members and Attendance:

Name & Start Date	Position	Attendance
Jean Andrick - 2008	HR Liaison	Absent w/Notice
Kristina Artino - 2009		Present
Gary Beckman		Late w/Notice
Mary Dingler - 2009	HR Liaison	Present
Lissia Gerber - 2007	Vice Chair	Late w/Notice
Nancy Homa - 2009		Present
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		Absent w/Notice

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

Meeting called to order at 12:38 PM.

Review minutes for October 15, 2009. Minutes approved with no changes.

Agenda for Today's Meeting

- I. Opening/Introduction
- II. Goals
 - Update of details on Holiday Party Planning
 - Establish topics/items for Executive meeting with President
 - List of changes for SEAC webpage
- III. Agenda Topics
 1. Confirm October minutes
 2. Solicit topics to discuss with President.
 3. Message on University budget
 4. Update on Bylaws
 5. Criminal Background Check
 6. (CCO) Family Helping Family Campaign
 7. Social Committee Update on Holiday Party
 8. Awards and Recognition Sub-committee
 9. Website Cleanup
- IV. New Initiatives
 - Family Helping Family Campaign) - Lissia to report.
- V. Closing

Awards & Recognitions Sub-Committee: Mary Dingler (reporting), Gary Beckman, Jean Andrick, Jim Shuster and Pam Woodall Caine: The Awards and Recognition Committee met on Tuesday, October 20, 2009. The first item we discussed was defining a description for the committee as well as our goals and mission. We believe one of the purposes of SEAC is to act as a conduit to find out the rules and regulations (that may be buried a little deep) and make it easier for

members to find answers to their question from the policies that are already in place (and perhaps list and link them from our committee web site). Jim will be updating the web site, listing a description of the committee(s) and the goals and mission of the committee(s). Jean will be assisting with web site information as well.

Our mission is to fact find - what is the policy/rules for awards and recognition? We need to find this out so we can let staff members know what they are and what to expect. We realize there are and will be budgetary considerations that may cause things to vary somewhat.

We need to find out for sure who is in charge of the awards & recognition program. It seems difficult to track what individual/department is in charge from year to year. Thus far I have had no reply from Deb Roper (doesn't know if they are in charge of it for next year or not per her last email). We need to know who to contact regarding information on it (and perhaps they need a contact from SEAC end as well when this decision is reached) so this can be more seamless. Since the current awards and recognition ceremony includes faculty and contract professionals as well, we aren't sure what, if any, role we can serve in planning. If we have input, we would like consistency in the spacing of awards (every 5 years); consistency in the award program from year to year (as much as possible). It was a nice event at the Quaker this year. It is nice to have the President there, pictures with the President and Zippy, etc. We felt that all names should be read, not just those who may or may not be there (there were some real problems with that last year). All recipient's names should be in the program.

We may want to do a survey and see how the staff feels about the awards program. The awards & recognition committee felt that we should do a survey of the staff a minimum of once per year (on timely issues). We want them to know we are alive and well other than when we contact them to vote at election time. This topic might be a good one for a short survey. Again, we want to gather information, not be adversarial. One area of which there was particular concern was how service was counted (part time/full time only). It needs to be consistent and we need to know how it will be counted so we can let staff know. What is the procedure or qualification for years of service? Perhaps it should be based on the way SERS calculates service. Jean is developing a proposal with further details from our discussion today; this email just serves as a way to let you know some specifics of our discussion. Once the proposal has been brought to SEAC and discussed and finalized, this is an item that would be taken to HR by our liaison, Jean. She has asked Mary D. to go along as well (she was one of the HR liaisons last year).

Bottom line, we want to keep this simple, identify the formula, be transparent, and share the information with the staff.

The following was presented to administration in December and Debbie Roper suggested that it be sent to Bill Viau and Kathy Batchelder ; however Debbie Roper informed Gary Beckman that HR is very busy right now and may not be able to respond until after Christmas break.

Staff Employee Advisory Committee (SEAC)

A Proposal to Human Resources Presented on December ____, 2009

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2. Mission
3. Service Dates

4. Yearly Awards
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Introduction

The Staff Employee Advisory Committee consists of a sub-committee entitled the Awards and Recognition Committee. Members of this committee are *Jean Andrick, Gary Beckman, Mary Dinger, James Shuster and Pam Woodall*. Our objective is to find answers to questions presented to us by staff members of The University of Akron. It is our hope to relay rules and regulations that may already be in place and provide easy access to these University Rules simply by inserting a hyperlink made available to them from our Web site. For policies that have not yet been implemented, it is our intent to assist in the development of them by speaking out for our campus constituents

Mission

The Awards and Recognition sub-committee within the Staff Employee Advisory Committee (SEAC) is interested in the policies and procedures for determining the annual Employee Awards and Recognition.

Service Date

The service date is the most important part of the annual awards and recognition. In the past, there has been inconsistency with this date and employees have expressed justifiable concerns. SEAC is hoping to find out how the service date is determined and inform the staff of our findings.

Objectives

- Objective 1 – How is the service date determined to accurately reflect the total amount of years worked at The University of Akron.
- Objective 2 – What are the criteria? Does it include extended leave of absence, the period of time in between a resignation and rehire? Is there a calculation used to determine part-time employees' service?
- Objective 3 – The service date has been inconsistent. It is imperative that the service date be consistent.

Yearly Awards

The yearly awards are expressed in five-year increments. In the past only the 10, 20, 30, 40-year awards have been invited to the ceremony. This has always been unreasonable and employees are confused about how and why this decision was made.

Objectives

- Objective 1 – Each five-year award should be recognized in the ceremony, not just the ten-year awards.
- Objective 2 – All names should be announced even those who are unable to attend the ceremony.
- Objective 3 – We hope to illustrate that each five-year award is just as important as each ten-year award, particularly after ten-years of service.
- Objective 4 – It would be informative and interesting to know how many service awards are being delivered in each category throughout The University of Akron. The number of dedicated employees and their loyalty to The University of Akron would be a highlight at the ceremony.

Gifts

The gifts that have been offered are appreciated, but employees are aggravated at the inconsistency and value of each five-year award. This has been very noticeable and seems to be unfair.

Objectives

- Objective 1 – The value of gifts should be awarded accordingly (more valuable the higher the service award).
- Objective 2 – Allow employees to select their award from a variety of designated gifts in a catalogue.
- Objective 3 – Consistency in the gifts is crucial so employees do not compare value.

Ceremony

The ceremony is important and appreciated. Several employees do not take advantage of this opportunity to be recognized for their service. More people need to be involved in this recognition and directors, deans, department heads, supervisors, etc., should take more time to share this special award.

Objectives

- Objective 1 – Encourage directors, deans, department head, supervisors, etc., to participate in this ceremony.
- Objective 2 – A program guide or brochure would be appreciated so everyone that is receiving a service award can be listed in print.
- Objective 3 – Success stories from employees who are receiving or have received a service award of 25, 30, 35 years of service.
- Objective 4 – Pictures with the President are welcomed and enjoyed.

Marketing

Objectives

- Objective 1 – It would be a positive approach to publish the list of service awards on The University of Akron's Web site: E-mail Digest, SEAC Web site, etc.
- Objective 2 – SEAC's Web site would like to provide a hyperlink to the publish list.
- Objective 3 – A photo gallery of pictures taken at the ceremony would be interesting, including some with the President.

Conclusion

While SEAC is interested in speaking for all staff employees, our intent is to provide a more consistent and popular event. Staff employee service awards and recognition enables employees of The University of Akron to be honored and appreciated. Their loyalty to this institution is commendable and should be recognized in many ways. The ceremony is valued and we would like to help promote it by participating in the structure and optimizing the celebration of it.

Board of Trustees Observers (www.uakron.edu/bot/) - Kristina Artino (reporting) and Gary Beckman: Gary heard there is a BOT meeting on 11/20 and will go.

By-Laws - Laura Spray (ex-officio and Chair reporting), Pam Woodall Caine, Nancy Homa and Lindsie Webb: Almost ready for final review. The committee worked on them today before the regular SEAC meeting. Laura will send draft to list for review and responses from group will determine if committee needs to meet again; if so, there will be a meeting on 12/17 (starting at 11:00 in CAS 116).

Budget Committee (Lissia Gerber reporting): Had final wrap-up meeting on budget and they agreed to meet again due to common theme that everyone felt there were two different views of how we are doing – that needs to be refined and made more transparent. Goal is to be more strategic on start working on next year's budget now.

Campus and Community Outreach Committee - Lissia Gerber (reporting), Pam Woodall Caine, Kristina Artino, Jean Andrick and Mike Kimble:

Faculty Senate (<http://www.uakron.edu/president/facultySenate/>) - Nancy Homa (reporting) and Mike Kimble: Faculty Senate met on November 5, 2009. Following notes were taken.

Meeting started with acknowledgement of Mr. Ted Mallo, OGC, and Mr. A.G. Monaco, HR to assist in DNA questions later in the meeting.

Approval of Agenda – Dr. Sterns asked that the Approval of Fall Candidates be reviewed later in the meeting. Minutes of Meeting were approved with remarks by Senator Huff regarding the audio recordings of the meetings.

Dr. Sterns introduced 4 additional new members to the Senate and acknowledgement with a moment of prayer for the death of a faculty member.

Dr. Proenza, was not present, currently in China, thus, after the report from the Exe. Comm. of their meetings in October, there was the report from the Provost, Dr. Baker. He shared remarks from the OBR with regards to an increase in overall enrollment in the state by 44,000 students this past fall. He also discussed the idea of a Digital Depository with regards to intellectual property – to better illustrate to others our production – such as vitas, articles, books, dance production video, theatrical production videos, etc.

The Curriculum Review Committee represented by Dr. Ramsier reviewed changes in the rules with regards to proposal – especially dealing with conflicts in their interpretation of how the Committee is to function, does it add value to the process. Much confusion on the actual motion brought to the floor. Motion was defeated with regards to changing the current function.

Dr. Ramsier also reviewed the University Council proposal – indicated that 6 of the 8 groups that have reviewed the document have ratified the documents. ASG and VPs have not and he questioned why those groups have not. ASG rep at meeting indicating that ASG feels there is not enough representation – they would like 4 instead of 2. This opens up the question of other groups perhaps wanting to discuss their representation on this Council as well.

Student Judicial Policy Committee – reorganization largely so that students better understand – personnel are better defined. Approval of revised policy raised some questions but was approved.

Software Curriculum Expenses for the new Curriculum Proposal Project – discussion was rolled over to December with regards to the Board as there are budget issues. Once those are resolved, then project will move forward.

The Bylaws Amendment which was a holdover item from the October meeting passed unanimously.

Approval of the fall 2009 Degree Candidates was unanimous.

Discussion of the Board Policy with regards to DNA testing for background checks: Resolution read by Senator Rich regarding the reconsideration of such policy by the Board of Trustees. Upon reading, questions generated as to the need for Student Assistants – reply was that both Graduate Assistants and Student Assistants would not be required to submit DNA as there are tied to academic progress and success for their continuance on campus. Question was raised as to the need of such information. Mr. Mallo replied that Defense Department contracts/grants might request such clearance of awardees. The policy would be explained to new employees as they were offered positions. However, as Mr. Monaco emphasized, HR will not be doing this at the

current time as there is no budget in place to cover costs. The Faculty Senate then took a vote to pass a proposed revision of the rule/policy eliminating the DNA wording. The vote to change the policy was approved.

Group Insurance and Benefits Committee: Laura Spray (reporting) and Mary Dingler: Open enrollment now in progress.

OSCHE (Ohio Staff Council on Higher Education): Mike Kimble (chair) and Lissia Gerber (vice-chair), Mary Tabatcher and Bob Stachowiak (alternates): OSCHE Fall Meeting – October 23, 2009 – Wright State University (Lake Campus) Jim Shuster (attending and reporting):

- Membership dues (\$250) due by December 2009
- Winter meeting – January 29, 2009 at Columbus State
- Spring meeting – April 22-23 at Lorain Community College
- Summer meeting – June 17-18 at BGSU
- Budget - \$5237.51
- OSCHE web site – elected Bill Koshar (OSU) and Debra Smith (Miami) to maintain the OSCHE site
- Reciprocity / partnerships
- Retirement system changes
- Political activity guidelines for staff

Performance Evaluation Committee - Jim Shuster (reporting), Mary Dingler and Gary Beckman: No report.

Social Committee: Bob Stachowiak (chair and reporting), Mary Dingler, Gary Beckman, Jean Andrick and Pam Woodall Caine: Holiday Party: meeting held and questions on how much food – Food service has given proposed plan but Bob thinks the cost is too high (\$10/person). Bob doesn't think we can do it since our total budget is only \$2,500. Jeanette Carson talked to Gary about CPAC joining in again. Bob doesn't think we can spend more than \$1,500-1,800 for the total event so we have money for OSCHE, etc. Last year we spent about \$700 and CPAC paid the other half. Charlie Fey has been broached about donating bowling/billiard room. Last year we ran out of food twice. We had a big jump in attendance last year too. Right after our event there is a free Cool Yule event at E.J. which could increase our attendance. We still have a \$500 bicycle left over from employee appreciation day maybe tied to food drive. Will also show movie (Maybe Polar Express) in hall. **Date is Thursday, December 10th 5:00-8:00.** Santa notified, trying to get a Zippy. We can start working on donations. Work with Jean so we can be on Development's list for thank you letters but have been asked to not go to the outside community. Maybe lunch coupons from on-campus eateries. After working with CPAC (Jeanette Carson) will have pizza, pasta salad, bite-size subs, pop, etc. Hopefully total cost will be less than \$5.00 each. Have people RSVP but last year more came than let us know. Figure a contingency, especially since this is weather dependent too.

Promotion: two email digest notifications – one next week and one after thanksgiving. Web page (SEAC) with info. Web notifications will have web site link with check box to check #'s attending. Word of mouth. Wayne CPAC member send email that it was a CPAC only party and Lindsie said it was co-sponsor; Jeanette Carson will talk to Wayne member. Will be inviting President and top administrators directly. Ask Jim Sage about Roo-tracker to keep track of attendees. Next meeting around 1st of December. Debbie Pastor will make banners.

We need more volunteers than last year, so everyone will be needed. Had problems with lack of seating too. Coat racks were in the way. Will have face painting and balloon animals. Lissia will

donate face painting materials. Bob to ask Patrick Duff at Barnes and Noble and Mary T. to ask Civic and E.J. Gary to talk to Jim Stafford. Lindsie mentioned last years January meeting minutes should be reviewed because there was discussion post-party about problems. All solicited gifts to go to Gary Beckman. CPAC will also solicit gifts and prizes.

Treasurer - Lindsie Webb (reporting): Future expenditures expected to be OSCHE \$250 in January, plus \$200 for travel expenses, plus \$1,100 for holiday party. That will leave around \$1,000 for the rest of the year.

University Council Exploratory Committee: Mike Kimble responded to Rex Ramsier that SEAC reviewed and approved of the University Council bylaws.

University Safety & Security Committee – Bob Stachowiak (Ginger Golz reporting):

On 11/9/09 the Safety and Security Committee met. Following are highlights of the meeting.

- SEXUAL MISCONDUCT POLICY
 - Stacey Moore – The committee met throughout last year and submitted a draft policy through General Counsel. Please review the policy and respond via e-mail to Ginger Golz by November 30, 2009 so policy can be finalized this month.
- OVERVIEW OF NEIGHBORHOOD WATCH COMMITTEE
 - Stacey Moore and Eric Green - Group is looking at community engagement in the University Park area south of campus. With collaboration from UAPD, Akron PD and University department, efforts are focused on helping residents to engage with each other more effectively - looking toward a reduction of crime in the area. Residents have been invited to a meeting tomorrow, November 10, at 5:00 PM.
 - The committee passed a motion to create the “Community Engagement Council” as a sub-committee reporting to this body.
- ALCOHOL AND DRUG SUBCOMMITTEE
 - Eric Green – Noted the overlap in the efforts of many groups across campus related to student use of alcohol and drugs. It was proposed that an Alcohol and Drug Subcommittee be formed to address policy issues and coordinate efforts across campus.
 - Discussion
 - Suggested Alcohol and Drug Committee might be a stand-alone committee rather than a subcommittee of USSC.
 - Are any evaluations being done to measure success of efforts? What kind of intervention is being done on campus? (e-CHUG – go to <http://www.e-chug.com/coll/>, and Discussing Our Choices – intervention program - go to <http://www.uakron.edu/counseling/doc.php> for details).
 - The committee passed a motion to create Alcohol and Drug Subcommittee
- WORKING RELATIONSHIP BETWEEN UA AND THE CITY OF AKRON
 - Frank Horn was not able to attend but provided this update: Frank and Dave Pierson met with Rick Merolla, City of Akron’s Director of Public Service, formulating list of potential service areas that we can collaborate in.
 - Discussion –
 - Takes a long time to get things done with the city, e.g., speed on Exchange St. is dangerous for pedestrians, however, all changes translate to dollars and cents.

- Do we know of collaborative relationships between UA and the city? Stacey Moore to put out a call to find out who is working with what city agencies.
- ADMISSIONS - FELONY QUESTION ON APPLICATION
PROPOSE ADDING A QUESTION TO THE UNDERGRADUATE ADMISSIONS APPLICATION ASKING ABOUT FELONY CONVICTIONS.
 - Discussion –
 - Suggest having guidelines in place before implementing to answer questions about how data will be used, UA’s liability in having information if no action taken, what decisions will be made based on data.
 - Suggest using same criteria that Residence Life and Housing uses when making decisions about students with felony convictions residing in the residence halls.
 - The committee passed a motion to create a subcommittee to explore and recommend policy. Greg Dieringer volunteered to serve on the subcommittee.
- SUB-COMMITTEE UPDATES AND OTHER BUSINESS
 - Background check – David Perry not able to attend, but expressed via e-mail concern with UA’s Background Check Policy and asked that the committee revisit the policy.
 - Steve Ash suggested committee develop an organizational chart showing all campus groups related to safety.
 - Committee agreed that if any policies require review before the next meeting that the policy will be sent electronically and committee members can communicate and approve/disapprove via e-mail.
- **FUTURE MEETINGS 9:00-10:00AM, STUDENT UNION 310**
 - **January 26, 2010**
 - **February 23, 2010**
 - **March 30, 2010**
 - **April 27, 2010**

ACTION ITEMS

- Review Sexual Misconduct Policy and **respond to Ginger Golz by November 30, 2009**
- Review David Perry’s comments and information on background checks; **be prepared to discuss at January 26 meeting.**
- Develop charge for Community Engagement Council

Web Team: Jim Shuster (reporting) Laura Spray and Bob Stachowiak: Jim passed out draft of web site changes to get review and suggestions. Committee chairs could add comment by next Tuesday.

New Business: Executive Committee will meet with President Proenza on November 30th.

New Initiatives

~ CCO (Family Helping Family Campaign) Lissia to report: We had voted to support Haven of Rest per Bob. Maybe we could put up a stand to donate at the Holiday Party. Maybe we could do

fliers, although Lissia said there are already fliers. Candace Campbell Jackson emailed Lissia and they are asking our groups help to support the Family Helping Family campaign. Campus committee to give to book scholarship, student emergency fund, small assistance awards. They are working on website and will be having more later. UA didn't get the brochure out quick enough to help people direct United Way fund to this. Meeting next week with Campus Community Outreach Committee. This doesn't have to be just a Christmas initiative. Are we interested in starting a SEAC scholarship or just do that. Women in Higher Ed willing to help us. SEAC scholarship will create lots of work reviewing proposals, etc. Joining into this will relieve us of this. To have a perpetual SEAC scholarship will take \$10,000. We could establish an account to start putting \$\$ aside. The idea of encumbering funds to purchase UA throws as seed money for scholarship monies. However, this deviates from the Family Helping Family campaign. Next meeting is Monday at 1:00 in student Union staff/faculty lounge. We should be able to have a donation area for FHFC at our holiday party. This plus 50/50 raffle for Haven of Rest. We will discuss scholarship plans at next meeting. Bob to notify them we will participate.

As soon as the BOT meets and approves the new University Rule 3359-11-22 to eliminate the language regarding DNA checks, SEAC will develop a letter thanking Faculty Senate for stopping the offensive action.

Old Business:

Meeting adjourned at 2:05 PM.

Next meeting is on December 17th 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	11:00 PM	2:00 PM	CAS 116	Confirmed (By-laws to meet at 11:00)
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