



Members in attendance:

Matthew Dowd, Emily Lee, Max Fightmaster, Marjorie Hartleben, LeJeune March, Richard Newsome, Michele Novachek, Steve Patton, Martha Reynolds, Gabor Smith, Peggy Walchalk, Kim Wise, and Nathan Yost

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Ziptastic Award – Tamara Meers, Administrative and Student Support Specialist, College of Business. Nominated by Carrie Tuesday, Associate Director, Undergraduate Programs, College of Business.

Call to order at 1 p.m. Max Fightmaster in for Matthew Dowd

Approval of Meeting Minutes – Approve Agenda

- **Meeting Minutes** (November 17, 2022) Motion to approve the meeting minutes as written by Gabor Smith, motioned seconded by Marjorie Hartleben and all were in favor.
- **Agenda** – Motion to approve agenda as written motion by Marjorie Hartleben, seconded by Peggy Walchalk, all were in favor.

Chair Update – Presented by Max Fightmaster

- A copy of the proposed bylaw changes was shared earlier via email. Two areas of concern are 1.) The wording on page 1, (D) (1) ‘full-time non-bargaining unit staff employees’, and 2.) the signature page listing Ted A. Mallo as Secretary, Board of Trustees. Members believe this will be changed automatically by the Office of General Counsel to current Secretary, Celeste Cook. The next step is to send the document to Sarah Kelly who will confer with John Riley.

Vice Chair Update – Max Fightmaster

- Max has had further discussion with Stephen Myers regarding the brick engraving costs. This expense may be more costly than originally expected. There is a company that engraves bricks directly where they are placed vs. removing and sending to an engraver and then resetting in the brick pathway. Max will check further to identify possibly a funding source and the best way to proceed.

Report on President’s Meeting / Letter to the President discussion – Gabor Smith

- Gabor met with CPAC reps to discuss the idea of writing a letter to President Miller requesting a salary increase for staff. CPAC will be waiting until their January meeting to discuss further. Ideas for SEAC moving forward include 1.) inviting President Miller to one of our monthly meetings, and 2.) crafting a survey to our constituents to create and collect data to present to President Miller.

University Council Executive Committee and Committee Reports

- Members shared their reports. This information is also submitted via an online form for all to view.
- Max noted that the UC Recreation and Wellness Committee has been renamed to “Campus Wellness” committee.
- SEAC members and at large members are taking the lead with UC committees as many are now serving as officers.
 - o Amy Freels, Co-Chair of Communications Committee
 - o Richard Newsome, Secretary, Communications Committee
 - o Michele Novachek, Chair, Institutional Advancement Committee

- Max Fightmaster, Chair, Physical Environment Committee
- Gabor Smith, Chair, Student Engagement & Success Committee
- Matthew Dowd, Chair, Talent Development & Human Resources Committee

SEAC Elections – Emily Lee

- SEAC has one vacancy spot to fill and that will be James Carstarphen, Director of Maintenance and Operations. Emily has tried reaching out to him but has not made contact yet. It was suggested that she contact Michael DeBord or Vicki Oldham. Emily will keep us posted on the progress.

Next SEAC meetings

Our next meeting is scheduled for Thursday, January 19th; February 16th; and March 16th.

With no further business Matthew Dowd motioned for the meeting to adjourn. Marjorie Hartleben seconded the motion, and all were in favor. The meeting adjourned at 1:52 p.m.

Respectfully submitted by:

Peggy Walchalk

SEAC Co-Secretary (2021-22) (2022-23)