

**The University of Akron  
Staff Employee Advisory Committee (S.E.A.C.)  
Minutes December 21, 2006**

Members:

<u>Name</u>	<u>Attendance</u>
Gary Beckman	Present
Charlene Calabrese	Absent
Mary Dingler	Present
Tedd Guedel	Present
Pam Hoover	Present
Deborah Jones	Absent
Joy LiCause	Present
Jim Shuster	Absent
Peggy Speck	Present
Laura Spray	Absent with Notice
Bob Stachowiak	Present
Darin Siley	Absent

Called to order at 12:37

Minutes of the November 16,2006 meeting minutes were approved as presented.

**Committee Reports:**

**Board of Trustees:**

Gary Beckman and Darin Siley – report:  
No report – because of Mr Sage visit.

**Voices and Choices:**

Darin Siley reports:  
No report – because of Mr Sage visit.

**Well-Being Committee:**

Peggy Speck reports:  
No report – because of Mr Sage visit.

**Faculty Senate:**

No report – because of Mr Sage visit.

**By-Laws:**

Committee members: Joy LiCause – Tedd Guedel – Laura Spray  
No report – because of Mr Sage visit.

**University Council:**

Joy LiCause and Bob Stachowiak reports:  
No report – because of Mr Sage visit.

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

No report – because of Mr Sage visit.

**Old Business:**

**New Business:**

See attachment A - document of minutes from Jim Sage visit.

Next meeting rescheduled for 1/25/07 due to first week of school.

**2006-07 meeting dates:**

January 25, 2007 – at 1:00 - at PFOC police conference room  
February 15, 2007  
March 15, 2007  
April 19, 2007  
May 17, 2007  
June 21, 2007

**2006-07 President meeting dates:**

Meeting with the SEAC Executive committee at 10:30 in Dr. Proenza Office  
1/26 at 10am - rescheduled via email 12/7/2006  
2/20  
3/20  
4/27  
5/22  
6/26

# ATTACHMENT A

SEAC Mtg 12/21/06

Thursday, December 21, 2006

12:37 PM

Attendance - Jim Sage, Ted G. Mary D. Gary B. Deb J. Peggy S. Pam H. Joy L. Bob S.

VP Sage

Expand Peoplesoft  
Time Reporting

Formal Business Continuity

Disaster Recover

Update Website - Bad from organizational standpoint

Build Intra net - need better job of communicating

- Take web site break into two pieces
- External for prospective students etc
- Internal pointed towards staff, faculty and enrolled students
- Strengthen Security
  - No OU or Children's Hospital
  - Encryption of laptop hard drives
  - Networking security - tighten security
  - Servers - tighter security
- Summary - Division working hard to serve customers
  - Faculty, staff, students
- Open Dialog \_
- Question --What are your plans to move UA into a more paperless world?
  - Paperless forms - ?
  - New associate vp of HR
    - Start with HR review of processes
    - What can be - will be put on line
      - New time collection systems - time clock
  - Key Cards
    - How can we make paperless?
- Communication from HR is currently sent to IT to cancel network rights
  - Duplicate for locking systems
  - Security - Checkout, when do people leave
    - Part timers are an issue
      - My work spring and fall but not summer
        - How do you know that they are coming back online
        - Don't want to collect key if they are coming back after summer off
- What is your outlook on Shared Services?
  - University trying to share services

- Technology
  - Back office
- Universities realize that they would have to give up something
  - Back away happens when others find out they have to give away
  - Alternative - would become IT department for LCC and CWR
    - Technology would stay at UA
    - Attrition would remove people so losses would not be through layoffs.
    - ~~Payroll services may be next step~~
- What is the policy on personal Use of email system?
  - No policy - purposefully
    - Not enforceable
  - Will have guidelines that talk about personal usage
  - Management not by policy but by issues supervisor needs to handle problem through management problem.
- Why do we get so much spam in our email inbox?
  - 90% of mail currently is stopped at the spam engine
  - No plans to change current system
  - Need to look at encrypting email - ferpa and hipaa information
- Email Retention -- do we really have to print out emails?
  - Email better control of electronic records
    - Current guidelines indicate that records being kept longer than 3 years needs to be printed and kept like regular records
    - Was a policy set for federal guidelines
    - Committee of Sage and Shermershiem looking at way of creating an electronic storage medium to keep emails
- Is there any plan to institute software for document management.
  - Microsoft Sharepoint server
  - Looking to use for document control

What about Staff Members that don't have access to computers

Communication should be through intra net.

Global to entire university

Reserved spaces to separate unit

Assumption that everyone wants or should get technology.

Where are we headed with laptops - portable devices?

Look for a change from leap to peap within next two to 5 years

Everything that can be done online will be available by cell / pda