

The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Minutes for October 16, 2008

Members and Attendance:

Name	Position	Attendance
Jean Andrick		Present
Gary Beckman		Absent
Charlene Calabrese		Absent
Mary Dingler		Absent w/Notice
Jeri Farwell		Present
Lissia Gerber	Vice Chair	Present
Jim Shuster		Present
Laura Spray		Present
Bob Stachowiak	Chair	Present
Mary Tabatcher	Secretary	Present
Lindsie Webb		Present
Pam Woodall Caine		Present

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

Meeting called to order at 12:39 PM.

Review minutes for 9/18/08: Approved with minor name corrections.

Awards & Recognitions - Mary Dingler, chair (reporting via email), Jean Andrick, Jeri Farwell, Jim Shuster & Pam Woodall Caine: CPAC and SEAC will be meeting Friday, October 24th regarding Awards and Recognition function. Per John Case, our holiday days off are part of awards and recognitions.

Survey results online. Had focus groups also. Lots of issues – who to target – what about non-UA visitors. Survey results @ <http://www.uakron.edu/hr/UnivGrpInsBenCom.php>. Will probably make it a smoke free campus in a couple of years. Penn State went smoke free in one day but there are lawsuits.

Benefits & Wellness Committee - Laura Spray & Jeri Farwell (reporting):

The University Group Insurance and Benefits Committee Meeting met on October 1, 2008:

Smoking subcommittee

- As you know Ohio law, in short --- initialized no smoking in buildings and smokers needed to be 25 feet away from the entrance of a building to smoke.
- This subcommittee's initial charge was to review.

- Currently – the sub committee is working on a draft proposal Their discussions was from a totally smoke free campus to leave as is ... there was thought as to enforcing the law more, better signage, and better communication to campus, and explaining the law.
- After this subcommittee reviews their proposal, they will recommend to the whole Wellness committee.
- John Case, mentioned that this subcommittee – did do much research, attended various seminars, received 3000 responses on their survey, held focused sessions, and are analyzing the cost of recommendations.

Wellness subcommittee

- A draft version of the “**Healthy U**” Employee Wellness Program Proposal is waiting to be presented to VP Deans - before being submitted to the President and the board. The Vision of Healthy U is to create an environment that encourages, supports and empowers employees to make healthy lifestyle choices. These Healthy lifestyle choices will over time increase employee morale, quality of life, and productivity they will reduce longterm health care costs, work and non-work related injuries, presenteeism, absenteeism, preventable acute and chronic illness.
- Goals of the Employee Wellness Program include a commitment to the wellness program by upper administration, employee recognition and awareness, reduce significant behavioral risk factors of university employees, increase the overall health wellbeing of employees, and control chronic diseases.
- The draft proposes that the Program Plan will be implemented in four phases. Phase I will be an Introduction to Wellness via a communications and marketing campaign to offer programs and promote wellness on campus. Phase II will identify risk factors via participation in voluntary online health risk assessment and medical screenings. Phase III will implement specific wellness activities based on the information obtained in Phase II. The final Phase takes wellness to the next level to encourage wellness.
- Open Enrollment for Benefits will begin next Friday, Oct 10. Announcements will be made to campus sometime next week ... with finishing up enrollment by October 31st. There is no increase to Anthem, but Summa had a slight increase due to large claims last year. The committee will take a look at NEO Commission recommendation to improve Resource Efficiency. Participants of the NEO Commission include Cleveland State, Kent State University, NEOUCOM, The University of Akron, and Youngstown State University. The commission looked at ways to become more efficient by combining health plans to reduce expense. The final report is available online at <http://www.neostudycommission.org/FinalReport.htm>
- The next meeting of the Benefits Committee is scheduled for October 22, 2008.

The subcommittee to review campus smoking met on October 10, 2008:

1. Updates

- a. Tobacco Policy Wellness Council
 - i. Sept. 26th NOCHE Board meeting was canceled due to lack of participation; group will meet again in December
 - ii. Conference call with Steve Musgrave, president of Wellness Council of Northeast Ohio; Lakeland Community College; The University of Akron
 1. The Wellness Council of NEO requested letters of support in an effort to obtain funding from the Ohio Department of Health to hold another community function regarding health, smoking, etc. The University of Akron sent a general letter of support, summarizing the sub-committee's efforts to date.
- b. Pennsylvania state schools smoking ban articles: Jessica distributed links to a couple of articles on this topic. A member noted that the AAUP filed a grievance against the new rules.
- c. Information from Jim Walczyk, University of Tennessee

Tennessee is a tobacco state. About 4-5 years ago there were concerns about the amount of smoking on campus, including in buildings. First, smoking was not allowed in buildings, but had to provide a covered space for smoking and smoking ended up in stairwells. About 2 years ago, Athletics Department determined outdoor stadium for 100k+ was completely smoke free *once inside*. Smoking was still permitted outside of the stadium. Different areas on campus created policies for the areas surrounding their buildings; school would enforce the policy.

Police officer enforced the stadium policy with \$50 tickets and by escorting smokers out of the stadium. Athletics Department staff enforced policy for its events.

Jessica will look into the Tennessee State law on smoking.

- d. Feedback from Benefits Committee: John explained basic recommendations from sub-committee; will have presentation of final report and recommendations once completed.
- e. Judicial Review process: Caren will provide an update to the sub-committee via email. Judicial Affairs cannot recommend student suspensions.

2. Review draft report

- a. All: Send any comments on the report to Jessica by Friday, October 17th. Review and comment on:
 - i. Introduction – check membership and titles
 - ii. Process
 - iii. Recommendations, including budget
 1. Overall policy regarding smoking on campus
 2. Implementation of current legislation
 - iv. Conclusion
- b. Reviewed budget information attached
 - i. Locking Systems may be able to easily provide an external door count for UA buildings

- ii. Smoking receptacles: Will estimate 2 per building at about \$165/each, although we may be able to use some of the existing structures
- iii. Free & Clear: Recommend using the Ohio Quit Line and outlining services it provides. Can estimate cost to support if current funding of the Ohio Quit Line diminishes.
- iv. Cessation: Jessica, Desnay and Sarah will work together to research the following:
 - 1. For each healthcare provided:
 - a. Clarify products/services provided by each
 - b. Determine whether the provider will include cessation medication in its offerings, if the medication is not already included. Determine the cost for doing so.
 - c. For Summa and Medical Mutual, determine if the healthcare provider would provide cessation products/services for all employees and the cost for doing so, AND for all insured and the cost of doing so. John is available to meet with company representatives if needed.
 - 2. Determine cessation medications covered by prescription plans
 - 3. Cost for brochure/ mailing, etc. on products/services offered by each provided
- c. Discussed that it may be easier for employees to quit smoking if dependents are also provided with cessation support, as more than one person in the family may smoke. An option is to provide reimbursement up to a given level per employee.
- d. Discussed timeframe for the recommendation on the smoke-free campus implementation. Group agreed that leaving the estimated date in year 2011 is fine; the timeframe will likely be discussed by senior administration if the recommendations are accepted

3. Questions/Next steps

- a. All: Send any comments on the report to Jessica by Friday, October 17th
- b. Karen will provide an update on the judicial review process to the sub-committee via email.
- c. John/Jessica/interested sub-committee members will present final report/recommendations to Benefits Committee in November. Goal is to complete report in about one week.
- d. Cessation: Jessica, Desnay and Sarah will work together to research the following:
 - i. For each healthcare provided:
 - 1. Clarify products/services provided by each
 - 2. Determine whether the provider will include cessation medication in its offerings, if the medication is not already included. Determine the cost for doing so.
 - 3. For Summa and Medical Mutual, determine if the healthcare provider would provide cessation products/services for all employees and the cost for doing so, AND for all insured and the cost of doing so. John is available to meet with company representatives if needed.
 - ii. Determine cessation medications covered by prescription plans
 - iii. Cost for brochure/ mailing, etc. on products/services offered by each provided
- e. Jessica:
 - i. Will look into the Tennessee State law on smoking

- ii. Will post draft/final report, survey results, focus group report online (Nettie from Budget Office may be able to help)
- iii. Update report with budget information:
 - 1. Campaign cost
 - 2. Smoking receptacle cost
 - 3. Ohio Quit Line potential support
 - 4. Healthcare provider/cessation information
- 4. Future meeting schedule / Call-in number
 - (a) Wednesday, October 29th, 1:30-3:00 p.m., Buchtel Hall, McCollester Room – This meeting will likely not be needed if the sub-committee is to complete final tasks via email.
 - (b) Call-in number: (800) 244-2500; Pass code: 7989524 (Let Jessica know if you will be calling in so she can set up the conference phone)

Board of Trustees - Gary Beckman & Jeri Farwell reporting (www.uakron.edu/bot/):
 The Board of Trustees met on October 8, 2008. Following are items discussed.

Dr. Proenza opened the Public Session of the Board of Trustee meeting by welcoming everyone to Wayne Campus.

A new “Student Life Building” project has begun at Wayne College. The Student Life Building will add much needed student and classroom space. The structure will house a large multi-purpose room for instruction, speakers, performers, and college/community events; offices and teaching spaces; classrooms; a student center including a bookstore, dining facility, student lounge, and offices for student organizations.

Vice President Charles Fey provided an update on student safety. The ASG is providing safety walks to identify potential areas on Campus that need attention such as more lighting and trimming back bushes. “Pizza With The Police” has been an informative way to educate students to watch out for themselves. Approximately 50 to 100 students met to talk to the Police. The Police Department is offering free security surveys. More cameras have been placed in Residence Halls. The “Safe Escort” has been extended 2 more hours from 7pm until 2am. Shuttle service has been extended. The Police Department started a “Light the Night” program and is giving light bulbs to houses with burned out porch lights. Chief Callahan introduced six new police officers that have been hired to protect the Campus Community.

Provost Stroble proposed a name change from the University Counseling, Testing and Career Center to “Counseling Center”. The Board approved the name change.

Lauri Thorpe, Interim Assistant Dean for Law Admissions and Financial Aid and Acting Assistant Dean for Student Services, donated a gift of art to the School of Law in honor of alumnus Randall A. Lowry. The art is a depiction of a family done in weathering steel and is 5 feet tall and 2.5 feet wide. The Don Drum sculpture is valued at \$1,000 and will be placed in a flowerbed at the northeast corner of the McDowell Law Center.

Kickoff for the University of Akron Football Stadium begins in 338 days on September 19, 2009. Everyone present at the meeting received a backward counting keychain so they could count down to kickoff!

The next board meeting is Wednesday, December 10, 2008 at the University of Akron Student Union.

By-Laws - Laura Spray, Jeri Farwell, Lindsie Webb & Joy LiCause (ex-officio): No report.

Faculty Senate - Lissia Anderson & Mary Tabatcher (reporting)

<http://www.uakron.edu/president/facultySenate/>: The Faculty Senate met on October 2nd and discussed the following:

Faculty senators met on 9/18 to orient new senators to progress on University Council. The UCEC has been meeting regularly and are currently discussing how members will be appointed. There is general agreement on principles, as well as concerns about jurisdictional issues and ways to eliminate overlap between Faculty Senate. They are having a meeting with General Counsel to help write bylaws and hope to be able to vote by the end of fall 2008 semester. They are also reviewing other institutions which have UC and looking at load reduction and/or merit pay for chair of the University Council and level of representation by faculty.

Academic Policies Committee met twice to discuss the formation of a new Akron Magnetic Resonance Center (MRC) and also creation of two new colleges from current Fine & Applied Arts. The MRC discussion is ongoing and no vote was taken at the current time. The MRC would combine two existing NMR labs in Polymer Science & Engineering and Arts & Sciences/Chemistry into the university-wide MRC for use by the UA and industrial communities. Faculty Senate voted to approve the formation of the College of Creative and Professional Arts which will consist of School of Music; School of Dance, Theatre and Arts Administration; Myers School of Art and School of Communication. Faculty Senate also voted to create the College of Health Sciences and Human Services which will consist of the School of Social Work; School of Speech-Language Pathology and Audiology; and the School of Family and Consumer Sciences.

Currently reviewing new curriculum proposal software which will enable courses and programs being changed to cross-reference other programs which may be affected by the proposed change. The software is a "shell" which would need to be personalized by Jim Sage's people with the assist of Institutional Research who is currently handling curriculum proposals. OSU is currently using the proposed software. Faculty Senate wishes to create an Ad hoc committee to work with Sage's group and IR on developing the software. Also voted to approve some curriculum changes (note: Faculty Senate does not review proposals -- Faculty Senate presumes that by the time curriculum proposals are brought to vote, all questions and problems have been resolved).

Ad hoc Committee on Facilities Planning reported that parking was the #1 priority. Moving residents to top tiers of decks and outlying lots has helped with parking shortage. The shuttle seems to be alleviating many of the former problems. This is an on-going discussion and adjustments will continue to be made to help the situation.

The Ad hoc Committee on Student Judicial Policy is continuing to review and resolve issues with the proposed Student Code of Conduct and the Athletic Code of Conduct since they reference each other. Hope to have a final recommendation for the Student Code in November and Athletic Code in December.

Faculty Senate will meet again on November 6th.

OSCHE (Ohio Staff Council on Higher Education) - Bob Stachowiak (chair) & Lissia Anderson (vice chair) (Lindsie Webb & Charlene Calabrese alternates): Bob received a message from OSCHE that the next meeting is on 10/24 in Athens. Let Bob know if you will be attending. Lissia is waiting for permission from her supervisor and will let Bob know. Travel plans to be finalized. Meeting starts at 10:00 AM and is about a four hour drive. Would need to leave UA by 5:30 AM and could probably get UA vehicle.

Parking Committee - On Hold. However, general discussion is that some parking is better in certain areas but some is not improved; i.e. Shrank construction. East deck is good if you're there early.

Performance Evaluation Committee - Lissia Anderson & Mary Tabatcher: No report. However, HR is looking at revising it. Merit raises are also part of this issue and there is disconnect between performance review ratings and merit increases. Some supervisors skim pool and all funds don't get distributed equally or even according to performance evaluation ratings.

Safety Committee - Bob Stachowiak: Working on workplace violence policy and procedures. A.G. Monaco has provided draft to review and next meeting will be 10/21/08. Bob indicated the draft specifies Faculty, staff and students, but not contract professionals. Either get specific or general; re: all UA employees/students. SEAC should review and make recommendations to Bob via email prior to 10/24 meeting. A.G. has determined the need for this policy because situations like stalking, etc. do not have policies other than criminal code. Part of this policy discussion will include assignments of police officers. Question is how to show students we are actually doing something. Talk of possibly getting University Park Alliance to fund survey to determine how much lighting is in Spicer area as it is believed more street lights will help cut down crime. Some believe UA needs to buy housing projects off of E. Exchange as there is evidence that some of the crime originates there.

Social Committee - Jean Andrick (co-chair), Gary Beckman (co-chair), Charlene Calabrese, Mary Dingler, Pam Woodall Caine: Committee met on 10/9. Jean will design flyer to send about the holiday social on 12/15/08 from 5:00-8:30 in game room. Will probably send a notice on email digest and post on SEAC website plus get

individually addressed flyers to be mailed to everyone (Gary said he can get personalized flyers printed for free). Gary to confirm date with George in the game room -- Pam said she spoke to George already about it. It needs to be confirmed with Valerie Cox and we need to get our account code to give to her. After the date is locked in, we can send a "Save the date" notice on email digest. Gary will talk to Zia on food; ie. Pam will also check. With more advance notice, we may get more participants. Get donations. Jean developed letter to get donations. Mary will ask Civic Theater and E.J. Thomas. Bob will check with Barnes & Noble. Will worry about summer event after holidays.

University Council - Bob Stachowiak & Joy LiCause (ex-officio): No meeting. Draft document was to be sent to legal to help draw up bylaws; however, that did not happen so the committee may have to do it themselves. Want to take Faculty Senate bylaws as template for UC. Faculty Senate is still holding up because of representative issues and there are still questions on chairmanship. Chair will probably be figurehead due to inherent checks and balances.

Web Team - Jim Shuster: Minutes are current except for pictures. Wayne College is requesting a "hot topics" area on our web site. Jim said he may be able to have something by next meeting. Maybe something about sick leave bank and other commonly asked questions.

New Business: Staff member complaint about "Authorization to Furnish Medical Records" re: requirement to give up HIPAA rights for one year. Laura will determine exact need for this form. Does employee need to sign this? Since form is family medical leave, does this apply if employee has sick time they are using? Evidently any hospital absence more than 3 days requires form. Employee required to fill out sick leave Request for Certification of Leave form. Laura to investigate and report via email to committee. Employee has two issues – who at UA are "university representatives" and why one year HIPAA release? Family medical leave act is designed to give opportunity for employee to take extended leave. Can we not invoke FMLA and still take sick leave?

Pam asked how many black officers there are on. Bob indicated there are at least two currently. Just hired seven new officers – three in East Exchange area and two in dorms.

Meeting adjourned at 2:12 PM.

Next meeting is November 20th at 12:30 PM in PFOC Conference Room.