

The University of Akron
Staff Employee Advisory Committee (S.E.A.C.)
Minutes for November 20, 2008

Members and Attendance:

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

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

Meeting called to order at 12:37 PM.

Review minutes for 10/16/08. Approved with minor corrections.

Awards & Recognitions Sub-Committee Meeting of October 24, 2008 (Joint meeting with 2 members of CPAC) - Mary Dingler, chair (reporting via email), Jean Andrick, Jeri Farwell, Jim Shuster & Pam Woodall Caine:

The Awards & Recognition sub-committee met on Friday, October 24, 2008 with 2 members of CPAC. In attendance were: Jean Andrick, Mary Dingler, Jeri Farwell of SEAC and Gregory Dieringer President of CPAC and Michelle Ellis, also of CPAC.

CPAC would like to go in with us on the holiday party and split the costs. They are getting a budget as well (probably the same as ours). They will help out with donations (dropping off letter to try to secure some freebies for the party). We are going to have Santa at the party. We are going to check into the most cost-effective way of having pictures with Santa, be it digital camera with printer, etc. We will add that to the letter that for a fee, you can have your picture taken with Santa and list the price. Since the rest of the evening is free, that shouldn't be a problem. We can come up with some kind of folder for the picture as well.

We also discussed having an Employee Appreciation Night at a basketball game, for example. Perhaps we could have discounted tickets. Greg said he would check into that. We want to support the Zips; Mr. Fey is big on that so this may be something that could be well supported and attended. It shouldn't cost much; each would pay for their own

admission (hopefully discounted). Maybe there would be some giveaways (tee-shirts, for example). Maybe something done at halfway – a basket free throw shot for example. It seems like a good time to try to have more frequent events and combine with CPAC on a lot of thing.

There was a discussion regarding awards and recognition (joint). Student Affairs has their own; other departments may have something. CPAC was not interested in having this as a joint event. We need to check with HR and see when they are having something (probably the end of May) and check into this at a later time. This will take a lot of long-term planning, most likely, and would be costly. Did we want to use our budget for this or should it be funded elsewhere?

Down the road, we will look the picnic idea previously discussed at the social committee. Do we want to have a party/corporate challenge activities? It seemed like CPAC would be interested in that as well. Problem is the location; if you go off-site, attendance falls. Where on campus is there room for such events?

CPAC did ask if our constituency had asked about the benefits issue (that we seem to be paying when faculty isn't).

It was a good first meeting between the units. Thanks, Jean, for securing the room!

Does SEAC feel we need additional awards over and above what UA does – once/year \$1K award is not enough. This would be primarily recognition above and beyond. A new HR committee has been formed regarding service awards. It may develop into more than just service awards – it may have recognition component added.

Some departments already have recognition – we need global initiative. Lissia will find out who is on HR committee and see if SEAC can be part of it or at least find out more. What separate awards and recognitions are currently in existence? Pam Hoover had done survey in past – Bob to give it to committee.

Benefits & Wellness Committee - Laura Spray & Jeri Farwell: Wellness (Laura) draft sent to VP's and deans – will get back with committee in December. Subcommittee on Smoking (Jeri) reported that proposal to go to senior staff for review – but there are still questions. They won't make it available until it goes to president's office. Committee did research and made recommendation to go smoke free in 3 years. Smoking cessation is component, wellness, education, etc. Will SEAC endorse the proposal? SEAC unanimously believes the current state law should be enforced.

Vote on proposal as currently written: how many people believe campus should go smoke free in three years?

Yeh: 3

Nay: 6

Board of Trustees - Gary Beckman & Jeri Farwell reporting (www.uakron.edu/bot/):
Did not have November meeting – next meeting 12/10.

By-Laws - Laura Spray, Jeri Farwell, Lindsie Webb & Joy LiCause (ex-officio): Will work after PeopleSoft update. UCEC will determine bylaws somewhat. May want to look at election so new members are installed prior to 6/1 so we have larger pool before UCEC elections. Revisit changing number of representatives to 16. Laura and committee writing bylaws shell and committee will then review.

Faculty Senate - Lissia Anderson & Mary Tabatcher (reporting)

(<http://www.uakron.edu/president/facultySenate/>): Faculty Senate met on 11/6 with the following results:

Received reports from the President and Provost discussing progress, including the opening of the Confucius Institute. Both stressed that due to the financial situation, there will be many changes coming to UA. We are working on contingency plans for an assumed reduced SSI. Universities will have to make decisions assuming that there may be trade-offs in the negotiations. UA is strong in community and has a good record of success regarding innovation and bringing patents to market and is a leader in innovation. There have been three pivotal expansions of UA in our history -- one in 1913 when Buchtel College became UA (not to mention large expansion of enrollment after WWII), one in 1967 when we became a state university, and currently as we transition to part of the University System of Ohio (USO). By spring, Chancellor Fingerhut will expect all USO schools to provide plans for “centers of excellence” and “focused differentiation.” The Provost stated that the USO is driving members to be “reporting machines” as data is constantly being required for decisions the state is making. The state is looking at not only enrollment/retention/graduation data, but also energy conservation, facility usage, financial aid, etc., etc. President and Provost were both enthusiastic toward the new BioInnovation project to make Akron a top hospital center. Our vision is that these initiatives will drive competitiveness in the area and hope to embed entrepreneurial education in our courses. UA has world-class recognition in advanced energy research, new materials development and healthcare. We are a top doctoral university in sciences and a regional economic driver in NEOhio. The Provost stated that Lorain Community College has opened a “midpoint campus” in Brunswick and UA hopes to be able to offer some distance learning classes there.

- Approved a motion to create Academic Services for Athletics. This new office will combine Academic Advising and Academic Support Services and report to the Provost’s Office
- Approved a motion to establish a Center for Silver Therapeutics Research (CSTR).
- Approved five curricular proposals presented by the Curriculum Review Committee. Also mentioned that when they look at a new system for the curriculum proposal system, they will look at all aspects of the current process.
- Approved the graduation list for December Commencement
- Continued discussions regarding the University Council and issues related to developing by-laws.

- February 6th will be the “Hearts for Humanity” dinner dance to raise money for students to go to New Orleans with one faculty mentor to work on construction projects. Will post notice on SEAC website to let staff know.

OSCHE (Ohio Staff Council on Higher Education) - Bob Stachowiak (chair) & Lissia Anderson (vice chair) (Lindsie Webb & Charlene Calabrese alternates): No activity.

Performance Evaluation Committee - Lissia Anderson & Mary Tabatcher: Concerns on merit pay.

Safety Committee - Bob Stachowiak (reporting): A meeting was held of the University Safety committee on October 21, 2008 at 9:00 AM. Following are minutes from the meeting:

PARTICIPANTS: Melissa Alford-Snyder, Steve Ash, Kristen Bowman, John Case, Derek Feuerstein, Charles Fey, Sid Foster, Lee Gill, Mary Jane Grebenc, Eric Green, Jennifer Hodges, Frank Horn, Scott Kerr, John Messina, Will Miller, AG Monaco, David Perry, Gaston Reinoso, Greg Robinson, Jim Sage, Bob Stachowiak, Ken Stapleton, Jim Weber

ABSENT: Candace Campbell-Jackson, Bob Kropff, Juanita Martin, Karla Mugler, Denine Rocco

- UA’s proposed Visual Surveillance Policy – Jim Sage
 - The proposed policy is intended to govern selection, installation, and use of visual surveillance equipment on campus; to protect people and University assets; to set standards so all cameras collect and store information in the same manner to allow emergency safety forces remote access to use equipment so police/fire can look into situation before arriving on site. Video will be stored in a secured area of the computer center. IT will incorporate equipment cost into the IT budget. Currently, cameras are installed on a department bases. With IT covering the cost for new equipment, departmental costs will decline over time. All technology is network based. Each camera will have an IP address so it can be accessed from anywhere. The goal is to have a policy approved by end of this year.

Timing for implementation depends on how much legacy equipment needs to be replaced, costs and funding dollars available.

Jim Sage will form a work team to select the surveillance technology.

Please send recommendations for changes to the proposed policy to Jim Sage jsage@uakron.edu by next Tuesday, October 28, 2008.

- ASG’s October 16, 2008 Safety Walk
 - Charlie Fey talked about last week’s Safety Walk and said that cameras to record activity of people entering and leaving Garson Hall near the southern part of campus would improve safety and the sense of security.

- Charlie Fey, John Messina and Jim Stafford or Jared Coleman will meet to discuss.
 - Joe Gregor will be invited to next meeting to address what can/cannot be done or is too expensive.
 - Kristen Bowman will provide a formal report on the Safety Walk before our next meeting.

- Background checks – AG Monaco

AG distributed a draft of the “Employee Background Review Policy” that he has been working on with Ted Mallo, Sid Foster and Gaston Reinoso. AG talked about the various types of checks described in the policy: Criminal background, identity, employment, credit and references. In addition, the draft policy contains a recommendation that UA adopt “the standards set forth by the State of Ohio for employees of the State’s public schools.”

 - Background checks would not be performed on current employees unless they had a change in job or responsibilities that would warrant a check (such as moving from an administrative unit to a childcare center).
 - UA would set clear standards on what convictions (felony and/or high degree misdemeanor) would preclude hiring.
 - HR would assist search committees with various background checks.
 - David Perry remarked that the state public schools standards are designed for people who interact with children (minor aged students), citing that UA primarily has an adult population. Eric Green stated out that we currently have 771 registered students under age 18 and that number is increasing yearly. Sid Foster also mentioned the increase in the number of tort cases for negligent employment. Please review draft policy and send comments to AG Monaco amonaco@uakron.edu by Tuesday, November 4, 2008.

- Sub-committee updates
 - Workplace Violence Policy – AG Monaco has revised the workplace violence policy based on committee feedback. A new draft will be emailed to the committee for discussion at the next meeting.
Please review the update policy, email comments to AG Monaco and be prepared to discuss on November 18.
 - Safety Programming and Funding Options – E. Green
No updates
 - Campus Sexual Assault Crime Prevention and Judicial Policy Review – Melissa Alford-Snyder distributed the “Sexual Misconduct Policy” and noted that she is working with EEO on the process for faculty and staff to report employee-to-employee misconduct.
Please review and send comments to Melissa at rma22@uakron.edu by November 4, 2008.

● **ACTION ITEMS OCTOBER 21, 2008:**

- Everyone - Please send recommendations for changes to the proposed Visual Surveillance Policy to Jim Sage jsage@uakron.edu by next Tuesday, October 28, 2008.

- Jim Sage will form a work team to select visual surveillance technology.
- Charlie Fey, John Messina and Jim Stafford or Jared Coleman will meet to discuss lighting and safety for southern part of campus near Garson Hall.
- Joe Gregor will be invited to next meeting to address what can/cannot be done or is too expensive to improve campus lighting/safety measures.
- Kristen Bowman will provide a formal report on the Safety Walk before our next meeting.

● **ACTION ITEMS REMAINING FROM SEPTEMBER 9, 2008:**

- John Case to look into redesigning Zip Cards to include safety instruction/information on the back of our cards.
- AG Monaco and Melissa Alford-Snyder to discuss 1219 process (removal of employee from the workplace for crimes of violence).
- Eric Green and Derek Feuerstein to work on making grad students aware of and subscribed to Z-Alert service.
- John Case and Bob Kropff to work on communication plan.
- Bob Stachowiak to contact Barb O'Malley or Jim Sage about search results for UAPD on current webpage.

● **AGENDA ITEMS FOR OCTOBER MEETING:**

- Safety Task Force update – Candace Campbell Jackson
- Sub-committee updates
 - Workplace Violence Policy draft – AG Monaco
 - Safety Programming and Funding Options – E. Green
 - Campus Sexual Assault Crime Prevention and Judicial Policy Review – M. Alford-Snyder
- UA's proposed Security Camera Policy – Jim Sage
- UA Webpage search/access for information on safety –
- Background checks – AG Monaco

Next meeting November 18, 2008 from 9-10a in Student Union 310.

Next Meeting:	Date	Time	Location
	DATE CHANGE 11/18/2008	9 – 10am	Stun 310
	12/9/2008	9 – 10am	STUN 310
	1/13/2008	9 – 10am	STUN 310
	2/10/2009	9 – 10am	STUN 310
	DATE CHANGE 3/17/2009	9 – 10am	STUN 335
	4/14/2009	9 – 10am	Student Rec & Wellness Rm 233 – behind info desk.
	5/12/2009	9 – 10am	STUN 310

6/9/2009	9 – 10am	STUN 310
7/14/2009	9 – 10am	STUN 310
8/11/2009	9 – 10am	STUN 310

Meeting on 11/18, but Bob missed it due to weather. Secretary Golz says they are taking the workplace violence proposal back to the committee. Student safety walks. Stalking policy still being reviewed. Lighting survey OK, but electric companies are the ones that put up the lights. Can police force do self-defense type training for students? Alice training? Many programs are being run with little response. Campus patrol escorts are underutilized but it is a student issue. Maybe model is obsolete – think outside the box? Maybe survey what needs are. Maybe Alice training should be required of all new employees? Alice training paired with student success seminars? Police have less time to tell students what programs are available. Maybe it will shift back to more time.

Social Committee - Jean Andrick (co-chair), Gary Beckman (co-chair) reporting, Charlene Calabrese, Mary Dingler, Pam Woodall Caine: Jean created flyer and it was approved. Now we need to start solicitations. Received ticket donations from Civic theater and E.J. Thomas. We do have student union bowling alley date saved and Gary talked to Zia about reduced cost for food. We do have to pay for room and food. President office request saves cost of room. PFOC always got time for free as thank you for services provided. Have to have it after hours. Will do raffle for Haven of Rest (50/50 raffle). Have Santa arranged but need to let him know what time – will do photos w/Santa -- get email or Bob will print photos. Little gifts for kids? Don't use our funding but donations OK. Maybe candy canes. Donor list – gift in kind – will send thank you note. Need to send flyer out asap. Save the date email now.

University Council - Bob Stachowiak reporting & Joy LiCause (ex-officio): Working on bylaws – principles document will remain in entirety but bylaws have some of the principles document melded into them. Representation still set at 4 for SEAC, 4 for CPAC, 4 for Faculty Senate and 2 for administration. Chair election from membership. Cleaning up language at this time. Hope to have completed by end of semester.

Web Team - Jim Shuster: Bob reporting – Bob added link on “SEAC Issues.” Also, get rid of picture on this page and just list SEAC in gold/blue logo. Email Bob with any additional SEAC issues to be added. Will add info on smoking survey. Should add meeting dates and email link for questions.

New Business:

- SEAC has a budget!

Dear Chair Stachowiak,

In support of the Staff Employee Advisory Committee (SEAC), I have requested a sum of \$2,500 to be transferred to the SEAC operating account 2-00146. This has been established as an annual operating account under the purview of A.G. Monaco, AVP

Human Resources. As Chair you will have signing authority however Mr. Monaco will be responsible for oversight/secondary signatures. On an annual basis, this account will be reviewed and budgetary funds will be provided, as available, as a part of the overall operating budget within the Division of Finance and Administration. Year-end balances within this account will carry forward unless otherwise indicated.

If you have questions, please contact Amy Gilliland at extension 6521.
Thank you.

F. John Case, Ed.D.

- A member inquired why the May, August, September and October BOT action memos have not been posted on the web. Response was given on 11/19/08 as follows:

“Per the office of the Board of Trustees, to conserve natural resources and limit expenses, paper copies will no longer be distributed. All of the Board actions will be posted on their website at <http://www.uakron.edu/bot/resources/boardactions.php>

Although the website is not current, SEAC has been assured it will be updated soon.”

- A member inquired about the possibility of a sick bank (see SEAC Issues page). Bob responded to Ginger Golz. There are some benefits that can be applied, but need to talk to Benefits.
- Questions/issues that have come up from Wayne colleagues:
 1. Where are we at with keeping the web site updated for the staff members to be kept up to date on issues that are on-going, resolved, etc.? At the last meeting, Jim and Bob were to get it updated before the next meeting. Has that happened? See new SEAC Information page.
 2. Do we have a timeline for developing criteria for emeritus status? Tabled previously, but then rediscussed and decided to look into it, but who can take it on? What advantage for this? Just title for titles sake, or what? Nothing currently being done. What is the point? What are objections at provost level? Table until next month. Department decides who gets “emeritus” status. Under university rules.
 3. This was an issue presented to me to present to SEAC. I think this is something that has been discussed previously, but since I am a newer member, I am not sure of all the detailed conversations that have gone on. Should be reviewed by evaluation committee.

I would like see SEAC take on the fairness and legitimacy of the current “merit” based compensation system. Specifically how there can be such differences among different areas of the university and the way merit based salary adjustments are made. I would also like to understand what quantifiable data is used when deciding

how to distribute raises. I would be happy to share with SEAC the data that I have collected in support of this argument if you wish.

Change of organization for SEAC meetings per Lissia's suggestion to have agenda prior to meeting and spend less time on going over regular committee reports.

Position of Treasurer. Vote 5 to 4 that we do need to have a SEAC Treasurer. Laura 4, Lindsey 4, Jeri 1. Second vote: Laura 6, Lindsey 3.

HR Liaison – are HR people conflict of interest? No. Must act as advocate for SEAC issues. How many people?? Two at least but not more. Mary T. and Mary D.

Need to determine course of action to be effective. Right now we talk a lot about many things but are not getting some important items accomplished. In the future, committee reports will be sent out in advance and only questions will be raised in meetings.

When to start election process? Should we replace Charlene? Probably wait until next election to replace her. Discuss election dates in 12/11 meeting.

Meeting adjourned at 2:15 PM.

Next meeting is on December 11th at 12:30 PM in PFOC Conference Room