

**The University of Akron
Staff Employee Advisory Committee (SEAC)
Minutes February 16, 2006
Wayne College**

Members:

Name	Attendance
Gary Beckman	Present
Barbara Caillet	Present
Ginger Golz	Present
Ginger Gray	Absent w/ notice
Pam Hoover	Present
Joy LiCause	Present
Marcia Main	Absent w/ notice
Lori Morris	Absent w/ notice
Jim Shuster	Present
Peggy Speck	Present
Laura Spray	Present
Bob Stachowiak	Present

Minutes of the January 12, 2006 meeting minutes were approved with corrections and additions on November discussion with Dr. Proenza.

Committee Reports:

Board of Trustees: Board of Trustees Meeting
January 26, 2006

President Proenza's remarks:

The new Student Trustee, DeNeal Michaels, was sworn in. She will replace Elizabeth Kovac, who is currently serving as Student Trustee.

Several members of the football team and the men's soccer team were introduced and presented with a Resolution plaque by President Proenza.

The new Athletic Director, Mack Rhoades, was introduced.

Governor Bob Taft presented his State of the State address on Wednesday. He is proposing a tougher education program designed to better prepare high school students for college, by placing them in more math, science and foreign language courses before

graduation. To be admitted into an Ohio 4-year college, a graduate would need four years of English and Math including Algebra II, three years of Social Studies and Science, including Biology, Chemistry and Physics and two years of a foreign language. Students who need remedial classes would be required to attend a 2-year college. In the December issue of the Akron Bar Association's Examiner an entire column was dedicated to the University of Akron School of Law. Many positive comments were made about our program and graduation and bar exam success.

Dr. Cynthia Capers, Dean College of Nursing, gave a presentation on the Nursing program and how successful it has been and where she would like to see it go in the future. A Ph.D. program has been added to the curriculum.

The next Board Meeting will take place on Wednesday, March 22, 2006, with Executive session beginning at 8:00 am and public session at 10:00 am.

Well-Being Committee: Executive Committee of the Faculty Senate wants formation of a University-wide health insurance committee mandated by AAUP contract "development of a university-wide benefits committee comprised of representative from all constituencies at the University."

Faculty Senate: Meeting 2/16/06 afternoon, topic academic plan. Talked about bringing ourselves up to speed on technology. Need to address the "invisible" stuff.

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

- J. LiCause shared notes from the 11/18/05 meeting with Dr. Proenza.
- Survey Review – Asked Sabrina Andrews to look at S.E.A.C. survey.
 - President endorsed staff representation on search committees for faculty and CPs (including directors, chairs & deans).
 - Advised Dr. P that S.E.A.C. is not represented on the Provost's Operations Advisory Committee.
 - Decisions Making Task Force – Dr. P. said task force was done. He was aware of a new concept instead of faculty senate.
 - Discussed a leadership retreat for staff, perhaps over spring break or a couple of days over summer.
 - Informed Dr. P S.E.A.C. has formed 2 sub-committees to work on S.E.A.C. by-laws and rewards/recognition.
 - J. LiCause proposed a purpose statement for S.E.A.C.: "Our purpose is to help create an environment for a positive work experience for all full-time and part-time staff that promotes leadership, encourages personal and professional development and increases morale and involvement". (Noted in February meeting that purpose statement had not been approved or discussed by the

- full S.E.A.C. By-laws committee to consider and make recommendations.)
- Concept of shared services – Dr. P. explained could involve equipment, personnel, and/or a business support center.
 - Mentioned that he has asked Paul Herold to review how to highlight staff in commercials.
 - Talk to Bob Kropff regarding communication. This comment came about because of discussion about faculty union and collective bargaining.

Old Business:

Grievance policy—J. LiCause distributed copies of "State of Ohio, Department of Administrative Services, Order of Removal, Reduction, Suspension, Fine, Involuntary Disability Separation" (Form ADM 4055) obtained from Bill Viau. LiCause will create notebook for ongoing processes (elections, grievance, etc.)

Points proposed by the by-laws committee were approved at the January meeting; committee is to proceed with discussion.

Recognition and awards committee:

B. Stachowiak sent the following e-mail communication to K. Watson:

From: seac-c@ostrich.uakron.edu [mailto:seac-c@ostrich.uakron.edu] **On Behalf Of** Stachowiak Jr,Robert W
Sent: Wednesday, February 15, 2006 11:25 AM
To: Watson,Kathy R
Cc: Seac-c@ostrich.uakron.edu; Proenza,Luis M
Subject: [seac-c] Employee Rewards and Recognition Committee

The Staff Employee Advisory Committee (SEAC) has been conversing with President Proenza about staff rewards and recognition. During a monthly meeting between the SEAC executive committee and President Proenza, we questioned as to why the service awards were spaced 10 years apart as it seemed a fairly distant amount of time. President Proenza indicated that we should check with you with reference this issue.

Discussion within SEAC meetings also caused for the creation of a committee to research and recommend increased employee recognition and rewards. As this committee will be discussing issues under your area of influence, I was wondering if you would like to meet with the sub-committee on Employee Rewards and Recognition to discuss some of the issues we have been looking at.

The President has been very receptive and encouraging in his comments concerning this initiative and I would hope that we would be able to recommend/develop several programs to increase employee recognition as a means of increasing employee satisfaction and commitment to our University and our community.

Bob Stachowiak

Dept. Systems Admin
UAPD
X5456

B. Stachowiak related his suggestion to give away lunch at Robertson's as a reward indicating that Rob's likely throws away food each day so that award could be given with no actual cost effect. President had stated that tolerances are very carefully calculated and could not assume zero cost effect. In light of Dr. P's comments, Stachowiak noted that we need to recommend and fact find on proposals. Suggested an employee training/apprentice program. What is tangible reward for additional training?

New Business:

Compensation – Ask Dr. P. about staff/cp pay increases will be determined.

Evaluation process – Discussed market adjustments (when will pay adjustments be made to grade base?) Need to define merit (noted that departments define merit for faculty. Again discussed desire to weed out bias in the evaluation system, need something measurable.

Discussed highlights of AAUP contract (<http://www.uakron.edu/info/contract.php>), particularly the following:

- The University will provide bargaining-unit members with access to on-campus child day care at the University's cost, provided that space is available.
- Adoptive and Foster Parent Leave
 - The University will provide bargaining-unit members with up to 20 days per year of paid adoptive and foster parent leave.
- Maternity/Paternity Leave
 - The University will provide bargaining-unit members with up to 20 days per year of paid maternity/paternity leave.

(Note from G. Golz: Talked with Nancy Stokes in Employee & Labor Relations on 2/16/06 about these 2 issues. Her explanation follows:

- Child Day Care – (Appears summary wording is ambiguous: “The University will provide bargaining-unit members with access to on-campus child day care at the University's cost, provided that space is available.”) What that means is-- if space is available, bargaining-unit members will have access to on-campus child day care and pay the unit amount that it costs the University to operate the day care; direct cost pass through without profit (**not free**; however, we did not discuss how unit cost is determined).
- 20 days Adoptive/Foster/Maternity/Paternity leave - This is **additional** leave and **not part of sick leave** (but does count as part of FML). Adoptive & Foster leave begins on day of child arrival, maternity on day of delivery, and paternity must be

taken within 180 days of arrival/delivery. Faculty person must be on active pay status (so if you're off for the summer you won't get the benefit), and the event starts the clock so if one has a baby early in winter break (the intent is that) the 20 days (run Monday – Friday) may lapse before returning to work. Of course, no one has requested this type of leave yet, so how it will actually be interpreted is not known.)

Next meetings (3rd Thursday of every month at 1:00 p.m. in CH:

March 16, 2006

April 20, 2006

May 18, 2006

June 15, 2006