



**Members in attendance:** April Blood, Michael DeBord, Matthew Dowd, Kathee Evans, Max Fightmaster, Marjorie Hartleben, Leslie Kallenborn, Nancy Lupi, LeJeune March, Deirdre McDonald, Richard Newsome, Ruth Nine-Duff, Michele Novachek, Peggy Walchalk, Katey Yinger, Nathan Yost

Meeting held via Microsoft Teams

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No Ziptastic presentation today. Recipient Donald Appleby will be rescheduled; he had a late-notice unavoidable conflict today.

**12:40/Call to Order – Michele Novachek**

1. Welcome to new members – Michele Novachek

- Michael DeBord
- LeJeune March
- Katey Yinger

2. Recognition of departing members – Michele Novachek

- Marjorie Hartleben – ending after two terms; has served on UC Executive Committee and played a large role in SEAC initiatives. Will be continuing as UC at-large SEAC representative and would like to continue as a SEAC Ex-Officio member.  
**VOTE to appoint Marjorie Hartleben as ex officio member: APPROVED, unanimously.**
- Leslie Kallenborn – represents SEAC at Wayne and Wayne at SEAC; would like to continue as a SEAC Ex-Officio member.  
**VOTE to appoint Leslie Kallenborn as ex officio member: APPROVED, unanimously.**
- Peggy Walchalk – has served for many years in many roles, including leading SEAC’s volunteering efforts, helped create the Ziptastic program, and is UA’s OSCHE representative. Would like to continue as a SEAC Ex-Officio member.  
**VOTE to appoint Peggy Walchalk as ex officio member: APPROVED, unanimously.**  
**VOTE to approve Peggy Walchalk to continue to represent UA and SEAC as the OSCHE Board Secretary for the remainder of her term (2 years): APPROVED, unanimously.**

3. Approval of July 2020 minutes. First: Peggy Walchalk; Second: Deirdre McDonald

4. SEAC Teams Update – Peggy Walchalk and Michele Novachek

- Back in March 2020, Peggy and Michele attended the staff council meeting at Lorain County Community College and learned about their initiative where they divide the constituency into smaller groups, at random, and each council member leads a group.
- Everyone should delete the Team member list previously sent by Michele. The old teams were based on a list prior to the staffing cuts.
- Everyone will receive a new list, definitions, responsibilities of the leaders, etc.
- SEAC has 18 members; Michele has received an updated constituency list and it will be divided randomly into 18 groups.

5. SEAC Committee Representatives Discussion – Michele Novachek

- University Council representatives – 3 openings to be filled
- Executive Committee – must commit to attending two meetings per month: the UC meeting and the UC Executive Committee meeting

- Talent & Development Committee – usually meets monthly, but not in the summer; currently working on the harassment/bullying policy; in the past, have handled issues such as the need for the crosswalk near the School of Law and University Avenue, and employee discounts.
- Michele will send information about the committees. Anyone interested, please email Michele.
- Communications Committee:  
**VOTE for Pam Duncan** to continue serving on this committee: **APPROVED**, unanimous.
- Institutional Advancement Committee:  
**VOTE for Michele Novachek** to continue serving on this committee: **APPROVED**, unanimous.

6. SEAC Election of Officers – Michele Novachek

- Term runs September 1 through August 31.
- Michele will send out Qualtrics survey to nominate members for office.
- Nominees will be contacted to confirm the person accepts the nomination.
- Watch email for ballot after nominations are confirmed.

7. Open Discussion – All

- Question/rumor about whether staff will be paid for the period between Christmas and New Year as we have been in the past. Unknown at this time. Decision made that SEAC will not pursue an answer.
- Thank you to Admissions volunteers! Chelsey, Peggy, and Michele helped Admissions by volunteering to contact potential new students.
- Sick Leave Bank Donations – Person leaving UA could not donate time to the sick leave bank because it was outside of the open enrollment period. Michele will verify the policy with HR/Benefits and share the response with everyone.
- Question about whether SEAC has any input into UA Benefits, specifically the structuring of the flexible spending accounts (FSA). Would UA consider an “HSA” which acts like an FSA but does not expire annually.
- It was mentioned that the UC may be restructured due to not having enough Deans for the various committees. Looking at possibly including Chairs and Directors in the Committee administrator role.
- Noted that Parking charges were suspended from March through the summer. Beginning this fall, parking will be based on our license plate numbers, so no more hang tags!
- Informal quick poll showed that most of SEAC’s members are still working from home at least partially.

Meeting adjourned at 1:43pm.