

**3359-26-07 Staff employee advisory committee.**

- (A) The staff employee advisory committee, "SEAC," shall serve as an advisory body to the president. Matters involving collective bargaining shall not be referred to or addressed by the committee.
- (B) The full committee shall meet annually with the president. The executive officers meet with the president quarterly or as needed. Meeting minutes shall be made available for all full-time non-bargaining unit staff employees for review.
- (C) The committee shall call an annual meeting - at the first meeting following elections - whereby the following business, including but not limited to, must be conducted: appoint a chair for the upcoming year, appoint a vice-chair, appoint a secretary, appoint a treasurer, appoint university council members, establish meeting times and location, contact the president's office to appoint open positions, appoint any project charter committee members as necessary, and verify ex-officio members by name(s).
- (D) Composition.
  - (1) The "SEAC" shall consist of eighteen full-time non-bargaining unit staff employees employed by the university of Akron. The office of general counsel shall provide assistance as appropriate.
  - (2) An ex-officio member. This is a current member of the "SEAC" committee whose term is expiring. The ex-officio member is voted on by the current "SEAC" committee for an additional year-long appointment to complete a current assignment. Each ex-officio member appointed will be evaluated annually at elections.
- (E) Terms of office.
  - (1) "SEAC" members shall be elected/appointed for three-year terms, with no more than one-third (six) of the committee members leaving the committee each year. No member may be elected or appointed to serve more than two consecutive full terms. Each year, members of "SEAC" will be elected/appointed as follows:
    - (a) One full-time staff (non-bargaining) member appointed by the president of the university of Akron for a three-year term.
    - (b) Five members elected by university full-time staff (non-bargaining) members for a three-year term.
    - (c) An ex-officio member. This is a current member of the "SEAC" committee whose term is expiring. The ex-officio member is voted on by the current "SEAC" committee for an additional year-long appointment to complete a current

assignment.

(d) Each ex-officio elected member will be evaluated annually at elections.

(e) The remaining twelve elected/appointed non-bargaining unit full-time staff shall continue their staggered three-year terms.

(F) Election.

(1) The "SEAC" shall establish election procedures. Such procedures shall call for nominations from the non-bargaining staff employees, which shall be sent to all members at least three weeks prior to the elections. Each non-bargaining staff employee may submit for nomination the name of one non-bargaining staff employee. Self-nominations are not permitted, and the nominees indicate a willingness to serve.

(2) Ballots shall carry the names of all eligible persons who have been proposed for nomination. The person or persons receiving the largest number of votes shall fill the open position(s) in decreasing order of those votes, provided those persons are otherwise eligible in accordance with the eligibility requirements for membership on the "SEAC." Only full-time non-bargaining unit staff employees are eligible to participate in the election. All documents and data will be returned as confidential to the "SEAC" recording secretary for permanent file.

(3) Immediately following the election, the "SEAC" will certify to the president the new composition of the elected members of the committee. The president shall have until April 1 to make appointment(s).

(4) In the event that no member of the university's regional campus(es) is elected, the president of the university of Akron will appoint a member(s) from the regional campus.

(5) Should a vacancy occur, the president of the university of Akron shall appoint a replacement with recommendation from the committee to complete the remaining term. The next eligible person receiving the largest number of votes from the most recent election will be recommended.

(G) Removal from membership/office. Any member of "SEAC" may be removed upon a majority vote of the "SEAC." In the event of a removal from membership/office, a new member/officer shall then be appointed by the president for the remaining term of the vacancy. Thereafter, the person so removed will be ineligible to return to the committee.

Effective: 02/01/2015

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

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