



Staff Advisory Council

General Meeting Minutes

August 6, 2013

3:00 - 5:00

Ventana Room Student Union (4th Level)

- I. **Call to order – Shanley Ten Eyck** – at 3:05PM

- II. **Roll Call** - Attendance Sheet
Present: Amy Morris, Cathy Curtin, Charlotte Honeycutt, Christine Rocha, Claudia Arias, Cynthia Ann Bjerk-Plocke, Dawn Bell, Grace Aranda, Janet Black, Karen Ward, Kerryann Gillooly, Loretta Pedraza, Marge Davis, Melanie Tornquist, Richard Salazar, Shanley Ten Eyck, Sheri Hill, Therese Lane, Natalie Wilkins

Guests: Amanda Ballard

Excused: Gloria Klinicki, Julia Rudnick, Kim Menezes, Robby Pearson

Absent: Connie Lorenz, Iris Budinoff

- III. **Annual Retreat Meeting Minutes – Cynthia**
Melanie made a motion to approve the minutes as presented and Natalie gave a 2nd. Motion carried.

- IV. **Treasurer's Report – Cathy**
Balance from 2012-2013:\$201.89
Income:\$11,739
Total Income:\$11,940.89
Expenses:\$101.83 Plaque for Claudia Arias – former President
Net Balance:\$11839.06

- V. **Old Business**
 - a. **Constitution and Bylaw's – Melanie**
Discussion involving any additional changes to either. Motion and approval of changes. Additional changes were discussed. Motion to approve Constitution and Bylaw's was made by Cynthia Ann and seconded by Sheri. Motion carried.

- VI. **New Business**
 - a. **Football tailgate – Claudia** – Tailgate will be Saturday, November 16th. Discussion ensued about whether to include APAC in SAC's tailgate. Discussion concerned the idea of staff (SAC) versus appointed staff (APAC). [Tailgate](#)

committee (lead by Natalie Wilkins) will get together to discuss facts, including costs of a larger tent, and will get back to group at September 3rd meeting.

- b. **P card authorization – Cathy**– Cathy handed out list of Pcard guidelines.
- c. **Name Tags** – should we have them?- **Richard** – Suggestion was that SAC members wear them, however the tag should only list the member’s name and SAC, no titles or reference to “real” job. **Natalie will come up with procedures for name tags and get back to membership at Sept, 3rd meeting.**
- d. **SAC Marketing Materials – Claudia**– Desk Tent – Claudia showed samples. Desk Tent would sit on members desks and give info about SAC. The use of postcard and the Emily Krauz flyer were also discussed. All are under revision by University Relations’ Marketing team, under direction from Senior Vice President Teri Thompson.
- e. **Web site overhaul – Amy**– Went over web page revisions on the new site which is being created using the Site-In-A-Box template provided by UITS. Amy went step by step through each heading on the SAC webpage explaining how it would work and how members could access info and/or make changes if they had the authorization. **Amy asked that any updates be sent to her. All people in charge of specifics areas will send their updates to Amy. Claudia will send Amy the history of SAC. Melanie will send the newest version of the Constitution and Bylaws. All members should supply “Awards and Accolades” for their individual Member pages. All updates should be to Amy by August 16th, which is when Shanley suggested the webside should go live.**
- f. **Newsletter ideas – Shanley** – Should we have one, or continue with Facebook? Discussion ensued about availability of members who had time to write articles for a newsletter. Most did not, so the idea of a newsletter was voted down, and Grace agreed she would continue to updating the SAC Facebook profile.
- g. **New Activities - Shanley** - No one felt there needed to be any new activities.
- h. **Committees Discussion – Melanie** – We need representation of at least 2 SAC members on each committee.
 - i. Legislative – Grace Aranda and Charlotte Honeycutt
 - ii. APAC – Sheri Hill and Kim Menezes - They have monthly meetings at lunch time.
 - iii. SPBAC –Melanie Tornquist and Dawn Bell - Shanley Ten Eyck backup
 - iv. University Hearing Board – Richard Salazar - Kerryann Gillooly backup
 - v. Faculty Senate – Gloria Klinicki and Cathy Curtin – Shanley Ten Eyck backup

VII. Committee Reports:

Standing:

1. Tri-University Classified Staff Executive Board – SAC Executive Committee – Monday- Sept 9th – Sabino Room, President Hart will speak – [agenda and details need to go out to Tri University list serve](#).
2. Communications – Amy Morris, Grace Aranda wonderful web site
3. Emily Krauz Staff Endowment Fund – Melanie Tornquist, Marge Davis – winners have been notified of awards. [Shanley will get with Sharon Bouck to see where they are at with awards](#).
4. Employee Recognition - Grace Aranda, Janet Black, Iris Budinoff, Charlotte Honeycutt, Cynthia Ann Bjerk-Plocke – [The next employee recognitions will be April 8, 2014 and April 23, 2015](#) – On Our Own Time - Claudia will chair, National Arts Program will have cash awards.

Awards of Excellence – faculty, advisor, and appointed personal awards.

5. Human Resources – Loretta Pedraza, Iris Budinoff, Connie Lorenz – no report.
6. Legislative – Charlotte Honeycutt –Advocats have no date yet.
7. Membership/Liaisons – All SAC Members – we have 6 new members – we have 23 members total. Amanda is writing article in August about SAC, APAC, and Faculty Senate for Lo Que Pasa. (<http://uaatwork.arizona.edu/story/governance-groups-set-priorities-coming-year>)
8. Activities – Janet Black, Natalie Wilkins, Gloria Klinicki – Natalie asked what this committee typically does, Claudia advised it's assigning a chair for the community walks: leukemia, breast cancer, diabetes. Natalie agreed to be Chair.
 - 10/05/13 Light The Night Leukemia and Lymphoma Society Walk– Sheri – Saturday 5:00 pm Reid Park [SAC Webpage](#)

The Walk is calling for budding artists to draw pictures representing Team SAC, which will be due and judged August 20th, [let Sheri know if you'd like to enter a design](#). Kickoff is 8/20 and [Sheri will keep track of activities and record how they did](#).
 - 10/06/13 – Step Out for Diabetes – Grace - Sunday 9:00 am Rillito Downs [SAC Steppers](#)
 - 10/27/13 – Making Strides Against Breast Cancer Walk – Claudia - Sunday 8:00-11:00 am Kino Sports Complex - [SAC Bosom Buddies](#)

They would like for each team to raise \$1000 everyone can join the team and will receive email reminder and they can go to as a family to fund raise if they want.

- 11/2/13 Melanoma Walk – [Need Chair](#) - Saturday 2:00-6:00 pm @ North campus of Campus Center [UA SAC Sun Spots](#)
- 9. Conference – Marge Davis, Sheri Hill, Connie Lorenz, Iris Budinoff, Kim Menezes. Shanley will provide the Chair a database with the responses from the feedback forms for the 2013 Conference. Marge has two holds in Student Union for early May 2014 – University Marriott gave us a quote and is ready for June 2014 - Claudia has the conference binder and will pass it on to new Chair. Sheri agreed to chair – Dawn Bell agreed to co-chair. [It was suggested they look at possible dates with the President's office](#) – usually ~250 in attendance.
- 10. Stuff the Cat Tran – Melanie Tornquist, Iris Budinoff – [will call meeting in September](#), Melanie will be chair, Claudia will be shadow.
- 11. Tailgate – Natalie Wilkins – [Natalie will call a meeting to discuss issues covered earlier in meeting.](#)

University Committees:

1. Appointed Professional Advisory Council(APAC) – Gloria Klinicki - Kim Menezes backup
2. Bright Ideas Committee – Janet Black, Christina Rocha
3. Campus Advisory Council (CAC) – Grace Aranda
4. Campus Emergency Response Team Committee (CERT) - Amy Morris, Therese Lane, Richard Salazar
5. Campus Recreation Advisory Council – Charlotte Honeycutt, Natalie Wilkins
6. Commission on the Status of Women (CSW) – Kim Menezes, Charlotte Honeycutt, Christina Rocha
7. Diversity Coalition – Cynthia Ann Bjerk-Plocke, Sheri Hill
8. Employee Emergency Fund – Shanley Ten Eyck
9. Faculty Senate – Gloria Klinicki, Cathy Curtin, Shanley Ten Eyck backup
10. Naming Committee – Sheri Hill, Janet Black
11. Life and Work Connections – Natalie Wilkins, Iris Budinoff, Kim Menezes
12. Parking and Transportation Advisory Board – Grace Aranda, Therese Lane

13. Shared Governance – Richard Salazar (temporarily), Shanley Ten Eyck
14. Strategic Planning Budget Advisory Committee (SPBAC) – Melanie Tornquist, Cathy Curtin, Shanley Ten Eyck backup
15. University Hearing Board – Richard Salazar - Kerryann Gillooly backup
16. UA Retiree Organization – Marge Davis, Cynthia Ann Bjerk-Plocke backup
17. UA South SAC – Melissa Silva

VIII. Wrap-up – Shanley

IX. Adjournment – at 5:00PM

Respectfully Submitted –
Cynthia Ann Bjerk-Plocke former Recording Secretary for SAC