

# Classified Staff Council

Tuesday, October 4, 2016  
General Council Meeting & Hot Topics 3:30 pm  
Ventana Room, Student Union

**MINUTES**

- I. **Welcome and A Call to Order – Christina Rocha, CSC Chair**
- II. **Roll Call - Attendance Sheet**  
Christina Rocha, Yvette Lizarraga, Amy Williams, Jenny Savage, Malisa Grantham, Richard Salazar, Susanna lam, Cindy Hintze, Alma Urbina, Gloria Klinicki, Connie Lorenz, Sylvia Ibarra, Angie Toledo, Diane Jensen, Kim Rogan, Sandy Mitchell, Gardinia Laster, Allison Vaillancourt, Melissa Knowles, Brendan Miller, Xu Lu, Trudy Morrow, Amy Miller, Janet Gurton, Katie Franks, Bruce Caffrey
- III. **Approval of Minutes (September) – Christina**
- IV. There was a motion to approve and a second motion by another representative. The minutes were approved from the general council meeting on September 6, 2016.
- V. **Announcements – Christina**
  1. **Welcome new APAC rep, Andrea Holm**
  2. **Dawn has left council but still hoping to attend meetings and events per her job flexibility**
    - a. ***Would anyone like to co-chair the Staff Appreciation event with Gloria?***
  3. **Campus resource expo next Wednesday, 11-1pm. Come stop by our booth!**
  4. **Recruitment & Fundraising ideas**  
Get info from the Foundation on depositing funds
- VI. **Treasurer's Report – Sylvia**  
See attachment
- VII. **E-cigarette smoking policy - Allison Vaillancourt, VP Business Affairs & Human Resources**
  1. E-cigarettes should not be included in the no-smoking on campus policy for the following reasons:
    - a. They help people quit smoking cigarettes
    - b. They are not harmful for the environment
    - c. If you ban e-cigarettes, you should also ban potato chips
  2. E-cigarettes should be banned from the policy for the following reasons:
    - a. They are proven to only satiate, not actually reduce smoking
    - b. The vapes are harmful for the environment still
  3. We will now take a vote in favor or against adding e-cigarettes to the university's no-smoking policy
    - a. Unanimous agreement to add e-cigarettes in the non-smoking policy
  4. Suggestions on how to enforce this policy change?
    - a. Create more signs
      1. Post on buildings and in public areas
    - b. Have some promotional items with Wilbur and Wilma
- VIII. **Josie Kelly – HR Rep**
  1. HR offers 100% confidential employee advising
  2. Oct 24-Nov 14 is the passive benefit & flexible care spending enrollment period.
    - a. Any changes made will become effective January 1, 2017
  3. Campus Expo is coming up next week. We expect 40 groups from across campus to be represented.
- IX. **Computer Tips & Tricks with Adobe Connect in the Workplace – Jeffrey Jones & Adam Brokamp, UITS**  
Jeff will post the Tips & Tricks document to our CSC website
- X. **Closing Comments, Ideas & Questions**



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XI. **Wrap-Up – Chair, Christina Rocha**

XII. **Adjournment**

#### **NEXT GENERAL MEETING & HOT TOPIC**

- *Performance Evaluations & Career Conversations w/ Marcie Krogstad – November 1, 2016 – Tubac Room, SU*

#### **NEXT PERSONAL & PROFESSIONAL GROWTH**

- *UA Leadership on Demand: Social Justice Leadership w/ Zachary Brown & Devon Thomas – November 15, 2016 – Tubac Room, SU*

#### **COMMITTEE UPDATES:**

##### Classified Staff Council Committees:

Communications & Marketing – Jeff/Diane

Crossroads Conference – Janet

Emily Krauz Staff Award – Janet

Membership – Angie/Jeff

Programming – Angie/Katie

Staff Appreciation – Dawn/Gloria

Stuff the Cat Tran –Christina

##### University Committees:

Appointed Professional Advisory Council – liaison comes to us

Campus Emergency Response Team (CERT) – Richard

Campus Recreation – Katie/Jenny

Commission on the Status of Women (CSW) – Amy/Gloria

Emergency Employee Fund – Christina

Employee Recognition/ On Our Own Time – Christina/Grace

Faculty Senate – Amy/Diane *meeting notes attached*

Naming Committee – Christina

Parking and Transportation Advisory Board – Richard/Grace

President's Cabinet – Christina

Strategic Planning Budget Advisory Committee (SPBAC) – Christina/Diane

Tri-University Planning Committee – Executive Board

UA Retiree Association – Angie

University Hearing Board – Richard/Gloria

##### Special Committees:

Human Resources – liaison comes to us

Legislative Advocats – Diane

Childcare RFI – Katie/Kim *The committee members discussed their individual reviews of the seven (7) companies' submitted responses to the RFI. The committee members agreed on three companies who met the RFI criteria and were viable candidates. Another option discussed was to forego pairing with a single childcare provider, and instead increase the current child care voucher program. This would provide those faculty, staff and students living in rural areas the most choice. The next steps outlined: discuss these recommendations with Gregg Goldman (the Senior VP for Business Affairs and CFO).*

Account Reconciliation  
UAccess Financials  
Account #2113130  
Month Ending ~~June 30, 2016~~  
*September*

Beginning FY 2016 Account Balance as of 9/1/16	\$ 18,689.00
<u>Monthly Activity:</u>	
Budget Adjustments FY 2017 IDC Budget Load Operations-Distribution Expense for Crossroads Travel	\$ (1,408.40)
Total Monthly Activity	\$ (1,408.40)
Ending Account Balance as of 9/30/16	\$ 17,280.60
<u>Adjustments:</u>	
Open Encumbrances	\$ (1,469.93)
Total Adjustments	
Ending Adjusted Account Balance	\$ 15,810.67

## CSW Executive Committee Meeting

Thursday September 15, 2016

1:30-3:00PM

SUMC Copper Room

1. New member was reviewed: Sydney Donaldson, Academic Advisor, Engineering
2. Committee Name Changes
  - a. Outreach and Communications: mini grants, awards, facebook and website
  - b. Programs and Networking: activities for professional development and networking
3. Arizona Women in Higher Education (AWHE)
  - a. Hope to send 1-2 people this year
4. Update on Graduate Student Orientation
  - a. Resources and networking
  - b. Approx 30 people interested
  - c. Basic recruitment
5. HR Expo
  - a. 36 vendors signed up
  - b. CSW will attend
6. Diversity Task Force representation
  - a. Attended August Meeting
7. Calendar of Events
  - a. Google Calendar embedded in website would be most efficient
  - b. Adobe Connect our calendar and Brown Bags to their website?
  - c. Include flu shot schedule on CSW and CSC calendars
  - d. Fall all CSW meeting
  - e. 1<sup>st</sup> Friday of October and November Faculty Affairs luncheon
  - f. Nov 2<sup>nd</sup> 12-1 info session on mini grants
  - g. Open to Public events: 12pm-1:30pm Last Wednesday of each month usually in El Portal
    - i. Sept 20<sup>th</sup> – Improv – interactive
    - ii. Oct 26<sup>th</sup> – LinkedIn & Social Media (market yourself)
    - iii. Nov 30<sup>th</sup> – Workshop/speaker on leadership
8. Professional development brainstorm
9. Work groups updates (Approx. 8-10 people in each work group)
  - a. Co – Chairs – Jill and Cheree
  - b. Equity & Mentoring – Lydia
  - c. Faculty Affairs - Becky
  - d. Family Care – Heather and Clarity
  - e. Outreach & Communications – Samantha
  - f. Programs & Networking – Jessica and Holly

**Faculty Senate Meeting**  
**Monday, September 12, 2016**  
**Old Main Silver and Sage Room**  
**3:00 – 5:00 p.m.**

1. Call to order.
2. Approval of the minutes of [May 2, 2016](#). 2 minutes
3. [Report](#) from the Faculty Officers. 5 minutes.
  - Dr. Lynn Nadal reported that he did not have any additional information regarding the search for a new UA President. He was assured that UA faculty would be included on the search committee (more than one faculty member), but was not sure how those people would be selected. More information should be made public within the week. They have already received over 600 responses of interest.
  - The UA Bookstores provides incentives to qualifying departments for their timely submission of textbook adoptions each fall and spring semesters. Dr. Nadal reported that the UA textbook adoption policies could save students up to 70% off of the price of books, if the policies were adhered to. The UA is currently out of compliance with Federal Regulations with approximately 40% of faculty submitting their textbook adoptions on time. Dr. Nadal asked for the Senators to come up with ideas to increase this number. One concern is that the incentive is provided to the department versus the faculty.
4. Question and answer for [ASUA](#), [GPSC](#) and [APAC](#) reports. 5 minutes
  - Dr. Zack Brooks discussed the transition in the Graduate and Professional Student Council (GPSC), as he resigned as President, going into effect September 27, 2016. The Executive Vice President, Jude Udeozor, will now move into the interim President's role. There will be an open election for Dr. Brook's vacant position. Dr. Brooks discussed how the state-wide budget cuts affected the GPSC budget, allowing for 300 fewer travel grants to be issued. He was questioned about the shortage in money and mentioned that the GPSC did not manage the money as well as they should have.
5. [Report](#) from the Provost. 5 minutes.
  - The Provost was not present.
6. [Report](#) from the President. 10 minutes.
  - President Hart reported that she and the Senior Leadership Team is working to create successful transition plans for the next President. Dr. Hart said that she is committed to this.
  - The University is looking at the Arizona Resident Funding model that includes state funding appropriations for 50% of the average costs (not what we charge) of an undergraduate degree. Fund Arizona will be a focus of the Arizona Legislature. This would help Arizona middle-class families pay for higher education. The model for reform was accepted in principal, but is awaiting the funding and achievement to move forward.
  - The UA will focus on reforms with the state health insurance and benefits that currently have UA employees subsidizing other state employees by about \$28 million annually. This much could be saved by leaving the state's plan and self-insuring.
  - After illegal and unethical behavior was suggested in a public College of Medicine forum last month, the President requested an independent external investigation by ABOR. This inquiry is currently being conducted. Dr. Hart is hopeful that this issue will be "put to bed" by the end of the month.
7. Question and answer for Chair, Provost and President. 15 minutes.
  - There were no questions for Dr. Hart.
8. Action Item: [E-Cigarette Task Force Summary](#). Seconded motion from Academic Personnel Policy and Student Affairs Policy Committees - Allison Vaillancourt, Vice President, Business Affairs and Human Resources. 10 minutes.
  - Allison Vaillancourt discussed the work of the E-cigarette Task Force. The task force received over 400 comments related to the possible banning of E-cigarettes. The majority of the anti-ban comments were

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related to E-cigarettes not being harmful and an effective tool for traditional cigarette smokers to utilize in their efforts to stop smoking. The Task Force determined that the studies support the fact that odorants are not harmless, especially for anyone who has a pulmonary issue like asthma. There are over 700 different known configurations of E-cigarettes, and not all of the chemical additives/toxicants are known. The Task Force recommendation was for the UA to prohibit E-cigarettes. A Senator inquired if the policy is being enforced. Ms. Vaillancourt responded that there has not been any citing or ticketing, but that she is hopeful that the absence of smoking becomes the social norm. She hopes that we ask our fellow UA community members to follow the rules. The Senators voted; measure passed.

9. Action Item: Non-consent agenda – [IMB-CMM Graduate Education Proposal](#), Janet Sturman, Associate Dean of the Graduate College. 10 minutes.

- There was a proposal brought forward to merge two existing Ph.D. programs (Cellular and Molecular Medicine, and Immunobiology) into a single program titled “Molecular Medicine.” The proposal had previously been approved at the Provost and Graduate Councils. Combining these Ph.D. programs will help with acquiring additional grant money. The Senators voted; measure passed.

10. Action Item: [Constitution](#) and [Bylaws](#) changes – Amy Fountain, Chair, Constitution and Bylaws Committee. 5 minutes.

- Amy Fountain put forth a proposal to “clean up” language in the Faculty Senate Constitution and Bylaws (removing references to positions that no longer exist at the UA, adding new positions, and bring the UA into line with peer institutions). Dr. Fountain had list of concerns with regards to COM and Banner. Asked about limiting membership to people of tenure on the University Committee on Ethics and Commitment. The Senators voted: measure passed.

11. Open Session: Statements at the podium on any topic, limited to two minutes. Maximum number of speakers is four. No discussion is permitted, and no votes will be taken. 8 minutes or less.

- No Senators spoke during the Open Session.

12. Senate discussion: [Inclusive Excellence](#) – Jesús Treviño, Vice Provost for Inclusive Excellence/Senior Diversity Officer, Rebecca Tsosie, Special Advisor for Diversity and Inclusion, Tannya Gaxiola, Javier Duran and Bryan Carter, Co-chairs of the UA Diversity Task Force. 40 minutes.

- Dr. Jesús Treviño, Rebecca Tsosie and Bryan Carter introduced themselves (Tannya was not able to be present). The team discussed the difference between diversity and inclusiveness with a metaphor: diversity is being asked to come to the dance. Inclusiveness is being asked to dance while there. They requested that every UA community member think about diversity and inclusiveness every day. Ms. Tsosie discussed the 19-page list of demands from the marginalized student group. Faculty corroborated the concerns addressed in the list. The “campaign” for diversity and inclusiveness will include exit interviews, a website on Wiki and a list of deliverable steps. The team asked for suggestions of a good advertising domain. They also addressed the concerns that have been expressed regarding unintended consequences when implementing any new culture shift. They will embed this into the process. The most important part of this is to gain the respect and trust of the students, according to Dr. Jesús Treviño. What is needed for this to succeed is energy, everyone being active and transparency for students and others to see the work being put into these changes.
- Activity: each table discussed what could be achieved if the UA was the most-inclusive and diverse university. Each table reported their ideas.

13. Other business: 2 minutes.

- No other business was discussed.

14. Adjournment.