

CLASSIFIED STAFF COUNCIL

Tuesday, October 6, 2015
General Working Meeting 3–4:55 pm
Santa Cruz Room, Student Union

MINUTES

- I. **Welcome and A Call to Order – Chair, Christina Rocha**
- II. **Roll Call - Attendance Sheet**
Christina Rocha, Connie Lorenz, Sylvia Ibarra, Richard Salazar, Diane Jensen, Angie Toledo, Janet Gurton, Asya Roberts
- III. **Approval of General Minutes & Bylaws (September) – Christina (2 minutes)**
There was a motion to approve and a second motion by another representative. The minutes were approved from the General Council Meeting on September 1, 2015. The Bylaws were also approved.
- IV. **Announcements– Christina (5 minutes)**
 1. Stuff the Cat Tran – update on meeting with Greg Byrne
 - a. Stuff the Cat Tran will be held on April 6, 2016 in the Cherry pullout
 - b. Executive Board will meet with Greg Byrne on October 20th.
 - i. Asking him to be a Keynote Speaker at the Crossroads Conference
 - ii. How to bring more options to the staff – more availability of tickets
 2. Meeting with Allison Vallaincourt – *10/13/15 from 2:00-3:00 pm, USB office*
 - a. Update her on branding, mission, etc.
 3. HR Open House/UA Campus Resource Expo – *10/14/15 from 11:00-1:30 pm, Student Union*
 - a. Bring swag to hand out
 - b. Let Christina know if you will be able to attend – perhaps we can rotate
- V. **Budget – Gloria Klinicki (2 minutes)**
 1. Follow-up about changing account names
 - a. Conference acct name changed to “CSC Conference”
 - b. Art awards acct in deficit?
 - i. Talk to Carolyn
- VI. **2015 APAC Annual Meeting w/President Hart – Janet Gurton/Richard Salazar/Angie Toledo (5 minutes)**
APAC used to mean: 1 rep per department; now anyone that is appointed personnel can join
 1. Faculty senate meeting – new hotel built
 - a. top floor will be a staff lounge (university club w/ membership)
 - i. \$300 membership fee, \$25-30 annual fee, alcohol, food, etc.
 2. Police department will start wearing body cameras
- VII. **CSW Faculty, Student and Staff Resource Fair – Asya Roberts (5 minutes)**
 1. Spring 2016
 - a. Wants to put on a resource fair but will meet next month to discuss details further considering that HR is holding an expo
- VIII. **Human Resources – Josie Kelly (5 minutes)**
 1. Expo fair and how she can be helpful to us



- a. She doesn't necessarily need to be here every month (appointed) unless we have HR questions.
- b. Add her as an item to the agenda – to bring up anything?
 - i. Update with performance evaluations? FLSA – exempt or not exempt? Will appointed now have to report hours or be grandfathered in? Will it pass? Classified that are exempt suddenly becoming non-exempt
 - ii. Should we ask Marci instead of Josie?

IX. Communications & Marketing Committee – Asya/Janet (15 minutes)

- 1. New Name/Logos
 - a. Branding
 - i. Updated name on main page and link to go to cstc@email.arizona.edu; working on implementing suggestion box; UITS updated email delegation access to answer and send from cstc-staffcouncil@email.arizona.edu; working on getting our name pushed up on the main page as well
 - b. Web address change & suggestion box – update
 - i. Once its created, people can send to it anonymously and link the email to box so that the Executive Board can see the messages as they come through and respond to them.
 - a. Create a schedule for who will be responding on certain days so that we don't overlap
- 2. Membership Brochure
 - a. Brochure printing
 - i. Received President Hart's blurb – a little longer than we hoped for, but it's very nice and encouraging
 - ii. Receive President's final OK and then get printed!
 - iii. Endowment brochure – approve by end of day tomorrow then print!
- 3. Lists on SYMPA
 - a. Did these get condensed?
 - i. Yes – all gone and cleaned up!
 - a. Cstc-members@email.arizona.edu
 - ii. Manage facebook page
 - b. **USC and Home Caucus Lists – Christina**
 - i. Active, but not named with our unit/board – shouldn't be on our website as Classified Staff Council
 - a. There was a motion to remove from our website and a second motion from another representative. The USC and Home Caucus lists were approved to be removed from our webpage.

X. Programming Committee (15 minutes)

- 1. Speakers for Professional Development & General Council Meetings (*reference spreadsheet attached*)
 - a. List of speakers – all confirmed yes!
 - b. Professional development
 - i. Lisa Rulney and Active Shooter (brown bag) – November.
 - ii. Founder of Bens Bells does charge.
 - iii. No one for Jan 5th yet...does Caitlan Hendrickson want to be moved up from Feb?
 - a. Or, not schedule anyone and use Josie Kelly for an HR update?
 - c. 2016-17 Move-in
 - i. Trying to get more staff involved (2nd/3rd week in Aug) – have a special meeting with staff to recruit. Have refreshments.
 - ii. Res life doing something at crossroads conference to recruit – vendor table maybe?
- 2. RSVP for every event – on website
- 3. Send out schedule to UA@Work, Lo Que Pasa, etc. to advertise new name/motto/upcoming speakers
- 4. Create standard logo format for our emails

XI. Breakout into Committees (40 minutes)

1. Crossroads still trying to find a place: Lows Ventana, Star Pass, JW Marriot
 - a. Week after spring graduation (May 16th) or earlier.
 - b. On campus vs off campus
2. How to become relevant to each college's Staff Councils
 - a. monthly newsletter (focus on CSC member) announcing who we are and what we're doing
 - b. Brochures
 - c. Note from Dean's to each department

XII. Closing Comments, Ideas & Questions (10 minutes)

1. Add group photo to the website from retreat/conference
2. RAC meeting – faculty is getting involved now
3. Constant Contact for newsletter
 - a. Have our departments write up blurb about us
 - b. Information link will always be on the constant contact email letters

XIII. Wrap-Up – Christina (2 minutes)

XIV. Adjournment at 5:00 PM

NEXT MEETING November 3, 2015 – Santa Cruz Room of Student Union

COMMITTEE UPDATES:

Classified Staff Council Committees:

Communications & Marketing – Asya/Dawn

Crossroads Conference – Janet

Emily Krauz Staff Award – Janet/Diane

Membership – Connie/Janet

Programming – Connie

Staff Appreciation – Dawn/Gloria

Stuff the Cat Tran – Christina/Sylvia

University Committees:

Appointed Professional Advisory Council – Richard/Diane

Campus Emergency Response Team (CERT) – Richard

Campus Recreation – Katie

Commission on the Status of Women (CSW) – Asya

Emergency Employee Fund – Christina

Employee Recognition/ On Our Own Time – Grace/Norma/Trudy

Faculty Senate – Charlotte

Naming Committee – Christina

Parking and Transportation Advisory Board – Grace

Shared Governance Review – Christina

Strategic Planning Budget Advisory Committee (SPBAC) – Christina

Tri-University Planning Committee – Executive Board

UA Retiree Association – Angelina

University Hearing Board – Gloria

Special Committees:

Human Resources – Josie Kelly, Liaison