

# CLASSIFIED STAFF COUNCIL

Tuesday, November 3, 2015  
General Working Meeting 3–3:55 pm  
RCM Presentation 4-5 pm  
Santa Cruz Room, Student Union

## MINUTES

- I. **Welcome and A Call to Order – Chair, Christina Rocha**
- II. **Roll Call - Attendance Sheet**  
Richard Salazar, Diane Jensen, Katie Franks, Connie Lorenz, Christina Rocha, Asya Roberts, Gloria Klinicki, Angie Toledo
- III. **Approval of General Minutes (October) – 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 October 6, 2015.
- IV. **Announcements– Christina (5 minutes)**
  1. **New Administrative Vice Chair**
    - a. The new Administrative Vice Chair will be announced at a later date once both candidates are present.
  2. **Pima Association of Governments Open House 11/19/15 from 11-2 pm, Student Union KIVA room**
  3. **Long Beach State Game on Dec. 22** – Promo code for discounted tickets will be listed on website [www.arizonawildcats.com/promo](http://www.arizonawildcats.com/promo) CODE: bkscsc2015
- V. **Treasurer Report – Gloria (5 minutes)**
  1. \$15,511.08 current balance
  2. \$236.82 for fast copy – for new brochures: Emily Krautz and Membership – OCT
  3. Sept – Hilton retreat
  4. New gear ←badges that we can write our name on and wear at an event if necessary
- VI. **Questions with Josie Kelly (15 minutes)**
  1. Have not heard back from her – Christina will resend list of questions to her
- VII. **Programming Committee (15 minutes)**
  1. **Brown Bag Nov. 10<sup>th</sup> – Active Shooter Response**
    - a. 12-1 at El Portal (Highland & 6<sup>th</sup>)
    - b. Taking RSVPs now – can only host 50 people
    - c. Great presentation!
- VIII. **UA Retirees Association – Angie (5 minutes)**
  1. **October Meeting**
    - a. New building (Babcock building) – anyone welcome.
    - b. Recruitment – currently they don't send letters out until after retired. New proposition - can we send them out before retirement, in order to prepare for retirement/saving?
      1. Speak at crossroads conference.
- IX. **Suggestion box activity (5 minutes)**
  1. Two suggestions so far
    - a. Hertz vs. Zip car
    - b. Notary services



1. Are they up to date?
  - a. List their expiration dates internally

**X. Closing Comments, Ideas & Questions (5 minutes)**

1. HR workshop by Leslie Porter – “the art of managing up” – explains how to know your supervisor, their style of managing, and how to manage up (manage them)
  - a. Learning different style of communicating
2. Res Life had the most attendees at the HR Open House
3. Met with Dave McGoon and Josie Kelly: how to set up the HR Open House for next year: bi annual; what to do next year; breakout seminars; better sound equipment; make the event larger: room, tables, guests, allow more departments to let their staff attend
4. Allison Vallaincourt will get back to us about the Performance Appraisals survey in mid-November

**XI. Wrap-Up – Christina (2 minutes)**

1. Introductions of council and guests
2. Lisa Rulney recommended to contact the Assistant Dean of Finance for the college of engineering to recruit some reps for the Classified Staff Council
3. Staff Appreciation event – in discussion

**XII. Adjournment at 3:55 PM**

There was a motion to adjourn and a second motion by another representative. The meeting was approved to adjourn.

**XIII. RCM Presentation - Lisa Rulney (60 minutes)**

**NEXT MEETING December 1, 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: *working on a new website, judging process and nominations open December 1st*

Faculty Senate – Executive Board

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 – liaison comes to us