

# Classified Staff Council

Tuesday, February 2, 2016  
General Working Meeting 3–4:50 pm  
Santa Cruz Room, Student Union

**MINUTES**

- I. Welcome and A Call to Order – Chair, Christina Rocha**
- II. Roll Call - Attendance Sheet**

Members: Christina, Connie, Janet, Amy, Richard, Asya, Sylvia, Diane, Grace, Trudy, Gloria  
Guests: Josie Kelly, Amy Williams, Robbyn Lennon, Debbie Buenger, Caitlan Hendrickson, Hayri' Yildirim, Brooke Trentlage, William Chapman, Claire Tapia, Pat Elias
- III. Approval of General Minutes (January) – 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 January 12, 2016.
- IV. Announcements– Christina (2 minutes)**
  1. Karen Ward sent in resignation.
- V. Elections for the new Executive Board – Christina (10 minutes)**

Angie and Connie have agreed to continue in their prospective positions since they have not been serving very long. A motion was made to continue them through June 2017.

  1. Positions available: Chair and Treasurer (2 year positions), Recording Secretary, Historian/Parliamentarian
    - a. The current people in those positions are eligible to run again.
    - b. Christina will email out nomination and voting instructions to be determined by March 1<sup>st</sup>.
- VI. Treasurers Report – Gloria (2 minutes)**

Current balance: \$13,528. *See breakdown attached.*

  1. Prospective purchases: new shirts w/new logo
    - a. We would like to try and receive these before the Tri-University meeting and/or the Stuff the Cat Tran.
      1. Christina will look into shirts, and email everyone to obtain sizes.
- VII. Staff Appreciation – Gloria (5 minutes)**

Gloria, Dawn, and Richard are coordinating this year's Staff Appreciation event. We would like CSC members to attend to represent the council.

  1. Details: March 4, 2016 from 4:30-6:30pm
    - a. Top floor of the Student Union, in the Arizona Room (formerly, Redington Room)
    - b. Appetizers, standing/reception style, open house
    - c. We plan to get a few speakers to give a little 5-10 minute pop-in speech and greet everyone
    - d. looking at 200-225max
    - e. Dawn has already sent out invitations
- VIII. Communications & Marketing – Asya (5 minutes)**
  1. **Flyer needs: Staff Appreciation, Professional Development (February, March and April) and Crossroads Conference.**
    - a. Drafts: Save-the-date for Crossroads Conference, Staff Appreciation
      1. Please approve after meeting today
    - b. Still working on professional development flyers
    - c. Asya will be resigning – received an offer letter to become appointed.



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1. Will continue to do flyers under the radar, to help finish out the semester and transfer the reigns to Trudy and Sylvia (Marketing & Communications Committee).
2. **Transition of co-chair and new co-chair appointment for C&M**  
N/A

**IX. Programming – Angie (5 minutes)**

This item was not discussed as Angie was unable to attend the meeting.

1. **Moving March 1 and April 5 meetings to El Portal bldg.**
2. **Invite Michelle Sun back to April 5 meeting - allot 30 min for UA Pantry discussion**
  - a. **UA CSC help to get the word out**

**X. UA Toastmasters Club – Angie (5 minutes)**

After meeting with our March 1 speaker, Deb Andrysiak, Toastmasters ITCats, I was thinking that chartering a CSC-Toastmasters Club may not be the thing for our group at this time. Two big factors: 1) 22 members are needed to charter a Toastmasters Club, and 2) costs

**XI. APAC update – Richard (3 minutes)**

There was an APAC meeting on January 25th and Gregg Goldman UA CFO was there.

1. He discussed working with a Policy and Procedure Committee because he doesn't want to make rules just to make rules.
2. The UA is 10-15% behind salary wise, which is a combination of merit and cost of living
3. Guaranteed tuition, no current plan for childcare on campus.

After Gregg presented, the APAC meeting occurred.

4. There is an upcoming legislation of 55k remain APAC or going hourly?
  - a. Want to stay on the table and remain involved with decision making. Approx. 4k Appointed will be reduced to hourly – speculation.
  - b. Possible change in the process of no more APAC/CSC just one combined group.
  - c. They want to be in the conversations for FLSA changes – can they still be involved with the conversations? Ask Kelly.
    1. (Josie Kelly) –“We want to resemble the ASU model but do it better”.
  - d. Final thing discussed was that there were 320 jobs unfilled.

**XII. HR Update – Josie Kelly**

1. HR has blown up their website: moved Job Search and Compensation to a couple different spots. It might not be obvious, but it will be in a more helpful area. They just enabled the search engine.
2. If you are subject to a performance evaluation, disciplinary action of any kind, you have the right to file Staff Dispute and bring the facts to the table about what's taken place and ask for your remedy. Staff dispute process is a formal process, so you can always do it informally by talking to your supervisor. Also, you can chat with the complimentary/confidential employee advisement.
3. UBET - dates for non-renewal are coming up. We have contracts with Out-placement Services if you know that your department is going to have non-renewal or even layoffs. Out-placement does have a fee but it will help you get back out there, with resume help, etc.
4. New calendar of professional development is up and running. “Managing the UA Way” is the next event coming up.
5. General professional development series is also up. The first course is tomorrow, Feb 3.

**XIII. Stuff the Cat Tran & Community Food Bank– Hillary Beggs and Lou Medran from the Community Food Bank of Southern Arizona (15 minutes)**

Stuff the Cat Tran, April 6<sup>th</sup> at Cherry pull out.

1. (Lou Medran) This is the 12<sup>th</sup> year that the Community Food Bank will be working with the UA.
  - a. 19% of Pima County residents live at/below the poverty level
  - b. The Community Food Bank also serves 5 other counties.
  - c. They provide hunger relief to all these counties, partnering with 240 other agencies, yet they still feel like they are ten-million pounds short.
  - d. 1:3 children are at risk for hunger in Tucson. Encourage everyone to get involved!
    1. Nonperishable items are requested
      - a. Proteins are the most needed items.
    2. We can hand out jars if you want to do a money/penny drive, in addition to the boxes....do it anyway you want to do it. Make it a competition!

- a. Let Christina know if you want a small/large box, and money can, and when you can volunteer.

2. (Hillary Beggs) You can donate on the Community Food Bank website this year, and even personalize a website for your own department, to track your personal spending.

**XIV. Suggestion box activity (4 minutes)**

We received one suggestion and Christina referred them to Ombuds.

**XV. Closing Comments, Ideas & Questions (2 minutes)**

**1. Have nominations started for the CSC special award yet? – Grace**

- a. Nominations closed on Friday. Comparable numbers from last year. A lot of questions about the new system/website they were using but everything turned out great.

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

1. Found tchotchkes from the House clean-up. Please pick one up after the meeting.

2. Emily Krauz – no nominations have been received. Can we advertise again?

- a. Emily Krauz Fund lets you apply for partial reimbursement for a course you are taking. The CSC committee decides if, and how much will be awarded to each applicant.

**XVII. Adjournment at 4:00 PM**

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

**Ombuds Presentation – Caitlan Hendrickson (60 minutes)**

Director – Ombuds [www.Ombuds.arizona.edu](http://www.Ombuds.arizona.edu)

- What is the Ombuds Program?
- What type of situations can Ombuds assist with?
- Stories, tips and reflections from Classified Staff: Hayri Yildirim, Robbyn Lennon and Debbie Buenger.
- Q & A

**NEXT MEETING March 1, 2016 – TBA**

**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 – *our first meeting of the New Year will be held on February 17<sup>th</sup> at 5:30 pm.*

Commission on the Status of Women (CSW) – Asya

Emergency Employee Fund – Christina

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

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

Account Reconciliation  
UAccess Financials  
Account #2113130  
Month Ending January 31, 2016

Beginning FY 2016 Account Balance as of 1/01/2016	\$ (15,300.43)
<u>Monthly Activity:</u>	
Budget Adjustments FY 2015 Carry Forward	
Operations	\$ 1,771.80
Travel	
	<hr/>
Total Monthly Activity	<hr/>
	\$ 1,771.80
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Ending Account Balance as of 1/31/16	\$ (13,528.63)
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Adjustments:	
Total Adjustments	
Ending Adjusted Account Balance	\$ (13,528.63)
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