

Classified Staff Council

Tuesday, April 4, 2017
General Council Meeting & Hot Topics 3:30 pm
Computer Center room 303

MINUTES

- I. **Welcome and A Call to Order – Christina Rocha, CSC Chair**
- II. **Roll Call - Attendance Sheet**
- III. **Approval of Minutes (March) – Christina Rocha**
Approved
- IV. **Announcements – Christina Rocha**
 1. **Stuff the CatTran is tomorrow!**
 - a. Email Sheila McGinnis for pick up or drop off at the Cherry pullout and our volunteers will take it out of your car
 2. **Election results for Executive Board FY18**

Executive Vice-Chair <1 year> (07/01/2017 – 06/30/2018) – **Janet Gurton**
Administrative Vice-Chair <1 year> (07/01/2017 – 06/30/2018) – **Jeffrey Jones**
Parliamentarian/Historian <1 year> (07/01/2017 – 06/30/2018) – **Jennifer Bailey**
Recording Secretary <1 year> (07/01/2017 – 06/30/2018) – **Jana Phillips**
EXECUTIVE BOARD POSITIONS THAT ARE CONTINUING THROUGH 06/30/2018:
Chair <2 years> (FY17 and FY18 - 07/01/2016 – 06/30/2018) – **Christina Rocha**
Treasurer <2 years> (FY17 and FY18 - 07/01/2016 – 06/30/2018) – **Sylvia Ibarra**
- V. **Treasurer's Report – Sylvia Ibarra**

Ending balance for Feb: \$12,283.79
Monthly Activity: \$3,529.64
Total: \$8,754.15
- VI. **Crossroads Conference reminder & registration – Lucy Sandoval**
 1. Over 200 people registered so far, we are hoping to get 4-500 people
 2. We are still looking for door prizes – would anyone like to purchase a gift card and donate; or if you have a contact at restaurants, etc.
- VII. **Follow-up conversation Re: UAConnect transitioning to Office365 – Julie Seuss, IT Project Manager, UITS**
 1. Open Forum Monday at 2:30 in the Agave Room.
 2. Fast Facts handout is included below
 3. ****There will be no disruption to your inbox until the completion of the migration.****
 4. *****Accept AutoDiscover prompt from email software on/after April 12**
- VIII. **Employee Recognition – *Best practices for recognizing and appreciating our colleagues* – Dave Magoon**
- IX. **Closing Comments, Ideas & Questions**
 1. **Employee Recognition event: volunteers needed! – Grace Aranda**
- X. **Wrap-Up – Chair, Christina Rocha**
- XI. **Adjournment**

SPECIAL EVENT

- Stuff the CatTran – **April 5, 2017, 7am – 6pm** – [Cherry Ave. pullout](#)

CLOSED – CSC MEMBER WORKING MEETING

- Crossroads working meeting – **May 9, 2017, 2:00pm – 5:00pm** – [USB room 312](#)

SPECIAL EVENT

- Crossroads Conference – **May 19, 2017, 8:00am – 4:00pm – J.W. Marriott, Starr Pass**

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 –Christina/Katie

Stuff the Cat Tran –Christina – **It's not too late to sign-up to volunteer on the day of the event, April 5th. Please email Christina with a 1-2hr time block that you can be available to help.**

University Committees:

Appointed Professional Advisory Council – liaison comes to us

Campus Emergency Response Team (CERT) – Richard/Diane

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 – **Looking for volunteers to help with the UA Awards for Excellence Ceremony on April 28th from 12-3pm in the SUMC Grand Ballroom. All help is appreciated and even an hour would be of help setting up for this special event for nominees, winners and their families. Please send any questions to garanda@email.arizona.edu.**

Faculty Senate – Amy/Kim

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

Account Reconciliation
UAccess Financials
Account #2113130
Month Ending 03/31/17

Beginning FY 2017 Account Balance as of 2/28/17 \$ 12,283.79

Monthly Activity:

Budget Adjustments FY 2017 IDC Budget Load
Operations-Distribution Expense for Crossroads
Travel

Total Monthly Activity \$ 3,529.64

Ending Account Balance as of 3/31/17 \$ 8,754.15

Adjustments:

Open Encumbrances

Total Adjustments

Ending Adjusted Account Balance \$ 8,754.15



UAConnect365

New Faculty/Staff Email and Calendaring using Microsoft Office 365 cloud service

Migration

- No disruption of email use until completion
- When migration of your mailbox is complete
 - May need to re-log in
 - Reconfigure email/mobile software that is not Outlook
- Forwarding will work without re-setting
- Calendar sharing/viewing between UAConnect and UAConnect365 will show free/busy only
- Skype/IM will all be moved on one date

Timeline

- April: Pilot groups
- April–Summer: Migrations in batches
 - You will be notified in advance when your migration will occur.

Password Change

A new UA NetID password is required—change it now!

- You will need a password created on or after March 6 to log in
 - If you use Office 365 (OneNote, OneDrive, online docs), effective April 10
 - OR
 - When your mailbox migration is complete
- Whichever comes first

What to Do in Advance

Sign up for NetID+

- Encourage colleagues to, as well

Change password any time before Office 365 sign-in/new email sign-in

Accept AutoDiscover prompt from email software on/after April 12

Update Outlook if needed (Outlook 2013 or newer)

Reduce mailbox size

- Work with local IT for options to reduce mailbox size
- Delete mail in Deleted & Junk E-mail folders; delete old/unused folders
- Use Clean Up tool in Outlook ribbon

Open Forums

- Monday, **April 10**, 1:30-2:30 pm, SUMC Agave Room
- Tuesday, **April 11**, 10am and 1:30 pm, Phoenix Biomedical Campus / V. Piper Auditorium
- Wednesday, **April 26**, 10:30-11:30 am, SUMC Agave Room
- Wednesday, **May 3**, 10:30-11:30 am, SUMC Agave Room
- Tuesday, **May 9**, 10:30-11:30 am, SUMC Agave Room

Information/Support

- it.arizona.edu/uaconnect365
- it.arizona.edu/uaconnect365-faqs
- it.arizona.edu/uaconnect365-migration-instructions
- uaconnect365-support@list.arizona.edu