

STAFF ADVISORY COUNCIL

Annual Retreat **MINUTES**

Hilton Tucson East

7600 E Broadway | Tucson, AZ 85710

Friday, July 31, 2015 | 8 am - 4 pm

7:30 – 8:00 am **Registration and Continental Breakfast**

8:00 – 12:00 pm **Session I**

I. Welcome & Call to Order – Christina Rocha, Chair of the Council

Attendance

Attendees: Norma Gaviria, Cheryl Moore, Grace Aranda, Sylvia Ibarra, Angie Toledo, Christina Rocha, Gloria Klinicki, Diane Jensen, Janet Gurton, Trudy Morrow, Dawn Bell, Connie Lorenz, Katie Franks, Asya Roberts

II. Introductions of New EB Officers

Christina Rocha – Chair (1st Term)

Charlotte Honeycutt – Executive Vice Chair (1st Term)

Connie Lorenz – Administrative Vice Chair (1st Term)

Gloria Klinicki – Treasurer (2nd Term)

Janet Gurton – Parliamentarian/Historian (1st Term)

Katie Franks – Recording Secretary (1st Term)

III. Approval of meeting minutes – General Meeting in May 2015

There was a motion to approve and a second motion by another representative. The minutes were approved from the General Meeting on May 5, 2015.

IV. “Our voice is YOUR voice”

a) What does our Vision mean?

We want to be the voice of all classified staff. Met with Allison Vaillancourt – her ideas: change the mission statement to go with our vision. Create marketing to go along.

- Back in the day: Direct line to president of UA – met with once/month (until recently). Heard staff voices through website (submit questions)
- Current/Future - Have Provost Comrey (or assistant Nina Bates) be the point of contact instead of president hart – try to meet quarterly
- We communicate with administrators AND the people we represent
- SAC...a voice for Classified Staff...but who does YOUR voice represent exactly? How do we reach those people?

New vision statement – “A voice for Classified Staff”

New name - Classified Staff Council

There was a motion to approve and a second motion by another rep. The motion passed.

b) Develop the Mission Statement

The University of Arizona Classified Staff Council exists to serve as an advocate and resource for classified staff.

c) Marketing strategies

- Suggestion box on website, anonymous comments box
- Individual college bulletins/ UA Now
- Have HR refer some concerns to us, place a SAC brochure in New Employee packets
- Have one name/rep from each department communicate with US to

take back to meetings

- Rebranding: new name, new direction

V. Constitution & Bylaws Discussion (articles I, II, IV)

Notes for the following made directly on digital copies.

- a) Membership terms (*section I of Bylaws*)
- b) Definition of 'active member' (*section II of Bylaws*)
- c) Division of labor and defining duties of Executive Board (*section IV of Bylaws*)

This will be discussed at the working meeting on August 4, 2015.

VI. Ice Breaker:

- a) Self-Assessment
 - What was your 1st job, and the skills you learned?
 - What is your current job?
 - What challenges have you overcome?
 - What was your most rewarding job?
 - What skills can you bring to SAC committees?
- b) What leads to success?
 - Passion, Work, Good, Push, Serve, Ideas, Persistence

12:00 am – 1:00 pm **Lunch**

1:00 – 2:30 pm **Session II**

I. Committee Discussion

We reviewed the committee list as a whole and got rid of committees that we thought were irrelevant for participation. We also assigned committees to the Council Members and will review the decision at our first working meeting of the new fiscal year on August 4, 2015.

II. Priorities for this year: Accountability

We ran out of time to discuss this point at the Retreat, but will include it in our working meeting on August 4, 2015.

- a) Setting goals
- b) Dates and schedules

2:30 – 2:45 pm **Afternoon Break**

2:45 – 3:55 pm **Session III**

I. Restructure of Monthly Meetings

This was only briefly discussed at the Retreat. We will continue the conversation at our working meeting on August 4, 2015 to come to a final decision.

- a) Keep meeting the same vs. cut time to an hour meeting, 4-5pm
 - Have 2 hr. working meetings until we get organized, then cut back to 1 hr. meetings vs. keep the 2 hr. meeting (1 hr. general meeting & 1 hr. committee meetings/break out)
 - Report updates are limited to SAC related info ONLY.
 - Have someone keep us on track (time schedule)
- b) Every other meeting – an accountability meeting; update on committee work

II. Schedule for Professional Development

- Quarterly, brown bag (able to include .5 FTE employees)
- Rotate across campus: a representative mentioned that the Marshall building has nice conference rooms
- Use more marketing strategies
- Invite the ladies from the Reclassification Committee and the Campaign

for Common Sense Committee to come and speak

III. Closing Comments, Ideas & Questions

4:00 pm

Adjournment