



Staff Advisory Council

**General Meeting Minutes**

**September 3, 2013**

**3:00 - 5:00**

**Ventana Room Student Union (4<sup>th</sup> Level)**

I. **Call to order – Shanley Ten Eyck** – at 3:04PM

II. **Roll Call** - Attendance Sheet

Present: Janet Black, Iris Budinoff, Marge Davis, Sheri Hill, Charlotte Honeycutt, Gloria Klinicki, Therese Lane, Connie Lorenz, Kim Menezes, Amy Morris, Robby Pearson, Loretta Pedraza, Christina Rocha, Julia Rudnick, Shanley Ten Eyck, Melanie Tornquist, Karen Ward, Natalie Wilkins

Guests: Suzy Brown

Excused: Grace Aranda, Claudia Arias, Dawn Bell, Richard Salazar

Absent/No-Show: Kerryann Gillooly, Melissa McGee

III. **Aug 6 Meeting Minutes – Natalie**

Correction for the Treasurer Report on 8/6:

Balance from 2012-2013: .....\$202.00

Income: .....\$11,741.00

Total Income: .....\$11,941.00

Expenses: .....\$101.83 Plaque for Claudia Arias – former President

Net Balance: .....\$11,839.17

IV. **Treasurer's Report – Natalie**

Balance from 2012-2013: .....\$11,839.17

Income: .....\$0

Total Income: .....\$11,839.17

Expenses: .....\$1253.80 Hacienda Del Sol - Retreat

Expenses: .....\$250.00 Student Union Gallery Service Billing

Net Balance: .....\$10,335.37

V. **New Business**

- a. **Special Election- Melanie-** Cynthia Bjork-Plocke is no longer able to continue as Recording Secretary and Cathy Curtin no longer able to continue as Treasurer. Recording Secretary- Only current self nomination is Sheri Hill, Karen Ward volunteered as write in. Karen Ward elected. Treasurer- Kim Menezes elected.

- b. **SAC Marketing Materials**- Shanley- New Membership application postcard with information on front and back. Emily Krauz Scholar application to be available on the website pending approval by SVPR of University Relation's Marketing office.
- c. **Committee Discussion – Melanie** – Exec Board discussed the need to regroup the committees in order to balance the focus of them. Still need chairs for certain committees. [Exec Board will reach out to members in the coming month to ask members about reappointing. SAC members asked to review August meeting notes and decide if they want to volunteer as a Chair. Committee Chairs asked to submit a budget for their committee \(if needed\).](#)
  - i. Activities Committee – [To drop three of its current members.](#)
- d. **Update from President Hart's Office – Shanley** – Reiteration from Pres. Hart: all communication from SAC goes through Shanley before reaching her office.

VI. **Committee Reports:**  
**Standing:**

- 1. Activities – Natalie –
  - Arizona Public Media – Natalie - SAC has one commitment per year with AZPM, [Natalie will send out that information when it becomes available.](#)
  - Stuff the Cat Tran – Melanie – No meeting scheduled with Parking & Tran yet. Event will be held April 1, 2014.
  - Tailgate – Natalie – Tailgate committee has meet regarding the Nov 16<sup>th</sup> game against Washington State. Expected to have an Emily Krauz fundraiser at the tailgate. Natalie confirmed attendees must have ticket to the game to get into the tailgate and that RSVP will be requested on the flyer. [Janet will call for volunteers in our next meeting to staff this event.](#)
  - Walks:
    - 10/05/13 Light The Night Leukemia and Lymphoma Society Walk– Sheri – Saturday 5:00 pm Reid Park [SAC Webpage](#)
    - 10/06/13 – Step Out for Diabetes – Grace - Sunday 9:00 am Rillito Downs [SAC Steppers](#)
    - 10/27/13 – Making Strides Against Breast Cancer Walk – Claudia - Sunday 8:00-11:00 am Kino Sports Complex - [SAC Bosom Buddies](#)

- 11/2/13 Melanoma Walk – Still in need of a Chair, not required to attend walk if unable - Saturday 2:00-6:00 pm @ North campus of Campus Center [UA SAC Sun Spots](#)
- 2. Communication – Amy Morris - UITS finalizing the publication of the website. “Go Live” is expected Sept 1<sup>st</sup>. [If you have updates send them to Amy or Grace.](#)
- 3. Conference – Sheri Hill – Sheri and Dawn have created a timeline for implementation. Their next meeting is on Sept 25<sup>th</sup>, 2013 in the Swede Johnson Building room 303; [all SAC members are invited to attend.](#)
  - a. They are considering May 20<sup>th</sup> or 21<sup>st</sup> 2014 for the conference date. Current proposed theme, “Never Settle”.
  - b. Melanie mentioned that Arizona State Credit Union (hosting the Tri-U meeting lunch) wants to teach a financial mgmt class. [Melanie to send Sheri information on financial mgmt class.](#) Loretta expressed concern about approved vendors, [she will check to see if we can use vendor Melanie suggested.](#) Potential keynote speaker, Teri Thompson: SVP for University Relations. [Sheri to ask Teri she is interested.](#) Also interested in Andrew Comrie for second keynote.
  - c. Several SAC members expressed concern about having a Zumba class at event next year. Many participants enjoyed Zumba, a thought was to have one class for everyone at the end of the day.
  - d. Sheri asked about the budget for the event. Shanley replied the budget should either break even or earn money.
  - e. Feedback from past conference: attendees wanted a UA coach for a motivational speaker. [Several suggested in the feedback: Sean Miller \(I'd say no -- great coach, not so much as a speaker\), Damon Stoudamire, and Joseph Blair all possible?](#)
  - f. Sheri passed on Dawn’s suggestion for a silent auction. Shanley suggested we fundraise for Emily Krauz with the auction proceeds. Charlotte suggested we use some of the raffle prizes as fundraiser items.
- 4. Emily Krauz Staff Endowment Fund – Melanie – One application received thus far.
  - a. Shanley- the last committee had 4 recipients for the past spring -Sheri asked about the qualifications for the scholarships. Shanley, information on qualifications available on our website and marketing materials. Charlotte asked about professional development classes outside of the university and if we could award for those applicants. Shanley responded yes, they can apply.

5. Employee Recognition – Shanley – April 8th should be the date for emp recognition. This is one of the committees that will have some members shifted to other committees. [Need update from Grace on deadline for the applications.](#) [Kim M.-suggested we have a different MC from last year.](#)
6. Human Resources – Loretta – Gave update on change in the waiting period for benefits. Information on deadlines available on the HR website. [Please send concerns about HR to Loretta P via email.](#) [Sheri suggested we have a table for UA retirement for next year's conference.](#)
7. Legislative – Charlotte – [Needs information for their next meeting.](#)
8. Membership/Liaisons – Shanley – No limit on number of SAC members. Our goal is to have a member from each department. Mentioned we may consider reducing the term from 3 years to 2 years to gain more members. Shanley has invited feedback on the issue; [we will hold a vote for the revision to the Bylaws during our next meeting.](#)
9. Tri-University Classified Staff Executive Board – Shanley – Next meeting on the 9/9 from 10-3pm in the Santa Rita room SUMC. Guest speaker Allison Vaillancourt will talk about a new way of conducting staff reviews, and Tim Bee will talk about State Relations. President Hart also to speak at meeting.

**University Committees:**

1. Appointed Professional Advisory Council (APAC) – Julia R. – Last meeting they discussed RCM and the no smoking ordinance for the main campus.
2. Bright Ideas Committee – Christina – Christina Rocha volunteered to be chair. [She would like to make her email the primary email address.](#) Still waiting on Monica to contact Christina. The Exec Board has lowered this committee to one person, Christina.
3. Campus Advisory Council (CAC) – Grace absent
4. Campus Emergency Response Team Committee (CERT) – Therese - No contact yet from CERT on meeting dates. Natalie mentioned meetings for this committee are sporadic; [the SAC Exec Board would like to lower this committee to one SAC representative and one back up.](#)
5. Campus Recreation Advisory Council – Shanley - Exec board would like to eliminate our involvement in this committee. After discussion which focused on whether we should continue involvement due to previous challenges with this committee, Charlotte to continue on as chair of that committee.
6. Cats in the Community – Shanley – Group run by Community Relations, Sheila McGinnis, their mission is to revamp a different location in the community each

year. This year the Steering Committee rep is Melanie with Robby Pearson as backup. Committee runs from Oct-March.

7. Commission on the Status of Women (CSW) – Charlotte and Kim are on the board for this committee already. Charlotte will attend the meetings with Kim as backup. Christina removed from this committee as we do not need three. [Feedback from the Equity workgroup on campus survey may benefit our next conference. Contact for that survey is Shelly McGrath.](#)
8. Diversity Coalition – Natalie - Almost a duplication of efforts from Shared Governance. [This committee will be eliminated and updates will come from Shared Gov.](#)
9. Employee Emergency Fund – Shanley – We currently have 2 applications since July. Typical award is around \$750.
10. Faculty Senate – no update Shanley no longer on this committee. Melanie will be primary, Gloria secondary.
11. Life and Work Connections – Shanley – Iris will be chair, Kim as the backup. Karen and Natalie removed from this committee.
12. Naming Committee – Shanley - Only need one person. Keeping Janet Black on, removing Sheri.
13. Parking and Transportation Advisory Board – Shanley – Grace will remain on this committee, with Therese as back up. Richard no longer on that committee.
14. Shared Governance – Shanley – Reiterated/requested by Pres. Hart that Shanley attend those meetings instead of Richard.
15. Strategic Planning Budget Advisory Committee (SPBAC) – Shanley – Updates from committees working on various areas the Strategic Plan.
16. University Hearing Board – no update
17. UA Retiree Organization – Marge – New backup will be Sheri. [First meeting is 9/10 \(second Tues of every month\)](#)
18. UA South SAC – Melissa Silva to be our rep for UA South.

VII. **Wrap-up – Shanley**

VIII. **Adjournment – at 5:00PM**

Respectfully Submitted – Karen Ward, Recording Secretary for SAC