

# CLASSIFIED STAFF COUNCIL

Tuesday, September 1, 2015  
General Working Meeting 3–4:55 pm  
Santa Cruz Room, Student Union

## MINUTES

**I. Welcome and A Call to Order – Chair, Christina Rocha**

**II. Roll Call - Attendance Sheet**

Christina Rocha, Katie Franks, Sylvia Ibarra, Angie Toledo, Janet Gurton, Gloria Klinicki, Dawn Bell, Trudy Morrow, Diane Jensen, Asya Roberts, Richard Salazar

**III. Approval of General Minutes & Bylaws (August) – 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 August 4, 2015.

**IV. Announcements– Christina (5 minutes)**

1. Member Loss
  - a. 1 member will be resigning from the Council, and another has been laid off. This second member would like to stay on the Council for as long as they can, but will no longer be able to co-chair the Communications & Marketing Committee.
    1. A representative volunteered to take on the co-chair duties.
2. Upcoming items to focus on:
  - a. September Events
    1. 2015 APAC Annual Meeting w/President Hart, **9/21/15** from 3-5 pm in the Main Ballroom at the Student Union – Kick-off Meeting
    2. HR Open House, **9/24/15**, location and times will be announced on the HR website
      - a. Still no info has been posted
  - b. October Events?
    1. None
  - c. Stuff the Cat Tran is April-6.
    1. Christina will be emailing Greg Byrne to obtain a meeting: mention staff appreciation/donations/and staff involvement for stuff the Cat Tran, as well as info about free tickets

**V. FY 2015-2016 new budget – Gloria (5 minutes)**

Christina will find out if we will be charged for the new logo?

1. Website maintenance will cost us \$180 per year
2. Speak to Ann Araiza about changing our account name
3. Constant Contact fee (annual vs monthly)?

There was a motion to approve and a second motion by another representative. The budget was approved for the Fiscal Year 2015-2015.

**VI. New Name/Logos – Asya (5 minutes)**

The new logos are in!

1. We are working with UA Branding to get the new logo out everywhere
  - a. Lo Que Pasa will be announcing our name change in their bulletin this week.
2. New web address & suggestion box are in the works



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**VII. Membership Brochure – Janet (5 minutes)**

Please send all suggestions to the Membership Committee Chair.

1. Does it have to be white? Can it be glossy, heavy cardstock, include pics from Crossroads conference, etc.
2. Can we hand out at HR orientations, etc.?
  - a. Maybe HR will split cost with us?
3. Contact Karen Campuzano for discounted brochure printing
4. **How do we know when people apply online? – Asya**  
Emails are set up to go to Christina but can be switched to go to the Membership Committee Chairs.  
They will see: Form submission – application received
  - a. Contact Dawn or Asya about changing some of the application information
  - b. Asya will transfer the SAC email address to another person

**VIII. Listservs – Dawn (5 minutes)**

1. Too many listservs – let's deactivate some/most of them
  - a. Communications committee will plan to meet with UITS about accessing the ALL ACTIVE classified staff employees (from HR?) so that we only need 3 listservs: all classified staff, EB, Classified Staff Council
  - b. Have list for Members of classified staff and then everyone else – and then people can opt out of them
2. Communications – where are we at with Publications?
  - a. Once the listserv is settled, have 1 person on EB send out to the listserv and then have 1 person also be a moderator (include user friendly links)

**IX. Review committee goals – (10 minutes)**

1. Create committee descriptions for Bylaws: Programming
  - a. How to reach classified staff whether they are benefits eligible or not – discuss with UITS
  - b. As soon as the Programming Committee has speakers in place, notify the Communications Committee for email/flier/website advertising

**X. Prioritize Breakout Sessions (15 minutes)**

1. Programming committee to get speakers
2. Communications and marketing to finalize details
3. Crossroads Committee – May 17/18 depending on the hotel availability
  - a. let the Committee Chair know about any conflicts with those dates
  - b. Hotel options: **La Paloma Westin**, Double Tree, Ventana Canyon, Hilton, JW Marriott in Star Pass
    1. Try to reserve president Hart to come and speak about advocacy and legislative staff
4. How to make our Professional Development Series creditable for CE or UA Professional Development
  - a. Go through UA learning?

**XI. Compile a list of each department on campus to develop liaisons – Janet (10-15 minutes)**

1. Start by fixing the listserv
2. Re-introduce ourselves and then mention that we are looking for more liaisons
3. Send out email to all current members and see which department/college is already represented

**XII. Breakout into Committees (40 minutes)**

**XIII. Closing Comments, Ideas & Questions (10 minutes)**

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

**XV. Adjournment at 5:00 PM**

**NEXT MEETING October 6, 2015 – Santa Cruz Room of Student Union**

**COMMITTEE UPDATES:**

Classified Staff Council Committees:

**Communications & Marketing – Cheryl/Dawn:** *Cleaned up the CSC webpage (wording and links); updated the Constitution and Bylaws; contacted UA Marketing and Branding about switching to the new logo, and changing our name and web link name*

**Crossroads Conference – Janet:** *Working on setting a date for the conference. Please meet with Janet if you have any suggestions for speakers. Greg Byrne would be a great speaker!*

Emily Krauz Staff Award – Janet/Diane

Membership – Connie/Janet

**Programming – Connie:** *Reserved rooms for all general meetings through April 2016; began a list of speakers for the professional development series as well as for general meetings - intend to have our first professional development talk scheduled for November*

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

Faculty Senate – Charlotte

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:** *This meeting will be held spring 2016 and be more of a political meeting at the Capital building. No further details have been made yet.*

UA Retiree Association – Angelina

University Hearing Board – Gloria

Special Committees:

Human Resources – liaison comes to us