



Staff Advisory Council

**General Meeting Minutes**

**Date: Tuesday, December 3, 2013**

**3:00 – 5:00 p.m.**

**Student Union Memorial Center, Ventana Room (4<sup>th</sup> floor)**

- I. Call to order – Melanie- 3:00 pm**
- II. Roll Call - Attendance Sheet- Natalie Wilkins**
  - a. Present:** Grace Aranda, Dawn Bell, Marge Davis, Kerryann Gillooly, Sheri Hill, Gloria Klinicki, Therese Lane, Kim Menezes, Amy Morris, Robby Pearson, Asya Roberts, Christina Rocha, Richard Salazar, Melanie Tornquist, Karen Ward, Natalie Wilkins
  - b. Guests:** Loretta Pedraza, Laura Vitkus, Amanda Ballard
  - c. Excused:** Claudia Arias, Connie Lorenz
  - d. Absent/No Show:** Janet Black, Charlotte Honeycutt,
- III. Approval of November Meeting Minutes – Melanie- November minutes approved with Motion by Robby. [Meeting minutes to be posted to the website.](#)**
- IV. SAC President Updates – Melanie (6 minutes)**
  - a. Strategic Planning Budget Advisory Committee (SPBAC) – Melanie Tornquist - Dawn Bell backup
    - i. Campaign for Common Sense will be more widely broadcasted now that the ABOR presentation is complete.
    - ii. Certain courses for students are only offered during summer and winter sessions; some see this as unacceptable, and the University is working on offering these courses in fall and spring so students can go on vacation during the summer and winter courses, if desired. They are hoping to be able to offer this option to students as early as Fall 2014
    - iii. It was discussed that there is Strategic Investment Fund being implemented that will generate \$40 million in revenue by 2020. Not yet sure where those funds will go.
    - iv. RCM-2 allocates incentives to generate additional revenue.
    - v. The business plan and academic plan committees are working together and the two plans tie together.
  - b. Shared Governance – Melanie Tornquist
    - i. Currently the UA does not charge athletic fees in tuition as discussed by Greg Burns. ASU has announced they will implement athletic fees; however, this means their tuition will not increase. These fees at ASU are across the board for all students, regardless of participation in an athletic program.
    - ii. APAC is working on implementing an internship program for faculty to mentor undergrad students. Jeff, pres of APAC, mentioned this at shared governance.
    - iii. McKale is under renovation and the re-design of the Arizona.edu website is currently underway, UITS will be working on this on an ongoing basis.

## V. SAC Liaison Updates – (10 minutes)

- a. Appointed Professional Advisory Council (APAC) – Julia Rudnick – No update
- b. Human Resources – Loretta Pedraza
  - i. Follow up regarding departmental level HR representatives. Spoke with Allison and Leslie Porter regarding the different departmental HR rep. roles across campus and striving for consistency amongst them. This will allow for a development of training for these roles. Currently a yearly meeting of HR representatives is available to these department reps. [SAC members may email thoughts to Loretta on how HR Liaisons should better define their roles on campus regarding HR.](#) Question posed by SAC council member regarding who to contact in event of a termination during the closure; [Loretta to follow up and provide a contact for HR during the Winter Closure if needed.](#)
  - ii. Natalie asked Loretta if information regarding the new ACA Act, and whether we will be informed of new developments as a council. [Loretta also offered to have someone come in to present at the next SAC meeting if we would like.](#)
- c. UA South SAC – Melissa Silva, Sally Holcomb – No update

## VI. New Business

- a. Change in format of General Meeting agenda – Melanie –Brief review of new format
- b. SAC Meeting(s) Attendance – Your attendance is mandatory at general meeting, please plan to attend all meetings as able, if you are not able to do so, please inform the SAC VP Natalie Wilkins. Kerryann Gilloly mentioned she has been out on FMLA for the past three months.
- c. Continue discussion on branding – Kim – Kim asked some of the employees in her department if they knew what SAC was, and they did not. She has gleaned some themes from our input; mainly that we are the “voice”. Many members were concerned about the visibility of SAC in regard to advertisements, surveys, etc. We should also strive to be seen as professional, goal oriented and staff advocates. What we take action on from there is up to the council as a whole. Melanie mentioned how our name tags differ from those of ASU’s SAC and how theirs are more noticeable. Door hangers, SAC desk toppers are only helpful if you have traffic in your office (which not everyone does). Kerryann mentioned asking Pres. Hart to send out an email to the staff reintroducing SAC to the UA staff. Melanie can look into whom to ask for this. Natalie commented she is not sure if it is the president’s place to introduce us to the staff; we should be able to go out and engage the staff at the council level. Web and email are a start, but as some people don’t have email, we still need to go out and remind staff we are here. Kim suggested posting to UA News Now. Also include SAC in the UA orientation. Loretta said the APAC and SAC brochures are in the HR packets already and they also discuss the organizations. Kerryann, can we get new staff member emails so we can introduce ourselves to the staff from the start. Natalie would like to see us go out and engage the staff rather than seeing a memo from the president. Kim mentioned town halls in conjunction with the surveys to inspire staff to attend and discuss issues. Soft deadline for the staff survey is slated for the beginning of spring 2014. The Exec Board, Council as a whole and Allison V. should review the survey before it is sent out. Loretta suggested if we do a week of town halls, we could also wear name tag ribbons that say “Ask me about SAC”. Melanie asked if the council would object to wearing the ribbon in conjunction with their name tag on a (roughly) once-a-week basis. None of the

council objected. [New members, please email Natalie Wilkins if you need a name tag or SAC shirt.](#)

- d. Continue discussion on goals/focus for this year – Melanie- We do have set goals that are a staple of our group; let’s also nail down some focused goals. The Exec Board will be working on these focused goals and bring it back to the council at that time. Natalie, we would like to have the Never Settle Plan tie into our goals as well. Melanie also reiterated to the council that Never Settle is NOT the UA theme; our UA theme is Bear Down. Never Settle is our academic plan.

**VII. Treasurer’s Report – Kim Menezes –**

**I. Treasurer's Report – 12/3/13**

<b>Beginning Balance from 2012-2013:</b>	\$11,739.00	
Income: .....	\$0	
Total: .....	\$11,739.00	
<b>Balance as of 11/5/13 Report</b>	<b>\$ 9515.15</b>	
Expenses: .....	\$ 84.85	PCard Safeway – Beverages for Tailgate
.....	\$ 54.05	PCard The Ice Man – Ice for Tailgate
.....	\$2119.25	UA Management – WSU Tailgate Package
.....	\$ 7.00	Parking Fee
<b>Net Balance as of 12/03/13:</b>	<b>\$ 7250.00</b>	

**VIII. Committee Reports:**

- 1. Activities – Natalie Wilkins
  - i. Arizona Public Media – Natalie – We have been sent an email from AZPM asking when we will do our group volunteer time (should be in the spring). If you have some special interest/knowledge regarding any AZPM volunteer opportunities, please email Natalie.
  - ii. Stuff the Cat Tran – Melanie - scheduled for April 1<sup>st</sup> 2014
    - 1. Meeting with PTS, UA Community Relations and the Community Food Bank has been scheduled for December 5<sup>th</sup>. Parking and Transportation will donate the Cat Tran; Community food bank will handle the food donated, UA Community relations will handle the advertisement. [Kerryann was concerned about SAC being noticed as the host of this event. Need to remind Sheila McGinnis to send that out to the ambassadors.](#)
  - iii. Tailgate – Natalie – Emails were sent out thanking to our 210 attendees. These emails also generated feedback from the attendants, majorly positive. Christina Rocha has the video of the alumni band; [can we post that on our website?](#) Melanie asked if we can we also do this event for other sports? Basketball sells out quickly, so we would have to sell these tickets well in advance. Sheri mentioned there are single tickets for sale for Basketball games, so maybe we could look into that option for next year.
- 2. Communication – Amy – Some questions have arisen if we can add additional information for the SAC committees on the website. She may allow the chair of those committees to have editing permissions for that page only. She currently has Grace, Kim, Karen and Natalie as admin on the website, some whom are meeting on Thursday 12/5. [If you are a chair of a committee and would you like your email address on the](#)

website as an outlet for any questions persons may have, please let Amy know if you agree or disagree with listing emails. We are not able to get a council email since the email must be tied directly to a single person. We currently have a UA Staff Advisory Council gmail address that goes to Grace Aranda, which she forwards to the exec board. A “contact us” link is not currently on the website. Natalie questioned if there are content issues with how the information is placed on the website. Our current template only allows us to either enter the information or enter information and alter it. Melanie asked who those emails typically went to in the past; they had gone to the communications committee. [If you would like your own committee webpage, please send that information to Amy.](#)

3. Conference –Sheri Hill (chair), Dawn Bell (co-chair)
  - i. Tentative venue: Westward Look Resort
  - ii. Date: May 20, 2013
  - iii. Cost: Approximately \$13,000, we have three proposals to submit to procurement and contracting services. [Sheri to forward those to the exec board so they can review.](#)
  - iv. Workgroups have been assigned.
  - v. Next conference meeting: December 4, 2013 – 4pm – Bobcat Conference Room, UAF
4. Emily Krauz Staff Endowment Fund – Melanie
  - i. Winners have been selected by the committee and 6 members were awarded totaling \$1105.00. The balance on this account is \$5627.05 and if all that were awarded submit for the full amount it will bring the balance to \$4522.05. Work with LoQue Pasa regarding an article for this year’s awards. [Sheri asked if we have a presence at the service awards.](#)
5. Employee Recognition – Grace – Grace asked if we have permission to view the page; some persons have expressed they do not have access. The page is live online on our new site. The forms are still going through the president’s office. Our due date is the last Monday of January 2014. [Melanie may have to call the president’s office so the forms go through the president’s office. We need someone to be there for the presentation of awards.](#) Karen to add Natalie to that committee on next agenda.
6. Legislative – Grace – Tim B, may be doing Cats in the Capitol next year; not a lot of news at this point.
7. Membership/Liaisons – Melanie – No new membership applications since Aysa.
8. Tri-University Classified Staff Executive Board – Melanie – We will be meeting in PHX next time, since the weather may hinder meeting at NAU. Meeting should be in the spring 2014.

#### **IX. University Committees: (3 minutes max per committee)**

1. Bright Ideas Committee –Christina – If persons have a bright idea they would like to share, please have them email Christina Rocha directly.
2. Campus Emergency Response Team Committee (CERT) - Therese Lane, Richard (back-up)
  - i. No current updates
3. Campus Recreation Advisory Council – Charlotte – No update
4. Cats in the Community Day Committee - Robby Pearson

- i. Meeting on 11/18/13; student groups presented ideas for the Kellond Elementary project and where the funds should be used. The committee chose the group's idea they thought the best.
    - ii. Next meeting 12/16/13
    - iii. Melanie – Another way for SAC to represent would be to volunteer for this event.
  5. Commission on the Status of Women (CSW) – Kim – Raji Rhys would be a good speaker at the Crossroads conference. The presentation she made at CSW was centered on “how you sit at the table”.
  6. Employee Emergency Fund – Melanie – Two applications currently turned in this week. Kim asked where a staff member goes to apply for these funds. Loretta responded they should go through the HR website:  
[http://uacares.arizona.edu/sites/uacares.arizona.edu/files/EEF%20Application%20112612CLEAN\\_0.pdf](http://uacares.arizona.edu/sites/uacares.arizona.edu/files/EEF%20Application%20112612CLEAN_0.pdf)
  - 7.
  8. Faculty Senate – Gloria Klinicki, Richard Salazar
    - i. Highlights from 12/2/13 meeting: The Carondelet TV ad was seen as a conflict of interest since they are a direct competitor of the UMC. The end determination was Coach Miller is receiving extra income that is not then needed to come from the University. There is also a push for gender neutral bathrooms. HR regulations currently state that any bathroom is available to any individual. President Hart did discuss sequestration and if it does occur in Jan 2014, it may have a deeper impact on some programs than this past time. Greg Byrne discussed how the attendance policy is null for student athletes in most PAC 12 schools, but at the UA, the attendance policy is much tighter.
  9. Life and Work Connections –Kim – Editorial in the Wildcat on child care at the UA was very scathing toward our program. Natalie commented on whether we should we add this question to the staff survey. Natalie also mentioned the issues with offering “day care” in terms of regulation and allocation of funds earned from the project. [Does SAC want to bring the “bring our child to work day” type of event back to the table?](#)
  10. Naming Committee – Janet – No update
  11. Parking and Transportation Advisory Board – Grace – No update
  12. University Hearing Board – Richard – [waiting on training.](#)
  13. UA Retiree Association – Marge
    - i. Meeting was on 11/12/13; health care reform issues and workshops/forums regarding upcoming changes. Christina asked Loretta regarding health care reform and student employees. [Josie Kelly is the contact person for student employee issues.](#)
    - ii. Ideas regarding the recruitment and retention of members will be discussed in their 1/14/14 meeting. [Marge will bring these suggestions back to the council as recruitment and retention is also a concern for SAC.](#) Grace raised concern UA retirees may lose their email. Kim, Sheri and Natalie all reiterated that retirees should keep their UA emails.
- X. Wrap-up – Melanie** – The layoffs at the student union were handled properly contrary to the word about campus. Allison Vallincourt assured these were properly handled and severance packages were offered. Loretta mentioned that any substantial layoffs must go through

multiple steps with HR before any action can be taken. Melanie also mentioned Arizona is a right to work state, but the University is not under that umbrella and they must follow through with multiple steps.

**XI. Adjournment – Melanie – 4:57**