



## Staff Advisory Council

### General Meeting Minutes Tuesday, February 4, 2014 Student Union Memorial Center, Ventana Room (4<sup>th</sup> floor)

- I. **Call to order - Melanie** at 3:00 p.m.
- II. **Roll Call - Attendance Sheet**
  - a. **Present:** Claudia Arias, Dawn Bell, Janet Black, Marge Davis, Sheri Hill, Charlotte Honeycutt, Gloria Klinicki, Therese Lane, Connie Lorenz, Kim Menezes, Amy Morris, Robby Pearson, Asya Roberts, Christina Rocha, Richard Salazar, Melanie Tornquist, Karen Ward
  - b. **Guests:** Amanda Ballard, Fernando Chavez, Julia Rudnick, Jeanne Voyles
  - c. **Excused:** Grace Aranda, Natalie Wilkins, Loretta Pedraza (HR rep)
  - d. **Absent/No Show:** Kerryann Gillooly
- III. **Approval of January Meeting Minutes – Melanie** – Call for approval of January minutes, motioned by Kim , seconded by Janet.
- IV. **New Business**
  - a. On Our Own Time – Claudia – Claudia is sharing information on behalf of Grace as she is out. This event encourages staff and UA personnel to participate in a display of their artistic abilities. There are cash prizes for UA employees and their families. They would like to have at least 100 registrants to be able to continue the cash awards to participants. Registration and drop off of artwork will begin in late Feb thru March, after which the judges will view the works and select the winners. [Claudia will send an email out to SAC council to ask for volunteers to staff the award ceremony reception.](#) The reception will be on Saturday Mar. 26<sup>th</sup> at the Student Union Gallery. In the past this event has been held as a lunch event during the week, but in order to help employee's family and children attend, this event has been moved to Saturday.
  - b. Guest representatives: A. Vaillancourt, 5-year review – Jeanne Voyles, Fernando Chavez
    - i. Introductions to the council [review questions lead by Jeanne with Fernando taking notes of the council's feedback]. There are 15 members on this review committee, and they are conducting focus groups with various groups around campus to gather feedback regarding Vice President Allison Vaillancourt [referred to as A.V. in the minutes hereafter] and what she is doing well and what needs improvement. This focus group will help give feedback to the provost. All comments will be kept confidential, although they will be taking notes and those will be added to the total information given to the provost. If anyone would like an individual meeting, please contact Fernando or Jeanne for an interview ([fchavez@u.arizona.edu](mailto:fchavez@u.arizona.edu) and [voylesj@u.library.arizona.edu](mailto:voylesj@u.library.arizona.edu) respectively)
    - ii. Review committee conducted 45 minutes of questions and response style focus group and gathered the feedback form the council.

- iii. If any council members have additional feedback, please submit it to either Jeannie or Fernando by February 14<sup>th</sup> to ensure they are included in the report sent to the provost.
- iv. In conclusion: the review committee report will be given to the provost, after which the results will be publically discussed in a forum lead by A.V.

**V. SAC President Updates – Melanie**

- a. Strategic Planning Budget Advisory Committee (SPBAC) – Melanie
  - i. Teri Thompson, VP Alumni Relations, presented two different marketing concepts for feedback from the group. Dawn spoke about the ending remarks from the council chair mentioned staff concerns and addressing them.
- b. Shared Governance – Melanie – Chief of police search committee, they will be in the next week Mon/Wed (Gregg Jacquin is on Monday 2/10/2014 from 1:00-2:00PM in the Kiva Room)/(Town Hall for candidate Brian Seastone is on Wednesday 2/12/2014 from 1:00-2:00PM in the Kiva Room.)
- c.

**VI. SAC Liaison Updates – (10 minutes)**

- a. Appointed Professional Advisory Council (APAC) – Julia, no update (left early)
- b. Human Resources – Loretta, no update (not present)
- c. UA South SAC – no update (not present)

**VII. Treasurer’s Report for CSW Operations Account 2/4/2014 – Kim**

**a. Beginning Balance from 2012-2013: \$11,739.00**

Income: .....	\$0
Total: .....	\$11,739.00
<b>Balance as of 12/3/13 Report</b>	<b>\$ 4,385.93</b>

Expenses: .....	\$ 36.75	WSU Tailgate Package
.....	\$ 7.00	Parking Fee

**Net Balance as of 2/04/14: \$ 4342.1**

- b. Kim is still trying to sort out whether the tailgate expenses were accurate. Claudia said the expense of slightly over four thousand dollars is correct.
- c. Crossroads Conference Account – Current Fund Balance: \$(1,843.30)

**VIII. Committee Reports:**

- 1. Activities – Janet – No updates
  - i. Arizona Public Media – no update
  - ii. Stuff the Cat Tran – Melanie – Need volunteers to staff this event.
  - iii. Tailgate – Claudia – no update
- 2. Communication – Amy – no update
- 3. Conference –Sheri – The committee has decided on “Never Settle, Exceed Your Expectations” for the theme. The ticket price will go from \$65 to \$70. More information on attached form for her updates. Aysa and Sheri will meet this week to discuss the

conference marketing. The conference fee could be brought higher if it is thought of as an “investment in classified staff”. Instead of having an ACA breakout session, Sheri has propped to do a forum later on in the year. Christina said the forum would need to be earlier rather than later as the summer enrollment with impact student employment.

4. Emily Krauz Staff Endowment Fund – Melanie – 4 new applications for spring. Applications for the Spring semester are due March 1st
5. Employee Recognition – Claudia – April 26<sup>th</sup> , they will need volunteers to help with set up. There are 4 four department nominations, 10 nominations for teams, 62 nominations for award of excellence (although some of those were not qualified for the award), 6 nominations for the Billy Joe Varney award. All of the nominations will be reviewed by the judges and the winners will be notified so they may attend the award ceremony.
6. Legislative – Charlotte – No updates
7. Membership/Liaisons – Melanie – No updates
8. Tri-University Classified Staff Executive Board – Melanie – Projecting the 7<sup>th</sup> of April for the meeting in PHX.

## IX. University Committees:

1. Bright Ideas Committee –Christina – No updates.
2. Campus Emergency Response Team Committee (CERT) – Therese - No update
3. Campus Recreation Advisory Council – Charlotte – Brought some of her concerns in their meeting. There is hope they will be reopening the staff-faculty room. [Charlotte requested the meeting notes be included as an attachment with the minutes when they are reviewed by the council.](#) If you park on the east side of the building, there is free parking after 5pm. [LA Fitness offers a more competitive \\$20 flat fee, Claudia will send Charlotte a link to that so she can present that material to the Rec.](#)
4. Cats in the Community Day Committee - Robby - Met Monday 1/27/14: Brought everyone up to date on what has been completed and went over what still needs to be done. They asked us to encourage others to register online soon. She brought a sign up form to the meeting [and encouraged SAC members are able to volunteer.](#)
5. Commission on the Status of Women (CSW) – Charlotte – YWE Academy is taking registrations. Marthy McSally will come to speak with the students (as the “first female fighter pilot”). [More information available on the CSW website and FB page.](#)
6. Employee Emergency Fund – Melanie – Mentioned a meeting to change the protocols for applying for EEF. More details to come in the future.
7. Faculty Senate – Gloria – they also had a meeting yesterday (in addition to the notes sent out to the council), provost brought up “‘talking about, talking about’ the humanities college”
8. Life and Work Connections –Kim – no update
9. Naming Committee – Janet - No updates
10. Parking and Transportation Advisory Board – Richard – training this month
11. University Hearing Board – Richard - No update. They may conduct a training class in February and will let us know.
12. UA Retiree Association – Marge

- i. In response to question about retirees' email. UARA has not heard anything about the retiree email benefit being discontinued.
- ii. Ideas to increase or keep members: Change meeting agenda format from allowing each committee to report, to selecting one or two topics for discussion. General committee info would be emailed in advance and listed on the agenda (like ours).
- iii. Have lunch meetings with or without speaker.
- iv. Co-sponsor events or activities with other organizations, clubs, etc. to take advantage of increased attendance – see below
- v. On Friday, February 7, 1-3pm @ Tucson Medical Center , there is a free presentation entitled "Valley Fever: People and Pets". Reservations call 324-4345. Sponsored by UARA, co-sponsored by TMC.

**X. Wrap-up – Melanie** - no additional comments

**XI. Adjournment-** Melanie at 4:50 p.m.

Respectfully submitted: Karen M. Ward, Recording Secretary, SAC 2/5/2014