

Classified Staff Council

Tuesday, February 7, 2017
General Council Meeting & Hot Topics 3:30 pm
Ventana, Student Union
MINUTES

- I. **Welcome and A Call to Order – Christina Rocha, CSC Chair**
- II. **Roll Call - Attendance Sheet**
- III. **Approval of Minutes (December) – Christina**

There was a motion to approve and a second motion by another representative. The minutes were approved from the general council meeting on December 6, 2016.
- IV. **Announcements – Christina**
 1. **Staff Appreciation - Tuesday, February 28th from 4-6pm @ SU**
 - a. **Marketing Committee, will you please put together an invitation and set up the RSVP list?**
 2. **Stuff the CatTran**
 - a. **Date & Time**
 - b. **We need help! – please sign up if you will be able to participate this year**
 - c. **Who would like boxes for their office/department? – Please sign up so we can send them to you**
 - d. **Heather Taft, Community Food Bank of Southern Arizona**
 - i. You can view the boxes we have and pre-select the one you'd like to have; you're also welcome to grab an information folder and a water bottle/coffee mug.
 - ii. March 1-April 5th food drive
 - iii. Stuff the cat tran on April 5th
 - iv. Christina will send out the press release & most needed food items; every \$1 = four meals
 - v. *contact Christina to volunteer/student volunteers, or any questions
 3. **We have the honor of hosting the Tri-University Annual Meeting this year**

Some of the agenda items will be: Performance appraisals; career conversations
- V. **Crossroads Conference – Janet Gurton**
 1. **Registration will open up in March, be on the look out**
 - a. Keynote speakers: Joaquin Ruiz and Allison Vaillancourt
 - b. Theme: explore the possibilities
 - c. Registration will open up in March
- VI. **Treasurer's Report – Sylvia**

Ending balance Dec: \$13,129.85, ending balance for Jan: \$12,69.60
- VII. **UAConnect transitioning to Office365, FAQs – Julie Seuss, IT Project Manager, UITS**
 1. Highlights: while migrations are happening, email will not be disrupted. Once complete, you will be prompted to re-login
 2. Transition will begin in March
 3. Keep in mind: sign up for NetID+; and at some point you will need to reset your password
 4. View handout for other details
 5. Start now:
 - a. Sign up for NetID+
 - b. Clean out mail box
 - c. Make sure you have updated outlook (2013 or higher)
 6. 7 open forums coming up
 7. Feel free to reach out to Julie or Tom– if you have any questions
- VIII. **Call to the audience – Marcie Krogstad, HR**
 1. **Future professional development/ training ideas**

IX. FML & Compassionate Transfers of Leave – Souky Coneway & Mike Crebs, HR Solutions

1. FMLA:

- a. Top things you need to know:
- b. Unpaid leave; runs concurrently with the use of employee's accrued time
- c. Eligible for max of 12 weeks during a 12 month calendar
- d. Employed for at least 12 mo. and 1250 hours (excluding vacation/sick/holiday time)
- e. FMLA eligibility calculator is available online
- f. Who is eligible: all appointed; classified; student workers; graduate students
- g. FMLA protects the employee's position (or position similar) during an absence
- h. FML can start on day 1
- i. *** new fellows (on J1) will not qualify for FMLA
- j. Must have the certification to get FML approved
- k. for married couples, both working at UA the situation will determine if each will get 12 weeks of FML
- l. for birth or adoption, each member gets 6 weeks (12 total)
- m. FML forms, calculator and policies may be found on hr.arizona.edu

1. CTL:

- a. Eligibility criteria
- b. Disability = 45 consecutive calendar days or more, confirmed by a physician
- c. Employee is unable to perform their duties; including light work
- d. The employee is eligible to accrue and use vacation
- e. Has exhausted all forms of paid leave
 - i. Max duration eligible to request = up to six months; and/or once long-term disability is approved
 - ii. Only vacation hours may be donated and the donor must have 80 hrs remaining
 - iii. Employees who know in advance that their doctor is requiring them to be off work for more than 45 days, they can submit a request for donations in advance
 - iv. Yes – an employee can use CTL time on an intermittent basis if they are the primary caregiver for someone who is unable to perform all their job duties and must be off work for an extended period of no less than 45 consecutive calendar days
 - v. There is not CTL pool that employees can donate to; there has to be a need for CTL hours in order to donate extra vacation
- f. You may not donate sick time
 - i. How soon will the employee see the transfer of hours? – about two week pay period lag time
- g. Evy will share the power point so that Christina can send out to listserv

X. Closing Comments, Ideas & Questions

Any objections to what is being sent through the listserv? Email Christina

XI. Wrap-Up – Chair, Christina Rocha

XII. Adjournment

UPCOMING PERSONAL & PROFESSIONAL GROWTH

- *Building Resilience to Stress w/ Dave Swihart – February 14, 2017 – Kiva Theatre, SU*

SPECIAL EVENT

- *Staff Appreciation Social – February 28, 2017, 4:00-6:00 PM - Union Gallery, SU*

NEXT GENERAL MEETING & HOT TOPIC

- *Handling Stress – Exercises that you can do from your desk w/ Dana Santoro – March 7, 2017 – Ventana, SU*

COMMITTEE UPDATES:

Classified Staff Council Committees:

Communications & Marketing – Jeff/Diane

Crossroads Conference – Janet - *We need a flyer to send out via email and put up on our website.*

Confirmed sessions:

Yoga (1)

Desk Exercise (2)

Self Defense (1)

Financial Plans for Retirement (2)

Effective communication, collaboration & conflict management skills (1?)

Importance of Work-Life Balance (3?)

AZ Legislative Update (1?)

Elizabeth Sparks (3?)

Unconfirmed sessions:

Active Shooter (Grace)

Social Justice (Janet)

CSW (Janet)

HR (Janet)

Committed Vendors

Premium (\$450)

Embassy Suites

Sheraton

Hughes Federal

Vantage West

Exhibitor (\$300)

Wells Fargo

Emily Krauz Staff Award – Janet - Applications are due March 1st for the Spring Semester; 4 Applications received so far

**Current brochure does not match website. Differences:*

Website = UA, ASU, NAU, Pima including correspondence courses

Brochure = All professional development – but also refers people to the website

**Once this difference is decided, we can move forward with new brochures and update the website. A known update that is needed is to replace “Average About \$150” with “May not exceed \$150”*

**Also wondering if we should place a limit on the number of awards that a person can receive?*

Membership – Angie/Jeff - Angie is updating membership roster.

Angie is creating a new membership check off is that will provide new members with need to know information of being a new member. Please see Angie if you have any questions or need additional information on CSC new membership.

Programming – Angie/Katie - The programming committee has secured the final Hot Topics, Professional Development sessions, and speakers for the remainder of the Fiscal Year. We are needing to find an alternative meeting space for our last meeting, however we have had a successful year and are proud of our accomplishments.

Staff Appreciation –Gloria

Stuff the Cat Tran –Christina

University Committees:

Appointed Professional Advisory Council – liaison comes to us

Campus Emergency Response Team (CERT) – Richard/Diane

Campus Recreation – Katie/Jenny

Commission on the Status of Women (CSW) – Amy/Gloria

Emergency Employee Fund – Christina

Employee Recognition/ On Our Own Time – Christina/Grace

Faculty Senate – Amy/Kim

Naming Committee – Christina

Parking and Transportation Advisory Board – Richard/Grace

President’s Cabinet – Christina

Strategic Planning Budget Advisory Committee (SPBAC) – Christina/Diane

Tri-University Planning Committee – Executive Board

UA Retiree Association – Angie

University Hearing Board – Richard/Gloria

Special Committees:

Human Resources – liaison comes to us

Legislative AdvoCats – Diane

Childcare RFI – Katie/Kim

Account Reconciliation
UAccess Financials
Account #2113130
Month Ending January 2017

Beginning FY 2017 Account Balance \$ 13,129.85

Monthly Activity:

Budget Adjustments FY 2017 IDC Budget Load
Operations-Distribution Expense for Crossroads
Travel

Total Monthly Activity: \$ 360.25

Printing, Business Meeting Expense, Ops Supplies

Ending Account Balance as of 01/31/17 \$ 12,769.60

Adjustments:

Open Encumbrances

Total Adjustments

Ending Adjusted Account Balance \$ 12,769.60