



Staff Advisory Council

**General Meeting Minutes**

**Date: Tuesday, January 7, 2014**

**3:00 – 5:00 p.m.**

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

- I. Call to order – Robby at 3:04 p.m.**
- II. Roll Call - Attendance Sheet- Karen**
  - a. Present:** Marge Davis, Sheri Hill, Charlotte Honeycutt, Gloria Klinicki, Connie Lorenz, Kim Menezes, Robby Pearson, Asya Roberts, Christina Rocha, Richard Salazar, Karen Ward
  - b. Guests:** Julia Rudnick, Loretta Pedraza
  - c. Excused:** Grace Aranda, Janet Black, Kerryann Gillooly, Therese Lane, Amy Morris, Melanie Tornquist, Natalie Wilkins
  - d. Absent/No Show:** Dawn Bell
- III. Approval of November Meeting Minutes – Robby**
  - a. Call by Robby to motion approving the December minutes emailed out to the members with revision of corrected treasures' report. Motioned by Sheri Hill, second by Christina Rocha. All in favor, motion passed.
- IV. SAC President Updates – Robby**
  - a. Strategic Planning Budget Advisory Committee (SPBAC) –
    - i. Teri Thompson, VP Alumni Relations, presented two different marketing concepts for feedback from the group.
  - b. Shared Governance – No update
- V. SAC Liaison Updates – (10 minutes)**
  - a. Appointed Professional Advisory Council (APAC) – Julia – no update
  - b. Human Resources – Loretta –
    - i. ACA presentation pushed back to next general SAC meeting. [Karen asked Loretta if Josie will need screen/projector for her presentation next meeting. Sheri also asked if Josie may be interested in presenting at the Crossroads Conference. Loretta is not sure on either, but will check.](#)
    - ii. No students other than those currently attending UA may work as a student employee. Aysa asked if there was any differentiation between non-degree seeking and degree seeking. Loretta responded no. Karen asked if there are any resources for those non-UA students who are losing their positions as a result of this change; Loretta responded the only resource is to search positions listed on Career Track.
    - iii. ACA has also caused some new UA policy regarding the limiting of hours worked. Kim asked if this may cause a surge in the number of student workers.

Loretta responded yes, the limiting of hours may cause departments to increase the number of overall student workers.

- iv. Charlotte asked about the APAC survey and if HR was thinking of doing something of that nature for SAC. Loretta responded they are not and that was something APAC did independently. Charlotte also mentioned concerns about technology not keeping up with the job descriptions and whether they correlate to their responsibilities. Kim would like to see some options for some people to move up without having to move around. Julia also suggested we ask Jeff what the costs, and resources needed for their APAC survey was.
  - v. Charlotte also mentioned evaluations are also not monitored well enough, departments and employees should be monitoring who had and has not been evaluated. The departments are currently able to pick which of the evaluation forms on the HR website the department uses, or make and use their own. Asya asked if there is a policy the employees should be evaluated yearly. Loretta responded yes, there is a policy in place for that. **If employees are not receiving regular evaluations and have asked their supervisor for a chance to meet and complete one several times without resolution, what is their next resource to ensure they receive an evaluation.**
  - vi. In the last town hall meeting, President Hart mentioned people should participate and pursue professional development and then be able to move up as a result of that training. Loretta responded there is no formal process to track professional development. The issue is non UA HR trainings being counted in that system as well.
  - vii. Sheri asked if persons are still running into roadblocks from the supervisors regarding the pursuit 16 hours of professional development.
- c. UA South SAC – Melissa – no update

## VI. Treasurer's Report – Kim

### i) Treasurer's Report – 1/7/14

<b>Beginning Balance from 2012-2013:</b>	\$11,739.00
Income: .....	\$0
Total: .....	\$11,739.00
<b>Balance as of 12/3/13 Report</b>	<b>\$ 7,250.00</b>

Expenses: .....	\$2,823.18	WSU Tailgate Package
.....	\$ 7.00	Parking Fee
.....	\$ 33.89	SU Catering

**Net Balance as of 1/07/14:** \$ 4385.93

-Kim asked Sheri if she could look into the total cost for the tailgate and ensure both this and last month charges are correct.

## VII. Committee Reports: (If time permits, 3 minutes max per committee)

### 1. Activities –

- i. Arizona Public Media – No update

- ii. Stuff the Cat Tran – No update
  - iii. Tailgate – Sheri – [will check on the charges posted to SAC account](#)
2. Communication – Kim – Grace passed along the award page is now live on our new website, [sac.arizona.edu](http://sac.arizona.edu) . Our old website now redirects to our new one. [Questions regarding the UA awards ceremony can be directed to the co-chairs Grace or Claudia](#)
    - i. On Our Own Time art fair 4/14-4/26- Staff, AP and their families may enter for cash prizes. [Kim mentioned we may want to put this information on our webpage. Loretta asked what type of art is permissible. Kim suggested she contact Claudia](#)
  3. Conference –Sheri – The proposal is in and signed, set for May 20<sup>th</sup>. Now working on gathering ideas for programs. Loretta asking if we are still following the Never Settle Theme and how we were interpreting that during the event. Sheri is still working on that but wants to make the event very professional development oriented. Sheri is “tagging” the workshops; they are formulating the pillar ideas (innovative, synergy, etc.). Charlotte also suggested a self-defense type workshop.
    - i. [Loretta said they may offer SAC an HR representative as an optional presenter during the conference, but needs the current theme to be better defined so she can pick an HR rep whose presentation subject will best fit the theme.](#)
  4. Emily Krauz Staff Endowment Fund – Marge – The recipients have been identified. Kim is working to release the funds to those students. The first two have been processed; they are continuing to work on them. Sheri asked what the award amounts were. Kim and Marge replied the amounts varied. Sheri asked about the conference fee going toward the EKSEF and whether we could do that. If yes, we can also put that on advertising. Christina suggested they contact Denise Dehl. Marge reported we have one application for spring thus far
  5. Employee Recognition – Robby - Already touched upon this in the communication update
  6. Legislative – Charlotte – No update
  7. Membership/Liaisons – All SAC Members – No update
  8. Tri-University Classified Staff Executive Board – No update

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

1. Bright Ideas Committee –Christina – Continuing to wait on access for Bright Ideas, thus she has no updates for us on this. [Sheri suggested Christina call Bernadine Cannon for help with this.](#)
2. Campus Emergency Response Team Committee (CERT) - Richard – We are going to need to attend one meeting every semester as SAC members.
  - i. Commander Seastone of TPD said that there is an app that is being developed for emergencies at the U that should be available in the fall. This app will have emergency phone numbers embedded in it. The UA website will be the main mode of communication in an emergency.
  - ii. Michelle Norin said that classrooms will be outfitted with an emergency alert system. We should start seeing these in the classrooms next spring. The system will have beeps and a scrolling message bar. The blue phones in the classrooms will initiate a tone. The initial roll out will cover 250 classrooms. Chris Kopach is looking into classroom lockdown costs.
  - iii. Residence life, the Greek system and parents associations are sending out messages about the outbreak of meningitis in Princeton and UC Davis.
  - iv. There will be a tabletop for the executive policy group.
  - v. The campus is gearing up for the basketball team to do well and the celebrations that come with that.

- vi. We have a campus assistance group that will help UA folks after an incident.
  - vii. There are new spam filters for campus but they will not capture all of the fishing attempts. UITS will post known attempts. Contact UITS if you are unsure of an email.
  - viii. Two of the modern streetcars are now in the testing phase. Please be aware when crossing the tracks.
3. Campus Recreation Advisory Council – Charlotte – A doodle poll has been sent out to the new admin asking why staff does not use the campus rec center. Christina said she does not as there is no shuttle to take her there and back. Charlotte asked if there was a place at the rec for staff only, would encourage them to participate. Sheri also suggested having the same fee across the board may discourage some from using the facilities. Charlotte also asked how interested we would be in classes; in some gyms it is included, or as a nonmember there is a drop-in fee. It was mentioned the fee schedule the rec currently has may not be competitive. Sheri asked Richard if PTS would be able to do a couple extra rounds directly after work ends to facilitate those who would like to use the rec. Aysa also asked about the prices for kids courses. Christina said the events for kids are also not at convenient times (10a-4p). Richard also said the “room” reserved for the staff is nonexistent.
  4. Cats in the Community Day Committee - Robby - the date for Cats in the Community is March 1st at Kellond Elementary. [Does SAC want to assign a group to this event? Deadline for registration is not yet available but will be online when it is ready.](#) ( Dec. Cats in the Community Day meeting was cancelled and will be rescheduled)
  5. Commission on the Status of Women (CSW) – Charlotte Honeycutt – Yearly young women’s empowerment committee is coming up. This year they are doing the never settle theme. They hope to have the registration online in the next few weeks. They have an issue with staff signing up their daughters and then the daughter’s no-show. Age groups are middle school and high school, open to both genders and there is no cost. Will be Sat. March 8th
  6. Employee Emergency Fund – Melanie – No update
  7. Faculty Senate – Richard – No update. Next meeting January 27, 2014
  8. Life and Work Connections –Kim – No update
  9. Naming Committee – Janet - [Needs to be added to meeting group by SAC President](#)
  10. Parking and Transportation Advisory Board – No update
  11. University Hearing Board – Richard Salazar – Not yet trained, no time table on that yet
  12. UA Retiree Association – Marge - UARA did not meet in December. The next meeting will be Tuesday, 1/14.

**IX. Wrap-up – Robby/ Kim – [Please think about our upcoming events \(like crossroads conference\) and communicate information about those events to those we work with. Kim also invited us to think about what we want in our professional development.](#)**

**X. Adjournment – 4:39 p.m.**

-Respectfully Submitted by Karen Ward, SAC Recording Secretary