



Staff Advisory Council

Meeting Minutes Tuesday, March 4, 2014 Student Union Memorial Center, Ventana Room (4th floor)

- I. **Call to order** by Melanie at 3:01 pm
- II. **Roll Call** - Karen distributed attendance sign in sheet
 - a. **Present:** Grace Aranda, Marge Davis, Sheri Hill, Gloria Klinicki, Connie Lorenz, Robby Pearson, Asya Roberts, Christina Rocha, Richard Salazar, Melanie Tornquist, Karen Ward
 - b. **Guests:** Loretta Pedraza, Sally Holcomb, Melissa Ramirez
 - c. **Excused:** Dawn Bell, Kerryann Gillooly, Therese Lane, Kim Menezes, Amy Morris, Natalie Wilkins
 - d. **Absent/No Show:** Janet Black, Charlotte Honeycutt
- III. **Approval of February Meeting Minutes – Melanie** – Melanie asked council for any changes they recommended; no one responded as having any. Melanie asked for a motion to approve the minutes, motioned by Christina, seconded by Sheri.
- IV. **New Business**
 - a. Affordable Care Act – Josephine Kelly – Presented on the Affordable Care Act. Highlights of the presentation can be found on the HR website under news and updates. Josephine recommends focusing on the Impacts to UA Policies and FAQ sections when reviewing this information; www.hr.arizona.edu/affordable-care-act. She also suggests using the Retirement Eligibility Dashboard; pathway to find this dashboard is UAnalytics > Business Manager Home Page> Retirement Eligibility tab.
 - b. Capitol Campaign – Melanie – Fran was not present, so Melanie updated us on this volunteer opportunity, will be Friday April 11th. [Sheri will email the listserv details.](#)
- V. **SAC President Updates – Melanie**
 - a. Strategic Planning Budget Advisory Committee (SPBAC) – Melanie – The Campaign for Common Sense will now be permanently under Allison Vaillancourt's area of responsibility. The REC Center is now offering child care for children 3yrs and up instead of the old standard of 5yrs and up. Some new policy proposals have been circulating; one of them is to extend FMLA to new fathers (the full 6 weeks mothers currently have). There is a 2% resident increase and 5% non-resident increase to student tuition. Student groups (ASUA) have been advocating a 4yr predictable tuition, but it would require them to graduate in 4 years. The chair of SPBAC asked for topics of discussion that concern the different groups represented in SPBAC. [Melanie is asking for the entire council to contribute to what topics we present. Please email your recommendations to Melanie, feel free to discuss with your staff co-workers what issues they would like heard. The deadline for these recommendations to be sent to Melanie is Friday, March 28th. Please keep in mind Melanie will only have 30 minutes to present this information to SPBAC.](#)

- b. Shared Governance – Melanie – Due to her UAPD search committee, she has not been able to attend the SPBAC meetings. The search has now ended and she will be bringing us updates in the future.

VI. SAC Liaison Updates –

- a. Appointed Professional Advisory Council (APAC) – No update, Julia not present.
- b. Human Resources – Loretta – Some discussion between Loretta and Connie regarding professional development and how it relates to an employee who is not planning to move from their position. The response from Loretta was to include those professional development activities in your performance appraisals to show diligence in continuing your education. It will also benefit the employee if they do ever decide to move.
- c. UA South SAC – Melissa – They are in the process of putting together their employee recognition program and asked if we have a set of procedures for Employee Recognition they could use as a guide. Grace provided information to Melissa regarding how we run our ER program. UA South is also working with HR to coordinate the orientation packets. They asked for any help the main campus can provide (packets, information, guidelines) to help them as many of their employees do not make it to Tucson for orientation. [Details regarding their employee recognition ceremony will be forthcoming.](#)

VII. Treasurer's Report – Melanie – Kim is out on FMLA, so no report is available at this time

VIII. Committee Reports:

1. Activities – Melanie
 - i. Arizona Public Media – No update, Natalie is out currently
 - ii. Stuff the Cat Tran – Melanie – Right on track, [you should see some media releases soon.](#) The women's soccer coach will be out in support of the event. [Still waiting on confirmation of attendance by Pres Hart.](#) The event is on April 1st.
 - iii. Tailgate – Sheri – no update
2. Communication – Grace -
 - i. Verifying which pieces will be continuing on SAC Announcements with liaisons/owners of the material: LWC, Educations options, LOTSA, Bright Ideas, etc.
3. Conference – Sheri –
 - i. All keynote speakers and presenters are confirmed; letters to go out shortly.
 - ii. A program has been drafted for the day; once registration numbers are in, we'll start assigning names to workshops they selected.
 - iii. The vendor list is growing and we will continue to add and send letters to request donations, tables and/or sponsorship.
 - iv. We are registered and plan to use RegOnLine. Through Robbyn Lennon, we have an Account Manager Jen Gaffney, who will be with us throughout the process. Working with Amy Morris to link to RegOnLine from our conference page, and configure the program to do what we want, give us reports, make name tags, and more. This program is authorized by the UA. Once a week, we will receive a check of everyone who has registered which will immediately go to Treasurer Kim. Payment must be made at the time of registration, so we will

avoid chasing people down who have not paid. They hope to have registration live next week, Monday 3/10/14.

4. Emily Krauz Staff Endowment Fund – Melanie – Will be awarding these shortly, may be contacting the past treasurer for help with this during Kim’s absence.
5. Employee Recognition - Grace -
 - i. ERC has decided on our 2014 winners and are working at setting up surprise visits to notify them and campus community, the first was today. These surprise visits will be ongoing till the 18th. [The award ceremony will be held in the SUMC Ballroom April 28th from 3-5pm. Grace will be calling for volunteers for this event.](#) The Art program is a cash award program and employees/immediate family members can submit pieces. [Guidelines for the submissions are on the registration website.](#)
6. Legislative – Grace -
 - i. There was an online link for the last ABOR meeting.
 - ii. No updates to report from Tim Bee’s office
<http://universityrelations.arizona.edu/legislative-community-relations>
7. Membership/Liaisons – Melanie – No applications received. Grace mentioned she has had requests via email as the link is not currently working.
8. Tri-University Classified Staff Executive Board – Melanie – Set for April 7th, [Exec Board, please respond with your lunch requests.](#)

IX. University Committees:

1. Bright Ideas Committee –Christina – She has received two bright ideas from the previous chair of the committee and will be working on those. [Grace will resend the link for this committee’s listserv](#)
2. Campus Emergency Response Team Committee (CERT) - Richard
 - i. No update
3. Campus Recreation Advisory Council – Charlotte
 - i. No updates, Charlotte not present. [Charlotte possibly will be sharing the Pima County Discounts for Fitness and Wellness \(YMCA \\$20 and Platinum Fitness \\$18.95\) at the next meeting.](#)
4. Cats in the Community Day Committee - Robby – Due to the weather, the event was split into two days; they did indoor projects this past Saturday and will be doing the outdoor projects next week. The outdoor participants should have been emailed to wait till this weekend, but as some of them showed last Saturday, they are not sure how many will show this coming weekend. If you know anyone who volunteered for outside work on this committee, please pass this information along to them.
5. Commission on the Status of Women (CSW) – Melanie, referred to the note below as Charlotte not present.
 - i. Register Now for YWEA March 8th Event (13-18 years and parent/caregivers)
<http://csw.arizona.edu/program-events/youth-outreach>
6. Employee Emergency Fund – Melanie – Received one application which was reviewed and approved.
7. Faculty Senate – Gloria – They also had discussion about the guaranteed tuition. They are also working on the renaming of tenure track positions.

8. Life and Work Connections –Karen - No update
 9. Naming Committee – Melanie read comments provided by Janet via email, below
 - i. I received a new proposal to be reviewed by the Naming Advisory Committee, no further details at this time.
 10. Parking and Transportation Advisory Board – Grace – No update
 11. University Hearing Board – Richard -
 - i. Training pending TBA
 12. UA Retiree Association – Marge – [Asked for suggestions on who we may want to partner with for future TMC presentations \(or if we want to\)](#)
 - i. Continued discussion on attracting new members.
 - ii. Since the “Valley Fever” presentation was such a success, UARA will be partnering with TMC on other presentations/workshops.
- X. Wrap-up – Melanie** – Thank you to everyone for your participation, [we will be having several volunteer opportunities coming up \(Stuff the Cat Tran and Employee Recognition mentioned\).](#) [Melanie will send out a sheet for volunteers.](#)
- XI. Adjournment** at 4:50 p.m. by Melanie

Respectfully submitted: Karen M. Ward, Recording Secretary, SAC 3/6/2014