



Staff Advisory Council

**General Meeting Minutes**

**Date: Tuesday, November 5, 2013**

**3:00 – 5:00**

**Student Union, Santa Cruz Room, 3rd floor**

**I. Call to order – Melanie – 3:02 pm**

**II. Roll Call – Natalie - Attendance Sheet**

**Present: Janet Black, Sheri Hill, Charlotte Honeycutt, Gloria Klinicki, Kim Menezes, Amy Morris, Robby Pearson, Asya Roberts, Richard Salazar, Melanie Tornquist, Karen Ward, Natalie Wilkins**

**Guests: Julia Rudnick, Loretta Pedraza, Amanda Ballard, Melissa Silva, Sally Holcomb**

**Excused: Claudia Arias, Grace Aranda, Marge Davis, Therese Lane, Connie Lorenz, Christina Rocha**

**Absent/No Show: Dawn Bell, Kerryann Gillooly**

**III. Approval of September and October Meeting Minutes – Melanie – September and October minutes approved by the council. Motion by Kim Menezes, second by Natalie Wilkins**

**IV. Special Election – Election for Administrative Vice President Position on Executive Board –Natalie passed out ballots, opened the ballot to any provisional write-ins, if wanted. Natalie to tally votes and will inform the council of the outcome later in the meeting.**

-Outcome of election for SAC Administrative Vice President: Robby Pearson elected.

**V. New Business**

1. Goals for the Staff Advisory Council for the 2013-2014 year - Melanie – Revisiting the goal writing that was spoke about during the last SAC Retreat. Reviewed some of the events we run and meeting/councils we are a part of as a list of our accomplishments. Natalie asked president how these relate to the goals we currently have on the brochure. Charlotte Honeycutt, mentioned how our changing job vs. job descriptions does not mesh, especially with the new technology. We want job descriptions to match job duties. Natalie mentioned this is touched upon in our goals already. Melanie asked Loretta what ways we can try to accomplish this task. How we can use our voice on these different councils to tackle this item. Natalie would like to set forward a couple of action items for this year. Melanie followed up with Provost Comrie, and he would like to use it toward Allison Vaillancourt for her Common Sense campaign. We need to identify what the issues are in the Staff in general. Loretta recommended we pick the top 1 or 2 issues from the staff survey. [Melanie](#)

to create draft of staff survey and send out to the executive board for revisions and additions.

2. Mission Statement and Brand – Kim – Passed out “branding” handout. Spoke about branding in general. Melanie mentioned the old handshake logo as more representative of what SAC does. Natalie suggested gathering testimonials. Amy offered to look at the image and add that icon to all webpages on our site. Loretta had feedback from a college that the pictures do not relate to SAC and the functions/events we have. Amy can add these photos if we provide them to her. Melanie suggested directing traffic to the FB page as well. Amy asked the council to go through and see what information we may still need from the old page (DO NOT download from the old website, write down what to save). Membership is also still linked to the old webpage. Melanie asked for a realistic deadline from Amy for all information to be transferred over to the new webpage. Grace working on saving the documents. Brochure still has the old address. Brochures that are updated and approved for membership. Natalie asked board members to go back through meeting notes to see if we can find a copy of the new sample brochure. Loretta asked if we needed the flyers done to move over the website. Natalie, not exactly, we need the membership documents over. We need to determine where the last sample is at currently. Amy suggested we could modify the PDF’s in design programs. Charlotte Honeycutt, would like to have a representative from each College/Department. Melanie, Claudia had the discussion with Provost Comrie about encouraging participation form all departments. Natalie suggested reformatting our online member list as a “dept/college” liaison type style as well. Asya, her college council voted her as a representative to be a part of the SAC council. Her feedback well received by the council! Kim, asked all council members to look over Branding handout and email her feedback. Council encouraged to think about SAC tagline ideas. HR Liaisons do not have a “training” but they do meet and share ideas, there has been a discussion of a formal training program but it has not yet been created. Charlotte mentioned having a certificate to post in our work areas that might spark conversations. Natalie also updated the council that we will be putting out a 3-D memo to “toot our own horn”. Amy, add your SAC information to your CV. Melanie, APAC has a larger council for less persons to represent. We need new members. Charlotte , we should have any information we want reviewed by supervisors to come from Provost Comrie. Perhaps adding a question to the survey about getting involved in committees on campus (and would your supervisor support the time spent). Natalie suggested we have some past examples of what we have done to boost support so we can approach P.Comrie and present that history. Melanie, colleges may also come back with “we already have a SAC within the college”; how do we get them to buy in?

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

<b>Beginning Balance from 2012-2013:</b>	\$11,739.00	
Income: .....	\$0	
Total: .....	\$11,739.00	
<b>Balance as of 10/1/13 Report</b>	<b>\$ 9,747.45</b>	
Expenses: .....	\$ 36.38	PCard McKale Shop – Football for Tailgate
.....	\$126.72	PCard Breast Cancer Walk – Team T-Shirts
.....	\$ 62.30	PCard Oriental Trading – Tailgate Gifts
.....	\$ 7.00	Parking Fee
<b>Net Balance as of 11/5/13: ..</b>	<b>\$ 9515.15</b>	

## VII. Committee Reports: (If time permits)

### Standing Committees:

1. Activities – Natalie Wilkins – The update on walks, AZPM
  - Arizona Public Media – Natalie - We need council members to volunteer during pledge drives. Dates for SAC to volunteer as a whole: Dec 3<sup>rd</sup>, Dec 4th, Dec 5, Dec 9<sup>th</sup>
  - Stuff the Cat Tran – Melanie – On schedule for April 1<sup>st</sup> date.
  - Tailgate – Natalie – Nov 16<sup>th</sup>, game time announced 11/4, SAC communicated to the sign-ups and volunteers the change. We will serve regular food. Hope the Provost may stop by. Lots of giveaways food, fun and morale building.
  - Walks:
    - 10/05/13 Light The Night Leukemia and Lymphoma Society Walk–
    - 10/06/13 – Step Out for Diabetes – Kim – Participated in walk and had a great time.
    - 10/27/13 – Making Strides Against Breast Cancer Walk – Claudia Arias raised over \$1000 on behalf of SAC
    - 11/2/13 Melanoma Walk – Sheri Hill – loved the walk and had a fantastic time.
2. Communication – Amy Morris – no update
3. Conference –Sheri – Had a meeting last month, is gathering quotes, but nothing at the optimal price. Natalie suggested the Doubletree, but Sheri hoping for something else based on the past conference feedback. Looking at multiple venues. Pres Hart asked Sheri to make an announcement to SAC to watch the “Never Settle” presentation, can get it off AZPM.
4. Emily Krauz Staff Endowment Fund – Melanie – Apps due Nov 1<sup>st</sup>, Marge and Melanie will review them.
5. Employee Recognition – Natalie – (add her to this committee) changes to the form people fill out to make it flow better.
6. Human Resources – Loretta – Open enrollment happening now. Only need to do anything if you make changes of FSA. Natalie wanted to know who to contact for Short Term Disability. Who do they go to. Loretta suggested they come in to see them at Room 114 in the USB building. Please plan for the 4 days of non-pay during closure.
7. Legislative – Melanie – no update
8. Membership/Liaisons – Melanie – Welcomed new member, Asya Roberts from the School of Information Resources and Library Science
9. Tri-University Classified Staff Executive Board – Melanie – No update

### University Committees:

1. Appointed Professional Advisory Council (APAC) – Julia – No update (Julia left)

2. Bright Ideas Committee –Christina – not present
3. Campus Advisory Council (CAC) – Grace – no update, Grace not present.
4. Campus Emergency Response Team Committee (CERT) – Richard - Downsizing, they will let us know who they will keep on that committee.
5. Campus Recreation Advisory Council – Charlotte – not present
6. Cats in the Community Day Committee - Robby – They picked a school for the project day. Several meetings to determine what will be done. Students will present their designs to the committee.
7. Commission on the Status of Women (CSW) – Kim – No new developments. They are onboard to provide funding for the Crossroads Conference
8. Employee Emergency Fund – Melanie – Applications are being reviewed by Melanie.
9. Faculty Senate – Richard – Cost of education for students. The meetings are interesting, ACA mentioned and how that effects people and the university in general. 40% increase in minority of the student body, faculty not reflected in this percentage.
10. Life and Work Connections – Kim – Would like to have a guest speaker. (remove Iris and add Natalie to this committee)
11. Naming Committee – Janet – No update, [needs to be on the listerv](#)
12. Parking and Transportation Advisory Board – Grace – no update, Grace not present
13. Shared Governance – Melanie – Allison spoke about the ACA and how that impacts the UA. Pres Hart, spoke about Never Settle being our financial plan and altogether slogan, it's not, that falls to SPBAC.
14. Strategic Planning Budget Advisory Committee (SPBAC) – Melanie – People working on different sections of the Never Settle plan and adding input. Allison did mention the concerns SAC had regarding the plan during the last SPBAC meeting.
15. University Hearing Board – Richard –Richard announced that miraculously he had been added to the UHB perhaps after Claudia contacted them
16. UA Retiree Organization – Sheri – No update
17. UA South SAC – Melissa – Brand new board for them, they also have representation from all of the locations. They have defined the goals for the year; motivation, access, communication and advocacy. Access, defined specifically for UA South as they are not readily available (many resources on main campus). They also forward information out from our SAC listserv. New employees can be frustrated about finding the details about the university and SAC in general. They are going to pull back for the activities and focus more on presenting employees with information and resources. Kim, likes this application in the goals as well

**VII. Wrap-up – Melanie**

**IX. Adjournment at 5:04 pm by Melanie**