Staff Advisory Council Retreat - July 20, 2012
Palo Verde – DoubleTree Hotel

Present: Grace Aranda, Claudia Arias, Monica Blancarte, Sharon Boucks, Kerryann Gillooly, Carolyne Greeno, Karen Kesler, Melissa McGee, Amy Morris, Loretta Pedraza, Richard Salazar

8:00 - 8:20 am  Continental Breakfast
8:20 - 8:30  Member Introductions - Grace - Everyone introduced themselves
8:30 - 8:40  Review of SAC Mission & Oath - Claudia - editing note - revise

It's important to represent staff around campus. Time commitment is important and letters will be coming out from the presidents office. Not all committees are an extensive commitment with electronic media available.

8:40 –9:15  Bylaw Amendments Discussion - Monica
- Officers serving more than two consecutive terms - Due to lower numbers we would like some flexibility in the terms
Motion to allow individuals to extend 3 year term with a maximum of 6 years -Sharon, unanimous

Extend exec board officers term to a 2 year term in 2013 - Carolyne, 2nd - unanimous
- Election of officers – changing nomination time frame - earlier election cycle to allow for some training before taking office officially at retreat and be in line with other councils on campus.
Motion to change time frame for elections to April/May from May/June - Carolyne, 2nd - unanimous
- New members serving on executive board - low numbers have made it necessary to allow newer members to hold office
Motion to change the year required to hold office to 6 months for new members- Amy, 2nd - unanimous
- Election of treasurer early needs to be done to allow for a mentoring time with the previous person.
Motion to elect treasurer elect midyear Nov/Dec to allow for mentoring taking office in July for fiscal year - Kerryann, end - unanimous

9:15 -10:30  Session I - Kerryann & Monica
- Open Discussion/Hands-On Group Activity
Where is SAC now? - Perception of who SAC is
Articulate issues that affect staff
Facilitating discussion for staff administration
SAC is a voice
SAC advocates for individual staff
SAC is more visible and accessible

Where do we want to be?
Remain accessible and visible Continue to be on hand with president Increase active membership Work with other staff councils to recruit membership Increase attendance by improving and publicizing meetings

How do we measure our success? Increased membership Have a visible group in numbers Updated survey Meet with other SACs to discuss topics of interest/concerns Keeping morale up for staff by keeping them recognized and connected

Where do we go from here? Networking connections - email, phone or meeting contacts to remain open Keeping morale up for staff by keeping them recognized and connected Town hall for SACs with UA SAC and set up liaisons with college SACs Survey concerns of staff Looking into childcare situation Keep staff issues out in promotion Hot topics on new website

We would like to enable members to extend their stay with these items of concern in this next year. Committees will be called on to work on these areas. Right now the list of SAC and university committees is extensive and we need to ensure that SAC members do a good job on them and represent staff well. Also need to make sure we do not overwhelm anyone and burn out their enthusiasm. Important for new members to participate and do a good job for SAC and themselves.

10:30 - 10:45 Mid-morning break

10:45 –11:15 Caryn Jung Presentation Work/Life/ SAC, Wellness and You - Wants to show how to best fulfill what we want to accomplish in our life, work and SAC life. Wants to show what LWC provide for those at UA. Practice work life balance and not get wrapped up in the funnel of chaos. If we havent defined what is important and what you need in all areas of your life you can grind your gears but not make much progress. We all need flexibility to move things as each area of your life needs. We all need to envision, create and sustain what the value of what we provide. We need to have an awareness of time, what are our resources, and who we can count on to get things done. Imagine a paper divided in half and list work life balance essentials and electives:

<table>
<thead>
<tr>
<th>essentials</th>
<th>electives</th>
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<tbody>
<tr>
<td>more time with family</td>
<td>visiting</td>
</tr>
<tr>
<td>make better use of electronics</td>
<td>mom</td>
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<tr>
<td>go back to school</td>
<td>coaching</td>
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<tr>
<td>modify work hours</td>
<td>kids</td>
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<td></td>
<td>team</td>
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<td></td>
<td>focus on</td>
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<td></td>
<td>fitness</td>
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<td></td>
<td>and better health</td>
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</tbody>
</table>
We need to look into making time for organization to keep yourself in pace. Take a larger project and piecing it out into smaller bits to accomplish your goal over time. Enlist others to help you bringing their gifts into your resources so you can meet your own needs and not burn yourself out.

11:15 -12:15 pm Session II - Carolyne and Karen
-Identify open discussion items
Where do we go from here?
Networking connections - email, phone or meeting contacts to remain open
Keeping morale up for staff by keeping them recognized and connected
Town hall for SACs with UA SAC and set up liaisons with college SACs
Survey concerns of staff
Looking into childcare situation
Keep staff issues in the forefront
Hot topics on new website

Intranet - UA at work will be a good way of doing some of this marketing
Make use of our membership table at events on campus (marketing/membership)
Visiting College SACs and inviting them to take part
We will tap into COM childcare planning and see how that works out
Survey of staff - committee to design it - results lead to staff issues to work on
Hoping for 30 members by January

Meeting with the president we need to bring ideas to her of staff concerns. Raises is an important thing we have been approached about. It might be helpful if we thought of non pay ways to improve situation for staff. Other issues from survey can be listed.

-Take action/vote on identified items

12:15 -1:00 Lunch Break

1:00 - 2:15 Session III - Goals Loretta
Goal setting - what is the vision for our organization. Need to get past the social club ideal of small group. Surveying out constituents and getting new members to be able to meet those goals successfully. We need to make our efforts measurable so that we a standard to measure. This will allow us to see what is meaningful. We need to be aggressive in how we plan out goals and make sure it is attainable. In order to define our goals we need to set objectives on how to get it done and who is going to do it. Setting these steps can really help to put the whole project together and make a success of these goals.

-Review 2011/12 goals

- Evaluate and recommend modifications to existing and proposed university policies and procedures affecting classified staff
• Keep salary issues before the university administration, az board of regents, the legislature and the governor
• Monitor benefits and retirement issues and their impact on classified staff
• Assist employee services/human resources to maintain effective, efficient and equitable personnel management systems
• Closely monitor university reorganization plans and the university strategic plan and their impact on staff
• Promote the participation of classified staff in university decision making by nominating staff members to serve on committee and task force
• Strengthen communication among classified staff, ap, faculty administrative and student communities
• Strengthen communication between the classified staff councils at Tri U

-Establish 2012/13 goals - Teamwork to revise goals

New website and logo
Voice for staff
Good relationship for president
Increase membership
Protect the financial interests of staff

2:15-2:30 Afternoon Break

2:30-3:00 Committee Reports by Committee Chairs – Monica /Grace

Tri-University Classified Staff Executive Board – SAC Executive Committee - Communications - Carolyne Greeno/Grace Aranda - Amy and Melissa - brochure, website, e-news, listservs

Emily Krauz Staff Endowment Fund – Sharon/Carolyne - scholarship for professional development...reimburses for professional development involved in their UA position. Forms submitted online each fall and spring semester to go to committee.

Employee Recognition - Grace Aranda -

Human Resources – Claudia Arias/ - works on policies as prompted by HR or other concerns from staff as a whole

Legislative – Phyllis Kabins - Cats in the Capitol, Advocats,

Membership/Liaisons – Angie Gomez - solicits new members, markets for SAC at events, works closely with

Activities – Claudia Arias -
  Tailgate - getting ready for the fall, food is free and discounted tickets for game. Stuff the Cat Tran -
  KUAT pledge drive
Charity walks
fund raiser for Emily Kraus

Many committees need chairpersons - we would like cochairs to allow for coverage during busy and sickness.

Crossroads Conference – Claudia Arias -UA South -
University Committees: Presidents Council - ABOR -
CERT - 
Campus Rec -
CSW -
Diversity Coalition - Fac Sen -
PTS -
shared governance -
SPBAC - 
Retirement -
Hearing board -
UA Care -

Communications - Melissa McGee, Amy Morris, Carolyne Greeno, Grace Aranda
-Committee sign-up sheets posted (sign up on your own)

3:00-3:30 New members - Loretta / Claudia
   -Introduce candidates / Bio
   - Who do you represent? The role of a SAC Member

3:30 – 3:50 Wrap up- Claudia Arias