

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

Present: Grace Aranda, Claudia Arias, Monica Blancarte, Sharon Boucks, Kerryann Gillooly, Carlyne 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 inquiries spelling

Its 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 - Carlyne, 2<sup>nd</sup> - 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 - Carlyne, 2<sup>nd</sup> - 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, 2<sup>nd</sup> - 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 iss

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:

essentials  
more time with family  
make better use of electronics go  
back to school  
modify work hours

electives visiting  
mom coaching kids  
team  
focus on fitness and better health

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 - Carlyne 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

