



Staff Advisory Council

Meeting Minutes
Tuesday, May 6, 2014
Student Union Memorial Center, Ventana Room (4th floor)

- I. **Call to order – Melanie – at 3:04**
- II. **Roll Call –** Karen distributed attendance sheet
 - a. **Present:** Dawn Bell, Janet Black, Marge Davis, Kerryann Gillooly, Sheri Hill, Charlotte Honeycutt, Gloria Klinicki, Connie Lorenz, Amy Morris, Robby Pearson, Asya Roberts, Christina Rocha, Richard Salazar, Melanie Tornquist, Karen Ward
 - b. **Guests:** Loretta Pendraza
 - c. **Excused:** Grace Aranda, Claudia Arias
 - d. **Absent/No Show:** Therese Lane
- III. **Approval of April Meeting Minutes – Melanie –** Connie Lorenz motioned, Sheri Hill seconded.
- IV. **New Business**
 - a. **Elections- Melanie –** Melanie called for write-ins on the ballot. No write-ins were requested. Melanie read the nominations for positions and distributed ballots.
 - i. **Results:** Sheri Hill (Executive Vice President), Roberta Pearson (Administrative Vice President), Aysa Roberts (Recording Secretary), Richard Salazar (Parliamentarian/Historian), Gloria Klinicki (Treasurer)
 - b. **Membership- Melanie –** General term for members is three years. The letter sent to boss should relay that information. Membership application is up and running today on the website. The applications will come directly to Melanie as the chair of the membership committee. Conference is structured to attract new members. Melanie also reiterated that members are able to join at any time; there is no window to apply for membership. New brochures are being ordered. Desk tents, door hangers will also be ordered. Suggestions for conference were discussed: perhaps having an email signup sheet for follow-up by Melanie; add a “would you be interested in joining” addition on the follow-up survey from the conference. Charlotte suggested a seasonal calendar of events. Melanie planning to establish a mentoring program for next year (new members with other members who have been here a year or more). Sheri asked if SAC is only accepting one application per dept/college. Melanie responded that all staff is welcome to join, no restrictions on two from the same area. Charlotte suggested we may want to adopt a service hours vs. professional development hours for Classified staff.
- V. **SAC President Updates – Melanie (20 minutes)**
 - a. Strategic Planning Budget Advisory Committee (SPBAC) – Melanie – Presented topics of concern for the staff. She spoke about allowing for funds in their budgets and allotting the time for staff to pursue professional development. Inconsistency in the annual evaluations (especially in light of the recent raise based on the evaluations), they discussed trying to find a way to track these. Raises, if money permits. Reclassification, given the change in positions, reclassifying the current staff positions.

- b. Shared Governance – Melanie – No update, will be attending another meeting this month.

VI. SAC Liaison Updates – (10 minutes)

- a. Appointed Professional Advisory Council (APAC) – Julia – no update
- b. Human Resources – Loretta
 - i. There are several policies which are posted for an 8 week review and comment period including, Paid Parental Leave, Tobacco-free UA, and Religious Accommodation. They can be found at <http://policy.arizona.edu/>.
 - 1. Staff asked about the paid parental leave, it would be 6 weeks paid leave for birth or adoption. There are still questions regarding FMLA and how it will work with this policy. It will be paid by the department.
 - 2. Tobacco-free policy will possibly include banning e-cigarettes
 - ii. Two dashboards have been developed in UAccess Analytics to assist departments with monitoring employee hours in connection with ACA and ASRS. Both dashboards are located on the Business Manager Home Page. <http://www.hr.arizona.edu/affordable-care-act/communications/eligibility>
- c. UA South SAC – Melissa Silva, Sally Holcomb – no update

VII. Treasurer’s Report – Robby

- a. Report not 100% done, the SAC conference account report does not include incoming checks. Robby to compile a complete report as soon as she is able.

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

- 1. Activities –
 - i. Arizona Public Media – Melanie - no update
 - ii. Stuff the Cat Tran – Melanie - will be on April 1st, 2015
 - iii. Tailgate – Melanie - no update
- 2. Communication – Amy
 - i. Once Melanie sends out the campus notice of new officers on the board they may be updated on the website.
- 3. Conference –Sheri
 - i. All is going well in the planning; all registrations have been paid up front; we continue to receive sponsorships from vendors and donations for raffle prizes. We are full for the conference with no more room or meals other than those who have signed up. Luncheon is plated (and less expensive). The Committee suggests SAC members not be eligible to win raffle prizes as we prefer our guests to win since they are paying and we are in essence getting a free lunch. Also, we will station staff near the workshops they prefer, but all SAC members will be working.
 - ii. If you don’t have a shirt, email Melanie your size asap.
- 4. Emily Krauz Staff Endowment Fund – Melanie – Marge is sending out the award letters, all have been awarded, for various amounts.
- 5. Employee Recognition – Melanie -

- i. Event was a success on the April 28th. Thanks to Amy, Janet, Claudia and Melanie for their help as well as many past SAC members. We would have loved to have more folks show up as this is considered a SAC/APAC event, but it's always amazing what folks can get accomplished in a short time. Debriefing will likely be in the summer.
 - ii. We had 111 UA employee and family members participated in this year's art exhibit. Would like the list of winners and participants put up on the SAC website that would be great. The reception was held on Saturday, April 26, 2014 in the Student Union Gallery and we had a little over 100 attend. For the upcoming year SAC would need to have a member take on the responsibility of chairing the event with at least three volunteers. The OOOT is an event that is in conjunction with the Awards of Excellence so the event would need to be coordinated as close to that event as possible. The budget is established by the National Arts Program and the ERC annual budget. Pictures will be posted to the National Arts Program website as soon as they are received from the event photographer. Please visit the website for more information
<http://www.nationalartsprogram.org/venues/university-of-arizona>
 - iii. A big thank you goes out to Grace for their help with OOOT on Saturday.
- 6. Legislative – Charlotte
 - i. No update
- 7. Membership/Liaisons – Melanie - no current applications
- 8. Tri-University Classified Staff Executive Board – Melanie – updates given last meeting

IX. University Committees: (3 minutes max per committee)

- 1. Bright Ideas Committee –Christina Rocha (Chair)
 - i. No update
- 2. Campus Emergency Response Team Committee (CERT) - Richard
 - i. No update, only meeting twice a year
- 3. Campus Recreation Advisory Council – Charlotte (left at 3:48 pm)
 - i. Results to the staff survey have been completed
 - ii. Faculty / staff that we will be offering a free month between 5/19 – 6/19 and any faculty / staff that purchases an annual pass during that time frame will receive a discount. The goal is to increase faculty / staff memberships and usage with the free month and the opening of Smart Moves for Faculty / Staff (11-1 and 4-7).
 - iii. CR may be submitting marketing materials to include in the Crossroads Conf. Bags.
- 4. Cats in the Community Day Committee - Robby
 - i. No update
- 5. Commission on the Status of Women (CSW) – Charlotte
- 6. Employee Emergency Fund – Melanie – no current requests
- 7. Faculty Senate – Gloria – Meeting was yesterday, they discussed the paid parental leave. Gloria will email her update to me to be included with the minutes. Richard mentioned Pres. Hart discussing the funding for veterinary science funding.
- 8. Life and Work Connections – Karen – Karen emailed the executive board for the contact on this, no current reply at this time. Melanie to call Kim to find that information.

- i. Melanie also asked the current committee members to email her the information of who they contact so she may compile that information into a spread sheet.

9. Naming Committee – Janet

- i. She has a few in, but cannot share as they are confidential

10. Parking and Transportation Advisory Board –

- i. No update

11. University Hearing Board – Richard -

- i. Upcoming hearing on May 7th- Still working on training for Kerry Ann

12. UA Retiree Association – Marge

- i. Still trying to increase their membership
- ii. Are reviewing their bylaws
- iii. Trying to establish a new place to meet, this past meeting was the last for this fiscal year

X. Wrap-up – Melanie – The staff retreat is being formulated (the date is forth coming). A new format for the general meeting including a set aside time for professional development to bring them back to their constituents. Announcements sent out to the staff to highlight the PD times on the agenda and asking them to rsvp. This will hopefully generate more interest in the SAC council. Sheri also commented that this also has a benefit of being better use of the university's money. Melanie shared a possibility of our SAC house being demolished. This may open up new options for a new SAC house location, which may be beneficial in the long run. Richard asked if the PD in the meetings will preclude us from attending other PD activities. Melanie said no, it would not. Please feel free to email Melanie suggestions for future meetings and retreat ideas. The retreat will be in July and will be more focused on conducting business (bylaw review and revision). Loretta suggested we give out a welcome basket with goodies, shirt, and nametag. Email Melanie if you have ideas on future promotional products for SAC. Connie asked if there was any format for how members continue on beyond their three years and what the ending term "thank you" would be. Also an appreciation for the supervisors for allowing us the time to serve on the council.

XI. Adjournment by Melanie at 4:46 p.m.

Respectfully submitted: Karen M. Ward, Recording Secretary, SAC 5/15/2014