



## Staff Advisory Council

### General Meeting **MINUTES**

Tuesday, August 5, 2014

Business Meeting 3:00 pm; Presentation 4:00 pm

Kiewit Auditorium

#### **Call to Order - President**

#### **Roll Call - Attendance Sheet**

#### **Approval of Retreat Minutes – President (2 minutes)**

We will motion to approve via email.

#### **Treasurer's Report: (10 minutes)**

Vote on proposed budget.

APPROVED

Nametag and Retreat expenses will be included in the report for the next meeting.

#### **President's Updates: (20 minutes)**

Call for nominations of Executive Board office.

Nominations will be sent by email for the call of the office of Administrative Vice President. A description of the office is in the Bylaws. Please send your nominations to Melanie.

Reminder to the Council: Please review the Bylaws and Constitution revisions for voting at the September General Meeting. Revisions will be sent out by the end of the week for review by the Council.

**UPDATE: A vote will be to the Council for October General Meeting.**

#### **University Committee Updates: (10 minutes)**

Human Resources – Representative

Non-smoking policy will go into effect on August 15<sup>th</sup>. Dean of Students for students and Human Resources or Employee supervisor for staff, faculty and professionals.

Cannot be on University property. Paid parental leave policy in effect on July 1<sup>st</sup>.

Parental Leave is combined with FMLA and runs concurrent with Family Leave.

Commission on the Status of Women (CSW) – Representative

Lactation Event and Pro-DEVO sheet to be used at opportunities for Professional Development. Sixteen (16.00) hours are given to staff for Professional Development per policy 5.03 in the Classified Staff Handbook.

#### **Committees: (10 minutes)**

Chairs are needed for a variety of Committees:

Richard will forward list to Council with the Committee needs.

**UPDATE: Please see attached sheet for the latest on Committee needs, sent on 8/8/2014.**

Motion to approve to re-name Tailgate Committee to "Staff Appreciation."

APPROVED

Special Committees

Reclassification - Charlotte Honeycutt and Loretta Pedraza will start the process of working with HR to reclassify descriptions and titles. Future communications will be sent regarding developments with this Committee.

Marketing – Christina Rocha, Dawn Bell, and Allyson McAdams (Chair) have ideas for marketing Staff Advisory Council scheduled of events to Colleges and units that have the largest concentration of staff employees. These ideas can increase participation in Staff Advisory Council and attendance at our General Meetings by holding our meetings and Professional Development Series near these areas.

Suggestions:

- Advertising a month in advance
- Adding incentives for attendees
- Having monthly notices in LQP
- A spotlight on the UA Master Calendar and on the Staff Advisory Council webpage
- Add 'Did You Know' on our Facebook page
- Staff Advisory Council partner with LQP to access more marketing resources

**Wrap-up – President (5 minutes)**

Call out to guests to help diversify the Staff Advisory Council and present issues of concern from all staff within the University Community.

**PRESENTATION: Your Body Language is Speaking by Dr. Raji Rhys (60 minutes)**

**Adjournment**

	<b>Proposed Budget 2014-2015</b>	
<b>Designated Balance FY2015</b>	<u>\$11,789.00</u>	
 <b><i>Budgeted Expenses for Committees</i></b>		
<i>Activities--Community Service Events</i>	\$500.00	
<i>Crossroads Conference--2015</i>	\$3,500.00	
<i>Retreat--July 2014</i>	\$1,000.00	
<i>Stuff the Cat Tran--2015</i>	\$250.00	
<i>Staff Appreciation Luncheon</i>	\$2,500.00	
<b><i>Subtotal Committees</i></b>	<u>\$7,750.00</u>	
 <b><i>Budgeted Promotional Expenses</i></b>		
<i>Pens, Letter Openers, Tags etc</i>	\$750.00	
<i>Shirts</i>	\$750.00	
<b><i>Subtotal Promotional Expenses</i></b>	<u>\$1,500.00</u>	
 <b><i>Budgeted Basic Operating Expenses</i></b>		
<i>Monthly Council Meeting Refreshments</i>	\$1,000.00	
<i>Office Supplies</i>	\$250.00	
<i>Other Operating--Travel Tri-U/Exec. Board Meetings</i>		\$250.00
<i>Other Meeting Expenses</i>	\$1,000.00	
<b><i>Subtotal Operating Expenses</i></b>	<u>\$2,500.00</u>	
 <b><i>TOTAL EXPENSES</i></b>	 <u>\$11,750.00</u>	
 <b><i>Difference</i></b>	 <u>\$39.00</u>	