



Staff Advisory Council

Staff Advisory Council Retreat

Sheraton Tucson Hotel & Suites

5151 E Grant Rd, Tucson AZ 85712

Friday, July 18th 2014, 8:00AM - 4:00PM

MINUTES

Morning Session (minutes for agenda item)

9:00-9:15 AM **Welcome and Call to Order** - Melanie

Attendance

Attendees: Melanie Tornquist, Christina Rocha, Robby Pearson, Kerryann Gillooly, Karen Ward, Allyson McAdams, Richard Salazar, Dawn Bell, Gloria Klinicki, Connie Lorenz, Charlotte Honeycutt, Grace Aranda, Asya Roberts, Sheri Hill and Amy Morris. Guest: Loretta Pedraza (HR Liaison).

Introduction – Swearing in of New Officers

All agreed to uphold their duties within their office to the Council. (Please see attached swearing-in statement.)

Melanie Tornquist – President (2nd term)

Sheri Hill – Executive Vice President (1st term)

Robby Pearson – Administrative Vice President (2nd term)

Gloria Klinicki – Treasurer (1st term)

Richard Salazar – Parliamentarian/Historian (2nd term)

Asya Roberts – Recording Secretary (1st term)

Approval of last General Meeting Minutes

There was a motion to approve and a second motion by another representative. The minutes were approved from General Meeting on June 3, 2014.

9:16-10:30 AM **Constitution & Bylaws** – Melanie

General Meeting Structure (5)

Our General Meeting structure will change to provide a one (1) hour presentation for Professional Development and Committee reports will be shortened to one (1) hour in length to provide time for the presentation.

The first three (3) dates of General Meetings will be held in different areas on campus to encourage guest attendance. If this is well received, the Council will consider changing accommodations for future meeting dates. A note was made to make an invitation for staff from other campus outlets, outside of Tucson, like, UA College Medicine in Phoenix. Any ideas for accommodations for the remaining two dates and/or future dates, please see Asya Roberts. The first General Meeting will be in Kiewit Auditorium at 3:00-5:00PM on August 5, 2014. An announcement to all staff will ask for RSVPs for guests to the presentation. The speaker for the August General Meeting will be Dr. Raji Rhys, 'Body Language.' Any ideas for speakers, please see Sheri Hill or Melanie Tornquist.

Meeting Attendance (5)

Meeting attendance is mandatory for all representatives of the Staff Advisory Council. This is outlined in the new representative membership letter, signed by the UA President. Skype or Go-to-Meeting can be possible if room accommodations are able to provide it. In the future, an effort will be made to provide these services for representatives.

Committees

Importance of Committees (5)

Member Participation (5)

Representatives are needed to chair committees and those whom have chaired formerly, help as an advisor to the new chair. There is an unlimited representative sign-up for all Staff Advisory Council events and planning committees.

Discussion of Protocol for Committees

Communications (15)

A proposal for the chair of the Communications Committee to handle the oversight of communications to the public or community, but does not include post to UA SAC Facebook page or Twitter. However, would include any formal announcements related to all staff or UA Community. This oversight would provide consistency with the brand and vision of the Staff Advisory Council and provide a cleaner, professional presence. It was discussed such oversight should come from the Executive Board to filter communications submitted by representatives. Action items includes the Communications Chair working with representatives with access to listserv, webpages, Staff Advisory Council announcements and invitations to General Meetings/RSVP to incorporate a consistent, unique brand and vision to SAC. UA Marketing will be implementing a new logo to all units and departments in the UA. This is something to keep in mind, while working on changing webpage and other formal communications related to staff.

Staff Advisory Council Tailgate (15)

A proposal for the Tailgate Committee to be changed to the Staff Appreciation Committee, which would include the Tailgate event, plus other events that would be inclusive to staff that have other interests, such as ticket sales and incentives to other UA events, like UA Presents. This can include monthly or quarterly events, to appreciate staff on campus. It was asked for this Committee to proposal events for the upcoming year at the next General Meeting and the budgeted cost associated with each event. The proposal would also outline items that could be donated by other UA units that lighten the budget cost for each event. The Council would discuss and vote at the following meeting on which events the Committee would plan and execute.

Transition of Membership to a New Committee (10)

New responsibilities added to the Parliamentarian/Historian office. This office will now be responsible for the transitioning of new representatives serving on University Committees. The Parliamentarian will follow-up to make sure a new member connected with the appropriate contact person on the University Committee to be included in communications, listserv and meeting dates and other important information relevant to the new representative. Also, any notifications of inactive University Committees would prompt the Parliamentarian to communicate this to the Council.

Appointment of a Committee Advisor (10)

The Executive Board encourages all chairs of Committees to remain on their committee and act as an Advisor to the new as well as helping with

new representatives on the committee with getting acquainted with the Committee planning and responsibilities.

10:30-10:45 AM **-Break-**

10:45-11:55 AM **Con't Constitution & Bylaws**

Please see the attached revisions to Constitution & Bylaws. These will be reviewed before the August 5th General Meeting and voted on in the September General Meeting.

12:00-1:00 PM **-Lunch-**

Afternoon Session (minutes for agenda item)

1:05-1:55 AM **Con't Constitution & Bylaws**

1:55-2:05 AM **-Break-**

2:05-1:10 PM **Budget (5)- Gloria**

Proposed budget for the year was presented. This will be voted on at the September General Meeting.

1:10-4:00 PM **Challenges, Discussion of Solutions & Goals for Upcoming Year**

The challenges the groups came up with were:

Staff Advisory Council's **impact, perception** and **marketing** of our brand within the University community.

Membership is at a low, what can we do to increase?

The Staff Advisory Council needs more **funding**. How can we encourage other units or Colleges to support the UA Staff Advisory Council?

Three **Special Committees** were formed to meet the solutions to each challenge and implement the planning to reach the Staff Advisory Council goal of increasing membership, sending a survey to all staff with the goal of assessing their needs and taking action to provide a solution. In addition, the survey will be instrumental in the Staff Advisory Council helping to implementing changes to all Classified Staff position descriptions, making these are current with recent changes in user-systems (UAccess) and responsibilities.

Job Descriptions Committee – This committee will closely with Human Resources to take the necessary steps need to update all classified staff position descriptions. Chair: Loretta Pedraza. Members: Charlotte Honeycutt, Connie Lorenz, Richard Salazar, and Asya Roberts.

Survey Committee – This committee will be responsible for the survey assessing staff needs, which will help the Staff Advisory Council to plan ahead for goals and opportunities to increase membership and improve impact, perception within the University community. This committee has the deadline of September 1st to send out the survey to all staff. Members: Sheri Hill and Melanie Tornquist.

Marketing Committee – This committee will seek to connect with across-campus unit Staff Advisory Councils, inviting them to our General Meetings, encouraging their participation in UA Staff Advisory Council related events. This will provide an opportunity to connect with their staff, increase membership in UA Staff Advisory Council and will foster communication with units and Colleges to help staff have a strong(er) voice on campus. This will also provide Staff Advisory Council with the campus perception would want to increase across campus.

4:00 PM **Adjournment**