



Staff Advisory Council

General Meeting Minutes February 1, 2011 - Pima County Cooperative Extension

Eddie Gomez called the meeting to order at 3:10 p.m.

In attendance: Claudia Arias, Grace Aranda, Eddie Gomez, Angie Gomez, Carlyne Greeno, Deborah Quintana

Nancy McCue, Master Gardener coordinator, talked to the committee about the gardening projects going on at Cooperative Extension. The garden tour was cancelled because of the recent frost, but everyone was invited back later in the spring.

New business

There was discussion about the PCard issues we have going on. Deborah has agreed to be the reconciler and things will work out well with some clarification about rules and procedures. All receipts need to be immediately faxed to Deborah and sent by campus mail for reconciliation and approval. Everyone signed the new authorization use forms. Angie and Carlyne are also system approvers and can be put on if needed.

Claudia and Deborah continue to work on organizing the staff retreat. They are looking for a key note speaker and asked that anyone with suggestions should contact them. It was suggested that the speaker in the afternoon be given a smaller block of time than last year. They are planning on more sign ups based on the great success of the 2010 conference. There was discussion about an early bird discount rate, with more discussion expected in the Executive Board.

The dates proposed for the Tri-University Executive Board are March 11 and March 18. There was discussion about having the meeting during Spring Break. Although it would be easier to find rooms, many people might not be available (vacation).

Staff Awards for Excellence will be April 20, 2011. Please see Grace if you can help, as the set up time this year is much less than usual, as there is another meeting in the room that day. There was discussion about options for alternate set up areas.

Special SAC Award. We need nomination for this award. This should recognize someone who has gone above and beyond in their support of classified staff. Staff, faculty and appointed professionals are all eligible, as are SAC members. This award is not always presented, so please choose a nominee and submit to Eddie by February 22.

Eddie has been contacted about the Week of Civility in February. We have been asked to assist with this and to pass out bracelets with "BE CIVIL" on them. Off-campus units are encouraged to participate. It would be great if SAC representatives can participate in the lectures, but passing out bracelets is helpful. See Eddie for bracelets.

There is still time to sign up for Cats in the Community day at Sewell Elementary. Be sure to enter SAC when you register in order to be assigned to the Map project.

The meeting was adjourned at 4:25

Respectfully submitted,
Carlyne Greeno