

Staff Advisory Council Retreat 2010

July 28, 2010 - Starr Pass Resort

Attendance: Grace Aranda, Claudia Arias, Sharon Bouck, Monica Franco, Carolyne Greeno, Angie Gomez, Eddie Gomez, Phyllis Kabins, Deborah Quintana, Diana Rix, and liaisons Leslie Porter and Angelika Reiss

Agenda

8:00 am - 8:30 am Continental Breakfast/Check-in

8:30 am – 9:00 am **Introduction of Executive Board** - President - Eddie Gomez, Exec Vp - Claudia Arias, Admin VP - Angie Gomez, Secretary - Carolyne Greeno, Parliamentarian - Monica Franco, Treasurer - Sharon Bouck

Introduction of SAC Members

9:00 am – 9:45 am **Review of Mission Statement**

Review of Constitution - any suggested changes or corrections

Treasurer position should be added under article IV section III. Allows for a two year term. August notice and Monica will create a ballot for special election of treasurer, every other year to allow for consistency and training of the incoming treasurer. (SOPs would be helpful)

Membership issues were raised due to the low number of current members. We have 10 new prospective members with a possible 6 others interested. This is outside our rules but we are currently less than half the number we're allowed and SAC needs a larger base for committees, etc. The issue of not having someone step down after their allotted 2 terms for one year. This will be addressed later.

Membership is open to all of campus and we need to get more people interested and wanting to be involved. All SAC members should promote our activities and events.

Attendance Policies

We need to get members to realize the importance of attending and participating in the general meetings as much as possible. Attendance will be done differently to allow for everyone to be aware of who is attending and not. We are aware of campus being shorthanded but whenever possible we need to be there. Anyone unable to attend should let Angie know prior to the meeting. 4 unexcused can be removed and will start the process of removal as necessary.

Amendments to the Constitution

Members given the time to review and can be discussed at the general meeting on August 11th.

9:45 am – 10:15 am **End of the Year Report**

Accomplishments -

- Facilitated town hall with Dr Shelton with webcast
- Initiated out tailgate party with over 300 in attendance to network and meet SAC

- Attended the state of the university address for the first time
- Met with ABOR president
- Rebranded SAC with a new logo and soon to be launched new website
- Implemented meetings with classified staff and the provost
- Continued to be a strong voice in SPBAC and served on the 2012 subcommittee
- Continued tradition of supporting athletic events like Diamondbacks, UA football, etc for staff to enjoy
- Launched an awareness campaign regarding the Qualified Tuition Reduction benefit for staff (Diana's workshops)
- Reached to APAC, ASUA and other organizations on campus to develop relationships and future collaborations
- Increased out media coverage to include 4 stories in Lo Que Pasa, 3 in the Daily Wildcat, 1 in the Arizona Daily Star and 2 interview on KGUN 9 and KVOA
- Organized a successful Stuff the Cat Tran with 3186 pounds of food for the Tucson Community Food bank
- Re-instituted the Crossroads Conference after a one year absence with 206 attendees
- Secured additional donations for the Emily Krauz Staff Endowment Fund through UA Cares
- Coauthored the memo which Dr Shelton distributed to the UA community supporting and encouraging staff participation in shared governance activities
- Played an integral role in the development of the 2010-2011 Furlough Program
- Currently serving on the Senior VP for Business Affairs and CFO search committee

Eddie thanked everyone for their support and participation that made all this possible. We hope the coming year will bring even more great opportunities.

11:00 am – 11:30 am **Upcoming Events for 2010-2011**

- Committed to the first home football game September 11 with Citadel for tailgating. In discussion for food items. 500 tickets for faculty & staff...commitments to come
- December 2nd football game with ASU with discount code for staff
- Dback game on Sept 26th vs Dodgers and are working on bus and ticket prices. 3rd base seating. Capacity for bus.
- Town hall meeting in the fall with Dr Shelton
- KUAT pledgedrive in Sept/Oct/Dec
- Stuff the Cat Tran - tba in spring

- Cats in the Community - tba in spring
- Charity Events: Making Strides - Oct, Diabetes Walk - , Light the Night - Sept, Cat Walk, etc
- Crossroads Conference - 96% approval rating. Gave 9 scholarships. Wonderful registration procedure. Liked our presenters. Location was great. Topics were good. Liked Tai chi and professional development. Suggestions for a two day conference or having more speakers. Size of groups need to be monitored for a better interaction.

Any ideas for events let Claudia know. You don't have to be a member of the activities committee, all volunteers are welcome.

11:30 am – 11:45 pm Introduction of Angelika Reiss – New Human Resources Liaison

Interested in any initiatives or areas of interest in professional development, etc would be appreciated. Any ideas would be great. They are working on new projects and would like as much input as possible.

She works to facilitate organization and orientations. Employee advising and professional development. Has been a student and done some instruction at the UA so comes from a wide outlook.

Ask a SAC member section would be good for the Lo Que Pasa or Wildcat that can bring a greater awareness and provides a service for staff. Diana will be looking into this possibility. Reviving the SAC newsletter would make a great resource electronically and web based.

Furlough discussion: different areas dealing with their days differently. Many staff dont meet that \$40,000 limit for taking days. In order to allow for continuity for classes, etc many are doing it in the summer or for the holiday closure. Some in research are offset but the grants, etc. Loss of faculty noted to areas without the money crunch we have seen.

11:45 pm – 1:00 pm Lunch

1:00 pm – 1:30 pm Leslie Porter – Former Human Resource Liaison

Leslie has been associated for a number of years, but with her expanded role in talent management and recruitment, professional development and advising she has brought Angelika Reiss in as our new liaison.

Interesting to do recruitment during financial difficulty and calls for very different management and consulting. Different issues of additional stresses and putting out fires: aggressive behavior, claims of harassment, conflict management. Looking at revamping professional development...what support is necessary to manage their job and employee resilience. Efficiency, process management, new technology available for blended learning: online and in person to have access to programs at their availability. Four generations of learners so need to cover everyone's needs. Would like to be able to SAC's input on how new things will work for staff. What are the skills needed to help employees. What are the skill sets they need to be managing. Organization effectiveness. Changing job roles. With more movement and consolidation they want to be prepared and ensure staff is too. Proactive on organizational

development so that they brought in before the layoffs, etc so that they can talk about the changed management with transparent process. More awareness of workplace violence and its potential on campus. Leave issues: disability, leave of absence, family medical leave, compassionate transfer of leave. Revamped the process for orientation to 3 mo, 6 mo, longer process. Subjects that would be good to be covered info on some of the development courses: where are you now, non-new employees refresher course,

Suggestion of setting the website for easier for employees to find career development and services, develop resiliency. Town hall setting for employees to be able to hear HR speak on the services, problem solving, building resiliency. Possibly partner with CSW, APAC.

Possible new topics:

Presentation skills - Toastmaster and facilitating a meeting effectively, leadership skills.

Time management - managing priorities. Challenges experiencing getting volunteers and participants

New technology - with new ways to make training available in different formats

Ready to listen to new ideas and get your feedback

1:30 pm – 2:00 pm **Review of all Committees**

Membership - recruiting new members - Grace

Legislative - spreading the word about legislative issues and get folks out to vote and works with Advocats - Phyllis, chair

Employee Recognition - Coordinating issues relating to OOOT and ERC event, commitment is limited. Grace & Eddie, co-chair. OOOT art show and Staff Awards for Excellence is in April. Date of awards event is Apr 20.

Activities - does events to bring awareness of community and campus of SAC and meeting once a month in fall with less in spring. Events are on the calendar and persons to work on issues Claudia, Deborah, Grace, Sharon

Emily Krauz - Shana, Eddie - co chairs, Diana - limited time commitment with a couple judging of scholarship applications if spring and fall

Communications - works on newsletter, websites, etc from SAC Carolyn and Grace are cochairs, with Diana

Conference - conference should be mandatory for all SAC to participate in all activities. Claudia, Deborah are co-chairs, Monica willing to do registration again. Angelika willing to help with speakers. Suggestion was made to use our university community for our speakers.

Human Resources - Claudia/Monica co-chair, Diana - review policies etc

2:00 pm – 3:00 pm **Committee Sign-up and Committee Goals**

Any committees you want to be a part of contact the chair, get on their listserve and go ahead and get your committee goals together for the next meeting on August 10

3:15 pm – 4:15 pm **Round Robin**

May & June meetings to be held at USB 214. Thanks Leslie and Angelika

SPBAC August 1st with 2012 budget meeting week after. Angie willing to take ideas from staff and she is a vocal advocate so let her know of any concerns

Sharon would like a backup the retiree assoc meetings - 2nd tuesday of the month at 9am.

Student union council undergoing reconstruction so there might be a time when SAC may not be a part of that council in the future.

The Staff Advisory Council House sign needs to be removed and Eddie will arrange for the removal.

The SAC office at Bear Down has been newly organized if you need access for meetings of about 7. Contact Angie, Eddie or Claudia for key access or storage of SAC items. Career services has some rooms available at times and to see about access contact Claudia.

4:15 pm – 4:30 pm End of Day Wrap-up