

SBS Staff Council Meeting Minutes
September 7, 2005
9:00 – 10:00 a.m.
Soc Sci 332

Present = x

Anthropology; BARA X; Cognitive Science; Communication X; Geography; History X; Journalism; Judaic Studies X; Latin American Studies X; Linguistics X; Medieval Reformation; Mexican American Studies; Middle Eastern Studies; Near Eastern Studies X; Philosophy X; Political Science X; Psychology; SBS Administration X; SBSRI X; SIRLS; SIROW X; Sociology; SW Studies X; Women's Studies X;

- I. Welcome and Introductions: Carey Willits
Lauren Johnson will now be attending UA Staff Advisory Committee meetings as a new member. Molly Holleran from Women's Studies will replace Lauren on SBS/SAC.
- II. Ground Rules
 - Do not interrupt others
 - No show equals no vote; you are welcome to email your vote ahead of time
 - SAC chairperson recognizes member before member speaks
 - Alternate required if SAC member cannot attend meetings
 - Decisions based on majority. We, as SAC members, vote on behalf of our Department's majority
 - Anything said in SAC stays in SAC; this is only in regards to individual (re: problem solving), sensitive issues; we can't technically have private meetings, as this is a public institution.
 - Communicate the issues we raise and discuss in SAC meetings back to our Departments
 - Minutes protocol: Secretary asks members for edits then Secretary distributes minute's link to the SBS college Staff listserv. (I need that link- Jennifer)
- III. SAC Attendance Concerns-Cynthia Malbrough
Is Date or Time an issue regarding full attendance? It's important to find a replacement if we are absent. Jennifer suggested every September SAC Secretary could send out a description of SAC to SBS all staff listserv informing all staff about why we are here and what we do. Jeanne also suggested sending out a SAC informational flier. Marie can get a list of SBS Staff including Academic Professionals.
- IV. Newsletter
Newsletter staff should send out the newsletter twice a year. Because of the size of the newsletter it's sometimes difficult to get everything we want

inside. What would people like to see in the newsletter? What is the purpose of the newsletter? Articles need to be shorter.

- V. Meeting with the Dean Update-Carey Willets
Spotlighting a Department once a month. Obtaining information from Staff on hobbies, personal involvements, community involvements, photos. Dean likes this idea. We should hook it to the Web.

Carey also asked the Dean if we could Increase the SAC budget. He said to come back to him and ask, but most likely it looks like we might get a 33% increase. Dean Donnerstein will be here during the October meeting.

Dean's office and Pie: the Dean is open to this idea, but we have to work out the details as to when, where, how much the pies would cost, etc. This idea is a good way to get staff together, as well as a good way to get to know the Dean.

- VI. ADA Walk-Cynthia Malbrough
Walk will happen on October 2; check in is at 7:00am. Captain's meeting at Tacobron on 9/14. Bake Sales: last year we brought in \$1,000. During the next three weeks (9/14, 9/21 & 9/28) Cynthia will coordinate bake sales to benefit Diabetes. Please drop off baked goods at the History Department, Social Sciences #223. We also need volunteers to "man" the table.

- VII. Misc. Issues

SBS/SAC Budget

Are there plans for extra \$1,000 money to support SBS Classified Staff Retreat? Actually, this extra money will cover everything, as costs have been going up and last year we had roll-over money from the previous retreat which helped us cover the 2005 event. Currently, we have a \$25 deficit. We need another account called "Sales and Service Account". Lupita Cruz volunteered to be our new Treasurer. Is there an Audit of our Treasury? Maria Rodriguez managed the budget for the past two years. She will submit the records she kept (spreadsheets and receipts) to Carey for the SBS/SAC archives.

Retreat thoughts: we need to start thinking about volunteers for the Retreat.

SAC Issues of Focus: Should we do something for the Katrina disaster?