

## **SBS Staff Advisory Council Meeting**

November 1, 2006

MEMBERS PRESENT: Christine Bracamonte-Wiggs (SIROW), Jennifer Columbus (Linguistics), Lupita Cruz (Southwest Studies), Jeanne Davenport (Judaic Studies), Molly Holleran (Women's Studies), Sandra Kimball (Late Medieval/Reformation), Debbie Petrich (Sociology), Marie Roberts (SBS Administration), Armando Vargas (BARA).

MEMBERS NOT PRESENT: Anthropology representative, Elizabeth Cordova (Geography/Regional Development), Tom Gelsinon (Mexican American Studies), Nova Hinrichs (Cognitive Science), Kelly Huff (SBSRI), Debbie Jackson (Philosophy), Cynthia Malbrough (History), Pat Rhyner (Political Science), Heather Sim (Near Eastern Studies), SIRLS representative, Becky Tsang (Psychology), April Thompson (Journalism), Carey Willits (Communication).

### **I. Welcome and Call to Order—SAC Co-Chairs**

### **II. Meeting with Dean's Office Update—Christine Bracamonte-Wiggs**

- SBS-SAC co-Chairs met with Dean Ed Donnerstein, Assistant Dean Pete Castellano, and Assistant to the Dean Cherie McCollum to discuss SAC activities. It was affirmed that this year's budget would remain the same, \$3,000.
- Retreat survey results from last year were reviewed. It was reaffirmed that the Dean's Office would like to again see a strong professional development theme to the retreat this coming year.
- It was decided that a combination of Staff Retreat and Appreciation Luncheon would be the best use of financial resources freeing up \$1,600 of a \$2,000 retreat budget that is usually spent on lunch alone. Suggestions for what to do with the money included a continental breakfast and/or reinstating gifts for each participant.
- SBS-SAC and the Dean's Office would retain their autonomy of planning: the Dean's Office planning the lunch event and the SAC Retreat Committee planning the rest of the day's activities.
- The Dean's Office prefers to hold the event on Staff Appreciation Day, April 25, 2007.
- **COMMITTED VOLUNTEERS FOR THE RETREAT COMMITTEE ARE NEEDED NOW.** Please contact one of your SBS-SAC co-Chairs to volunteer.
- As to the theme of professional development, it was suggested that perhaps some ice-breakers could still be incorporated that are fun as well as being social networking.
- President Robert Shelton was discussed in the meeting with the Dean's Office as a luncheon speaker.
- Mrs. Shelton was suggested as a retreat speaker.
- The second topic for discussion with the Dean was fundraising: the UA Cares program was hit upon as a possible source for funds. SBS-SAC can be designated as a beneficiary of the UA Cares program. A new account will need to be established through the UA Foundation.

- Discussion returned to the possibility of designating a percentage of Indirect Cost Recovery accounts per department to SBS-SAC. At the May 3 meeting, Carey Willits had proposed bringing the idea up at the Heads and Directors meeting.

### **III. Brown Bag Lunch Series Update—Armando Vargas**

- Nancy Rogers, UA Life & Work Connections, spoke October 24 on “How to Make Healthy Choices Throughout the Holiday Season.” Attendance was 7 people.
- The next Brown Bag is scheduled for November 7: Caryn Jung, UA Life & Work Connections, will speak on “Elder Care: Home for the Holidays,” Noon-1pm, Student Union Copper Room.
- David Swihart, UA Life & Work Connections, will speak November 28 on dealing with holiday stress.
- Armando needs a sign for the corridor; an easel has been requested from the Student Union; and Armando will bring an extension cord (to avoid a \$5 charge per cord from the Student Union).
- Survey results will be given to Christine for discussion at the next meeting.
- It was suggested that on the next flyer it be emphasized that the Brown Bag Lectures are free and that people can bring their lunch.
- Upcoming Brown Bag Lectures are now posted on the UA Calendar and SAC website.

### **IV. SBS-SAC Workgroups—Cynthia Malbrough (in absentia)**

- Christine presented Cynthia Malbrough’s idea for the use of smaller workgroups within SBS-SAC for projects such as the retreat, the speaker series, fundraising, etc., as studies have shown that smaller groups make for more efficient use of time.
- It was also suggested that we implement a phone-tree to remind each other of meetings, as today’s attendance is somewhat low.

### **V. Miscellaneous**

- Curriculum Committee—Jennifer Columbus
  - Jennifer is in the process of creating an SBS Curriculum listserv, as a resource for any questions about course scheduling.
  - This will be in lieu of regular curriculum meetings, though special meetings may still be called.
  - Anyone who would like to be added to the Curriculum listserv, please send your name and email address to Jennifer Columbus, jennife2@email.arizona.edu.
- Cookie Exchange—Christine Bracamonte-Wiggs
  - Christine proposed a special event for the December meeting such as a cookie decorating workshop or a cookie exchange. A cookie exchange was decided upon. (?)
- Farmers Market Craft/Bake Sale
  - Lupita Cruz asked if SBS-SAC would be interested in combining forces with UA SAC for a crafts and bake sale at the Farmers Market on December 8, 11am-

2pm. There will be 3-4 tables run by UA SAC volunteers. Please bring baked goods and crafts to the table by 10:30am that morning.

- A flyer will be drafted with both UA SAC and SBS-SAC logos.

**VI. Agenda Items for Next Meeting**

- Please send your agenda items to the Co-Chairs.