

# COLLEGE OF ENGINEERING

## College of Engineering Staff Advisory Council Meeting Minutes March 12, 2014

Attendees: Nancy Preble, Therese Lane, Dolores Fajardo, Celia Stenzel, Arla Allen, John Masterson, and Nancy Emptage

The meeting was called to order at 10:10 am.

John Masterson was welcomed as a new committee member representing the IT group.

### Old Business

1. It was noted that there are currently no representatives from Mining, Systems and Industrial Engineering, and that Therese Lane who is currently an at large member will take the Civil Engineering member position. Kerrie Sonnenberg is evaluating who will take the Bio Medical Engineering's member.
2. The Committee was tasked with developing a college-wide COOP plan. It was felt that the top three people listed in each department's COOP shall be listed as key personnel for the College should there be a need. It was also suggested that a listserv incorporating all these individuals be developed for emergency use. These individuals would also have a link to each department's COOP should there be a need in an emergency.

Nancy Emptage will draft the first contact list for review. Target date is the week of March 24.

3. Arla Allen shared the results of the "Season of Hope" Campaign. 14 articles of clothing were donated to the Baptist Rescue Mission; 39 toys and \$206 was donated to Toys for Tots; and 53 items of food and \$385.79 was donated to the Tucson Community Food Bank.

### New Business

1. The budget was discussed. Lisa Rulney was not present at the meeting so there was no information about actual availability of funds for travel/educational grants and employee appreciation awards. Nancy Preble still has some cups available so new employees to the College will need to be determined so they may receive appreciation cups. Dolores did indicate that the budget did not roll over with the new fiscal year. If there is a need for financial support, the Council should prepare the request which has the requested funding amount, justification for the funding and any pertinent documentation for Lisa Rulney's review.
2. A travel award given to Elizabeth Curbelo last year to attend the WACUBO The Western Association of College and University Business Officers' 2013 Business Management Institute (BMI) at the University of California at Santa Barbara, August 4-9, 2013 was discussed by the Council. Dr. Bose encouraged Ms. Curbelo to attend the conference as part of professional development. The WACUBO's mission is to offer opportunities to members to develop professionally, to explore issues and trends in higher education and to engage with colleagues to share their expertise. The association endeavors to fulfill this mission by working toward the following goals:

#### **Professional Development**

- Providing high quality technical, financial, managerial, and leadership development programs
- Increasing participation in the professional development programs.

#### **Membership**

- Improving member satisfaction
- Increasing membership at all levels
- Diversifying member institutions and participants

## Technology

- Using appropriate technologies for communication, delivery of services, and management of association activities

## WACUBO Leadership

- Promote leadership opportunities
- Outreach to senior level business officers
- Outreach to entry and mid-level business officers
- Developing committee continuity

Nancy Preble will check with Elizabeth Curbelo to get feedback regarding the value of the workshop. It was also thought that perhaps Dr. Bose could address sending other key staff to this conference at a Department Head's meeting.

3. Two travel/training grant requests were received.

*Rebecca Myren Primeau* of the Department of Academic Affairs has requested funding towards the NASPA 2014 Annual Conference: Lead, Innovate, Transform, March 15-19, in Baltimore, Maryland. She has indicated that "the following programs will not only inform me of the best practices governing college recruitment and retention initiatives, but they will also give me insight into successfully navigating PhD programs in Higher Education.

- Teaching and Training with Social Media and Technology
- Student Affairs: A Profession or Just Professionals?
- You can Do It: Writing for Professional Publication
- Balancing Leadership with Management: Navigating Culture, Expectations, and Supervision"

She did not specify a request for a specific amount but indicated registration and airfare amounts totaling \$939.00

*Marisa Pope-Malings* of the Department of Electrical and Computer Engineering has requested travel assistance to attend the 2014 NACADA Region 10 Conference in Jackson Hole, Wyoming. Ms. Pope-Malings and Ms. Lexie Allen (SIE) have been accepted to present *Advising Non-Competitive Students in a Competitive Program* at this year's conference. Ms. Pope-Malings is requesting any assistance that can be provided. She submitted and received \$700 from the University's Advising Department which will cover most of the trip. (She estimated the total cost of the trip will be \$1,012.) She will be asked to clarify if the funds were awarded to her or to her and Ms. Allen as they are attending and presenting together.

The committee felt the maximum award anyone should receive should be \$500 and that the application form for a *Staff Advisory Council Conference Registration/Travel Award* needs to be revised so a coversheet shows any a summary of funding needs and any funding already provided. The application must also be departmental receiving financial support.

4. Membership of the Council was addressed. In addition to member representation from the departments mentioned earlier, two at large members need to be appointed.

5. The SAC Bylaws.

- "Section 2. Responsibilities of Members" includes clause "the Council shall conduct a general meeting for all members of the College of Engineering staff and non-faculty at least once each fiscal year. The agenda for this meeting will be determined by Council with input from staff." Possible dates for this meeting were Mid-May after Commencement and June 27. Concerns about fiscal year end were discussed for the later date.
- Review/revisions to the current By Laws were stopped at *Election and Responsibilities of Officers*.
- **Each member was tasked to respond electronically with proposed revisions to Nancy Preble to the By Laws. Please put your name in the file name that you return to her and please highlight/mark/track your changes.**

The next meeting is scheduled for April 10 at 9:30 am. It is expected that the meeting shall be 1 ½ hours and the topic is the College General Meeting.