

# COLLEGE OF ENGINEERING

College of Engineering Staff Advisory Council  
Wednesday, July 10, 2013 at 9:00am  
Bldg. 72, Civil Engineering Room 106

Meeting called to order at 9:30am

Attendees: Arla Allen ChEE, Therese Lane CEEM, Celia Stenzel, AAO, Nancy Preble AME, Lisa Rulney ADM, Nancy Emptage (ECE)

Absent: Tom Demma CEEM, Dolores Fajardo MSE, Lexie Allen SIE Kerrie Sonnenberg, BME

Agenda distributed. Minutes approved.

## **Old Business:**

### **Blackboard Collaborate Elluminate**

- Demo live, with Arla as the first user – Thanks Leo
- To use the program you need to contact the Office of Institutional Assessment (Nancy will send to listserv).
- You must have the most current JAVA program.

### **Ben's Bell**

- Campus Health – New liaison, Nancy is waiting to hear back from the new person.
- Nancy (ECE) – Suggested someone go and pickup materials and distribute to people who want to participate.
- Lisa (Adm) – Suggested a Brown Bag Meeting, this will help staff/faculty to socialize and network.
- Or have departments have their own meeting to construct the bracelets.

### **Brown Bag Series**

- Offer other than the lunch hour, since some staff cannot attend at this time and other meetings are scheduled.
- Have a set time/location during the semester (ex. 2nd Wednesday of the month at 9am)
- No RSVP needed if we have a set time/location/date.
- Video tape or use Blackboard Collaborate Elluminate, so those who can't attend, can at least participate. Lisa (Adm) suggested we contact the Mosaic group since they have used this and see what the pro/cons are. If they had issues, have they been taken care of?

### **COE SAC Meetings**

- 2<sup>nd</sup> Wednesday, every 3 months at 9:00am. Currently in Civil 106

Replacement for Lee and someone to represent Mining – Was not discussed, so tabled.

## **New Business:**

### **Brown Bag Series Fall 2013 – Ideas**

- *Power Point* – Reschedule, had low attendance last semester.
- *Blackboard Collaborate Elluminate* by our very own, Leo Enfield
- *D2L* – Contact Kathy Spicer to help coordinate a session.
- *UA Wellness/Health Promotion* – Nancy Rogers – contact, 621-4601, [rogersn@email.arizona.edu](mailto:rogersn@email.arizona.edu), regarding sessions on health and wellness, such as walking, cardio, etc.
  - ❖ Jodi Charvoz – contact, 626-4760, [jcharvoz@email.arizona.edu](mailto:jcharvoz@email.arizona.edu), regarding sessions working with bands, nutrition, etc.
  - ❖ Yoga & exercises done at your desk
- *Steward Observatory Mirror Lab Tour* – Nancy (ECE) - They are collaborating with Optical Science and Engineering (OSE). Group rate available, Nancy Emptage will try to get good rate for our staff/faculty and will get multiple date/times.
- *UA Services*
  - Transportation
  - Meal Plans (faculty/staff)
  - Child Care
- *Biofuels Tour (Raceway)* – Arla (ChEE) – Dr. Ogden suggested ChEE staff go to the Agricultural Farm (River/Campbell) who may be interested in biofuels; staff can carpool for tour.
- *San Xavier Mine* – Lisa (Adm) – Suggested this might be a good tour staff may be interested in. Contact Olga Ortiz in Mining to schedule a tour.
- *Engineering Group* – Lisa (Adm) – Pat Elias and Gardinia Laster have gotten a small group together to discuss vegan nutrition and other nutritional ideas on losing weight, etc... These may be something other staff members may be interested in.

Contact through email rest of SAC members to get their ideas on brown bag sessions.

### **Conference Calls – Different Programs**

- *Conference Call 1* – Nancy (ECE) – Private company they use for faculty/staff conference calls. They charge 3¢ a minute per person and they bill UA accounts. They coordinate all aspects of the conference calls, very easy to use. Nancy will email information to committee.
- *Go To Meeting* – Therese (CVE) – They use this company for their faculty/staff conference calls. They charge \$60 a month, unlimited participation and they coordinate calls. They utilize outlook to coordinate calls if needed.
- *UA Conference Calls* – Nancy (AME) – How do they compare to UA in costs? Something to look into.

**Meeting Adjourned at 10:10am**

**Next meeting scheduled for October 11, 2013 at 9:00am in Civil Bldg. Rm. 106.**