

College of Engineering Staff Advisory Council

Date: 7-11-2012

Time: 0900

Place: Bldg 72 Civil Engineering Room CE106

Call to order 09:03

**Attendees:** Arla Allen, Nancy Preble, Kerrie Sonnenberg, Therese Lane, Lisa Rulney, Lee Easter, Nancy Emptage, Tom Demma **Absent:** Dolores Fajardo; Celia Stenzel

Not enough members present for quorum, so minutes could not be approved

Nancy Preble announces moving forward for step up/be kind program.

<http://www.health.arizona.edu/bekind.htm> . She will contact campus health to coordinate acquiring the materials

Therese received no suggestions for name change for SAC

Elizabeth Curbelo will not be in sac; Nancy Emptage will be primary with Christine Eisenfeld as alternate.

Nancy Emptage brought a list of items for possible gifts and list of webinars

10k budget for group will not roll over

Discussion of what to put on recognition gifts

Therese asks to use our budget to focus on education

Nancy Preble suggests a \$1k budget limit for gifts – voted and approved, leaving substantial funding for education and other projects.

One possible suggestion of icon for the front of gifts was an Infinity symbol on a puzzle piece.

Kerrie suggests \$7k limit on education if over will need a discussion

NCURA teleconference DVD available: Project and supervisory management

Therese asked for any IT updates

Lee asked what kind of venue for information dispersal - email or meetings or Eluminate

Coordinate IT to send email to college for any updates

Staff education will be assigned an account number

Next meeting 10-17-2012 0900

Adjourned 10:04