

COLLEGE OF ENGINEERING

College of Engineering Staff Advisory Council
Wednesday, December 17, 2014 at 11:00am
Civil Engineering, Room 106

Attendees: Nancy Preble, Arla Allen, Eduardo Caratachea, Nancy Emptage, Dolores Fajardo and Therese Lane

Minutes from 3-12-14 meeting – See attached.

COE SAC tasked with developing a comprehensive, college-wide COOP Plan. All members are being asked to review the information and provide cell numbers for key individuals. Building manager information was also added to the sheet.

Staff Advisory Council Bylaws review- Everyone was again asked to review the By Laws and provide feedback on:

- election of officers and
- election/nomination of departmental representatives
- consideration to bylaws on scheduled meetings
- open discussion
 - important to know who and what we do
 - Nancy Preble will do a doodle poll for a group picture in January

It was also proposed and approved that the Council meet once a semester unless a special meeting is needed.

Health Screenings for COE –Nancy Preble coordinated the last screening. 12 employees participated in the event. It was recommended that these events be held in departmental buildings as people are more likely to attend. Life and Work needs a guarantee of at least 12 individuals willing to participate in each screening event.

Holiday Drive update – Arla ~\$630 100 items of food, 360 Toys for Tots and 68 toys, \$20 Gospel Rescue, 24 pieces of clothing

Travel Awards review – 4 granted, Kerrie Sonnenberg, Rebecca Primeau, Marisa Pope, and Alexis Allen - request follow up report – add to travel app. Travel awards were reviewed. It was also recommended and passed that a report on the outcome and benefits perceived by the recipients. It was also noted that one of the recipients was unaware of the availability of a travel award until the committee reached out due to a co-presenter who had already applied. Departments are also required to provide some support as well to travel award recipients.

As we have no set budget, the Council will submit requests to the funds as they receive travel award applications to the College.

Employee morale was addressed at the meeting. The term “overwhelmed” was deemed more appropriate for the majority of staff rather than viewing employee morale. It was suggested that a training for time/task management be offered to College Employees.

It was also suggested that a COE Staff award (nominated by staff for staff) be created. Co-workers would nominate individuals for award. A bio of the person and their picture would be put on the web.

Employee Recognition – there are still some cups from last year which need to be awarded and departmental representatives should let Nancy Preble know if there are any new staff or appointed personnel hires.

Educational/Travel awards 2015 announcement will go out in late January.

Eddie Caratachea spoke about training in Analytics for business applications. He said he belonged to a business managers group in SBS and that many of the UA Analytics processes were streamlined by networking. This idea will be presented to the COE business managers to see if something similar is desired.