

Date/Time/Location

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July 27th, 2017, 9:00-11:00am, Marriott AC Hotel, Tempe

Attendance

<b>present</b>	<b>absent</b>
Steve Potter, President Carol Comito, Past President Patty Odle, Treasurer Eddie Boquilla, Parliamentarian Melissa McGehee, VP, Tempe Sharon Lee, AVP, Tempe Patty Rosciano, AVP, DPC Laura Cox, Vice President, Poly Adero Allison, AVP, West	Margaret Schmidt, Secretary Dom Dozier, Asst Vice President, West Heather Roberts, Asst Vice President, DPC
<b>admin/guests</b> Linda Anderson, Administrative Assistant	

**Welcome/ Approval of Minutes**

Steve welcomed everyone. Approved minutes from May, 2017 meeting and Tri-U minutes from March, 2017.

**Council Structure**

Steve reported the Executive Board's new structure has been in place for a year, with an overall board and VP's and AVP's at each campus. Each Board member is also a liaison to one or more committees. Steve met with Kevin Salcido, Staff Council's liaison to the Administration, and discussed several topics, including BBQ budgets and funding for the CSW/SC Professional Development Conference. Kevin stated he will send a letter to middle management encouraging participation with Staff Council. Steve also sent the Power Point from the End of Year Awards luncheon to President Crow, and received a nice note.

**Treasurer's Report** Patty discussed the Foundation accounts and operating accounts, which have not received funding yet. Steve announced we received \$15,000 more for the BBQ's which will help with rising costs.

**FY17 Final Campus Reports**

Downtown –Patty Rosciano reported that she and Heather plan to meet with Jackie Young to over last year and set meetings and goals for 2017-18. The BBQ will be at Civic Space Park again, and a walk through is scheduled.

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Poly – Laura Cox reported the Ice Cream Social in May went very well. Poly has a social each Friday during the summer, hosted by a different department each week. Planning for BBQ.

Tempe – Sharon Lee reported the Staff Council Committee Chairs met to establish goals for 2017-18. The new Professional Development Committee is looking for speakers for 2018-19.

West – Adero Allison reported their first Council meeting is August 1<sup>st</sup>. Their BBQ is February 1, 2018.

### **Campus Goals/Meetings/Engagement**

Steve asked each campus to establish goals (i.e. engagement, members attending meetings, etc). Linda will share list of members on each campus council with the VP's and AVP's to reach out for representation from all areas. Patty Rosciano suggested sending a letter from Steve to all new employees to welcome them and ask them to get involved. It's possible to get the names from HR per quarter or twice a year. Board discussed ideas for engagement at Staff Council sponsored events and other ASU events.

### **Strategy for Upcoming Year**

The group discussed driving everything to the website, and parking info on there, including committee chair names, minutes, hierarchy of Council, etc. Steve also stated he will be implementing programs to be sustainable as he transitions next year to Past President.

### **Executive Board Meetings 2017-18**

It was decided to move EB meetings to the 4<sup>th</sup> Thursday every other month from 9-11am for 2017-18:

September 28	Downtown campus
November 30	Poly campus
January 25	West campus
March 22	Tempe campus
May 24	tbd

### **Communications/Requests from Others**

The group discussed the SC mission statement and promoting our own agenda: *“The purpose and mission of the ASU Staff Council is to serve as a voice for ASU staff, to advise the President of ASU on the working climate, and to raise issues and concerns of staff. The Staff Council also works to support staff through various activities and initiatives.”* Because we have such a strong voice for staff, many other groups and departments ask Staff Council to share their programs and agendas through our channels. It was decided to ask the Communications Committee to establish a protocol on what types of messages can be sent to our Staff Council members to share, and also to our subscriber list. The Board will vote on the protocol and publish the rules on our website.

### **Tri-University**

The group is scheduled to go to the Capitol in 2018, which is important for being visible as one group/voice to the legislature. Carol Comito also committed the Work Climate Committee to having a more substantial document to present to the Tri-University re:performance evaluations. Linda Anderson will reach out to Abby Polito to schedule a day/room and ask if Governor Ducey is available to speak to the group. We had Eileen Klein, ABOR President, come 2 years ago, and she was very informative on how ABOR works for the 3 universities.

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### **All Council Meetings**

The All Council meetings will continue to be 90 minutes to allow time for speakers and Council business. Steve will ask Jillian McManus from Employee Assistance to speak at the August meeting. Committee chairs need to give a brief report (1-2) minutes and submit a report to be included in the minutes. Steve may also ask each campus VP/AVP to give a short report about what is going on at their campus. We need to continue to make Vido capability available for those who want/need to teleconference in. A letter from Kevin Salcido encouraging departments to allow staff to serve should help with meeting attendance.

### **Committees**

All committees should be in place with meetings set for the year. Linda is updating distribution lists and adding members who have not yet picked a committee. She will update the descriptions with names of chairs and send to the Executive Board, as well as put the chairs on each committee's web page. Speak Up Be Heard will be a sub-committee for Work Climate, and will work with Linda on follow up of submitted items/questions for the website.

### **Collaborations**

The Board discussed working with other organizations and businesses. MidFirst Bank has committed \$600 for the Lunch & Learn Series again this year, which will be used to purchase snacks, and for the Faculty/Staff Organization Fair refreshments. MidFirst's Coin Truck is also available for fundraising events. We work with CSW on the Professional Development Conference and the Holiday Toy Drive. Discussion followed re:possibly teaming with UCW for speakers, events. Working together helps with publicity for both organizations and gets people involved. We will continue to work with the Foundation to push payroll deduction to get the newly established SHS Endowment Fund to \$25,000, along with Scholarship endowment and SHS operating account. The school tax credit is only for K-12 schools, so we are not eligible. Discussion followed re:getting endowment officer to help us since Shad has left ASU. More to come.

### **Events Schedule**

The board went over the 2017-18 schedule of events.

**CSW/SC Professional Development Conference** – Steve and Linda have been planning with Karen Engler. CSW and SC members get to register early for sessions. The volunteer sign up will be coming soon, and members can volunteer for sessions they are attending. Ordering clear stadium bags with 10<sup>th</sup> anniversary logo.

**Faculty/Staff Night at Football** – We will create a landing page on our website for people to order football tickets and Tailgate tickets for the September 9<sup>th</sup> event.

**Phoenix Rising** – We will continue to promote the \$5 discount per tickets for staff, and plan ASU Day next year.

**Tickets for Athletic Events** – Steve has purchased 4 tickets to ASU Football home games, which is 8 games this fall. The group also decided to purchase 2 tickets to men's and women's basketball to use as incentives for participation and fundraising. Discussion followed re:how to use tickets. The November 25th ASU vs UofA game will be used for a drawing for anyone signing up for payroll deduction for SHS Endowment. We are working to get one payroll deduction form with all 3 accounts created and approved by the Foundation.

**Brainstorming** – Steve asked EB members to use their connections to get gift cards, etc for Staff Council events such as BBQ RSVP prizes, Silent Auction items, incentive prizes, etc. Solicitation letter attached. Send other ideas to Steve or Linda.

*Meeting adjourned at 3:15pm.*

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**ASU** Staff Council

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A R I Z O N A   S T A T E   U N I V E R S I T Y

Dear Valued Friend of ASU,

I am writing to you as a representative of the Arizona State University Staff Council, an organization at ASU that exists to support the efforts of all ASU staff. Each year, our organization and ones like it give out millions of dollars in scholarships and aid to employees. Aside from scholarships that allow our staff to pursue professional development opportunities, Staff Council offers financial assistance to those who are in need and qualify for assistance.

This year, Staff Council is working to increase our scholarship endowment. We are currently soliciting donations toward a Silent Auction to be held at our Tempe Staff Appreciation BBQ. We are asking you to help us achieve our goals by considering a donation toward this Silent Auction.

Please accept this letter as a formal request for your participation in this year's event. Any gift card(s), certificate(s), or giveaway(s) you provide – in any amount – are greatly appreciated. All gifts and proceeds will be awarded through the ASU Foundation on behalf of the Staff Council Judy Reynolds Memorial Scholarship Endowment, and it is important to note that no goods or services were rendered or will be rendered in exchange for this donation. The ASU Foundation for A New American University is a private, nonprofit organization that raises and invests private contributions to Arizona State University.

This is an excellent opportunity to show your support for the ASU community. For every donation, Staff Council will acknowledge your organization and gifts in our monthly Staff Council newsletter and through social media, which reach over 85,000 in the greater Phoenix metropolitan community, showcasing your organization's support and commitment to the community.

Thank you so very much for any donations you will be making to Staff Council Judy Reynolds Memorial Scholarship Endowment – contributions like yours are critical to the mission of our organization.

Please do not hesitate to contact Staff Council at the number below with any questions you might have.

Sincerely,

ASU Staff Council

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