

## Meeting Minutes

Meeting Date: April 10, 2008

Location: University Union, Havasupai C

Present: Dina Barnese, Stan Clark, David Forgues, Susan Johnstad, Terri Hayes, Marcelle Coder, Robin Long, Eva Hatchner, Tom Carpenter, Franklyn Taylor, Jane Thompson

Ex Officio & Guests: Diane Verkest

Excused: Karin VonKay, Kim Knowles, Steve Saville, Sharon Gorman

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### **1. Call to Order**

Dina Barnese called the meeting to order at 8:30 a.m.

### **2. Diane Verkest – HR Update**

Diane described the reorganization that HR recently went through. Changes were made to create a balanced structure, build capacity, gain efficiencies, and promote focused work. She shared information about the process she and her team experienced, lessons learned, and the outcome. Formal communication about the HR restructure will be shared with the University on April 28, 2008.

### **3. SPAC Mixer**

A general discussion on the mixer was held. There was consensus among the group that it was a well attended, well planned, and successful event. Ideas for next year's event include:

- Plastic bags to share leftovers
- Camera to take a picture of award recipients
- A program (1 page) with highlights from recipient nominations to be shared with attendees
- Electronic invitations (personalized) to all service professionals to increase attendance
- Telephone calls to service professionals, inviting them to attend
- Consider inviting the President and/or other upper level administrators
- Include more specifics in introduction about individuals who receive the honorable mention award
- Consider the timing of the award ceremony as most people left shortly after they were distributed
- If one food table, bring people in through a door on the other side of the room
- Consider an additional 'get to know you' activity with service professionals in the same week (for example a hike)

Increasing attendance is the primary goal for next year's event. Dina will request that the award recipients be included in the accomplishments section of Inside NAU.

**4. SPAC Goal Discussion**

Dina led the group through an exercise to explore each member's vision of their personal goals as members of SPAC and SPAC as a group. Each person was asked to answer both questions privately, then to share them with the group. Responses follow:

Personal	Group
Leadership in fostering communication across departments and in drawing attention to the work of service professionals across the university (also square dance expertise)	Support the sense of a vibrant and talented professional work force. Think of ourselves as contributors to not only the University community but also engaging with the public
Be a reliable member of SPAC	Expand the training opportunities for service professional skill sets, budgetary tools, reporting tools, time management
Engage in team activities with a wider array of NAU community members for the purpose of providing support to and recognition of our colleagues	Identifying conditions necessary to enhance and sustain staff morale, camaraderie, performance, and sense of ownership in the process
To become a better leader	Gain recognition as an effective group on campus, recognized as such
Continue to help organize events for the NAU community	Increase awareness of SPAC involvement in the community and how others can become involved
Represent the needs of service professionals in my area	Improvements in parking on campus talk with parking services and advocate for improvements
Promote the organization/group to my work unit and beyond	Active involvement of other SPAC members (during our meetings, award ceremonies, etc.)
I want to continue to be able to serve on focused, issue-oriented committees (like ADR), as well as help with the continuity of SPAC programs (like brown bags)	Continued and increased representation/recognition with NAU upper level administration and beyond. Issues: benefits, transportation, green campus, employee relations
Networking events (mixer, special activities, brown bags) Bring a student piece to the group	Bring a friend meeting, move meetings to be sponsored by members include a brief description of their role and responsibilities
Exposure to and involvement in broader activities and issues on campus outside of my department/division	Recognized resource for information, support, advocacy...be a hub of information about campus issues/resources

**5. Upcoming meeting/Year**

The May meeting will be focused on voting in new members to the council. Stan and Sharon have served their terms and will not be returning next year. Consideration of new members is based on diversity of the council, years of service to NAU, number of nominations, and other relevant factors. Dina will send PDFs of the nominations to all prior to the May meeting. Those who cannot attend the meeting in May can send comments to Dina to be considered at the meeting.

Dina will remain on the council next year as the past chair. Tom will take over the chair role. At the retreat in August, a new vice chair and other positions will be voted in. Jane offered for the retreat to be held at her house again. Thank you, Jane!

**5. Action Items**

- Dina to facilitate award recipients being recognized in Inside NAU
- Dina to send out PDFs of nominations to the council for review prior to May meeting

**Meeting adjourned:** 9:45 a.m.

**Next meeting:** May 8, 2008. 8:30 a.m. Location: TBA

**Respectfully submitted,** Terri Hayes, Recording Secretary