

Meeting Minutes

Meeting Date: February 12, 2009

Location: Residence Life, Room 266

Present: Susan Johnstad, Karin VonKay, Debbie Wildermuth, Robin Long, David Forgues, Jane Thompson, Franklyn Taylor, Tom Carpenter, Terri Hayes, Dina Barnese, Paul Wagner, Marcelle Coder, Jen Frey, Steve Saville,

Ex Officio & Guests: Diane Verkest, President Haeger, MJ McMahon

Excused: John McGregor, Kim Knowles, Mehrdad Khatibi, Marylynn Quartaroli

1. Call to Order

Tom Carpenter called the meeting to order at 8:30 AM

2. President Haeger

President Haeger discussed the plan to close the Fiscal Year 2009 (FY09) budget as well as the overall budget situation. FY09 cuts were made from permanent cuts and one time funds. Usage of the one-time funds is a limited strategy as it puts the institution at risk when emergencies arise. Furloughs were not required for FY09. FAQs about furloughs for FY10 will be made available on the Human Resources website on Monday, February 16.

FY10 cuts to the budget are estimated at 161 million. Furloughs will be utilized to address the FY10 problem. Other creative solutions are being researched. Decisions about cuts to specific areas will be made at the VP level.

3. Approval of January Minutes

A motion to approve January 2009 minutes was made and passed.

4. HR Updates

Diane reinforced that information about furloughs will be made available on the Human Resources website on Monday, February 16, 2009. The HR training team will be focused on help managing financial and emotional difficulties. Additionally, look out for supervisory sessions addressing workload management and help identify things that can no longer be done with limited resources. The benefits committee meetings will begin earlier this year. This committee is a cross section of university staff that meets to discuss changes to the NAU Benefit package. This year discussions will include how to change the plan to save the university money. Options being considered are sharing more premiums with employees and changing the plan design to make the benefits less rich.

5. Committee Updates

Brown Bag Lunches

Dina Barnese shared that the following brown bag lunches have been scheduled:

- Monday, February, 16, 2009: Stan Clark will present Hope in a time of turmoil. This is a shortened version of a longer workshop scheduled for March 3.
- Monday, March 9, 2009: Lanita Collette will facilitate a roundtable discussion entitled "Zen and the Art of Email Maintenance".
- The last session will be held April 20th. A topic has not yet been finalized.

All sessions will be held in Adel Math, Room 137 and are available to statewide locations

Alternative Dispute Resolution

The Alternative Dispute Resolution Committee will continue to meet. The group is redefining its mission and goals. Dina will provide an update at the March meeting.

Welcoming Committee

Activity has slowed due to hiring freeze

SPAC Mixer and Leadership award

Tom solicited volunteers to begin work on the mixer and leadership award. Robin Long and Susan Johnstad volunteered.

Strategic Planning Council

Susan reported that the council is looking at broad issues about the core mission of the university including the tenure cycle for the NCA accreditation, reviewing peer institutions, and establishing a forum for conversations about issues related to university mission. The group is working on the details related to moderating a blog or forum to discuss various topics; for example, NAU is known to have a high touch, small class personal environment. What does that mean and how do we do it? Susan will report back next month with additional information.

Academic Standards Committee

Debbie reported that the group has been focused on student appeals and grade replacement issues. Discussion about how a grade change effects the transcript are under way.

Summer Conference

The theme will be Navigating Your World Today, with sub themes of diversity and resiliency. The conference will be held on May 14, 2009. A call for presenters and a save the date announcement is forthcoming.

Employee Development Support Funds

Currently not awarding due to the budget.

Faculty Senate

Meetings have surrounded the budget, furloughs etc.

Commission on Disability Access & Design

A recent update from the commission can be found in the most recent [SPAC newsletter](#). All are encouraged to nominate someone for the Commission on Disability Access and Design 2009 Leadership Award. The award honors Northern Arizona University faculty, staff or students and organizations or community members who have made outstanding contributions to the disability community at Northern Arizona University. More details can be found at: <http://home.nau.edu/CDAD/>

Childcare

The future of this group is uncertain

6. Other items

Discussion was held about the language for Service Professional contracts. Does the language allow for continuation of appointment instead of the annual appointment? Further exploration of this was requested.

Layoff notices for classified staff require a minimum 60 days notice
The window to non-renew a Service Professional contract is between April 1 and June 30.
90 days paid notice is required.

The CSAC mixer will be held on March 10 in the DuBois Ballroom. Departments or groups are invited to set up a table. Additional information can be found on the CSAC website. Also, nominations for the CSAC Peer Recognition Awards are being accepted. CSAC's legislative awareness committee has created a generic email address where staff can ask questions related to the budget. The email is intended for those who do not wish to use the President's budget website to have their questions answered. CSAC will consult with appropriate individuals to seek out answers.

SPAC was encouraged by a guest to maintain a positive, and proactive position of equality during difficult budget times.

Staff are encouraged to utilize the resources available through the Employee Assistance and Wellness office. Staff there are prepared to help individuals and departments plan and facilitate conversations about uncertainty.

Meeting adjourned: 9:55 AM

Next meeting: March 12, 2009 School of Comm bldg #16 Room #320

Respectfully submitted, Terri Hayes, Recording Secretary