

Meeting Minutes

Meeting Date: November 13, 2008

Location: Lab Science Facility (bldg. #17), room 111

Present: Tom Carpenter, Dina Barnese, Robin Long, Marcelle Coder, Terri Hayes, Jane Thompson, Debbie Wildermuth, John McGregor, David Foruges, Marylynn Quartaroli, Mehrdad Khatibi Susan Johnstad, Karin Vonkay, Franklyn Taylor, Paul Wagner

Ex Officio & Guests: Diane Verkest, Jen Frey, Richard Baron

Excused: Kim Knowles, Eva Hatchner, Steve Saville

1. Call to Order

Tom Carpenter called the meeting to order at 8:36 AM

2. EcoPASS

Richard Baron, Director of the Office of Sustainability, spoke to the group about the new ecoPass program (http://www4.nau.edu/insidenau/bumps/2008/10_29_08/bus.htm) and provided passes to all those present. The program will offer staff and faculty free and unlimited bus rides until June 2009 at which time it will be evaluated.

3. October Minutes

A motion to approve the October minutes was made and passed.

4. Human Resources Update

Diane Verkest spoke about the following HR related items:

- HR has been focused on domestic partner benefits and is exploring domestic partner tuition assistance
- Flexible spending account open enrollment began on Nov. 1
- The 403 B plan changes have been a priority for HR staff
- HR just completed a report to ABOR about their operations
- The reorganization has been well received
- The University will implement the minimum wage increase to \$7.25/hr. in January 09
- The staff sabbatical project has been put on hold due to other priorities

5. CSAC Announcements

Jen Frey provided the group with updates about CSAC activities. The split the pot raffle was a success providing \$800 toward the CSAC textbook scholarship. More information about the scholarship can be found on the CSAC website: <https://www4.nau.edu/csac/> Jen also

mentioned that their annual clothing drive was a success. Thanks to all who participated and if you did not see a donation box in your building, please let Jen know.

6. SPAC Newsletter

Tom thanked all who contributed to the creation of the fall newsletter. It was well done.

7. Service Professional Survey

The SP Survey has received 105 responses to date. Dina will send out another reminder to complete the survey and it will close on November 21.

8. Service Professional Outreach

The group discussed possible outreach activities. Items mentioned were:

- Collection boxes in departments – food, clothes, toys
- Adopting a family
- Assisting a family with utility bills
- Volunteering for Sun Sounds
- Service in the community

A motion was approved to focus on two types of outreach 1) a collection of some sort 2) service in the community as a group. Discussion was held and consensus reached that the collection activity would be the focal point for the Fall term. The service in the community would be scheduled in the Spring term. By vote, the group decided to adopt a family or several families. Mehrdad volunteered to solicit information on potential families from Marshall school. Jane will chair a committee to coordinate the collection efforts. Mehrdad, Marcelle, and Karin are all members of the committee. The project will be primarily managed via email and the December 18th meeting will be for wrapping the gifts for the families.

David will talk to Steve Saville about potential service projects. The group will discuss service plans at the December meeting.

9. Committee Reports

- Marcelle shared that the Employee Conference will be scheduled in May after finals week
- Karin shared that the Commission on Disability Access and Design is in need of volunteers to help at graduation. If you are interested contact Betty Zanot at 523-3312.

10. Budget Meeting

Tom will represent SPAC at a meeting of the university's academic and administrative leadership on Nov. 15 to assess budget priorities. Roy St Laurent, executive director of the Chairs' Council asked that the following principles that the chairs plan to bring to this meeting be shared with SPAC:

1. Decisions regarding budget cuts should be made in line with university mission and strategic plan.
2. There must be financial transparency in the process; necessitating that all who are a part of the decision-making (chairs, deans, etc) have an understanding of the university budget.
3. Protecting the jobs of existing employees is a high priority. In a time of economic crisis, we do not want to increase the jobless rate in our own community.
4. Protecting the interests of tenure-track faculty in their career establishment and progression toward tenure is a high priority.
5. We must continue to plan for the future, acknowledging that this crisis will eventually resolve. Thinking and planning must be long term, and not just short term, to support continued growth.
6. Procedures to create an institutional memory of particular sacrifices should be implemented, with the goal of restoring funds to certain areas when budgets improve.

11. Action Items

- Dina to send out a reminder to SP to take survey
- David to work with Steve Saville regarding service projects

Meeting adjourned: 9:45 AM

Next meeting: December 18, 2008, New Student Programs

Respectfully submitted, Terri Hayes, Recording Secretary