

STAFF ADVISORY COUNCIL

Agenda

November 17, 2022

International Pavilion

Zoom recording: https://nau.zoom.us/rec/share/5571L5kybS471NFWSSSTY20H6EUjt7V-DL6XnrBHXnTgB3bvusy0a9za9Rv_F9Z4.pbAJZGdJt2RGYXIO

8:30 Call to order and announcements – Erin Kruse

Call to order at 8:30am

Start with a “Thank you” to council members who represent us across campus

- *Stephanie & Fred for representing us at University Budget Advising Board (UBAB)*
- *Representation on hiring committees*
 - o *Beth Cross – Assistant Director for Learning and Development*
 - o *Miguel (Angel) Ramirez - VP for Inclusion, Diversity, and Engagement*

8:35 SAC Business Meeting (*Flipped to accommodate for Master Planning Workshop*)

Committee Updates

- *Service and Engagement – Shannon Shoots, Chair (not present); Stephanie Del Giorgio*
 - o *Should be receiving the list of children requesting gifts from Coconino CASA for Kids, and we aim to distribute that by next week (week of Nov. 21)*
 - o *Other updates – No final numbers from Warm Winter Clothing Drive yet, but the sorting went well. The team is working on ideas for spring/summer activities. Please send suggestions for elderly populations, trail clean up, etc.*
 - o *United Way of Northern Arizona – If we can hit 100 people donating by Friday, Nov. 18, President Cruz Rivera will donate an additional \$5,000 to the United Way*
- *Professional Development – Aimee Bettersworth*
 - o *Speaking with departments across campus including Career Development, conversations about piloting a mentorship program to start in spring 2023. Trying to find a way to build a centralized calendar to combine professional development events across the university.*
- *Annual Mixer – Sheila Anders*
 - o *No updates – Scheduling first meeting for first week of Dec. after break then will be scheduling bi-weekly meetings from there*
 - o *Question about the budget, Erin to circle back*
 - *Desire to collaborate with staff at Phoenix North Valley and Yuma Campuses*
 - *Judith – SAC provided budgets Phoenix North Valley and Yuma Campuses for annual mixer*
- *Survey – Tim Schrader*
 - o *Results are in and comprehensive. Data being analyzed by committee and will be shared out soon.*

Commission Meeting Highlights (as needed)

- **Environmental Caucus – Erin Stam**
 - o *If looking to connect with others and have an interest in sustainability, there are a lot of opportunities to network and those opportunities will be shared out in SAC’s next newsletter.*

Reminder – no December Meeting

Instead, we will combine a small SAC addition to the President's Holiday Reception – December 6, 3-5pm at High Country Conference Center (HCCC)

Call for ideas for the New Employee Welcome (NEW) – Kate Carey (Kate.Carey@nau.edu) to share with new employees, improve morale and help folks be proud of being a new NAU employee

- Erin Kruse – A quick plug from the survey- there was a large representation of people who have been NAU Employees for a year or less who had no idea about Staff Advisory Council (SAC). Help others build connections and find out about resources by inviting them to a SAC meeting!

Announcements

- [United Way of Northern Arizona](#) – If we can hit 100 people donating by Friday, Nov. 18, President Cruz Rivera will donate an additional \$5,000 to the United Way from NAU Foundation.

8:50 [International Pavilion](#) – Lissa Gallegos (Event Coordinator, Int. Pavilion)

- *Under the umbrella of Center for International Education (CIE), most of their events are housed at NAU. The facility is used a lot for students, and is open for meetings, retreats, conventions, and private events (even wedding receptions!). Can host 5-200 people! Catering and alcoholic beverages are allowed.*
- *Open House – December 8th, 1-2pm for light refreshments and to learn ways the International Pavilion can help support your next event. **RSVP by Dec. 5 to Lissa at Lissa.Gallegos@nau.edu***
- Q&A
 - Q: Does Intl. Pavilion reserve through Union Events & Activities?
 - A: Yes, or through Lissa
 - Q: Cost to reserve?
 - A: Depends on internal or external – Student groups at no cost for 2 hours
 - Q: Parking?
 - A: It is the same policy across campus, reach out to Parking Services to request special rates

8:55 University Budget Advisory Board Update, [website link](#) – Stephanie Del Giorgio and Fred Dael

- Q&A
 - Q: Do we know the raises past January?
 - A: No, we just know of the 4.5% in January, and student wage minimum increase, information about tiered student wages forthcoming
 - Q: Can you remind us of the criteria to receive the increase?
 - A: Cannot have a disciplinary action, must have e-CERT complete, must be an employee as of Nov. 14
 - Q: Reclassification post October, but prior to December 31st?
 - A: Per Becca Allender, based on salary as of Dec. 1 and must be employed by Nov. 14
 - Q: The announcement said 'merit' based. Can that be explained in more detail? Is there a time limit for new hires who may not be eligible?
 - A: There are two types of increases, one is performance and one is merit. Stipulation that there cannot be an active disciplinary action plan in place right now. Performance-based are often given by department internally through one's supervisor. That is not what this is, if there's a pending performance increase,

that is separate from this increase. Per Becca Allender, Performance-based is separate from merit-based increase, and this is a broad-based merit increase.

- *Q: What about staff who are still in a probationary period?*
 - *Per Becca A. A: Does not matter, as long as you meet other criteria you'll be eligible to receive the raise*
- *Q: If you just signed appt. letter prior to Nov. 14, but did not start until Nov. 16 would you be eligible?*
 - *A: Per Becca A. - Unfortunately, no*
- *Q: Who will cover student wage increases?*
 - *A: There are many factors considered when the University Budget Office determines what departments receive support to cover increases. It is not guaranteed that all departments will be supported to cover increases. Grant funded projects will be considered differently. Departments are encouraged to work with their financial operations manager or budget person who will then work with the University Budget Office to determine the level of support to cover pay increases.*
- *Any other questions, please email SAC@nau.edu and we will get the question to the appropriate source*

9:00 Hispanic Serving Institution (HSI) Vision, Mission, and Goals – Luis Fernandez and April Peters

- *April Peters for Luis Fernandez – In the process of drafting a Mission, Vision and Values for HSI initiatives. Staff feedback session scheduled for Dec. 19 on Zoom from 12-1pm, please attend!*
- *Feedback session registration [link](#)*

9:15 Employee Tuition Reduction Program ([e-TRP](#)) – Stephanie Del Giorgio

- *e-TRP, an excellent benefit for employees, spouses and dependents (as identified by the IRS)*
- *A dependent student of an employee currently receives up to 75% off tuition, does not support program fees, books, etc.*
- *Employees and their partners receive an increases amount*
- *Please check the webpage for details and ask your HR representative for information*
- *Please note, part of tuition would be taxed for employees and spouses, but for children there is less tax implication, but please work with your tax advisor and Human Resources to work through your individual tax situation*
- *Q&A*
 - *Q: Can we apply to have fees waived when doing that?*
 - *A: Please connect with HR for this question*
 - *Q: What portion of tuition is taxable for spouses?*
 - *A: Please connect with HR for this question*
 - *Q: Question about taxable courses over a certain number of credits?*
 - *A: Please connect with HR for this question*
 - *Email the Benefits email address, Benefits@nau.edu*
 - *Kate will ask HR to update information on webpage to include insight for spouses*
 - *A request for a workshop to cover e-TRP*

[MPA Program](#) & Certificate – Dr. Sara Rinfret

- *Absent from meeting, will need to reschedule*

9:30 Master Planning Workshop – Andrew Iacona and Linsey Graff (30 minutes)

- *Engagement to understand some improvements that should be made to the university, hoping today's conversation will set up folks to complete a questionnaire provided at the end of the meeting.*
- *Why do a Master Plan?*
 - o *We are looking out 10 years, so think big!*
 - o *Tool for decision making, identifying priorities and innovative things we can look to do in the future*
 - o *Some elements of the plan:*
 - *Integrating past planning, including the space optimization plan from pre-pandemic. Coming out of the pandemic, we want to be mindful of the ways the classroom has changed and new needs*
 - o *Focus Groups (extensive list): Trying to focus energy to meet with different groups across campus to understand needs that many folks have across campus.*
- *Recurring Themes include: big and small moves, including larger sustainability efforts down to landscaping; Sustainability efforts; Parking perceptions vs. reality; Refocusing student life and student services; Centralizing and distributing services; re-envision space in University Union – a diverse student body has diverse needs; move from title to task for work space on campus*
- *Open House themes (Staff)*
 - o *Desire to have ease of use in-between systems, Wi-Fi and the desire to bring technology to minimum needs.*
 - o *Employee hangout space, including employee-only fitness center*
 - o *Movement on campus, including: sky loop for pedestrians across campus*
- *Open House themes (Students)*
 - o *Sustainability, including food waste*
 - o *Suggestion for skate park*
 - o *Better street lighting*
 - o *More intentional outdoor spaces, including - study spaces, native gardens, active plazas and amphitheaters*
- *Discussion Questions and [Questionnaire](#)*
 1. *How is your current work environment (physical) preventing you from doing your best work? Or contribute to doing your best work?*
 2. *What types of amenities would enhance your working experience?*
 3. *Where do staff collaborate or socialize now?*

Discussion included:

 - o *Extreme temperatures, Flex workspace, Outdoor workspaces, Tables, plugs, Wi-Fi, shade and sun options, space to host outdoor meetings, staff gym, windows with views or operable, Active Shooter spaces, Blue Phones, Crime Prevention Through Environmental Design*

Pivot to Announcements

- *Sharing that the second call for NAU 2025, Deadline January 20 - Elevating Excellence Proposals has opened with a focus on advancing institutional efforts to increase undergraduate and graduate student success. A friendly reminder that staff may be a principal submitter! Linked [here](#)*
- *Clare Halligan, Dept. of Social Work – Student Orgs. Advisor Meeting, if anyone is interested in becoming an advisor for a club or organization, please reach out to Office of Leadership and Engagement at StudentOrgs@nau.edu*

- *Staff advisor involvement is as much as you choose, you are a point of contact for the organization and each month you have an advisor meeting. Serve as a mentor, and if they have an event, you're notified by the office so you can be in the loop of what's going on*

10:00 Adjournment

Adjournment at 10:05am by Vice President McKenzie Mcloughlin

Please note: these minutes are updated before being posted in order to reflect the most recent information received