

Staff Advisory Council

Meeting Agenda

Date: June 22nd 2009

Location: SUB 213

Time: 11:00 AM – 1:00 PM

Call to Order – President Ruth Rodrigues

Time – [Click here to enter text.](#)

Record Attendance: Secretary Jen Crabill

1. Approve Minutes:

2. Old Business:

3. New Business:

- a. Policy Review – Consensual Relationship Policy presented by Cheryl Seals-Gonzalez (attachment included with Agenda)
- b. Strategic Planning & Marketing Committee Budget Process Presentation (attachment included with Agenda)
- c. Benefits Fair – Does SAC want a table and to provide refreshments at the Annual Benefits Fair September 30th, 9-3.
- d. Campus Veterans Introduction
- e. SAC Award for Sustainability Achievement
- f. SAC retreat to work on SAC Manual
- g. Parking Permit payment for adjuncts and how it related to other Staff Members **waiting for confirmation from Chief Moore*
- h. Payment for Staff Education
- i. SAC Officer Elections
- j. 2009-2010 SAC Meeting Schedule

4. Public Comment:

5. Officer Reports:

- a. **President** – Ruth Rodrigues
 - i. **Report** –
- b. **Vice President** – David Vazquez
 - i. **Report** –
- c. **Secretary** – Jen Crabill
 - i. **Report** –
- d. **Treasurer** – Loren Prive
 - i. **Report** –
- e. **University Planning & Budget Council** – Lisa Banks and Kathleen Crawford

- i. Report – Report of the Council Chair:
- f. UPBC Budget Committee – Represented by Loren Prive
 - i. Report –
- g. UPBC Safety & Facilities Committee – Represented by Ruth Rodrigues
 - i. Report
- h. UPBC Strategic Planning & Institutional Effectiveness Committee – Represented by Susan Baurer
 - i. Report –
- i. UPBC Information Resources Committee – Represented by Chuck Bryan
 - i. Report –
- j. UPBC EMRC – Represented by

6. Sub-Committee Reports

- a. Personnel Policies – Chair Tim Shannon
 - i. Report – No Report
- b. Public Relations – Chair Jacquie Toth
 - i. Report –
 - ii. Event Coordinator Report –
- c. Staff Representation – Chair Chuck Bryan
 - i. Report – No Report
- d. Employee Recognition Program/2008 Outstanding Staff Awards – Chair Tim Shannon and Loren Prive
 - i. Report – No Report
- e. Wellness – Chair Chuck Bryan
 - i. Report – No Report
- f. Recommendation Committee – Chair David Vazquez
 - i. Report –
- g. SAC Comment Boxes – Chair Lisa Banks
 - i. Report –
- h. 2009 SAC Election – Chair Tim Shannon
 - i. Report – We are done!
- i. Strategic Planning & Marketing Taskforce – Chair Jen Crabill
 - i. Report –

7. University Committee Reports

- a. ADA – Represented by Tim Shannon
 - i. Report – No Report
- b. Bookstore – Represented by Sven Hahues
 - i. Report – No Report
- c. Convocation – Represented by Locksley Knibbs
 - i. Report –
- d. EEO – Represented by Susan Baurer
 - i. Report – No Report
- e. Environmental Stewardship Council – Represented by Ruth Rodrigues and Chuck Bryan
 - i. Report – No Report
- f. Family Resource Center Board of Directors – Represented by Kathleen Crawford
 - i. Report – No Report
- g. Food Services – Represented by Loren Prive and Kathleen Crawford
 - i. Report – No Report

- h. Grant-In-Aid – Represented by Locksley Knibbs**
 - i. Report –**
- i. Parking Advisory – Represented by David Vazquez**
 - i. Report – No Report**
- j. Parking Appeals – Represented by Jim Lee**
 - i. Report –**
- k. Title IX – Represented by Ruth Rodrigues**
 - i. Report –**
- l. Title IX Work Group – Represented by Jen Crabill**
 - i. Report – Workgroup has not met.**

8. Next Meeting – TBA, SUB 213 11AM-1PM

9. Adjourn Meeting – President Ruth Rodrigues

- a. Time -**

Budget Process Proposal

- The Treasurer will present a draft budget to SAC no later than the July meeting each year. This budget will outline any recurring costs and funding initiatives already passed by SAC.
- All funding requests should be submitted to SAC as an agenda item by either the committee responsible or by the Treasurer using the [SAC Funding Request Form](#).
- Funding requests should be voted on by SAC.
- The SAC Treasurer will be responsible for providing a Monthly Budget report to SAC detailing the available balance in all SAC accounts.
- The SAC Treasurer will email the Requestor to notify them of the funding request approval or denial, if approved the Treasurer will provide instructions on how spend or seek reimbursement of the funds.
- The SAC Treasurer will follow up with the Requestor at the end of the event/project to request final receipts and for the Requestor to complete the form.



SAC Funding Request Form

Instructions:

This form, along with the following required attachments must be presented to SAC when making a request for funding.

- A project/event action plan and timeline.
- A breakdown of project/event budget

Funding requests must be for current year funds and will be discussed at regularly scheduled SAC Meetings. This Funding request form is not a guarantee that funding will be approved by SAC. Completed forms may be submitted to the SAC Treasurer or any SAC Representative.

Date: _____

SAC Committee/University Organization Name: _____

Requestor Name (Print): _____ Email: _____

Funding Request Amount: \$ _____

Briefly describe how the funds requested will be used for your event or project: _____

Date of Project/Event: _____ **Date Funds Required:** _____

Briefly describe how this project/event will benefit the University Community. _____

Post Event/Project: Where & how were the funds spent? _____

For Internal Use Only:

Approved: Amount: _____ **Date:** _____

Denied: Reason: _____ **Date:** _____

Recipient Notification Date: _____

Encumbrance Posted to SAC Budget

Date: _____

Amount: \$ _____

Signature: _____

SAC Treasurer

Expense Posted to SAC Budget

Date: _____

Amount: \$ _____

Signature: _____

SAC Treasurer