

**CSW Summary Notes:** Executive Committee Meeting  
February 26, 2009

**Present:** Linda Brecci, Amanda Brobbel, Gretchen Gibbs, Eva Gonzales, Erin Higley, Cynthia Malbrough, Cheryl Muller, Susan Richards, and Jan Sturges

**Welcome and Announcements** – CSW Chair, Linda Brecci

- Notes from the January 22<sup>nd</sup> meeting were reviewed; 3 minor corrections will be made, and they will be posted to the website.
- Kim Menezes (located in CSB 214, 621-8248 and [kmenezes@u.arizona.edu](mailto:kmenezes@u.arizona.edu)) now has CSW letterhead and envelopes in her office if anyone needs a supply. She will send out a small supply to each of the Workgroup Chairs.
- Eva Gonzales from SAC updated the group about the upcoming Staff Excellence Awards. They would like to have a CSW representative for the “surprise” award presentations (email sent to Executive listserve), and for the formal presentations at the event on April 13<sup>th</sup> from 3-5 pm in the Arizona Ballroom. There are a total of 13 awards this year; 7 classified staff, 3 appointed personnel, the Billy Joe Varney Award, a team award and a Department award. SAC could also use some help with set-up and decorating, starting at 12 noon in the Ballroom for anyone that can get away to help.

**Action Item:** Per Eva’s request, Kim will provide a CSW membership list for invitations and the CSW logo to Lisa Wakefield.

**Action Item:** Cynthia/Erin will get in touch with Grace Aranda regarding collaboration on professional development initiatives.

**Workgroup Updates**

- **Family Care** – Amanda Brobbel
  - The final vendor offer for the Child Care project is ready and will be going to Rob McMullen, the designated UA Procurement Buyer. Today is the last day for any input regarding criteria for the bid. The committee will then meet soon to evaluate.
  - During last month’s meeting, the committee was very productive in evaluating the Child Friendly website by checking and updating links, as well as making suggestions for improvement.
  - Upcoming projects for the committee include:
    - Researching campus areas/maps to put forth a plan to increase the private pumping areas for new mothers and developing a projected funding set-up.
    - Facilitating the move of the Child Friendly website from Student Affairs to CSW.
  - Several members of the committee are interested in the status of the Graduate Medical Leave proposal as part of the Family Leave policy.
- **Special Events** – Gretchen Gibbs
  - The Women’s Empowerment Committee is sponsoring “Healthy Self, Healthy Community” on Saturday, April 18<sup>th</sup>. Information will be going up on the web shortly.
    - Check in will be at Beardown Gym at 8:15 a.m. and the event will end by 2:30 p.m.
    - Lunch is being coordinated through Cafe 54 vice the Student Union, which may work out better.

- In the afternoon, we are planning an interactive activity with the Community Food Bank (we will ask that everyone bring a donation) and then ending with a fun group dance activity.
    - The committee is looking for possible locations for some events...Amanda suggested El Portal – POC is Teresa Klinger.
  - A member of the committee has been laid off, but wants to continue to volunteer and participate.
  - Stephanie Pearmain may be interested in being the next Chair.
- **Equity** – Susan Richards
    - The Family Leave policy is still being worked. The official letter from the GPC supporting the initiative has been received, and Susan is working with Dianne Horgan. The committee has not met, and is having a tough time coordinating very tight schedules. At this point, the committee is predominately seeking oversight consistency and pursuing overall equity treatment.
    - Another initiative that the committee wants to move forward on is a white paper on equity and quality of life at the University of Arizona. We have brainstormed a laundry list of topics, i.e. stronger voice in Excellence Awards, parking, QTR, etc. QTR seems to be toward the top of the list as it has a far reaching effect on employees and their families. Susan will send around a draft for input and prioritization, and then a hot list will be prepared for the meeting with the President on March 18<sup>th</sup> at 4 pm.
  - **Professional Development** – Cynthia Malbrough
    - Cynthia introduced Erin Higley who is the new Co-Chair for the Workgroup.
    - The committee met last week and the updated web links should go live by the President's meeting.
    - The committee is pursuing a Professional Development lecture series for the Fall, and in addition, will coordinate with SAC to see if we can combine talents, resources, etc. Please forward ideas for speakers/topics – stress reduction, relaxation techniques, resiliency training were suggested.

**Action Item:** Kim will follow-up with Karen on last year's Intersections costs and a pending reimbursement for Erin.
  - **Outreach & Education** – Cheryl Muller
    - Spring Meeting update:
      - Cheryl and Kim will get together to work on RSVP's and Student Union catering for the 3/26 meeting.
      - Need Workgroup updates for printing by 3/19.
      - Michele Norin, CIO and Executive Director of UITS, will be the featured speaker. A possible topic since most of the UITS leadership is female might be "Gender Issues in IT." Michele should plan on speaking for 10-20 minutes.
    - 2009 Mini Grants
      - 18 proposals received and reviewed. The committee noted that some of the proposals were "too" specific and not in line with CSW's focus. So, a review and update of the proposal criteria might be in order.
      - Proposed award distribution handed out and reviewed.

**Action Item:** Kim will get the information to Karen and verify the total amount available.

- Once the amounts are verified, email letters will go to all who participated.
- **SPBAC** – Christine Salvesen (not present; Linda read an update to the group)
  - We are drawing near to some decisions/action on the Transformation Plan which will affect Department closures, terminations and lay-offs. Some decisions are pending which could affect the 90-day notice rule, so the timeline could be as early as April, or as late as June.
- **Meeting with the President** – Linda Breci
  - Our meeting scheduled for 3/24 at 3 pm has to be changed due to a travel conflict for President Shelton. Proposed alternatives are:
    - 3/10 at 4:30 pm
    - 3/18 at 4:00 pm
  - Linda will send out an email, but right now we are leaning toward March 18<sup>th</sup>. Once confirmed, Kim will ensure it is verified with Linda in the President's Office and on the calendar.

#### **New Business:**

- Because potential job losses are probable, how does the group feel about using our listserve as a networking tool to help members with new job searches? Linda will draft and send an email out.
- Linda presented a couple of options for 3-year Certificates that will be handed out at the Spring meeting and asked what information should be on them.
  - Name
  - Years of Service
  - Commissioner appointment
  - Signed by the President

**Action Item:** Kim will put together a list of those who have completed their 3-year commitment in 2009 and procure certificate holders for the presentations.

- Jan Sturges put out information about a Lunch and Learn presentation, "How Long to Keep a Loved One at Home" that will be held on April 21<sup>st</sup>. Kim will get more details and post to the calendar.

Meeting Adjourned at 12:50 pm