Minutes for College of Science Staff Advisory Council
Friday, July 29, 2016 12:00pm – 4:00pm, SU Picacho Room

Call to Order
The CoSSAC yearly retreat meeting was called to order at 12:00pm by Chair, Michelle Garcia.

Attendees
Voting members in attendance: Shelley Bernstein (Psy), Amy Brenton (Ptrys/LPL), Treva Dickerson (Astr/Steward Obs), Rosie Fernety (CSc), Michelle Garcia (Geos), Peggy Humbert (Chem & Bio-Chem), Matt Jones (Phys), Denise Minopoli (SLHS), Pennie Rabago (Ecol), Stephen Smith (Lab Tree-Ring Rsch), Becca Van Sickler (NROS), and Patricia Waters (MCB)

Regrets: Sylvia Anderson (Math) and Lupe Romero (Atmo/HW).

Departmental Announcements
None.

CoSSAC Business
• Reviewed 2015-2016 Budget.
• Reviewed academic year 2016-2017 meetings.
• Site-in-a-Box will waive account fee for AY 2016-2017.
• CoSSAC website and Facebook maintenance: Treva Dickerson will come on board with Matt Jones and Pennie Rabago. Pat Waters will provide backup assistance.
• By-Laws and member expectations: Chair requests all members to review and participate in a subcommittee. There was a discussion of the procedures for handling staff grievances brought to a CoSSAC representative’s attention. The committee decided to share staff grievances at any scheduled CoSSAC meeting and will decide whether to forward questions/concerns to the Dean’s office or Human Resources. Committee Overviews and Reports

• Star Awards
  ➢ All CoSSAC members are expected to participate in evaluations of nominations and award presentations, if possible. Continue discussion regarding scheduling of award presentations, set number of CoSSAC members at each presentation.
  ➢ Discussion regarding selection of awardees.
  ➢ Discussion regarding implementation of new nominee submission form; i.e., Qualtrics. If necessary, may ask nominator to expound on nomination. May include a question/section for nominators to give specific examples of a nominee’s contribution(s) for each criteria, if applicable. Discussion regarding number of winners per award round. May need to raise award budget.
  ➢ Discussion regarding recognition of those individuals nominated but not awarded during each round.

• Professional Grants
  ➢ Discussions regarding APAC and grant requests from AP staff; review of APAC grant request form, limiting number of AP vs. Classified Staff grant requests.
  ➢ Discussion regarding publicizing maximum award amount and/or total amount for each award round; rolling over an excess award money to next round.
  ➢ Discussion regarding applications and need for additional information from applicant regarding funding from other sources.
- Continue discussion at next meeting regarding updating request form to include registration deadline and/or commitment to conference/event deadline, willingness to accept less than requested amount, and giving applicants clearer grant receipt expectations.

- **Dean Time**
  - To take place in the fall and spring.

- **CoSSAC Staff Appreciation Lunch**
  - Tuesday, April 18, 2017
  - Student Union Memorial Center, South Ballroom, 11am – 1pm

- **Subcommittee Work**
  - Continue discussion and select subcommittee members.

- **Action List**
  - Next Meeting: Tuesday, August 9, 2016, 12pm, Gld-S 1027
  - Continue discussions noted above

**Adjournment**
Meeting was adjourned by 3:55pm.

Minutes submitted respectfully, Rosie Fernety, secretary