“Your Voice at NAU”

EMPLOYEE APPRECIATION MIXER ON THURSDAY, MARCH 8TH AT THE HIGH COUNTRY CONFERENCE CENTER

On March 8th, 2012 CSAC will be hosting its annual Employee Appreciation Mixer. This year the mixer will be at the High Country Conference Center from 1:30 – 4:30. Free parking is provided in the parking garage. The theme this year is —“Unlocking the Mysteries of NAU.” Many departments will participate by decorating information booths in line with the theme. Come by and learn about various departments and mingle with friends and colleagues. It’s guaranteed to be a great time!

There were approximately 500 attendees last year including MJ McMahon and many more of our administrative leaders. In addition to the food and fun, CSAC will be awarding the Peer Recognition Awards to NAU’s classified staff employees honored by a fellow classified staff employee. We will also be hosting the drawing for our Split the Pot fundraiser to benefit the CSAC Book Scholarship Awards.

And as always, there will be lots and lots of door prizes will be given away! Stop by for some good food and a great time.

SPLIT THE POT!

Don’t miss out on the Split the Pot Fundraiser! Tickets are available from CSAC members and will also be sold at the mixer. 50% of our proceeds go to our scholarship fund with the Foundation and the other 50% could be yours! Tickets are $1 a piece or six for $5. You can’t win if you don’t play!

CSAC ASSISTS LOCAL SHELTERS WITH CLOTHING DRIVE

CSAC members and the Flagstaff Community thank all who contributed to making the 2011 Warm Clothing Drive a success. Winter creates the need for warm clothing donations throughout the Flagstaff community. Thanks to the hard work from the Classified Staff Advisory Council and all NAU volunteers this need was reduced tremendously. The 2011 Warm Clothing Drive brought in over 1400 pieces of clothing!

The clothing was donated to Sunshine Rescue Mission, Northland Family Help Center, BothHands, and Flagstaff Shelter Services to help those in need.

Thanks again NAU community for giving back and ensuring there is some warmth found throughout Flagstaff this season!

IN THIS ISSUE:

* Highlights from February Meeting
* Textbook Scholarship for Classified Staff
* Guest Speakers at CSAC General Meetings
* What’s Coming Up for CSAC?

NORTHERN ARIZONA UNIVERSITY

CLASSIFIED STAFF
CSAC HELPS KEEP STAFF INFORMED

* **October General Meeting** — Diane Verkest from Human Resources HR was seeking initial input regarding possible changes to Compassionate Transfer of Leave Policy as requested by the Arizona Board of Regents. She will bring the revised policy to CSAC before it goes to the Arizona Board of Regents for approval.

* **Darby Garcia** from Parking Services discussed the Mountain Line’s new route 10 and also shared information about the new parking garage being built near the Bookstore housing 1400-1500 vehicles. Most of parking lot 28 will be gone, parking lot 11 and 12 will be removed, and parking garage prices will remain at a higher rate. The Eco Pass which is specifically designed for NAU faculty and staff was strongly encouraged.

* **Joe Tritschler** from Campus Police Department and Community Relations Safety addressed traffic issues and University policy. The design of the university is to keep traffic on the outskirts of campus. Student workers have been hired to help facilitate traffic flow which has been an effective solution to the problem. Tritschler emphasized that we should always be on alert when traveling on or near campus. If you notice safety violators occurring regularly, you can report it and the officers on duty will do extra patrols in the specified area.

* **February General Meeting** — Suzanne Siler from the Service Professional Advisory Council (SPAC) spoke about the Adopt a Family Service SPAC provides each year and extended the invitation to the Classified Staff Advisory Council as well. Five families were adopted.

* **Paul Gazda**, a member of the Portal Development team from Information Technology Services discussed the new layout for the MyNAU web page and ways to add to or customize your page for ease of utilizing the web pages/programs that you use regularly. Outlook calendar can be modified for use on the portal page, items can move around to customize it to your personal preference, and you can also submit your ideas for polling questions. Questions are generally run for three weeks. The info received from the “Submit Feedback” link on the header has been very useful for the development team. Voting on the page has shown 80% are favorable of the change.

ANNUAL TEXTBOOK SCHOLARSHIPS AWARDED

Every year CSAC gives back to Classified Staff by supporting book scholarships for staff attending NAU. CSAC raises money through a split the pot raffle and gifts. With the proceeds we in turn award book scholarships through an application process. Within the last four years CSAC has been able to provide over $2,000 in book scholarships to Classified Staff.

This year’s application is due May 2012 and the application will be available on our website at [http://www4.nau.edu/csac/](http://www4.nau.edu/csac/) in April. The criteria for submitting an application is: Must be a classified staff employee at NAU, working towards a degree or taking professional development courses, and a min 2.5 GPA.

If you are interested in supporting the Textbook scholarship program, your tax deductible gift can be sent to the NAU Foundation at NAU Box 4094 (Fund# 4771), or your gift can be made online at the NAU Foundation website ([http://advancement.nau.edu/foundation.shtml](http://advancement.nau.edu/foundation.shtml)) and click on the “GIVE NOW” icon. It’s that easy!

ANNUAL TEXTBOOK SCHOLARSHIPS AWARDED
ADMINISTRATORS PROVIDE CONTINUOUS INFORMATION AT CSAC MEETINGS

Jennus Burton, Vice President of Administration and Finance and Diane Verkest, Associate Vice President of Human Resources offered an abundance of information as our guest speakers at the February General CSAC meeting. Several interesting topics were discussed.

Arizona House Bill 2265 which could reinstate the 50/50 split of retirement contributions between the employee and employer. This would reverse the 47/53 split that was activated on 7/1/11. The additional three percent collected since 7/1/11 will potentially be refunded to employees as income, if the bill passes.

The President is researching a potential merit increase. Recent increases have been based on market and equity issues. The NAU community has requested consideration of a performance based increase.

Workforce Planning has been delayed by six months because of the implementation of the new financial system and the upgrade in PeopleSoft. The process will begin in August with changes effective 1/1/13.

The Dependent Eligibility Audit is a one-time event to verify dependents and make deletions if necessary. This process is being conducted by an outside agency with the intention of saving the university $100,000 – $300,000. With the savings the likelihood of rate increases in the future will diminish.

The meeting also included an open discussion regarding staff assistance and resources available to resolve conflicts in the workplace. Several ideas/options were discussed including assistance from Human Resources, the Employee Assistance and Wellness Center and Affirmative Action.

CSAC ASSISTS WITH NAU POLICIES & PROCEDURES

CSAC has assisted in establishing various policies and procedures on behalf of classified staff including the following:

- Employee Peer Recognition Awards
- Annual Employee Appreciation Mixer
- 16-hour Professional Development Training
- Winter Holiday campus closure
- Self-Evaluations for Annual Performance Appraisals
- Tri-University Classified Staff Executive Boards
- Outstanding Supervisor Awards

COMING CSAC ATTRACTIONS FOR CSAC 2011...

Through March 8, 2011
Split the Pot Fundraiser

March 8th
Employee Appreciation Mixer – (Food, fun and games!)
Announcement of the Split the Pot winner
Announcement of Peer Recognition Awards

April 2012
Membership Reception. Watch for e-mails on location and times.

May 2012
Textbook Scholarship Applications Due

To learn more about any of the above activities, be sure to attend our monthly meeting on the 2nd Wednesday of the month at 10:00 a.m. in the College of Education (Bldg 27)
WANT TO KNOW MORE WAYS TO BE INVOLVED IN CSAC?

CSAC has many opportunities available to staff who are interested in being involved on campus. Whether you are interested in getting involved with campus events or want to be a part of the campus decision-making process, CSAC has something to offer.

Volunteer to help with an annual event or attend meetings each month to learn about developments at NAU.

Want to know what’s going on with CSAC but don’t have the time to attend the meetings? No problem - the minutes of every meeting will be posted on our website soon. Check out our new and improved website: https://www4.nau.edu/csac/

Or, simply participate in the meetings via the Elluminate Live session from your desk. Invitations to join the meetings via Elluminate are sent out to all Classified Staff members a few days prior to the general meetings. Watch for emails.

Want to apply for CSAC or find out more about becoming a member? See http://www4.nau.edu/csac/join.html.

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