

University of New Mexico
STAFF COUNCIL MEETING
August 19, 2014
SUB, Lobo A&B

Members Present: Marcos Abeyta, Joaquin Baca, Amanda Bassett, Gloria Carol, Pam Castaldi, Mary Clark, Renee Delgado-Riley, Gene Henley, Jarrett Hines-Kay, Sarah Kieltyka, Joanne Kuestner, Joseph Lane, Cindy Mason, Marie McGhee, Kathy McKinstry, Michele Navarrette, Melissa Pacheco-Armijo, James Patton, Joni Roberts, Daisy Rosero, Carla Sakiestewa, Deanna Sanchez-Mulcahy, Jennifer Trujillo, Gina Urias-Sandoval, Tracy Wenzl and Tish Young.

Members Excused: TC Chavez, Marjorie Crow, Tyson Eakman, LaNika Espinoza-DeVault, Dina Estrada, Chris Gallegos, Janisha Garcia, Danielle Gilliam, Stephen Murillo, Patricia O'Connor, Jodi Perry, Stella Ramos, Mark Reynolds, Ann Rickard, Elmo Riggs, Lisa Walden, Chelsea Beth Walker and Daniel Weems.

Members Absent: Sophia Alvarez, Brad Beck, Danelle Callan, Crystal Davis, Mike Gatchell, Christopher Gutierrez, Ana Lombard, Amber Lucero and Shawn McGee.

Parliamentarian: Adam Hathaway, Professional Registered Parliamentarian.

Call to Order: at 1:07 p.m. by Speaker, Mary Clark.

Quorum was not achieved.

Constituent Comments

No comments.

President's Report, President Renee Delgado-Riley

President Delgado-Riley thanked those who planned, organized and participated in the Staff Appreciation Month (SAM) events and congratulated Kathy McKinstry, who received the 2014 Jim Davis Staff Council Award for Meritorious Service. During SAM, the Council hosted social media contests and the winners were visited by the Staff Council Prize Patrol (President Delgado-Riley, Treasurer Mason, Councilor Davis, Councilor Reynolds and Kathy Meadows).

The Strategic Planning Ad Hoc Committee is meeting regularly and has scheduled a number of Focus Groups around campus. Staff can sign up to attend a Focus Group through Learning Central by searching the catalog for "LEADS TOGETHER." The Committee is also finalizing the Staff Council Vision, Mission and Values statements.

President Delgado-Riley stated that she and President Elect Jarrett Hines-Kay have given presentations to various campus groups with the intention of promoting the Council and educating people about what Staff Council is and what the organization does. In order to promote a more collaborative process, President Delgado-Riley meets regularly with President Frank and the VP for Human Resources. The main focus of these meetings has been a discussion about staff morale and ways that the Council can have a positive impact.

President Delgado-Riley met with Provost Abdallah and discussed the following initiatives for staff, which he supports: manager awards, paid leave for community engagement and leadership training.

Executive Committee Report, President Elect Jarrett Hines-Kay

President Elect Hines-Kay stated that recent Committee discussions have centered on strategic planning. The Committee is pursuing information and financial analysis data about the impact of the tuition remission benefit extended to classes at CNM. President Hines-Kay met with Melanie Sparks, Interim Executive Project Director for Institutional Support Services, to discuss various food options on campus. President Elect Hines-Kay was selected to serve on the UNM Values Committee.

Quorum was achieved.

Agenda was approved.

Minutes from 7/15/14/ were approved.

University-Wide Committee Appointments, President Renee Delgado-Riley

President Delgado-Riley put forth the motion to approve the following university-wide committee appointments: Values Committee, Jarrett Hines-Kay and Employee and Retiree Medical Plan, Jarrett Hines-Kay. These appointments were approved.

Speaker's Report, Speaker Mary Clark

The Staff Leadership program is going well. The guest speaker for September will be Pamina Deutsch, Director of the UNM Policy Office and for October will be Matt Munoz, Government Relations Specialist for the UNM Government and Community Relations Office.

Speaker Clark recommended that Josh Clifford be appointed to fill the vacant P6 seat on the Council. This was approved.

Treasurer's Report, Treasurer Cindy Mason

Treasurer Mason has formed a Staff Council Funding Ad Hoc Committee and they are working on creating a formal process for requesting funds from the Staff Council. This will ensure that the Council has adequate funding and that UNM policies and procedures are followed.

Guest Speakers

Eric Boeglin and Ben Ferguson, UNM Recreational Services, spoke about the benefits offered through Recreational Services allowed by tuition remission.

Susy Sarmiento, Associate Director for Community Outreach, Innovate+Educate, spoke about Talent ABQ.

New Business

No new business.

Committee Reports

Communication & Marketing, Pam Castaldi – Pam is the new Chair of the Committee and she thanked Mark Reynolds for serving in that capacity for many years. The Committee has shifted its focus to incorporate more marketing and is working with UCAM and CAPS to upgrade the Staff Council website and social media. The Committee is preparing a survey to determine the social media platform preferences of staff. The Committee is also in the process of revising the Staff Council brochure.

Faculty Staff Benefits, Hans Barsun – The Committee received and reviewed updated statistics from HR about open enrollment. The Employee and Retiree Medical Plan Committee have been given a deadline of December 2014 to submit recommendations to UNM Central Administration. The Committee continues to discuss the Dependent Education benefit, Wellness Programs, health insurance costs and Tuition Remission.

HSCS, Carla Sakiestewa for Jodi Perry – North Campus SAM events was well-attended. The Committee developed an informational flyer, which they distribute at HSC events. The Committee continues to grow and is receiving good support from the Chancellor's Office.

Student Success, Cindy Mason – The Committee participated in the Read to Me Donation Drive and collected 500 books donated by UNM Press. The LOBORitto Breakfast, which the Committee sponsored, continues to increase in popularity. The Committee is preparing for Staff as Students, which will be held on 11/12/14.

UNM Campus Climate Survey, Joaquin Baca – President Frank asked HR to create an annual Campus Climate Survey. The intention of the Survey is to identify ways to improve the climate at UNM for staff. There are three stages to the survey process: 1) collection of data; 2) campus engagement using the data, and 3) resurvey. The Survey will launch in February 2015. Kiosks will be set up around campus. The UNM Bureau of Business and Economic Research will conduct the survey data analysis.

Councilor Comments

Councilor Wenzl informed the Council that she is leaving UNM and taking a job in Scotland.

Strategic Planning

Due to time constraints, President Delgado-Riley stated that she would electronically send a draft of the new Staff Council Vision, Mission and Values statements to the Councilors for their review and feedback.

President Elect Jarrett Hines-Kay asked Councilors to email him with comments on two questions, what do we want UNM to aspire to? And, what are we proud of at UNM?

Meeting adjourned at 2:57 p.m.

Minutes submitted by Kathy Meadows, Administrative Officer, Staff Council Office.

Staff Council meeting minutes can be accessed by going to <http://staffcouncil.unm.edu>.



Date: September 11, 2014

TO: UNM Staff Council

FROM: Mark Reynolds, Communications & Marketing Committee

RE: Staff Council 2014 Resolution 2014 #3

Over the past several years, the Staff Council and its various committees have enthusiastically organized a diverse number of events for UNM staff across our campus and in our community. Given an increased level of engagement, the number and scope of recent events have increased substantially and it is becoming more and more difficult for individual committees to successfully coordinate, monitor and produce all of the various activities. As of this date, there has been no centralized method to evaluate new events and recurring events. As a result, the management, coordination and evaluation of events have become difficult.

There are four major concerns that have been identified in our review of activities:

- 1) Requests for new events are not evaluated as to their value for staff and the University.
- 2) There is no centralized system for organizing and managing events and for recruiting volunteers for events.
- 3) It has been difficult to determine whether Staff Council has, or will have, the resources for an event or recurring event.
- 4) There is currently no mechanism in place to evaluate and determine whether recurring events are still relevant to the Staff Council mission.

The Communications & Marketing Committee is proposing the creation of a new, standing Staff Council committee called the Events Committee. The Events Committee will be responsible for receiving new event proposals, evaluating new event proposals, organizing events, collaborating with the Communications & Marketing Committee on marketing events, recruiting volunteers for events, conducting a debriefing session after each event and reporting back to the Staff Council. In addition, the Events Committee will also be responsible for evaluating recurring events and conducting a debriefing session after each event and reporting back to the Staff Council. Creation of an Events Committee is in no way meant to remove activities from committees that currently manage events which are directly aligned with their committee's charge.

On behalf of the Communications & Marketing Committee, I respectfully ask for your support of the attached Staff Council Resolution.

Attached: Staff Council 2014 Resolution 2014 #3, Creation of Events Committee



Staff Council Resolution 2014-#3

Name: Creation of Staff Council Events Committee

Author: Mark Reynolds on behalf of the Communications & Marketing Committee

Presented to the Council: Tuesday, September 16, 2014

Action of the Council: **Approved**

1. WHEREAS the Staff Council has determined that events for UNM staff, across our campus and in the community, serve to create positive relationships, increase staff morale and promote campus-wide and community engagement, and
2. WHEREAS the Staff Council has determined that event coordination, planning, volunteer recruitment and evaluation requires a more formal, centralized structure within the Staff Council organization to ensure successful outcomes, and
3. WHEREAS the Staff Council has determined that a clear and transparent method is necessary to determine appropriate levels of funding for new events and recurring events while ensuring adherence to UNM policies and procedures, and
4. WHEREAS the Staff Council has determined that a mechanism to evaluate new and recurring events is required to ensure that all events remain valuable to UNM staff.
5. THEREFORE, be it resolved that, the Staff Council on this 16th day of September, 2014, hereby creates a standing Events Committee. The committee shall have as its mission and goal to address issues that directly relate to Staff Council sponsored events for UNM staff. Membership on the committee shall be as provided for in the Staff Council By-Laws.
6. THEREFORE, be it further resolved that this committee shall cooperatively develop guidelines to ensure the success of events for UNM staff through a centralized, formal and transparent method of event coordination, management, funding and evaluation of new and recurring events supported by the Staff Council.
7. Copies of this Resolution shall be sent to the UNM Board of Regents, Robert Frank, President of the University, David Harris, Executive Vice President of Administration and Dorothy Anderson, Vice President for Human Resources.

Staff Council Committee Meeting Minutes

Committee Name: Staff Appreciation Month (SAM) Debrief

Meeting Date and Place: 9/3/14, Hokona Hall, Room 373

Members Present: Celeste Cole, Renee Delgado-Riley, Cindy Mason (Facilitator), Kathy McKinstry, Jodi Perry, Mark Reynolds

Minutes submitted by: Kathy Meadows



	Subject	Notes	Follow-Up
	Meeting Purpose	The purpose of the meeting was to assess the quality and success of each event and to generate new ideas for future events. Recommendations from this meeting are simply suggestions based on feedback but should be incorporated into planning events for next year.	
1	Agenda Distributed	The members reviewed each of the 2014 SAM events, one by one.	
2	Book Exchange	Although this event has decreased in size, it remains very popular on the main, north and south campuses. No funding was required for this event.	This event should be continued. ☺
3	"125 Photo	Turnout for this event was large, although not as large as expected. There were complaints that a photo was not arranged for north campus staff. No funding was required for this event.	The Council needs to be more inclusive with staff on north campus and outlying areas (Cancer Ctr, etc.). This was a non-recurring event. ☺
4	Happy Hour @ the Faculty Staff Club	This event was not well attended. Funding for this event was \$300 for food.	The members recommended discontinuing this event. ☹
5	Staff Council Luncheon	The location was difficult. Food was good. The participants recommended that the Council forego the July Staff Council business meeting and just concentrate on Councilor recognition and provide ice breakers to foster comradery among Councilors. Funding for this event was \$200 for room rental fee and \$475.50 for food.	The members recommended continuing this event with suggested changes. ☺
6	Jim Davis Award	The members suggested a "PowerPoint" presentation highlighting all of the award nominees. The members also recommended that a special sub-committee be formed by reaching out to other Staff Council committees, to help select the award recipient. Funding for this event was \$68.70 for the plaque.	The members recommended continuing this event with suggested changes. ☺
7	Sock Hop	Although this event was originally meant to replace the Greg Johnston Summer Concert, it was not successful for various possible reasons which included day of week (Friday), time of event (after work) and possibly location (continuing ed building). Funding for this event was \$52.32 for decorations and \$200 for the DJ. Food provided at the event was on a self-pay basis.	The members recommended discontinuing this event. ☹
8	LOBOritto Breakfast	The members stated that this has become the premier SAM event. This year, a separate event was held on the north campus, which was funded by the Chancellor's Office. On north campus, 750 burritos, which cost \$2,624, were order and all were distributed. This event was held outside, so there was no room rental feel. Additional funding options may need to be explored for next year. On the main campus, 1000 burritos were ordered with an additional 300 needed to serve everyone. Enrollment	The members recommended continuing this event. ☺ ☺

		Management, located on the south campus, provided trolley service for their staff. Prize distribution on the main campus was complicated and Reynolds suggested that this not take place again. Funding for this event on the main campus was \$533.50 for room rental fee and \$4,691 for food.	
9	Picnic	Attendance at this event was lower than anticipated and the members discussed possible reasons for this including, ticket price and venue. The members questioned whether or not actual UNM staff really attended. The food provided was very good. The band was not good. Due to rising costs of appropriately sized venues and food, the members discussed whether this event is still a good value for the money and if it continues to provide value to staff. The majority of the members felt that this event may have “run its course” with staff. It was anticipated that 2500 tickets would be sold however, only a little over 1300 were sold at \$10/ticket. Funding for this event was \$29,276.20, which included facility rental fee, catering and access to exhibits. An additional \$325 was provided for the band.	The members recommended this event be discontinued for next year with the possibility of re-evaluation at a later date. ☹
10	Ice Cream Social	This event, held on the main, north and south campuses remains popular. The north campus ran out of ice cream and requests a larger amount for next year. The main and north campuses ran out of spoons. Ice cream was provided by UNM Athletics. No funding was required for this event.	The members recommended continuing this event. ☺
11	New Ideas	The members discussed the following ideas: Moving SAM to another month. Spreading out SAM events over the calendar year. Holding a mandatory Debriefing meeting after SAM. Additional and enhanced marketing strategies like sending out “just in time” information on social media. Providing only on-campus events during the work week. How do we get managers support for SAM events? Remaining mindful of north campus and outlying campus departments when planning events. Evaluate each event to determine its value for staff. Organize an All Day Staff Recognition Day. Have a Staff Council Committee Chair monthly meeting to discuss events and activities, set goals and do follow up.	
12	Conclusions	Appreciation events should occur during work hours, work days, and on-site. Dispersing appreciation events throughout the year instead of in one month. Always consider how to change things up.	