

University of New Mexico  
STAFF COUNCIL MEETING  
November 17, 2015  
SUB, Lobo A&B

**Members Present:** Marcos Abeyta, Joaquin Baca, Matthew Baca, Amanda Bassett, Rob Burford, John Byram, Pam Castaldi, TC Chavez, Mary Clark, Josh Clifford, Marjorie Crow, Crystal Davis, Dina Estrada, Erica Grong, Chris Grotbeck, Christine Heinemeyer, Andy Kalin, Joanne Kuestner, Joe Lane, Kathy McKinstry, Ray Mitchell, Patricia O'Connor-Navrot, Jodi Perry, Mark Reynolds, Felicia Rider, Joni Roberts, Carla Sakiestewa, Nancy Shane, Jasmine Torres, Jennifer Trujillo, Kathy Turner, Lisa Walden and Daniel Weems.

**Members Excused:** Danelle Callan, Andrew Castellano, Aaron Cowan, Renee Delgado-Riley, Mary Jane Lueras, Stella Ramos, Susy Salvo-Wendt, Gina Urias-Sandoval and Tish Young.

**Members Absent:** Valerie Apodaca, Brad Beck, Jacob Field, Cindy Garcia, Danielle Gilliam, Janet Luarkie, Melissa Pacheco-Armijo, James Patton, Samantha Payne, Mark Russell and Kenneth Schaaf.

**Parliamentarian:** Adam Hathaway, Professional Registered Parliamentarian.

**Call to Order:** at 1:04 p.m. by Speaker Mary Clark.

**Agenda, approved with changes.**

**Minutes of October 20, 2015, approved.**

**Constituent Comments**

No comments.

**President's Report, President Crystal Davis**

During the past month, President Davis met with President Frank, David Harris, Executive Vice President for Administration, Greg Heileman, Associate Provost for Academic Affairs, Student Regent Berryman, Ava Lovell, Senior Executive Officer for Finance at HSC and Provost Abdallah. For a complete report on President Davis' meetings and activities for the month of October, please see attached.

**Executive Committee Report, President Elect Danelle Callan**

No report.

**Guest Speaker**

Bruncha Milaszweski, Krista Savoca and Patricia Pembridge spoke about Anderson School of Management's Executive and Professional Development Center (EPEC) and the professional development classes available for staff.

**Speaker's Report, Speaker Mary Clark**

No Speaker's report. In lieu of Matt Munoz, who was scheduled as a guest speaker but was unable to attend at the last minute, Clark gave an update about UNM's 2016 legislative priorities.

**Treasurer's Report, Treasurer, Jodi Perry**

Treasurer Perry reviewed the Council budgets. Please see attached.

### **Committee Reports**

**Rewards & Recognition, Kathy McKinstry** – McKinstry gave an update on the 2015 Gerald W. May Outstanding Staff Award program.

### **New Business**

No new business.

### **Parliamentary Nugget**

Adam Hathaway, PRP, gave a brief presentation entitled, “Motions Made Easy.”

### **Councilor Discussion and Comments**

Jodi Perry commented about the 2016 legislative priorities.

Josh Clifford recommended that an Executive Committee report be given at every Staff Council meeting, even if the President Elect is not able to attend the meeting.

Pam Castaldi recommended that the Executive Committee report be submitted to the Councilors in written form.

Chris Grotbeck, Felicia Rider, Carla Sakiestewa, Pam Castaldi and Crystal Davis spoke about the idea of providing more leave time to staff in lieu of a compensation increase.

Joanne Kuestner commented about UNM’s funding formula.

Kathy Turner commented about the possibility of inviting various Regents and/or Legislators to Staff Council meetings.

**Meeting adjourned at 3:05 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>.**



## President's Report to the Staff Council on 11/17/2015

10/20/2015- At last months staff council meeting I brought up the topic of the staff council President being given a similar stipend to that of the Faculty Senate President, the GPSA president, and the ASUNM president. In the comments on the policy website there has been criticism of this policy change. People don't seem to understand that being staff council president is much more difficult and time consuming than one would think. While you do get 10 hours a week away from your desk, this does not mean that your work does not have to be completed. On this train of thought, my Executive Committee and I decided that a breakdown at each full council meeting of what I have been discussing at my usual meetings would be helpful for the counselors to understand. I will not be reporting on the Executive Committee since that is usually covered in the President elect's notes.

### On Wednesday 10/22/2015

- I had a meeting with EVP Harris. This was a discussion on what to expect from the Budget Leadership Team this year. Starting in November this group will start meeting on a regular basis to discuss next year's fiscal constraints and opportunities. This included the size of the staff and how to keep the staff at a size that will provide the best service at the University. We also need a chance for the VEBA committee to make a presentation to the full council so we can get an accounting update.
- Next I had a meeting with Greg Heileman to go over the database that he has created for Faculty and students. We would like to create a report showing the importance of the tuition remission benefit, and then pull the numbers of staff who are actually utilizing this benefit. We would like to use this information to 1. Encourage staff in degree seeking programs to continue with their education and to 2. Show the importance of the CNM tuition remission. Once that is done we would like to pull all staff data into a similar system showing the inequities across grades, genders, etc. We also want to look at how to make dual credit more accessible to staff dependents.
- A meeting with AON reps, Fran Wilkinson, and Mark Maddelini to go over a compensation review. This included a 26-question document that was prepared ahead of times going over UNM hiring and promotion. If you are interested, I can send you the answers that I provided and the information that Fran Provided.

- Institutional Compliance meeting- did not attend due to conflicting schedule.
- Finally I had a meeting with president Frank to go over the hiring pause. Administration is being very vocal that they are looking at both staff and faculty positions. With enrollment being down and the Regents vehemently stating that there will be no tuition increases this year; we are unfortunately having to make cuts from limited resources.

Monday 10/26

- Executive Cabinet- I usually attend these meetings, but the President was having a four hour summit, and I did not attend seeing as how it did not pertain to staff.

Wednesday 10/28

- Roundtable discussion- met with a small group of staff to discuss initiatives moving forward and how best to approach the Regents in getting their support for the future of UNM staff.

Friday 10/30

- Helped judge the pumpkin carving contest in the SUB.
- Attended the GPSA Halloween open house

Monday 11/2

- Lunch with Regent Berryman- Go over the thoughts on tuition increases, loss of staff positions, who we are as a University and the quality of service that we are trying to provide with limited staff
- Meeting with Ava Lovell- Going over our options next year as staff with limited funds and how we can best utilize the resources we have to make life better for existing staff.
- Lobos for Legislation- go over the legislative priorities for the next session

Thursday 11/5

- Audit & Compliance meeting- Went over two policies that we are still being reviewed on the policy website. I encourage you to look at these policies. Went over internal audit at UNM.
- ASAR meeting- sat on the committee and reviewed posthumous degree. UNM statistics through various reporting structures, new bylaws of the New Mexico Parent Association, establishing an interdisciplinary graduate Nation Security Certificate, El Niño presentation.
- Lobos for Legislation open house- went to meet with Legislators to talk about UNM's initiative for the upcoming session.

Friday 11/6

- Meeting with Provost Abdullah regarding the future of lunch with the provost. Staff hiring plan vs. faculty hiring plan. Requesting data from HR on positions posted each year. Average post time before fulfilling and how many

positions go unfilled. He will provide that data as soon as possible and would like to come talk to the full council about faculty hiring.

- Monthly meeting with Policy Office. Went over all of the policies up for review. Please look at these. Some include; lactation support, data governance, whistleblower protection, and other important issues.

Monday 11/9

- Staff as student's event. This was a great success. Thank you to all that organized it and we look forward to another successful event in the spring.

Tuesday 11/10

- UCAM Branding initiative- unable to attend
- FSBC- 3-5 years Benefits Strategy Interview Summary provided to the full committee, still looking at staff fees for Johnson Center remodel, still working on CNM tuition remission

Wednesday 11/11

- Veterans day event at Alumni Chapel
- Governors' Distinguished Public Service Award- Dr. Roth won the Lifetime achievement award

Thursday 11/12

- Supervisor Awards Program review. Went over criteria and committee members. The award will be presented in February of 2016

Tuesday 11/17

- Budget Leadership Team meeting- notes forthcoming

Meetings that need to be rescheduled- Monthly meeting with VP Anderson

**Revenue**

FY15 Reserves	\$ 2,454.15
Full allocation	\$ 23,186.00
5% holdback	\$ (3,602.00)
<b>Revenue Total</b>	<b>\$ 22,038.15</b>

**Transfers**

Gerald May index 475033	\$ (10,000.00)
Parking permit	\$ (622.00)
Banner Tax for Tree Planting	\$ (11.00)
Refund for FY15 over-charge	\$ 5,960.00
<b>Transfers Total</b>	<b>\$ (4,673.00)</b>

**Expenses**

Office supplies	\$ (201.07)
Postage	\$ (1.42)
Paws Awards (2 year supply)	\$ (1,361.07)
SC 25th Anniversary Pins	\$ (408.00)
Copying	\$ (91.50)
NC Book Exchange PPD bins	\$ (307.50)
Telecom, long distance, voice mail	\$ (290.00)
Single day parking permits	\$ (44.00)
UCAM for website maintenance	\$ (600.00)
Foundation surcharge	\$ (91.12)
Banner tax	\$ (19.44)
<b>Expenses Total</b>	<b>\$ (3,415.12)</b>

**Encumbrances**

KNME 25 yr video	\$ (4,930.00)
UCAM for website maintenance	\$ (600.00)
Telecom, long distance, voice mail	\$ (595.00)
Foundation surcharge	\$ (197.88)
Banner tax	\$ (155.56)
<b>Encumbrances Total</b>	<b>\$ (6,478.44)</b>

**Available Balance** \$ 7,471.59

**Revenue**

FY15 Reserves	\$	12,470.00
Full allocation (but distributed monthly)	\$	31,000.00
5% holdback	\$	(1,550.00)
<b>Revenue Total</b>	<b>\$</b>	<b>41,920.00</b>

**Transfers**

	\$	-
<b>Transfers Total</b>	<b>\$</b>	<b>-</b>

**Expenses**

July 2015 Loborroito Main Campus	\$	(8,083.34)
July 2015 Loborroito North Campus	\$	(2,904.35)
Olo Yogurt Event North Campus	\$	(269.03)
Jim Davis Award	\$	(69.90)
July SC Appreciation Lunch & Meeting	\$	(894.00)
Homecoming cookies, pom poms & decorations	\$	(1,210.26)
Paws Misc. Expenses	\$	(20.75)
Staff as Students Fall (stickers & room rental)	\$	(380.72)
SUB Rental Fees	\$	(492.00)
Foundation surcharge	\$	(63.95)
Banner Tax	\$	(128.77)
<b>Expenses Total</b>	<b>\$</b>	<b>(14,517.07)</b>

**Encumbrances**

Staff as Students Fall Food Payment	\$	(1,161.00)
December SC meeting with food	\$	(1,000.00)
Staff as Students Spring	\$	(1,542.00)
Spring Staff Picnic at the SUB	\$	(20,000.00)
ISS Admin fee tax	\$	(100.00)
Foundation surcharge	\$	(436.05)
Banner tax	\$	(196.23)
<b>Encumbrances Total</b>	<b>\$</b>	<b>(24,435.28)</b>

**Available Balance** \$ **2,967.65**

**Revenue**

FY15 Reserves	\$	-
Full allocation	\$	3,000.00
<b>Revenue Total</b>	<b>\$</b>	<b>3,000.00</b>

**Transfers**

	\$	-
<b>Transfers Total</b>	<b>\$</b>	<b>-</b>

**Expenses**

	\$	-
Banner tax	\$	-
<b>Expenses Total</b>	<b>\$</b>	<b>-</b>

**Encumbrances**

Awards 3 x \$900	\$	(2,700.00)
Banner tax	\$	(30.00)
<b>Encumbrances Total</b>	<b>\$</b>	<b>(2,730.00)</b>

**Available Balance** \$ **270.00**

\*May have to pay fringe

<b>Revenue</b>	
FY15 Reserves	\$ 10,947.49
Full allocation	\$ 10,000.00
<b>Revenue Total</b>	<b>\$ 20,947.49</b>
<b>Transfers</b>	
	\$ -
<b>Transfers Total</b>	<b>\$ -</b>
<b>Expenses</b>	
	\$ -
Banner tax	\$ -
<b>Expenses Total</b>	<b>\$ -</b>
<b>Encumbrances</b>	
Videographer	\$ (300.00)
Certificates & folders	\$ (260.00)
Décor.: Chocolate lobo heads & candy	\$ (395.00)
Awards 5 x \$2000	\$ (10,000.00)
Fringe	\$ (819.00)
Banner tax	\$ (9.55)
<b>Encumbrances Total</b>	<b>\$ (11,783.55)</b>
<b>Available Balance</b>	<b>\$ 9,163.94</b>