

University of New Mexico
STAFF COUNCIL MEETING
January 19, 2016
SUB, Lobo A&B

Members Present: Joaquin Baca, Rob Burford, John Byram, Pam Castaldi, Mary Clark, Josh Clifford, Marjorie Crow, Crystal Davis, Renee Delgado-Riley, Cindy Garcia, Danielle Gilliam, Erica Grong, Christine Heinemeyer, Joe Lane, Janet Luarkie, Mary Jane Lueras, Kathy McKinstry, Ray Mitchell, Jodi Perry, Stella Ramos, Mark Reynolds, Felicia Rider, Carla Sakiestewa, Susy Salvo, Nancy Shane, Jasmine Torres, Kathy Turner and Gina Urias-Sandoval.

Members Excused: Marcos Abeyta, Matthew Baca, Danelle Callan, Andrew Castellano, Dina Estrada, Andy Kalin, Joanne Kuestner, Patricia O'Connor-Navrot, Melissa Pacheco-Armijo, Joni Roberts, Jennifer Trujillo, Lisa Walden, Daniel Weems and Tish Young.

Members Absent: Valerie Apodaca, Amanda Bassett, Brad Beck, TC Chavez, Aaron Cowan, Jacob Field, James Patton, Samantha Payne, Mark Russell and Kenneth Schaaf.

Parliamentarian: Adam Hathaway, Professional Registered Parliamentarian, excused.

Call to Order: at 1:06 p.m. by Speaker Mary Clark.

Agenda, approved with changes.

Minutes of November 17, 2015, approved.

Constituent Comments

No comments.

Guest Speakers

Student Regent, Ryan Berryman spoke about his role on the Board of Regents.

Cherie Knight, Projects Specialist for HR Benefits, spoke about the "2016 Financial Fitness Forum" scheduled for March 1, 2016 on main campus and March 2, 2016 on north campus.

President's Report, President Crystal Davis

During the past month, President Davis attended the Compensation Guideline Review Retreat. A report from this retreat will be forthcoming in February or March 2016. President Davis recommended that Rob Burford and Nancy Shane be appointed to the Whistleblower Protection and Reporting Suspected Policy Review Committee. This was approved by the Council. For a complete report on President Davis' meetings and activities for the month of December 2015/January 2016, please see attached.

Executive Committee Report, Speaker Mary Clark for President Elect Danelle Callan

For a complete report, please see the attached.

Speaker's Report, Speaker Mary Clark

Speaker Clark stated that, in order to promote transparency, the Monthly Committee Reports submitted by Committee Chairs will now be forward to the Councilors. Speaker Clark also reminded Committee Chairs that the Monthly Reports must be submitted every month, whether or not the Committee holds a meeting.

Speaker Clark gave a brief overview of how to contact state legislative representatives.

Speaker Clark made the following announcements: Marjorie Crow was elected Chair of Employee Life. Pam Castaldi resigned as Co-Chair of Communications & Marketing and Lisa Walden will remain as Chair. Karen Mann is retiring at the end of the month and will resign as Chair of Rules & Elections. Mark Reynolds and Nancy Shane will serve as Co-Chairs of this Committee. Karen Mann is also serving on the Faculty Staff Benefits Committee, so President Davis will be appointing someone to replace Karen. Chris Grotbeck (precinct18) has resigned from the Council. There is currently one vacancy in Grade 2-5 and seven vacancies in the following precincts (P2, P4, P7, P10, P12, P18 and P27). These precinct vacancies will remain open until the Staff Council holds precinct elections in March.

Treasurer's Report, Treasurer, Jodi Perry

Treasurer Perry reviewed the process of how Staff Council funds are reviewed and approved by the Executive Committee and the Staff Council. Treasurer Perry reviewed the Staff Council budgets and for detailed information, please see attached.

New Business

On behalf of the Staff Councilor Engagement Ad Hoc Committee, Susy Salvo moved adoption of Staff Council 2016 Resolution #1 – Creation of Staff Councilor Engagement Committee. This was approved by the Council.

Committee Reports

Events, Mark Reynolds – The Committee will work on the following events for 2016: Brown Bag Lecture Series, Book Exchange, Happy Tails Donation Drive, LOBORitto (in collaboration with Student Success Committee), Be Kind Campaign and possibly staff appreciation events in collaboration with UNM Athletics.

Employee Life, Marjorie Crow – During their first meeting, the Committee approved a new mission statement and set regular meeting dates/times/location. The Committee is exploring the following issues: Benefits Fair, extension of Winter Break, Councilor Survey to ascertain how staff solves problems with staff, faculty and students.

Councilor Discussion and Comments

No comments or discussion.

Meeting adjourned at 3:03 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>.

Over the weekend I was thinking about the impact we have on other people, and how we can look at the effect we have on each other. I came across a story (you all know I love to tell stories) and I decided to share it with you today. Please be aware that I shared this with my son who said “That got real dark real quick” but I think it makes my point.

It is called The mouse trap

A mouse looked through the crack in the wall to see the farmer and his wife open a package. "What food might this contain?" the mouse wondered. He was devastated to discover it was a mousetrap.

Retreating to the farmyard, the mouse proclaimed the warning: "There is a mousetrap in the house! There is a mousetrap in the house!"

The chicken clucked and scratched, raised her head and said "Mr.Mouse, I can tell this is a grave concern to you, but it is of no consequence to me. I cannot be bothered by it."

The mouse turned to the pig and told him "There is a mousetrap in the house! There is a mousetrap in the house!" The pig sympathized, but said "I am so very sorry, Mr.Mouse, but there is nothing I can do about it but pray. Be assured you are in my prayers."

The mouse turned to the cow and said "There is a mousetrap in the house! There is a mousetrap in the house!" The cow said "Wow, Mr. Mouse. I'm sorry for you, but it's no skin off my nose."

So, the mouse returned to the house, head down and dejected, to face the farmer's mousetrap alone.

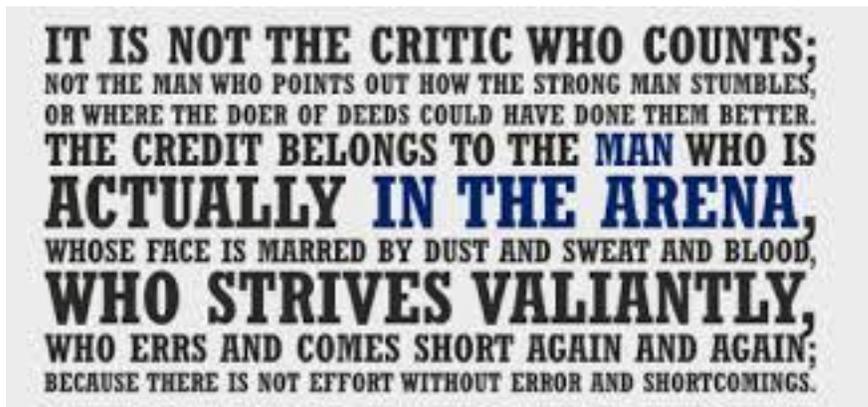
That very night a sound was heard throughout the house - like the sound of a mousetrap catching its prey. The farmer's wife rushed to see what was caught. In the darkness, she did not see it was a venomous snake whose tail the trap had caught. The snake bit the farmer's wife. The farmer rushed her to the hospital and she returned home with a fever. Everyone knows you treat a fever with fresh chicken soup, so the farmer took his hatchet to the farmyard for the soup's main ingredient. But his wife's sickness continued, so friends and neighbors came to sit with her around the clock. To feed them, the farmer butchered the pig. The farmer's wife did not get well; she died. So many! people came for her funeral, the farmer had the cow slaughtered to provide enough meat for all of them. The mouse looked upon it all from his crack in the wall with great sadness. So, the next time you hear someone is facing a problem and think it doesn't concern you, remember: when one of us is threatened, we are all at risk. We are all involved in this journey called life. We must keep an eye out for one another and make an extra effort to encourage one another. Each of us is a vital thread in another person's tapestry.

Sometimes within the council we lose sight of what other committees and groups are doing. We do not realize the efforts that are being put in by other individuals. During the December meeting we took time to celebrate the accomplishments of individual outstanding staff counselors. This month we have decided to take each committee report and present it to the whole council. While the executive committee does look over these

every month, it is important for the council as a whole to hear about the work being done across campus. Please take time to listen to these reports and ask questions. Think about where your work is overlapping, Is there a chance for collaboration? Are we duplicating efforts?

If as a chair of a committee you find yourself unsure of future goals, reach out to exec! I know that I have a list of about 5 projects that I would love for someone to take off of my hands! I'm not in any way saying that you all aren't working hard, I'm just saying we should be a support structure to one another. There is more power in "we" than there is in "me"

We should be striving to help promote committees and what they are doing instead of being inwardly focused. At the end of the day staff council has limited resources and limited hours that individuals can commit to our vision, but that just means that we need to work collaboratively and strategically instead of in conflict with one another. I hope to have a chance to meet individually with the committee chairs within the next month and go over our common visions. We still have 5 months left in my presidency, and there is a lot I still hope to accomplish. We as leaders do not have an easy job, nor should it be. I would like to leave you with a quote that Renee shared with me on a particularly difficult day;



On that note, we may not always succeed, but at least we are moving the organization forward.

Updates from Executive Meetings:

- Staff Council has been increasing communication with constituents and Staff Councilors by posting items to the Facebook page, SC emails and the Staff Council website. Updated items including meeting minutes, committee reports and updates from the president are available. These resources have been provided to increase transparency in the work that the Staff Council President Crystal Davis, Executive Committee, and Staff Council do every month to support UNM staff.
- Elections will be coming up in April for Staff Council. Please think about nominating someone or yourself to participate.
- Staff Council is seeking a staff representative to serve on the university-wide, Faculty Staff Benefits Committee. Please contact Kathy if you would like to volunteer to be on this committee.
- Outstanding Supervisor Award. This person can be either staff or faculty. You can download the nomination form on the Staff Council Website. **The deadline for nominations is 5:00 p.m. on Friday, 1/22/16.**
- Ideas were proposed about changing the Animal Humane drive to another charity to keep the donation drive fresh and help other groups in need of assistance. This was brought back to the Events Committee and they felt Animal Humane was a successful drive and should stay unchanged for 2016.
- Mary Clark, Danelle Callan and Renee Delgado are working together to continue and revise the “chat” with the Provost by adding a special guest (someone in UNM administration) to attend each meeting. The first “chat” of 2016 will start in February. Please check your emails and the Staff Council website for registration links and dates.
- Mary Clark would like to do a Veteran’s Reintegration Donation Drive sometime in May. This is being reviewed by Executive Committee and more information will come once a decision has been made.
- Budget updates on the Gerald May Awards are being reviewed by Executive Committee for next year’s award as we work on the 2016 budget.
- Requests for new trainings/events are being made for the additional funds that were presents at previous Staff Council meetings by our treasurer. Current proposals include:

- An event/funding request in the amount of \$5,300 for a Staff Council Action Plan Assembly. A decision on this was postponed pending further information.

Events:

- Events Committee: Brown Bag Lunch Lecture January 29th
- HSC SC: “Lovin’ on Little Lobos” Donation Drive for the Newborn Intensive Care Unit and UNM Children’s Hospital February 1st- 11th
- UNM Legislative Day is January 25th in Santa Fe. Several members of Executive Committee will be there to help represent UNM Staff.

Committee Updates:

Communication and marketing:

- Building an archive of articles about featured staff for website
- Creating goals for SCCM bases of the SC Strategic Plan
- Drafting a “What is Staff Council and Why Should You Join” message

Events Committee:

- Brown Bag series – finalizing for the year
- Happy Tails event request for 2016
- Book Exchange

HSC Staff Committee:

- Lovin on Little Lobos NICU Event
- Assigned New POCs for HSC SC Events
- Discussed ideas for conveying what staff council does to staff

Rule and Elections:

- Review of 2016 election timeline and planning for tasks to meet timeline
- Determination of proposed 30 precincts for 2016 election for full Council approval
- Solicit nominations, determine ballot order

Rewards and Recognition: (No January meeting to report)

- Gerald W. May Reception
- PAWS Award

SC Gerald May Award Budget

Revenue

FY15 Reserves	\$ 10,947.49
Full allocation	\$ 10,000.00
Revenue Total	\$ 20,947.49

Transfers

	\$ -
Transfers Total	\$ -

Expenses

Awards 3 x \$2000	\$ (6,000.00)
Fringe	\$ (489.61)
Food	\$ (796.50)
Engraved pens	\$ (777.30)
Certificates & folders	\$ (278.14)
Flowers	\$ (609.95)
Decorations	\$ (62.76)
Sub Rental fees	\$ (344.00)
Music	\$ (150.00)
Plaques	\$ (306.00)
Banner tax	\$ (25.28)
Expenses Total	\$ (9,839.54)

Encumbrances

Awards 2 x \$2000	\$ (4,000.00)
Fringe	\$ (329.39)
Banner tax	\$ (9.55)
Encumbrances Total	\$ (4,338.94)

Available Balance	\$ 6,769.01
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SC Operating Budget

Revenue

FY15 Reserves	\$ 2,454.15
Full allocation	\$ 23,186.00
SC President Stipend	\$ 5,000.00
5% holdback	\$ (3,602.00)
5% actuals return	\$ 3,602.00
30% retention on 5% holdback	\$ (1,080.00)
Revenue Total	\$ 29,560.15

Transfers

Gerald May index 475033	\$ (10,000.00)
SC President Stipend	\$ (5,000.00)
Parking permit	\$ (622.00)
Banner Tax for Tree Planting	\$ (11.00)
Refund for FY15 over-charge	\$ 5,960.00
Transfers Total	\$ (9,673.00)

Expenses

Office supplies	\$ (201.07)
Single day parking permits	\$ (44.00)
Postage	\$ (1.42)
Paws Awards (2 year supply)	\$ (1,361.07)
Telecom, long distance, voice mail	\$ (435.00)
SC 25th Anniversary Pins	\$ (408.00)
Copying	\$ (273.02)
UCAM for website maintenance	\$ (600.00)
NC Book Exchange PPD bins	\$ (307.50)
Banner tax	\$ (36.32)
Foundation surcharge	\$ (165.26)
Expenses Total	\$ (3,832.66)

Encumbrances

KNME 25 yr video	\$ (4,930.00)
UCAM for website maintenance	\$ (1,800.00)
Room Reservation for brown bag sessions	\$ (400.00)
Telecom, long distance, voice mail	\$ (460.00)
Foundation surcharge	\$ (123.74)
Banner tax	\$ (138.68)
Encumbrances Total	\$ (7,852.42)

Available Balance	\$ 8,202.07
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SC Appreciation Events Budget

Revenue

FY15 Reserves	\$	12,470.00
Full allocation (but distributed monthly)	\$	31,000.00
Revenue Total	\$	43,470.00

Transfers

	\$	-
Transfers Total	\$	-

Expenses

July 2015 Loborrito Main Campus	\$	(8,083.34)
July 2015 Loborrito 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 & food)	\$	(1,541.72)
SUB Rental Fees	\$	(741.00)
Dec SC Appreciation Lunch & Meeting	\$	(2,249.94)
Foundation surcharge	\$	(81.96)
Banner Tax	\$	(164.80)
Expenses Total	\$	(18,231.05)

Encumbrances

Staff as Students Spring	\$	(1,542.00)
Spring Main Campus Book Exchange	\$	(400.00)
Spring North Campus Book Exchange	\$	(307.50)
Spring Staff Picnic at the SUB	\$	(20,000.00)
ISS Admin fee tax	\$	(100.00)
Foundation surcharge	\$	(418.04)
Banner tax	\$	(160.20)
Encumbrances Total	\$	(22,927.74)

Available Balance	\$	2,311.21
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SC Outstanding Supervisor Award Budget

Revenue

FY15 Reserves	\$	-
Full allocation	\$	4,000.00
Revenue Total	\$	4,000.00

Transfers

	\$	-
Transfers Total	\$	-

Expenses

	\$	-
Banner tax	\$	-
Expenses Total	\$	-

Encumbrances

Monetary Awards 3 x \$1000	\$	(3,000.00)
Fringe	\$	(245.70)
Program Printing	\$	(95.00)
Room Rental Fee	\$	(290.00)
Cake and Coffee	\$	(200.00)
Decorations	\$	(70.00)
Plaques	\$	(90.00)
Banner tax	\$	(8.00)
Encumbrances Total	\$	(3,998.70)

Available Balance	\$	1.30
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UNM Staff Council 2016 Resolution #1

Name: Creation of Staff Councilor Engagement Committee

Author: Susy Salvo, Chair of the Staff Councilor Engagement Ad-Hoc Committee

Presented to Staff Council on Tuesday, January 19, 2016

Action of the Council: **Adopted**

1. WHEREAS the Staff Council has determined that Staff Councilor engagement in Council sponsored activities has been steadily declining and it also appears that Councilors may have lost the desire and/or ability to participate and/or promote these activities; and,
2. WHEREAS the Staff Council has determined that without full and consistent member engagement the mission and vision of the Staff Council organization cannot be executed to the fullest extent; and,
3. WHEREAS the Staff Council has determined that an innovative, positive, and communicative method is necessary to engage Staff Councilors who will then encourage UNM staff to support the mission of the Council and the role of staff in the University as a whole; and,
4. WHEREAS the Staff Council has determined that in order to measure the success of the Staff Council Engagement Team/Committee, predetermined statistics, as provided by the Staff Councilor Engagement Ad Hoc Committee, will be presented to the Executive Committee on a monthly basis by the Administrative Officer and to the Staff Council on a quarterly basis by the Speaker.
5. THEREFORE, be it resolved that the UNM Staff Council shall create a standing committee called, the Staff Council Engagement Committee. The Committee shall have, as its mission and goal, to address issues that directly relate to Staff Councilor engagement in Council sponsored meetings, events and special activities.
6. THEREFORE, be it further resolved that this committee shall, in cooperation with the Executive Committee and the Staff Council, develop guidelines to ensure the success of Staff Councilor participation to include the following: develop a formal engagement committee strategic plan; initiate one-on-one contact with Staff Councilors; collaborate with the Staff Council Speaker and directly work with committees to engage members; and set up engagement initiatives in conjunction with the Communication & Marketing and Recognition and Rewards Committees.