



University of New Mexico
STAFF COUNCIL MEETING
March 19, 2019
SUB, Lobo A&B

Members Present: Jeff Barkley, Angela Beauchamp, Bradford Beck, Rob Burford, Armando Bustamante, Aracely Chapa, Jesus Chavez, Brooke Cholka, Mary Clark, Autumn Collins, Andrea Crawford, Lorena Giese, Cameron Goble, Cynthia Gonzales, Irene Gray, Ryan Gregg, Christine Heinemeyer, Jennifer Kavka, CJ King, Joe Lane, Raymond Mitchell, Ignacio Ortiz, David Pallozzi, Cynthia Perez-Chavez, Paula Popp, Mark Reynolds, Joni Roberts, Kristina Rucker, Karen Sanchez, Scott Sanchez, Jessica Serna, Nancy Shane, Jessica Stanton, David Thomas, Celestina Torres, Brian Vineyard, Tracy Wenzl

Members Excused: Lorena Blanco-Silva, Jessica Esquibel, Erica Grong, Texanna Martin, Kristine Radcliff, Gina Urias-Sandoval, Lisa Walden

Members Absent: Debbie Aguilar, Lisa Beauchene, AnneMarie Boyd, Andrew Castellano, Dave Collymore, Mark Fischer, Lauren Lewis, Moyna Robeson

Parliamentarian: Adam Hathaway, Professional Registered Parliamentarian

Call to Order: at 1:01 p.m.

Agenda approved

Minutes from January 15, 2019 approved with corrections.

Minutes from February 26, 2019 approved with corrections.

Constituent Comments

None.

Guest Speakers

President Garnett Stokes joins Staff Council for a discussion and question session. President Stokes addressed eleven questions that were submitted on behalf of Staff Council, and then took additional questions from the Council.

Tim Schroeder, Grand Challenges Operations Director, and, presents on the [Grand Challenges Initiative](#). This is a Presidential initiative with [three challenges](#): 1) Sustainable Water Resources 2) Successful Aging 3) Substance Use Disorders. **Kerry Howe**, Center for Water and the Environment, presented on Sustainable Water Resources, and **Brandi Fink**, Department of Psychiatry and Behavioral Sciences Assistant Professor, presented on Substance Use Disorders. Contact Tim Schroeder at grandchallenges@unm.edu with any questions.

Karroll Candelaria-Bauer, Anderson School of Management Communications & Outreach Specialist, & **Michelle Albro**, Career and Professional Development Programs Director present on career development programs available for staff.

President's Report, President Rob Burford

President Burford mentions the Staff Council special meeting held in February and discusses the legislative session. He calls for an update from our Finance & Administration, and Provost search committees and talks a little about the Accreditation visit and the upcoming Staff Council elections.

- Appointment to University-wide committee: Policy Committee: UAP 2220 “Freedom of Expression and Dissent” member – Mark Fischer P27. Approved.
- Appointment to University-wide committee: Enrollment Management Executive search committee member – Angela Beauchamp, P5. Approved.

For more details about these updates please see the [President’s Report to the Staff Council](#)

Executive Committee Report, President Elect Ryan Gregg

Items discussed in Exec:

- Smart meeting
- KUNM fundraiser
- BLT updates
- Global Education guest
- Staff as Students funding request
- Reviewed questions for President Stokes
- Staff as Graduates funding request
- University wide committee tracking process
- April meeting planning

Executive Committee meetings take place on Fridays from 11:30 to 12:30 at the University Club, except for the third Tuesday of the month when there is the regular business meeting.

Speaker’s Report, Speaker Mary Clark

- Appointment of Exploratory Employee Regent Committee. Approved with addition.
- Appointment of two new members to Ethics Committee. Approved.
- Appointment of Grade 10 Councilor: Jose Rodriguez. Approved.

Treasurer’s Report, Treasurer Tracy Wenzl

Call for questions. None.

If there are any questions about the Treasurer’s Report please send to scouncil@unm.edu

New Business

- Joe Lane P3, on behalf of the Events Committee, moves to adopt the Event Planning Guide. Approved.

Committee Reports

- Cameron Goble G13, on behalf of the Exploratory Employee Regent committee, gave an update on their first meeting.
- Tracy Wenzl G12, on behalf of the Communications & Marketing committee, reminds council that deadline is near for SMART meeting. She also calls for any graphic designers available to please contact her.
- Brooke Cholka P6, on behalf of the Rewards & Recognition committee, reminds that PAWS happens every month so please nominate; Jim Davis nomination period ends today; Staff Appreciation Luncheon coming up in May. Brooke calls for participation in R&R meetings for planning events for the Luncheon.
- Scott Sanchez P25, on behalf of the Government Relations Committee, gave an update on the Legislative postcard activity/event.

Councilor Comments

- Brian Vineyard P14, reminds council of the spring Staff as Students event which will be held on Monday, April 8, from 11:30 AM – 1 PM in the SUB Ballrooms B&C.
- Armando Bustamante G12, invites Council to the 50th anniversary celebration of El Centro de la Raza on March 22, 5 PM, at the Albuquerque Embassy Suites.

Meeting adjourned at 2:42pm.

Minutes submitted by Amy Hawkins, Staff Council Administrative Officer.

Meeting minutes can be found online at: <http://staffcouncil.unm.edu/business-meetings/index.html>



2018-2019 Committee Member Roster

Communications & Marketing Committee

SC-COMMCMTE-L@list.unm.edu

Autumn Collins
Bradford Beck
Lisa Walden (Co-Chair)
Tracy Wenzl (Co-Chair)
Brian Vineyard
Ray Mitchell
Erica Grong

Ethics Committee

Lisa Beauchene
Ray Mitchell
Kristina Rucker
Brian Vineyard
Tish Young

Events Committee

SC_EVENTS_COMMITTEE-L@list.unm.edu

Andrea Crawford
Cindy Mason
Cynthia Gonzales
David Thomas
Jesus Chavez (Co-Chair)
Jessica Chavez
Joe Lane (Co-Chair)
Jessica Regensberg
Lorena Giese
Nicole Lovato
Tish Young
Mark Reynolds
Kristina Rucker

Executive Committee

SCEXEC-L@list.unm.edu

Rob Burford (Chair)
Ryan Gregg
Mary Clark
Tracy Wenzl
Aracely Chapa
Mark Reynolds
Autumn Collins
Scott Sanchez
Amy Hawkins (ex-officio)
Danelle Callan (ex-officio)

Exploratory Employee Regent Committee

Jesus Chavez
Cameron Goble (Chair)
Ignacio Ortiz
Mark Reynolds
Karen Sanchez
Nancy Shane
Gina Urias-Sandoval
Kristina Rucker

Government Relations Committee

Scott Sanchez (Chair)
Jennifer Kavka
Armando Bustamante
Texanna Martin
Autumn Collins
Joe Lane
Tracy Wenzl
Jesus Chavez

Health Sciences Center Staff

SC_HSCS_COMMITTEE-L@list.unm.edu

Cindy Garcia
Cheryl Dilger
Christine Heinemeyer (Co-Chair)
Carla Sakiestewa
Desiree Quinones-Soria
Jessica Serna
Mark Fischer
Melissa Meier
Moyna Robeson
Nancy Shane (Co-Chair)
Patrick Newman
Paula Popp

Rewards & Recognition Committee

RANDR-L@list.unm.edu

Brooke Cholka (Chair)
Celeste Cole
Della Willis
Jesus Chavez
Joe Lane
Lorena Blanco-Silva
Natalie Brigance
Celestina Torres



2018-2019 Committee Member Roster

Rules & Elections Committee

SCRE-L@list.unm.edu

David Pallozzi

Amie Ortiz

Mark Reynolds

Tracy Wenzl

Nancy Shane (Chair)

Student Success Committee

SC_STUDENT_SUCCESS_COMMITTEE-L@list.unm.edu

Joanne Kuestner

Cynthia Mason

Krystal McCutchen

Lisa Beauchene

Jesus Chavez

Gina Urias-Sandoval (Chair)

Christine Heinemeyer

David Hansen

Brian Vineyard

Marisa Castaneda

Brooke Cholka

Lorena Blanco-Silva



Event Planning

Checklist and Guide

Event Name
Month Date, Year

Note: This guide and checklist are tools to assist in event planning only; it is not required that the guide be completed or utilized for any event. This guide may be particularly useful if you are new to event planning, or the event involves coordination of several areas.

Staff Council Event Planning Timeline

EVENT LOGISTICS

Event Title:

Dates /
Time/Length

Location:

Event Contact Person: <Insert name, cell phone number>

EVENT DETAILS

- *Detailed Schedule*
- *Estimated # of Attendees*

BUILDING SUPPORT

Facilities Contact & Phone Number

- Parking & transportation arrangements
- Announcements to be posted and by whom
- Custodial service arrangements
- Additional on-site information
- Vendor parking

AUDIO VISUAL (A/V) SUPPORT

A/V Contact & Phone Number

- Equipment needed (overhead, projector, whiteboard)
- Instructions for A/V support
- Time for A/V setup
- Power (strip, extension cord)
- IT support – wired, wireless
-

CATERING

Catering Contact & Phone Number

- <Name> to order food. Estimated arrival time.
- Vendor, vendor address, vendor phone
- Items ordered

SIGNAGE

- Sign-in sheets / directional signs / directional signage locations / tables

INTERNAL INFORMATION

Brief Purpose: <Who / What/ Where / When / Why>

Key Numbers

<Insert Name>, *Event leader*

Office Phone; Cell phone

<Insert Name>, *UNM Fiscal Support*

Office Phone; Cell phone

<Insert Name>, *UNM Department*

Office Phone; Cell phone

Staff Council Event Planning Timeline

PLANNING SCHEDULE RECOMMENDATIONS

<i>Countdown</i>	<i>Task</i>
6-8 months prior	Event Series: Schedule speakers & make rooms reservations & identify any special event requirements
4 months prior	Event Series: Gather speaker presentation titles, bios, short abstracts, etc.
3 months prior	All events: Create marketing materials (flyers, promotional emails); Identify audience and list-servs.
3 months prior	All events: Arrange for schedule travel & request additional information for administrative purposes
60 days prior	Event Series: Send mass communication to advertise the event / post posters
30-15 days prior	All events: Post posters / schedule recurring event reminders / arrange for catering / final itineraries for speaker travel
2 weeks prior	Submit Staff Council Event & Funding Request Form to Staff Council Administrator
15-10 days prior	All events: Confirm catering / email event overview / email travel itinerary for invited speakers
10-7 days prior	All events: Prepare all items for event
1-5 days after	Submit Staff Council Event Debrief Form to SC Administrator
5-10 days after	All events: Prepare paperwork for travel reimbursements in coordination with SC Administrator
2-3 weeks after	All events: Reconcile all payments in coordination with SC Administrator

ONGOING TASKS

Monthly Planning Meetings: Planning committee to meet on the <insert recurring day, time> through <end date>. The final meeting will serve to debrief positives / negatives of planning preparations and to go over all outstanding financial obligations.

Event Planning Details

Room/Facility/Outdoor Area Reservations

Main Campus Outdoor Space Reservations: Student Activities Center, 277-4706 or <https://ems.unm.edu/>

North Campus Reservations: <http://unm-health.libwizard.com/http-hslic-unm-edu-iHSC-ReservationRequest> or Luke Frank, 907-9525 or LFrank@salud.unm.edu

SUB Reservations: 277-5498 or event@unm.edu

Johnson Center and Fields/ Seidler Natatorium: <https://recservices.unm.edu/facility-info/facility-reservations.html> or Donald Sollami, 277-8202 or cs1551do@unm.edu

Staff Council Event Planning Guide

AUDIO VISUAL (A/V) SUPPORT

Onsite support: A/V Coordinator may need onsite to assist with minor technical needs. This coordinator's duties may include moving equipment between sessions from room to room, setting equipment in place, or working with contract audiovisual professionals as needed.

Equipment Needed: Identify what equipment is needed. Standard presentation set-up: projector, pointers, a laptop, microphone, and access to sound systems.

UNM Purchasing for outside vendors: The university has contracts with several vendors. A university purchasing agent (Commodities Listing) may be very useful in negotiating the best rate for UNM. Best to negotiate rates for all equipment prior to the event.

Audio Visual/ Technical Support: Extended Learning/ Media Center: 277-0857 or media@unm.edu

IT Support: 277-5757 or <http://it.unm.edu/index.html>

MARKETING / SIGNAGE

Identify what signs are needed: flyers, directional signs, registration signs; sign-in sheets, nametags; table tents for speakers, etc.

Promotional flyers should include: event name, event summary statement, location, date, time, important deadlines, link to website.

Coordinate all Staff Council logo use and marketing through UNM Staff Council Communications and Marketing Committee: <https://staffcouncil.unm.edu/committees/communications-marketing/index.html>

UNM FACILITIES & LOGISTICAL SUPPORT

Catering: UNM Catering, 277-2506 <https://unmcatering.catertrax.com/>

Safety & Risk Services (SRS): <http://srs.unm.edu/special-events/>

- Fire Safety/ Tent Application Forms/ Special Events Application Form (Over 50 people)/ Insurance Information
- 277-2753

Parking & Transportation Services (PATS): <http://pats.unm.edu/event-planning/index.cfm>

- Shuttle Service/ Parking Permits/ Traffic Control/ VIP Permits/ Bus Parking
- 277-1938

Facilities Management <http://fm.unm.edu>

- Rental equipment/ outdoor event guidelines/ trash removal/ posting & flyer guidelines/ tent guidelines
- Recycling: 277-0842 or recycle@unm.edu
- Facilities Management Special Activities: 277-7246 or <https://fm.unm.edu/services/special-activities-and-movers.html>
- Custodial Main Campus: 277-1814 or HSC/ North Campus: 272-0230

Staff Council Event Planning Guide

- <https://fm.unm.edu/services/special-activities-and-movers.html> Check with Facilities Management if in doubt or have any questions or concerns. Facilities Management provides event assistance to the both main campus and Health Sciences and can provide direction on your event.
- <https://staffcouncil.unm.edu/councilors/procedures-forms/event-funding-proposal-procedures.pdf> this form is required for any Staff Council sponsored event, whether funding is requested or not.
- <https://staffcouncil.unm.edu/councilors/staff-council-event-planning-guide-2016.pdf> Staff Council Event Planning Guide
- Staff Council Event Resources URL <https://staffcouncil.unm.edu/committees/events/index.html>

Suggested Time Lines and Tasks

No	Task	Description	Responsible Party	Complete
1	Admin – General	Select an event name / host	<Name>	<input type="checkbox"/>
2	Admin – General	Select a primary point of contact for the event. (Phone, Email)	<Name>	<input type="checkbox"/>
3	Admin – General	Identify speakers & draft agenda	<Name>	<input type="checkbox"/>
4	Admin – General	Select a date & time (beginning and ending times)	<Name>	<input type="checkbox"/>
5	Admin – General	Estimate the number of attendees.	<Name>	<input type="checkbox"/>
6	Admin – General	Select a location. Reserve the room / facility / outdoor area.	<Name>	<input type="checkbox"/>
7	Admin – General	Submit Funding/Event Request Form to Staff Council Administrator	<Name>	<input type="checkbox"/>
8	Admin – General	Identify audience and secure Listservs / contact information.	<Name>	<input type="checkbox"/>
9	Admin – General	Create an event overview and email to all responsible parties.	<Name>	<input type="checkbox"/>
13	Safety & Risk Services	Submit Special Events Application (for 50+ people) or Tent Application Forms	<Name>	<input type="checkbox"/>
14	Parking & Transportation	Identify parking needs & secure services	<Name>	<input type="checkbox"/>
15	F&B – Catering	Select a vendor for catering & gather menu options	<Name>	<input type="checkbox"/>
16	F&B – Catering	Order food & secure payment (PCard or Internal Purchase Requisition)	<Name>	<input type="checkbox"/>
17	UNM Purchasing – PCard	Obtain vendor’s Certificate of Liability. (outside vendors only)	<Name>	<input type="checkbox"/>
18	UNM Purchasing – PCard	Submit an special exception (for restricted indices)	<Name>	<input type="checkbox"/>
19	Audio Visual	Identify A/V equipment & technical support needs & secure services	<Name>	<input type="checkbox"/>
20	Facilities Management Dept	Identify needs for special activities, outdoor events, trash removal, recycling, and custodial services.	<Name>	<input type="checkbox"/>
21	Communication	Create promotional flyers / posters / agenda in partnership with Communications & Marketing Committee	<Name>	<input type="checkbox"/>
22	Communication	Create mass email, send to listservs / UNM marketing outlets, & schedule event reminders	<Name>	<input type="checkbox"/>