

# Staff Council Standing Committee Minutes

**Committee Name:** Executive



**Meeting Date and Place:** 3/04/15, Faculty Staff Club

**Members Present:** Mary Clark, Renee Delgado-Riley, Gene Henley, Joseph Lane, Deanna Sanchez-Mulcahy and Gina Urias-Sandoval

**Members Excused:** Joaquin Baca, Crystal Davis and Cindy Mason,

**Minutes submitted by:** Kathy Meadows

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved.	
2	Approve Minutes from 2/25/15	Approved.	
3	Set Staff Council Agenda for March	Approved.	
4	Administrative Officer's Report	<p>On behalf of the Employee Life Committee, Meadows presented a Funding Request Form (FRF) in the amount of \$577.50 for a Town Hall. This was approved.</p> <p>Meadows presented a FRF in the amount of \$890 for refreshments for the Strategic Plan Release Party. This was conditionally approved pending inclusion of MTS videotaping services for the Party and the Staff Council meeting. Meadows presented the revised FRF (on-line) in the amount of \$1385. This was approved.</p> <p>Meadows presented a FRF in the amount of \$200 for printing of the Strategic Plan. This was postponed. Printing of the document will be done after Councilors have signed the document and the FRF will be resubmitted at that time.</p> <p>Meadows notified the Committee that revisions to the Staff Council Bylaws, Election Code and Handbook will be presented at the March Staff Council meeting.</p> <p>Meadows gave a brief update on the Grade Representative nominations.</p>	
5	President's Report	Delgado-Riley continues to work on completing projects before her term as President expires in May.	
6	President Elect's Report	No report.	
7	Speaker's Report	<p>Clark reported that the harpist who performed at the GWM Award ceremony was never compensated. This will be discussed at the next meeting.</p> <p>Clark recommended that the Staff Council Government Relations Committee be disbanded. It was also recommended that if a need arises for legislative action, an ad hoc committee could be created. This was approved.</p>	
8	Treasurer's Report	No report.	
9	Staff Hero Award Nomination	Sanchez-Mulcahy asked for clarification about this award program.	
10	Miscellaneous	Delgado-Riley asked Meadows to help with the 25 <sup>th</sup> Anniversary buttons and the 25 <sup>th</sup> Anniversary commemorative pins.	Meadows contacted Castaldi, Chair of the Communications & Marketing Committee to seek volunteers. Councilor Marjorie Crow will help design and produce the buttons and Councilor Lisa Walden will help design the pins.

**Event Name: "Know Your Rights and Resources" Town Hall hosted by Staff Council and the Employee Life Committee**

Submitted Date: 2-25-15

Date of Event (Start and End): Tuesday, March 24, 2015 (one hour)

Project/Event Contact: Terry Horger or Anne Burtnett

Name: Terry Horger | Anne Burtnett  
Phone: 277-3325 | 277-1097  
Email: [thorger@unm.edu](mailto:thorger@unm.edu) | burtnett@unm.edu

Committee: Employee Life Committee

**Business Purpose:**

To inform staff about their rights when they have a dispute with their manager or another staff person. We will invite subject matter experts from the UNM Office of Equal Opportunity, UNM Ombuds/Dispute Resolution, and UNM Internal Audit to present information about how their office represents staff and what services they provide. There will be time for questions after each representative's presentation.

Additionally, a representative from Human Resources, the Policy Office, and Counseling, Assistance & Referral Services (CARS) will be present in the event there are questions that may support or clarify other resources for staff.

- Please provide a detailed list of expenses (food, room rent, etc.) along with proposed cost (price quotes, contracts).

**DRINKS & SNACKS:**

- Brownies/Bars - \$15.50/dozen (suggest 7 dozen)
- Mixed Nuts - \$24.00/2 pounds (suggest 5 pounds)
- Iced Water - \$5.00/gallon (suggest 3 gallons)
- Iced Tea - \$12.50/gallon (suggest 3 gallons)
- Coffee - \$18.75/gallon (suggest 2 gallons)

FOOD / DRINK TOTAL \$246.50

ROOM RENTAL/ LAPTOP / PROJECTOR / MICROPHONE \$331.00

TOTAL REQUESTED: \$577.50  
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For internal use only-  
Event Name:

Budget Amount:

Approved/NA

- All spending will be reviewed for reasonable cost, available budget and valid business purpose.
- If funding was provided by other sources, provide a brief description and amount provided.
- Attach any and all quotes, invoices, other sources of funding; any backup documentation to speed processing.

**ALL EXPENSES MUST COMPLY WITH UNIVERSITY FINANCE AND PROCESSING POLICIES WITHIN UAP 7000.**

For internal use only-  
Even Name:

Budget Amount:

Approved/NA



Event Name: Strategic Plan Release

Submitted Date: 3/4/15

Date of Event (Start and End): 12:00 noon – 1:00 p.m.

Project/Event Contact:

Name: Kathy Meadows

Phone: 277-1532

Email: [scouncil@unm.edu](mailto:scouncil@unm.edu)

Committee: Executive

Business Purpose: Release of Staff Council Strategic Plan and official signing of the document. Program of celebration to include Councilors and special invited guests.

- Please provide a detailed list of expenses (food, room rent, etc.) along with proposed cost (price quotes, contracts).  
Catered lunch - \$650.00  
AV Equipment - \$240.00  
MTS - \$495.00  
Total = \$1385.00
- All spending will be reviewed for reasonable cost, available budget, and valid business purpose.
- If funding was provided by other sources, provide a brief description and amount provided.
- Attach any and all quotes, invoices, other sources of funding; any backup documentation to speed processing.

**ALL EXPENSES MUST COMPLY WITH UNIVERSITY FINANCE AND PROCESSING POLICIES WITHIN UAP 7000.**

For internal use only-  
Event Name:

Budget Amount:

Approved/NA

Event Name: Strategic Plan Print/Binding

Submitted Date: 3/4/15

Date of Event (Start and End):

Project/Event Contact:

Name: Kathy Meadows

Phone: 277-1532

Email: scouncil@unm.edu

Committee: Executive

Business Purpose: Printing and binding of the Staff Council Strategic Plan (5 copies).

- Please provide a detailed list of expenses (food, room rent, etc.) along with proposed cost (price quotes, contracts).  
\$200 from UNM Copy Center
- All spending will be reviewed for reasonable cost, available budget, and valid business purpose.
- If funding was provided by other sources, provide a brief description and amount provided.
- Attach any and all quotes, invoices, other sources of funding; any backup documentation to speed processing.

**ALL EXPENSES MUST COMPLY WITH UNIVERSITY FINANCE AND PROCESSING POLICIES WITHIN UAP 7000.**

For internal use only-  
Event Name:

Budget Amount:

Approved/NA