

# Staff Council Standing Committee Minutes



**Committee Name:** Executive

**Meeting Date and Place:** 1/14/16, University Club

**Members Present:** Joaquin Baca, Crystal Davis, Jodi Perry, Carla Sakiestewa, Jasmine Torres and Kathy Turner

**Members Excused:** Danelle Callan, Mary Clark and Renee Delgado-Riley

**Minutes submitted by:** Kathy Meadows

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved.	
2	Approve Minutes from 1/5/16	Approved.	
3	Administrative Officer's Report	<p>Meadows presented Monthly Committee Reports for January 2016 from all committees except Student Success. In order to promote transparency, the Reports will be sent to Councilors after they are reviewed by the EC.</p> <p>Meadows presented Event/Funding Requests for Happy Tails 2016 (approved), Purchase of Rover Parking Permit in the amount of \$100/permit (the EC approved the purchase of two permits), and the Outstanding Supervisor's Award Reception in the amount of \$1360 (approved). Perry suggested, and the EC agreed, that only two award recipients be selected this year due to limited funding.</p> <p>Meadows presented SC 2016 Resolution #1 – Creation of Staff Councilor Engagement Committee for review.</p>	<p>Davis will follow up with the Provost to ensure that \$2000, instead of only \$1000 will be transferred, annually from his office, for the OSA Award Program.</p>
4	President's Report	<p>Davis attended a two-day Compensation Guideline Review Retreat led by Aon and asked for feedback from EC on the following issues: merit increases for top staff performers, UNM equity practices, performance evaluations, salary quartiles and counteroffers.</p>	
5	President Elect's Report	No report.	
6	Speaker's Report	No report.	
7	Treasurer's Report	<p>Perry recommended a review of the job duties of the Administrative Officer position.</p>	<p>A meeting will be set up to review duties.  <b>NOTE: As part of the annual Performance Evaluation, Meadows stated that she will speak to her supervisor about review procedures before the EC meets to discuss.</b></p>
8	Roundtable	No additional items were discussed.	