



Staff Council Standing Committee Minutes: Executive

Date and Place: 12/11/18, University Club

Members Present: Scott Sanchez, Autumn Collins, Rob Burford, Tracy Wenzl, Mark Reynolds

Members Excused: Arcie Chapa, Mary Clark, Ryan Gregg,

Minutes submitted by: Amy Hawkins

1. Agenda Approved: 11: 40AM
2. Approve Minutes from 12/04/18. Approved
3. Administrative Officer's Report
 - a. Funding Request: For the Health of It. Approved.
 - b. Funding Request Form & Procedures corrected
 - i. Leave name of form as is: "Project / Event & Funding Request Form"
 - ii. Remove:
 1. Repetitive "Staff Council"
 - iii. Add:
 1. Include marketing material if available
 2. Anticipated # of attendees
 3. Please describe in detail
 - c. Updated Event Debrief form
 - i. Do we need Debrief form 'Procedures'? No
 - ii. Add:
 1. Write out POC
 2. Requested \$ vs. Final cost and why the difference
 - iii. Treasurer Speaks to Project / Event Form revisions at January Committee Chairs meeting & February Business meeting
 - d. Event Planning Guide Updates
 - i. Mary sent recommendations to Joe/Events Committee
 - ii. Mark & Joe to do the cleanup
 - iii. Tentative for Feb Business meeting
 - e. FSBC appointment nominations:
 - i. Sarah Lents (Nominated by Angela Beauchamp)
 - ii. Erica Grong (Self-Nomination) – Requested information about why Erica wants to be on the committee
4. President's Report
 - a. Policy Office is now reporting to OUC (Office of University Council)
 - b. Capitol Planning
 - i. Safety
 - ii. Compensation
 - iii. Lottery Scholarship
 - iv. ERB

- v. Hospital / OMI
 - c. F&F update
 - i. How can we protect our complaint system? The Journal is pulling requests/information from the complaint hotline
 - d. Safety Task Force Update
 - i. January Launch
 - ii. Group of 8 putting the charge of the group together now
 - e. Staff Volunteer Project
 - i. Let's move forward!
 - f. Ugly Sweater contest for the Business Meeting? Encourage festive wear.
 - g. Regents meeting update
5. President Elect's Report
 6. Speaker's Report
 - a. Customer Service Etiquette Proposal (saved for next meeting).
 7. Treasurer's Report
 - a. Sent language to Cameron regarding resolution/committee motion Re: Education Governance committee
 - b. Community Service Project: handed over to Mark
 - c. Treasurer accepted seat on the President's Grand Research Challenges Research Committee
 8. Roundtable
 - a. Mark:
 - i. CPR Training at SC February Business meeting? Yes.
 1. Abbreviated SC meeting (1hour)
 2. CPR Training (1hour)
 3. Promote to/ Invite President Stokes & invite Rachel Whitt/UCAM for story
 4. Mark to send Tracy info for flyer
 - ii. Meeting with Maria Wolfe on re-engaging the UNM student, faculty and staff Veterans event.
 1. If needed resolution that will all Veterans to attend the Veteran event each year with no penalties for doing so, but try promoting heavily
 2. Small turnout for last year's event
 - iii. For the Senior Olympics in 2019 we will want to reach out to staff to assist in the event – more to come once I get more details (UCAM will send out an invite once we get this established)
 1. Call for volunteers soon
 - iv. Feeding the homeless / SC Community service project event
 1. The Rock – feed the homeless on the 26th, 27th, & 28th. Shift times will most likely be 8-10 & 11-1.
 2. Mark to send Tracy info for flyer
 - v. Another venue to pursue for SC Community service project is the One ABQ Challenge. Website application information: <http://www.cabq.gov/service/documents/volunteer-recruitment-instructions.pdf>
 - b. New meeting time for next semester (January – May 2019) Friday 11:30 – 12:30.
 9. Meeting adjourned: 12: 55