Staff Council Standing Committee Minutes: Executive

Date and Place: 08/05/20, Zoom
Members Present: Nancy Shane, Tracy Wenzl, Angie Beauchamp, Armando Bustamante, Texanna Martin, Grace Faustino, Brian Vineyard, Scott Sanchez, Ryan Gregg
Members Excused:
Minutes submitted by: Amy Hawkins

1. Approve Agenda 11:04
3. Administrator’s Report
   a. E-News Accessibility for the blind update.
      i. Steps taken:
         1. Zoom consultation with friend, colleague, and pal, Andy Andrews, Accessibility Coordinator at UW regarding first steps of making news and website more accessible for the blind; plus, shared documents and links for additional resources, testing and tools.
         2. Implementing the “big 3” in regards to emails:
            a. Clear & concise headings
            b. Inserting alternative text into any images (including department logo)
            c. Smart hyperlinks
         3. Followed up with staff member who made initial request to check on and ask questions about the differences in quality of emails.
         4. Along with our Communications & Marketing (C&M) Committee Chairs, Mark Reynolds & Cynthia Meche, met with Matt Carter, Dir Univ Web Communications; Heather Jaramillo, Assoc Dir Equal Opportunity; Rob Burford, Dir University Compliance; Carree Connelly, IT Officer; Tuan Bui, IT Applications; & Alesia Torres, Dir Core IT Svcs. What we learned: UNM is working on an RFP to bring accessibility to a higher level of awareness and requirements for departments. There is no current coordination across the U in regards to this effort for staff.
         5. Mark Reynolds has downloaded of a free trial of JAWS reader and shares what it sees
         6. Next steps: Meeting to review best practices for accessibility in general to include Amanda Butrum; C&M Committee to work on SC best practices plan and along with Amy review content of website through the lens of accessibility.
   c. Event Request: Mental Health for UNM Webinar #2 with Jeanine Driscoll. Approved.
d. Funding Request: Bring Back the Pack Packs. Not approved.
   i. Event Debrief: Brown Bag Webinar on Equity and Inclusion
      1. Discussion: Exec is incredibly impressed and thankful to R&R for their efforts in successfully putting on the event
      2. Feedback: Be very clear to presenters about the focus of content Staff Council is looking for; focus on staff issues; perhaps having a moderator could help the presenter and discussion refocus topics on staff
      3. Thank you card to Zeria – Amy will get something to her on behalf of the committee

e. Sick Leave: August 11-14

4. Roundtable
   a. Consideration, review, and discussion of proposed bylaws changes;
      i. Permanent Standing Committees
         1. Motion to endorse the bylaw amendment regarding permanent standing committees. Seconded. Motion fails.
      ii. Exec Committee Emergency Power
         1. Motion to endorse the bylaw amendment regarding Executive Committee emergency power. Seconded. Motion passes.

5. President’s Report
   a. Communications guidelines for this committee.
   b. Shane will communicate the rest of her report via email.

6. Speaker’s Report
   a. C&M sent a report back with all the meetings they have had regarding communication with visually impaired in response to Exec’s request to them.
   b. Committee chairs updates to their charges are coming to Tracy; the Council will have to approve any committee charge.

7. Enrollment update

8. Census update; call to share information. Amy to send in e news again

9. Staff messaging, communications, and appreciation discussion

10. Adjourn: 12:50