



# Staff Council Standing Committee Minutes

**Committee Name:** HSCS Committee (Health Sciences Center Staff Committee)

**Meeting Date and Place:** 1/7/16 at 11:00 a.m., Domenici West 3110

**Members Present:** Megan, Sandra, David, Ignacio, Chris S, Kenneth, Nancy, Cindy, Jodi, Carla

**Members Excused:** Josh Clifford, Elizabeth Nocella, Chris G,

**Members Absent:**

**Guests Present:** Indika Mallawaarachchi, Leigh Schutzberger, Michal Mudd

	Subject	Notes	Follow-Up
1	Approve Agenda	Approve 1/7/16 Agenda. Called to order at approximately 11:05am. Welcome to first meeting of 2016. Megan welcomed the three guests joining the meeting to learn more about the HSCS Committee. They each introduced themselves and the committee members also introduced themselves.	
2	Approve Minutes	Approve minutes 12/3/15 meeting.	Approved.
3	Old Business	<ul style="list-style-type: none"> <li>• Report from HSC Wellness Champions- Chris Saxton Have not met. No report.</li> </ul> <p>Question about Burrito Elito; may be on hold due to focus groups. The options that they have at the SUB were a main point in the focus group, so they may be trying to replicate some of the things from main campus.</p> <ul style="list-style-type: none"> <li>• UNMH NICU Drive Update. Cindy starting on flyers and lots of new volunteers and donation sites. We have 22 locations across UNM. Nancy trying to map it out to make sure we do not have too many too close together. Lots of enthusiasm. Even UNM Gallup. Jodi received a lot of excitement from the UNMH NICU. Supplies lasted a long time. Want to try to send every family home with swaddle sacks/Halo Sack. Prevent them from rolling over and lots of good research about their benefits. Would like that to be a focus for the drive.</li> </ul> <p>Gymboree contact no longer valid. Chris P volunteered to make some contacts to other businesses. Donations can be new or gently used, including books, cloths, etc. Cash donations should be coordinated at the department level, and not officially as a part of the drive.</p> <p>Jodi will coordinate with Volunteer Services for the drop off. Will need a few volunteers on February 12<sup>th</sup> to look through what was received and organize into boxes. Volunteers at 10am, drop off around noon. Jodi asked for a few volunteers. Ken volunteered to help transport. Everyone is welcome to come for the photo op for the hand off.</p> <ul style="list-style-type: none"> <li>• Review of 2016 Funding Requests/Events – Need to do requests and assign POCs. <ul style="list-style-type: none"> <li>○ Olo Yogurt – Dina agreed to do this event again.</li> <li>○ LOBORrito – Cindy volunteered to be POC.</li> <li>○ Book Exchange – Spring and Fall? That is what was</li> </ul> </li> </ul>	

	<p>done in 2015. Open for discussion. Spring is standing staff council event on main campus. Doing it in April on Sustainability day. They would like us to be a partner site for that event. We do not have to wait for main campus to advertise the HSC event. If we decide to do Fall event, we should know the date well in advance and can advertise early. Carla agreed to be POC, but would like a co-chair. Sandra volunteered to be co-organizer.</p> <ul style="list-style-type: none"> <li>○ Safety Walk – Chris P. volunteered to be POC for 2016. Had so few people this year due to several factors. Could we get EMS bike group? Kenneth will look into it.</li> <li>○ Ice Cream Social – Easiest event. Part of SAM, always in July and heavily advertised. Athletics provides and serves. Nancy volunteered and will work with Stella if she still wants to be involved as well.</li> <li>○ NICU Fundraiser – Jodi will be POC and solicit additional volunteers.</li> </ul> <ul style="list-style-type: none"> <li>● Update on Staff Council Funding Jodi gave report to Exec. \$5000 is unassigned for this FY. Only request on the table is Nancy’s request – Supposed to be a facilitated staff event to create action plan based on results for Staff Engagement survey. It has evolved and will likely only be for Staff Councilors. Will be meeting with New Mexico First to discuss some details. The request was for just over \$5000, so may need to adjust budget or move some funding around, if approved.</li> </ul> <p>Funding request for Staff Lunch and NICU drive went in. NICU is no funding attached. Lunch is limited to \$20K this year, which means some things will need to be reduced. Last year’s cost was around \$25,000.</p>	
<p>4 New Business</p>	<ul style="list-style-type: none"> <li>● HSCS Working Groups Ideas: We want to make sure that everyone who joined the committee is working on something they’re passionate about. Ideas: Events group (Olo Yogurt, All Staff All Stars, &amp; N. Campus Safety Walk), Newsletter group, Wellness group, SAM group (LOBOrrito, book exchange, ice cream social)?</li> </ul> <p>Noticed more of a trend of people unsure of what Staff Council does for staff. Want input for Communication and Marketing committee. They already have their plan, which includes website, forms, etc. Asking them to do more may not be feasible.</p> <p>Have “Roadshow” presentations to staff? Engagement committee, which is a new committee, is working on ways for councilors to be more engaged and involved in promoting staff council. Agreement within the committee that this should be priority. Resolution to start the new standing committee will be presented at the next full SC meeting.</p> <p>Should come up with standardized talking points.</p>	

		<p>In addition to needing more info being sent out by staff councilor to staff, there needs to be better communication from UNM Leadership and Exec Committee.</p> <p>“Did you know” points on digital displays? Could propose doing that. Utilize newsletter? Have link to minutes of Exec Committee? Might need greater context. Look at Albuquerque City Council website as a model. Lots of supporting documentation attached to minutes.</p> <p>Group discussed Aon Hewitt compensation consultation. Not a lot of information being shared with staff, but is an ongoing project.</p> <p>SC President wants ideas to present to Regents. Group discussed her presentation at Regents meeting. Jodi will discuss with Crystal and Danelle.</p> <p>Newsletter has to be balanced. No to fluffy, long, serious, etc. Should have links for people to look at on their own. At events, should be handing out updates on what SC does.</p>	
5	Constituent Comments	Any constituent comments to share?	
	<b>Adjourned</b>	At approximately 12:05pm	
	<b>Next Meeting</b>	The next meeting will be February 4, 2016 in Dominici West 3110.	Meeting adjourned

#### HSC Staff Committee Roster

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