

Staff Council Committee Minutes

Committee Name: Staff Council Committee Chairs

Meeting Date and Place: 2/25/15, Hokona Hall, Room 373

Members Present: Anne Burtnett, Mary Clark, Josh Clifford , Renee Delgado-Riley , Terry Horger, Karen Mann, Kathy McKinstry, Jodi Perry and Daniel Weems

Members Excused: Pam Castaldi, Mark Reynolds and Gina Urias-Sandoval

Minutes submitted by: Kathy Meadows



	Subject	Notes	Follow-Up
1	Approve Agenda	Approved.	
2	Review of 2014 SAM Events, Using Meeting Minutes from SAM Debrief Meeting on 9/3/14.	<p><u>Book Exchange:</u> The committee agreed that this event will take place on the main, north and south campuses on 4/21/15, in conjunction with Sustainability event. Time of the event will be 11:00 a.m. – 2:00 p.m. Book donation sites may be limited to 1-2 locations on each campus. Still need point of contact (POC) for main campus and south campus. UNM Press will not be contacted for book donations. Book donations may be limited to just paperbacks. This event will be coordinated by the Events Committee.</p> <p><u>125 Photo:</u> This event will not take place.</p> <p><u>Happy Hour:</u> This event will not take place.</p> <p><u>SC Luncheon:</u> The committee agreed that there will not be a Staff Council business meeting in July. Only recognition events will take place, including the presentation of the Jim Davis Award from 12:00 noon-1:00 p.m. only. This event will be coordinated by the Executive Committee and the Rewards & Recognition Committee.</p> <p><u>Sock Hop:</u> This event will not take place.</p> <p><u>LOBORitto Breakfast:</u> Discussion postponed.</p> <p><u>Picnic:</u> Discussion postponed.</p> <p><u>Ice Cream Social:</u> The committee agreed that this event will take place on the main, north and south campuses in September. Still need POC for each campus. May want to include promotions for UNM Athletics and Popejoy Hall performances. This event may be coordinated by the Events Committee.</p>	Meadows will reserve room in the SUB. Clark will provide quote for the use of recycling bins and staff to move them.
3	New Ideas	<u>Explora:</u> The committee agreed to pursue an event for UNM staff at Explora Museum. Some preliminary work has been done by the Events Committee with regard to quotes for admission prices and catering prices. This event will be held sometime in June, 2015 and will be coordinated by the Rewards & Recognition Committee.	Perry will provide preliminary information on Explora to the Rewards & Recognition Committee Co-Chairs.
4	Miscellaneous	The committee agreed that the LOBORitto breakfast should remain in July as a legacy event. However, it was agreed that staff appreciation events should be spread throughout the year, possibly one event per quarter. The Staff Council will plan on carrying over about \$10K into FY16 in order to fund the LOBORitto breakfast.	

Staff Council Committee Meeting Minutes

Committee Name: Staff Appreciation Month (SAM) Debrief

Meeting Date and Place: 9/3/14, Hokona Hall, Room 373

Members Present: Celeste Cole, Renee Delgado-Riley, Cindy Mason (Facilitator), Kathy McKinstry, Jodi Perry, Mark Reynolds

Minutes submitted by: Kathy Meadows



	Subject	Notes	Follow-Up
	Meeting Purpose	The purpose of the meeting was to assess the quality and success of each event and to generate new ideas for future events. Recommendations from this meeting are simply suggestions based on feedback but should be incorporated into planning events for next year.	
1	Agenda Distributed	The members reviewed each of the 2014 SAM events, one by one.	
2	Book Exchange	Although this event has decreased in size, it remains very popular on the main, north and south campuses. No funding was required for this event.	This event should be continued. ☺
3	"125 Photo	Turnout for this event was large, although not as large as expected. There were complaints that a photo was not arranged for north campus staff. No funding was required for this event.	The Council needs to be more inclusive with staff on north campus and outlying areas (Cancer Ctr, etc.). This was a non-recurring event. ☺
4	Happy Hour @ the Faculty Staff Club	This event was not well attended. Funding for this event was \$300 for food.	The members recommended discontinuing this event. ☹
5	Staff Council Luncheon	The location was difficult. Food was good. The participants recommended that the Council forego the July Staff Council business meeting and just concentrate on Councilor recognition and provide ice breakers to foster comradery among Councilors. Funding for this event was \$200 for room rental fee and \$475.50 for food.	The members recommended continuing this event with suggested changes. ☺
6	Jim Davis Award	The members suggested a "PowerPoint" presentation highlighting all of the award nominees. The members also recommended that a special sub-committee be formed by reaching out to other Staff Council committees, to help select the award recipient. Funding for this event was \$68.70 for the plaque.	The members recommended continuing this event with suggested changes. ☺
7	Sock Hop	Although this event was originally meant to replace the Greg Johnston Summer Concert, it was not successful for various possible reasons which included day of week (Friday), time of event (after work) and possibly location (continuing ed building). Funding for this event was \$52.32 for decorations and \$200 for the DJ. Food provided at the event was on a self-pay basis.	The members recommended discontinuing this event. ☹
8	LOBOritto Breakfast	The members stated that this has become the premier SAM event. This year, a separate event was held on the north campus, which was funded by the Chancellor's Office. On north campus, 750 burritos, which cost \$2,624, were order and all were distributed. This event was held outside, so there was no room rental feel. Additional funding options may need to be explored for next year. On the main campus, 1000 burritos were ordered with an additional 300 needed to serve everyone. Enrollment	The members recommended continuing this event. ☺ ☺

		Management, located on the south campus, provided trolley service for their staff. Prize distribution on the main campus was complicated and Reynolds suggested that this not take place again. Funding for this event on the main campus was \$533.50 for room rental fee and \$4,691 for food.	
9	Picnic	Attendance at this event was lower than anticipated and the members discussed possible reasons for this including, ticket price and venue. The members questioned whether or not actual UNM staff really attended. The food provided was very good. The band was not good. Due to rising costs of appropriately sized venues and food, the members discussed whether this event is still a good value for the money and if it continues to provide value to staff. The majority of the members felt that this event may have "run its course" with staff. It was anticipated that 2500 tickets would be sold however, only a little over 1300 were sold at \$10/ticket. Funding for this event was \$29,276.20, which included facility rental fee, catering and access to exhibits. An additional \$325 was provided for the band.	The members recommended this event be discontinued for next year with the possibility of re-evaluation at a later date. ☹️
10	Ice Cream Social	This event, held on the main, north and south campuses remains popular. The north campus ran out of ice cream and requests a larger amount for next year. The main and north campuses ran out of spoons. Ice cream was provided by UNM Athletics. No funding was required for this event.	The members recommended continuing this event. 😊
11	New Ideas	The members discussed the following ideas: Moving SAM to another month. Spreading out SAM events over the calendar year. Holding a mandatory Debriefing meeting after SAM. Additional and enhanced marketing strategies like sending out "just in time" information on social media. Providing only on-campus events during the work week. How do we get managers support for SAM events? Remaining mindful of north campus and outlying campus departments when planning events. Evaluate each event to determine its value for staff. Organize an All Day Staff Recognition Day. Have a Staff Council Committee Chair monthly meeting to discuss events and activities, set goals and do follow up.	
12	Conclusions	Appreciation events should occur during work hours, work days, and on-site. Dispersing appreciation events throughout the year instead of in one month. Always consider how to change things up.	