

Staff Council Committee Chairs Group Minutes



Committee Name: Committee Chairs Group
Meeting Date and Place: 3/26/15 at 12:00 p.m., Hokona Hall Room 373
Members Present: Kathy McKinstry, Terry Horger, Jodi Perry, Mary Clark, Karen Mann
Members Excused: Anne Burtnett, Pam Castaldi, Renee Delgao-Riley, Melissa Pacheco-Armijo, Mark Reynolds, Gina Urias-Sandoval, Daniel Weems
Members Absent: Crystal Davis
Guests Present:
Minutes Taken By: Jodi Perry

	Subject	Notes	Follow-Up
1	Approve Agenda	Approve 3/26/15 Agenda.	
2	Approve Minutes	2/26/15 meeting was a training. No minutes taken.	
3	Review New Procedures	The below forms will be on the website for easy access. <ul style="list-style-type: none"> • Committee Monthly Report Template, review and discussed. • Event Request Form & Procedure, review and discussed. Recommendation from the group: for the next hosted even that has a budget over \$5,000 the event host would like an internal spreadsheet from the treasurer and the Administrative Officer with detail of how the budget will be spent. Example: staff picnic budget breakdown to include \$15k for food, \$2k for room set-up and tables, \$3k for decorations. That way throughout all the planning for the event, the event host and treasurer and Administrative Officer are on the same page for each transaction that still needs to occur and the remaining budget available after each expense is incurred. • SC Committee Minutes Template, review and discussed. • Website Edit Request Form & Procedure, review and discussed. • Event De-Brief Form & Procedure, review and discussed 	Kathy Meadows to work with treasurer & event POC when next event is hosted to create an event spreadsheet for expense monitoring.
4	Committee Reports	<ul style="list-style-type: none"> • How is membership attendance? General consensus was good attendance. Now that the SC bylaws have changed the Chairs are going to reach out to the members that don't attend meetings to ask if they still want to sit on the committee and the time required to be on the committee. • How is member participation going? Generally better. Each meeting it seems to improve for each committee. • Does anyone need advice on anything? No. • Does anyone need advice/help on achieving a role they have in the SC strategic plan? Not now. 	Chairs will contact Jodi or Mary if they need help drafting an email to a member about attendance. The Chairs will start reviewing their roles in the strategic plan.
5	New Business	<ul style="list-style-type: none"> • Listserv maintenance. Reviewed how to maintain our own listservs. • What types of trainings do you want to have for this group? Recommendations: How to handle keeping things unbiased when working on topics in the committee. What does being unbiased really mean? Also have an ethics training. Then look into having a transparency and ethics training for the whole Council. • Leadership plan for this group, consider running for Speaker. 	Kathy McKinstry to contact Kathy Meadows for listserv help.
11	Meeting Wrap Up	Review who is assigned to each task.	
12	Next Meeting	The next meeting will be April 30th, 2015 at 12pm in Hokona Hall Room 373.	

Committee Chairs Group Roster

Name	Extension	Email	MSC
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