



Staff Council Standing Committee Minutes

Committee Name: Staff Council Chairs

Meeting Date and Place: Thursday, 3/31/16

Members Present: Josh Clifford, Mary Clark, Renee Delgado-Riley, Mark Reynolds, Carla Sakiestewa, Susy Salvo, Nancy Shane, Megan Speck, Gina Urias-Sandoval, Lisa Walden and Daniel Weems

Members Excused: Marjorie Crow, Kathy McKinstry, Melissa Pacheco-Armijo

Members Absent:

Guests Present:

Minutes submitted by: Kathy Meadows

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved.	
2	Approve Minutes	None.	
3	Roundtable	There was a general discussion about the role of the Executive Committee, their decision making authority and goals. There was a general discussion of issues of concern within individual committees and committees in general. The goals of the Chairs Committee were discussed which included committee collaboration, training/mentoring future committee leaders, networking and marketing the Council.	
4	Review of Chair Responsibilities/ Staff Council Process and Procedures	Walden spoke briefly about committee chair roles and reviewed request forms that are currently on the website. Walden also spoke about future goals within the Communications and Marketing Committee to help chairs manage processes and procedures.	
5	Channels of Communication	Delgado-Riley led a discussion about how to increase transparency and decrease a lack of respect within the Council.	
6	Review of Engagement Committee Charge/Referral Template	Sakiestewa and Salvo presented a draft of the Committee's charge and vision statement and asked for feedback. (Attached) In addition, a draft of the Committee's Attendance Referral document was presented and feedback was requested. (Attached)	
	Next Meeting	The committee agreed to hold bimonthly meetings. The next meeting will be in May.	Meeting adjourned 1:30 p.m.

Engagement Committee Team Charge – Vision Statement

The Staff Councilor Engagement Team carries the responsibility of providing Staff Councilor engagement data and councilor information for current and future Staff Councilors thereby inducing participation per the Staff Council Constitution's Purpose: To represent all staff and to serve as an important resource as they relate to UNM Staff Council and its respective committees.

Staff Council Member's Expectations:

- a. Disseminate information to their grade or precinct constituents
- b. Bring concerns and questions from constituents, committees, committee chairs, colleagues and co-workers.
- c. Per the Staff council bylaws, attendance by Staff Council members and officers shall be required at all Staff Council meetings. Unexcused absence from two consecutive meetings shall result in a warning from the Executive Committee. A third consecutive unexcused absence will be treated as a voluntary resignation.
- d. Participate, represent and support UNM Staff Council events as their work schedule allows.



The Staff Council Engagement Team will work in conjunction with Communications and Marketing and Event Committees to assist in the endeavors of councilor participation, communication and recognition.

Engagement Team Goals

Phase 1

- Recruit more members to the Engagement Team (ET).
- Create an Engagement Team Strategic Plan which will identify measurable goals.
 - Prepare the ET's Referral Process (Absenteeism and Participation) and engagement template form. Will include determining measurable outcomes to be presented to the General Staff Council periodically.
 - Review the engagement referral form for approval by Staff Council Committee Chairs.
- Collaborate with Committee Co-Chair's at the Committee Chair Roundtable to assist with absent committee members, current projects and future ideas

Phase 2

- Create report template for reporting data directly to UNM Staff Council's elected Speaker.
- Initiate the approved processes that compile data for quantitative reporting
- Create a yearly Pre-nomination orientation describing the role of a Staff Councilor Volunteer. This will include time commitments, responsibilities, expectations and acknowledgement of councilor contributions.
 - Short (brown bag) meetings with prospective councilor and an engagement team member
- Create a brochure, "Life of a Staff Councilor" in conjunction with Communications & Marketing
 - Example: When I was elected
 - How I communicate using my List Serve
 - Attending monthly Staff Council Meetings
 - Volunteering with various events
 - Meeting one-on-one with constituents with ideas or issues if requested.
 - How do I use the SC web page as an available resource

Phase 3

- Do quality and best practices review for improvement ~~process~~.
- Staff Council on Wheels - Presentations by an individual or a group of staff councilors, which can be solicited to UNM departments throughout the year and be used as an outreach mechanism.
- Create Engagement Video's which can be used in orientation and on the web showing councilor's participation in committees, volunteering at events, meeting with constituents, social media, etc.
- Create additional strategies based on data showing which techniques were the most effective.

ATTENDANCE REFERRAL

Referral(s) to the Engagement Team can come through either the Staff Council Office (SCO), and/or Staff Council Committees (SCC) based on infraction of attendance policies per by laws to:

- 1) General Staff Council Meetings and required events
- 2) Committee Meetings and Events

Referral Process:

Referral is sent by the Staff Council office to the co-chairs of the Engagement Team. **Carla Sakiestewa** CSakiestewa@salud.unm.edu and **Susy Salvo** ssalvo-wendt@salud.unm.edu.

The Referral form will include the following (see template):

Name of member:

E-mail address:

Phone Number if available:

Department:

Attendance Referral: _____
(Check all that apply)

Participation Referral: _____

General Staff Council: _____

Staff Council Committee: _____
Committee Name: _____

Include a brief description of how many meetings missed with dates if possible or what event if any did the member miss after signing up to participate or expecting to participate without signing up.

The referral template includes the SC Engagement Team Questions that have been determined to be appropriate in measuring the outcomes of engagement team endeavors as related to the Engagement Team's Charter and Strategic Plans as approved by Executive Committee and/or General Staff Council on _____.

Once the co-chairs receive a referral from Staff Council Office, one of Chairs will verify and/or complete the information and pass to the rest of the committee. At that point the committee will choose through member volunteering or majority voting a member who will reach out to fellow Staff or Committee member and begin engagement process:

- 1) Inform member through phone conversation, e-mail, personal contact the purpose of your contact by letting them know you are part of the ET and you are gathering data on why this person has not been able to attend Staff Council Meetings and/or Events. In no way are we representing any enforcement arm of the Council. But be sure and let them know the information we gather should they be willing to participate will be shared with the referring entity and/or any other entity that has relevant need for the information to enforce the by-laws.
- 2) When step one is complete and the ET member has made contact and concluded the engagement referral and outcome form the ET member will present the encounter to the ET committee either in person or through another secure means for discussions and/or approval to respond to referring entity.

Please do not include any private details shared with you on the forms. If a person says they have personal reasons that is enough information for our outcome parameters. We don't want to go into details about their private lives but rather provide some general data on Staff Council Engagement Team activities in order to fulfill our charter.

- 3) Either the ET member who carried out the engagement encounter or one of the Co-Chairs will report back to the referring entity the results of encounter.
- 4) Once step two has been completed the Committee Secretary will keep the form to use in reporting overall outcome data to the General Staff Council on a periodical basis.

Name of Member: [Click here to enter text.](#)

E-mail address: [Click here to enter text.](#)

Work phone number if available: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Referring Name or Committee: [Click here to enter text.](#)

Contact Information: [Click here to enter text.](#)

(Check all that apply if there are multiple referrals for same member)

Attendance Referral:

Participation Referral:

General Staff Council:

Staff Council Committee:

Committee Name: _____

Include a brief description of how many meetings missed with dates if possible or what event if any did the member missed after signing up to participate or expecting to participate without signing up.

[Click here to enter text.](#)

SC Engagement Team Follow-up

Date Received by Co-Chair: [Click here to enter a date.](#)

Date Assigned and Accepted by Team Member: [Click here to enter a date.](#)

Team Member: [Choose an item.](#)

Contact made: [Click here to enter a date.](#) By Way Of: E-Mail

Reason(s) for Absence(s): [Choose an item.](#)

Interest in Staying on Staff Council and/or on Committee: Yes

If Yes: What date do you expect to begin attending meetings and/or events: [Click here to enter a date.](#)

If No: What do you think could have helped you stay on staff council: [Choose an item.](#)

Additional Comments: [Click here to enter text.](#)