



Staff Council Standing Committee Minutes

Committee Name: Staff Council Committee Chairs

Meeting Date and Place: Thursday, 5/19/16, Hokona Hall, Room 373

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

Members Excused: Susy Salvo, Melissa Pacheco-Armijo

Members Absent:

Guests Present:

Minutes submitted by: Kathy Meadows

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes from 3/31/16	Approved	
3	Administrative Officer's Report	Meadows reminded the members that Month Committee Reports are due on the first Monday of each month. She also reminded the members to send her notification about any committee membership changes. There was a brief discussion about the Event/Funding Request Form and the Event Debrief Form.	Clifford will update the E/FRF to allow individuals to request a meeting with the Executive Committee to present their forms in person.
4	Roundtable Each Committee gave a brief update as to current events/activities.	<p>Communications & Marketing: Communications Standards document, Roberts Rules information, Social Media Best Practices.</p> <p>Employee Life: Employee morale discussions, Safety Initiative, Email Communique.</p> <p>Events: Brown Bags, Homecoming, Volunteer Database, Ice Cream Social. Chats with Administrators is on hiatus.</p> <p>HSCS: Speck will step down as Chair in June and finding a replacement is top priority.</p> <p>Rewards & Recognition: McKinstry retired in April. Weems is now Chair and is trying to recruit a Co-Chair and new members. Staff Appreciation Luncheon, Jim Davis Award.</p> <p>Rules & Elections: Review of Bylaws and Election Code.</p> <p>Staff Councilor Engagement: Recruitment Brochure.</p> <p>Student Success: LOBORrito Breakfast – the theme will be LOBORrito Luau. Mascots will be booked by Urias-Sandoval. The committee is still discussing whether or not to feature UNM athletics at the event. Staff as Students on 11/7/16. Committee is discussing how to recognize staff that have earned their degrees.</p>	Crow will forward Email Communique to Walden for review. Suggestion: Create flyer to list Brown Bag topics for the entire year.
5	New Business	Walden stated that 60 copies of Robert's Rules In Brief have been purchased and will be distributed to Councilors in June. There was a brief discussion about how to educate Councilors in Robert's Rules. Committee Chair Toolkit – postponed.	
6	Next Meeting	The next meeting will be July 2016	Meeting adjourned 11:58 a.m.