

University of New Mexico  
STAFF COUNCIL MEETING  
August 18, 2015  
SUB, Lobo A&B

**Members Present:** Joaquin Baca, Rob Burford, John Byram, Danelle Callan, Andrew Castellano, Mary Clark, Josh Clifford, Aaron Cowan, Crystal Davis, Renee Delgado-Riley, Dina Estrada, Danielle Gilliam, Chris Grotbeck, Christine Heinemeyer, Andy Kalin, Joanne Kuestner, Joseph Lane, Kathy McKinstry, Ray Mitchell, Patricia O'Connor-Navrot, Melissa Pacheco-Armijo, Stella Ramos, Felicia Rider, Joni Roberts, Carla Sakiestewa, Susy Salvo-Wendt, Kenneth Schaaf, Nancy Shane, Jasmine Torres and Kathy Turner.

**Members Excused:** Marcos Abeyta, Valerie Apodaca, Amanda Bassett, TC Chavez, Marjorie Crow, Cindy Garcia, Mary Jane Lueras, Jodi Perry, Jennifer Trujillo, Gina Urias-Sandoval, Lisa Walden, Daniel Weems and Tish Young.

**Members Absent:** Matthew Baca, Brad Beck, Pam Castaldi, Jacob Field, Ana Lombard, Janet Luarkie, James Patton, Samantha Payne and Mark Russell.

**Parliamentarian:** Adam Hathaway, Professional Registered Parliamentarian.

**Call to Order:** at 1:07 p.m. by Speaker Mary Clark.

**Agenda, approved.**

**Minutes of July 21, 2015, approved.**

**Constituent Comments**

Speaker Clark recognized Carla Sakiestewa as the recipient of the 2015 Jim Davis Staff Council Award for Meritorious Service.

**Guest Speakers**

Cameron Gobel, Mary Farias and Shary Tompkins from Human Resource's Employee Organizational Development (EOD) spoke about the future of leadership programs at EOD.

**President's Report, President Crystal Davis**

President Davis recommended the following appointments to university-wide committees: Doleswar Bhandari to the Faculty Staff Benefits Committee and Amanda Bassett and Aaron Cowan to the United Way Campaign Committee. Both of these appointments were approved by the Council.

**Executive Committee Report, President Elect Danelle Callan**

Representatives from Human Resources gave an update to the Committee about the proposed revisions to the Performance Review process.

**Speaker's Report, Speaker Mary Clark**

Speaker Clark recommended that Erica Grong be appointed to fill the vacant Grade 12 seat. This was approved by the Council. Speaker Clark reviewed proposed changes to the Standing Rules in the Staff Councilor Handbook. President Davis moved that the proposed changes be adopted. The motion was seconded. After a lengthy discussion, Speaker Clark, as the author of the proposed changes, withdrew the motion by unanimous consent. Speaker Clark moved that an Ad Hoc Committee be formed to discuss ways to improve Councilor engagement. The Committee shall be called the Staff Councilor Engagement Ad Hoc Committee and will report back to the Council in September. This was approved by the Council.

**Treasurer's Report, Speaker Mary Clark on behalf of Treasurer, Jodi Perry**

Treasurer Perry requested that all Committee Chairs send her their budget expenses for hosted events by 8/15/15. She will use this information to plan for future events and projects using the remaining revenue. This forecasting will allow for strategic planning of new initiatives. At the end of FY15, \$10,000 was carried over to fund the LOBORrito Breakfast. Treasurer Perry stated that a new index will be created for the Staff Council's new Outstanding Supervisor's Award program.

**New Business**

No new business.

**Councilor Discussion and Comments**

Chris Grotbeck relayed a constituent comment/question about UNM Health Insurance.

Melissa Pacheco-Armijo informed the Councilors about a Golf Tournament to help fund student scholarships for women who wish to pursue a career in education.

Crystal Davis stated that the LOBORrito Breakfast was very successful and encouraged the Councilors to join the Events Committee.

Ray Mitchell stated that he would like to join the Student Success Committee.

**Meeting adjourned at 2:40 p.m.**

**Minutes submitted by Kathy Meadows, Administrative Officer, Staff Council Office.**

**Staff Council meeting minutes can be accessed by going to <http://staffcouncil.unm.edu>.**

## V. STAFF COUNCIL STANDING RULES

1. Councilors are expected to understand and abide by the Staff Council Constitution, the Staff Council Bylaws and the Staff Council Election Code.
2. Councilors are expected to understand the "basics" of Robert's Rules of Order  
<http://www.robertsrules.com/>
3. Councilors are expected to understand and abide by UAP 1150: Staff Council  
<http://policy.unm.edu/university-policies/1000/1150.html>.
4. Councilors are expected to understand and abide by UAP 2500: Acceptable Computer Use  
<http://policy.unm.edu/university-policies/2000/2500.html>.
5. Councilors are expected to understand and abide by UAP 3735: Political Activity  
<http://policy.unm.edu/university-policies/3000/3735.html>.
6. Councilors are expected to attend all Staff Council monthly business meetings. If a Councilor is unable to attend a meeting, the Staff Council Office should be notified by email prior to the start of the meeting in order to record attendance as "excused." Attendance is recorded at all business meetings and if a Councilor's attendance is recorded as "absent" for three consecutive meetings they may be asked to resign their seat on the Council. *If the monthly Staff Council meeting conflicts with departmental duties, the Councilor should consider resigning as they will not be able to carry out their duties and properly represent their constituents.*
7. *Staff Councilors have a minimum requirement of twelve hours per year (average of one hour per month) of participation in Staff Council activities by either joining a Staff Council committee and fully participating in the committee (attending monthly meetings and assisting with events) or volunteering for a Staff Council event or special activity. Failure to meet this minimum requirement after six months may result in removal from Staff Council.*
8. Councilors are expected to arrive at Council meetings on time at 1:00 p.m. and must sign in. A quorum, a majority of Councilors, is required to conduct business. If quorum is not met no actions or votes may be taken.
9. Councilors must be recognized by the presiding officer, usually the Speaker, before speaking.
10. It is recommended that Councilors serve on at least one Staff Council Permanent Standing Committee or Standing Committee of their choice, attend committee meetings and fully participate in committee discussions, activities and events.
11. Councilors should keep abreast of campus issues to gather information, relay concerns and bring those concerns to the attention of the full Council, a Council Committee, or to members of the Executive Committee.
12. As an elected representative, Councilors are expected to regularly and consistently communicate with their constituents by use of their constituent listserv (provided by the Staff Council Office).