

# Staff Council Standing Committee Minutes

**Committee Name:** Executive

**Meeting Date and Place:** 11/06/13, Hokona Hall, Room 352

**Members Present:** Carol Bernard, Mary Clark, Renee Delgado-Riley, Gene Henley, Traci Jastrzemski, Karen Mann, Mark Reynolds, Chelsea Beth Walker and Tracy Wenzl

**Guest:** Pam Castaldi

**Minutes submitted by:** Kathy Meadows



	<b>Subject</b>	<b>Notes</b>	<b>Follow-Up</b>
1	<b>Communication &amp; Marketing Presentation</b>	Castaldi presented a proposal to redesign the Staff Council website. The Committee agreed that the website redesign is a top priority and discussed support and funding for the redesign and continued maintenance.	Since the Staff Council Office has an agreement with ISS IT, Henley will contact them to discuss support for the website redesign.
2	<b>Approve Agenda</b>	Approved with changes.	
3	<b>Approve Minutes</b>	Approved with changes.	
4	<b>President Elect's Report</b>	Delgado-Riley met with Marc Saavedra, Director of the Government Relations Office, to discuss the UNM FY 2015 legislative priorities. Delgado-Riley gave a final report from the Staff Council Engagement Ad Hoc Committee.	
5	<b>Speaker's Report</b>	Wenzl and Meadows will meet with EOD to discuss on-line training modules for the Staff Council.	
6	<b>President's Report</b>	Henley distributed information from the Lobos for Legislation meeting which included the UNM HSC Legislative Funding Requests for FY2015 and the FY 2015 Legislative Request.	

Presented 10/25/2013  
by Pam Castaldi  
Communications & Marketing  
Committee

# Staff Council Website

A Proposal for a Redesign



UNM

UNM Staff Council

[Human Resources](#)[Big Red](#)[CARS](#)[Dispute Resolution](#)[Government Relations](#)[About Us](#)[Committees](#)[Meetings](#)[Minutes](#)[Contact Us](#)[About Staff Council](#)[Staff Council Constitution](#) [Staff Council Bylaws](#) [Monthly Business Meeting Video](#)[Staff Council Handbook](#) [Staff Council Membership Roster](#) [Staff Council Executive Committee](#)[How do I find my Precinct?](#)[Campus Resources for UNM Students and Staff](#)[Accessible Campus Map](#) [Faculty Senate](#)[GPSA](#)[ASUNM](#)[Board of Regents](#)[Office of the President](#)

## Staff Council - voice of staff at UNM since 1990

The Staff Council provides a forum for non-faculty staff to address issues of staff concern and to make those issues known to the University. The staff is a full partner with other University employees and students in providing input into the decision making process (governance) of the University. The council is made up of elected officials representing both job grades and precincts (organization codes/campus location). Staff Councilors are elected for two- year terms, and Staff Council governance is made up of a president, president-elect, speaker, treasurer, and four at-large members (two grade representatives and two precinct representatives) that make up the Staff Council Executive Committee.

### News and Views

[President Henley's Remarks to the Board of Regents, 9/10/13](#) [Doggie Dash & Dawdle Registration Instructions](#) [PAWS Award Nomination Form](#) [PAWS Award Recipients](#)

### What's New with Staff Council



# Who Is Our Audience?

- Primary: UNM Staff
- Secondary: UNM Administration, faculty, students, and other representative campus organizations



# Purpose of SC website is to:

- Communicate news, events and activities relevant to staff, including Staff Council members
- Provide transparency of SC structure and processes
- Encourage staff involvement in SC
- Emphasize critical contribution of staff
  - Primary and secondary audiences

# How Well Do We Succeed?

## Communication:

- Lots of info – too much?
- Need to simplify navigation
- Need to personalize – talk about individual staff & SC councilors
- Where is newsletter?

The screenshot shows the UNM Staff Council website. The header includes the UNM logo and the text 'UNM Staff Council'. Below the header is a navigation bar with links: Human Resources, Big Red, CARS, Dispute Resolution, and Government Relations. A secondary navigation bar contains: About Us, Committees, Meetings, Minutes, and Contact Us. The main content area features a large image of white flowers. Below the image, there is a section titled 'Staff Council - voice of staff at UNM since 1990' with a detailed description of the council's role. To the left of this section is a list of links: About Staff Council, Staff Council Constitution, Staff Council Bylaws, Monthly Business Meeting Video, Staff Council Handbook, Staff Council Membership Roster, Staff Council Executive Committee, How do I find my Precinct?, Campus Resources for UNM Students and Staff, Accessible Campus Map, Faculty Senate, GPSA, ASUNM, Board of Regents, and Office of the President. A yellow circle highlights the list of links, and a yellow arrow points from the text 'Too many choices - Too many links' to the list. Another yellow arrow points from the text 'to external sites' to the 'Staff Council Bylaws' link. A third yellow arrow points from the text 'to external sites' to the 'Dispute Resolution' link in the top navigation bar. The text 'Too many choices - Too many links' is written in green, and 'to external sites' is written in white on a pink background.

UNM | UNM Staff Council

Human Resources | Big Red | CARS | Dispute Resolution | Government Relations

About Us | Committees | Meetings | Minutes | Contact Us

Staff Council - voice of staff at UNM since 1990

The Staff Council provides a forum for non-faculty staff to address issues of staff concern and to make their issues known to the University. The staff is a full partner with other University employees and students in providing input into the decision-making process of the University. The council is made up of 100 staff representatives, both job grades and across organization, 100 Staff Councilors, and four at-large members (two grade representatives and two precinct representatives).

**Too many choices - Too many links**

**to external sites**

President Henley's Remarks to the Board of Regents, 9/10/13

Google Dash & Dawdle Registration Instructions

PAWS Award Nomination Form

PAWS Award Recipients

What's New with Staff Council

# How Well Do We Succeed?

## Transparency:



- Videos of SC meetings are readily available for public viewing
- Easy to find SC rules and roster



# How Well Do We Succeed?

## Encourage staff involvement in SC:

- Good explanation of committees, access to minutes
- Need more photos to draw people in
- Need more info about accomplishments
- Links to social media need to be emphasized



# Old and Proposed New


THE UNIVERSITY of NEW MEXICO

Search

UNM A-Z Directory FastInfo myUNM

UNM | UNM Staff Council

Human Resources | Elig Red | CARS | Dispute Resolution | Government Relations



About Us | Committees | Meetings | Minutes | Contact Us

[About Staff Council](#)

[Staff Council Constitution](#)

[Staff Council Bylaws](#)

[Monthly Business Meeting Video](#)

[Staff Council Handbook](#)

[Staff Council Membership Roster](#)

[Staff Council Executive Committee](#)

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[ASUNM](#)

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**News and Views**

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The University of New Mexico

UNM A-Z StudentInfo FastInfo myUNM Directory more

UNM | UNM Staff Council



UNM Government | UNM Resources for Employees | Getting Around UNM & ABQ

UNM » Staff Council Home

**Staff Council: The Voice of Staff**

The Staff Council provides a forum for non-faculty staff to address issues of staff concern and to make those issues known to the University.

**Staff Council News**

*For the Week of July 8, 2013*

**July PAWS Award Recipient**  
The Staff Council Rewards & Recognition Committee is pleased to announce that the recipient of the PAWS Award for the month of March, 2013 is Jane Doe! [More...](#)

**Post-Retirement Benefit Changes**  
UNM will be implementing Post-Retirement Benefit Changes. The Staff Council strongly urges staff to attend an information session. [More...](#)

**Feedback on UNM Policies Needed**  
Revisions to some existing policies and a proposed new policy are now available for a 30-day campus review and comment period. Your comments can make a difference so please take the time to read. [More...](#)

**Volunteers Needed for Commencement**

**Quick Links**

[SC Calendar of Events](#)

[SC Meeting Videos](#)

[Featured Staff Videos](#)

**PAWS Award**  
The Staff Council is accepting nominations for the PAWS Award for the month of August and the deadline is Friday, 7/26/13.

**Featured Staff A Love of Art**



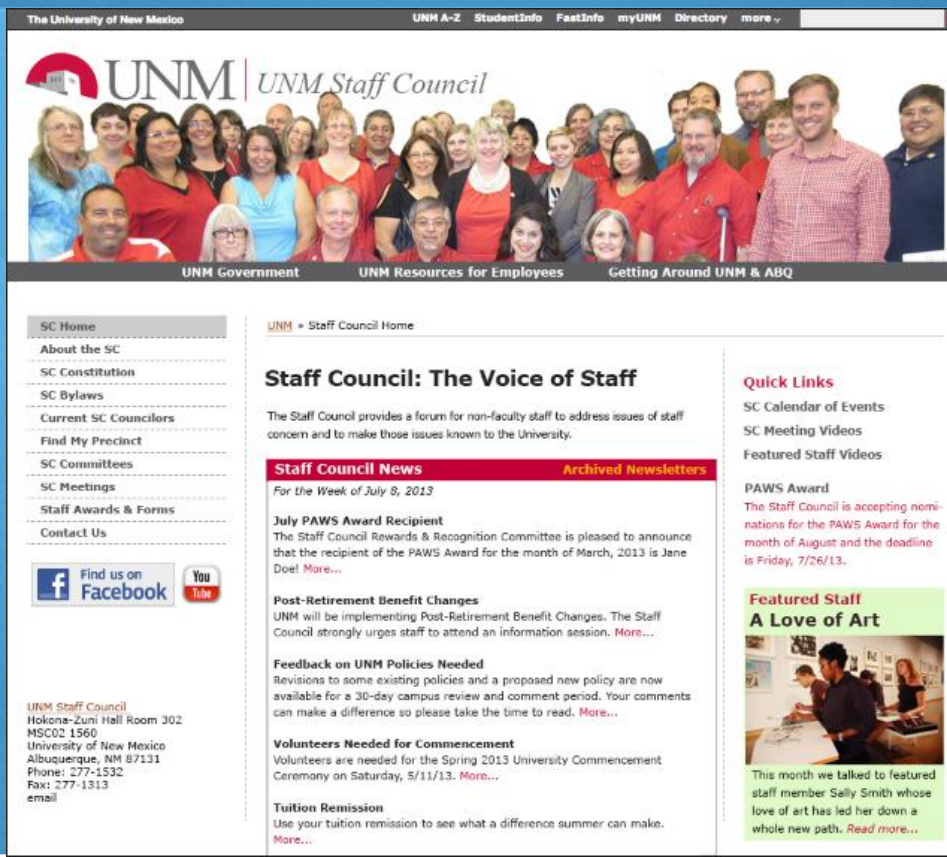
UNM Staff Council  
Hokona-Zuni Hall Room 302  
MSC02 1560  
University of New Mexico

Find us on Facebook

YouTube

# Main Changes

- Conforms to UNM website standard
- Can easily find your councilor
- Facebook link bigger and on every page
- Easy access to PAWS info



The screenshot shows the UNM Staff Council website. At the top, there is a navigation bar with links: UNM A-Z, StudentInfo, FastInfo, myUNM, Directory, and more. Below this is a large group photo of staff members. Underneath the photo are three main navigation categories: UNM Government, UNM Resources for Employees, and Getting Around UNM & ABQ.

The main content area is divided into three columns:

- Left Column (Navigation):** Includes links for SC Home, About the SC, SC Constitution, SC Bylaws, Current SC Councilors, Find My Precinct, SC Committees, SC Meetings, Staff Awards & Forms, and Contact Us. There are also social media icons for Facebook and YouTube.
- Middle Column (News):** Titled "UNM Staff Council Home", it features a section for "Staff Council: The Voice of Staff" with a sub-section for "Staff Council News" and "Archived Newsletters". The news item is titled "July PAWS Award Recipient" and mentions that the recipient for March 2013 is Jane Doe.
- Right Column (Quick Links):** Includes "Quick Links" for SC Calendar of Events, SC Meeting Videos, and Featured Staff Videos. It also features a "PAWS Award" section and a "Featured Staff" section titled "A Love of Art" with a photo of a staff member.

At the bottom left, contact information for the UNM Staff Council is provided: Hokona-Zuni Hall Room 302, MSC02 1560, University of New Mexico, Albuquerque, NM 87131, Phone: 277-1532, Fax: 277-1313, and email.

- Stories and video about staff
- Newsletter on home page
- Newsletter archive
- External sites located at top nav only

# Subtle changes



The University of New Mexico UNM A-Z StudentInfo FastInfo myUNM Directory more

UNM UNM Staff Council

UNM Government UNM Resources for Employees Getting Around UNM & ABQ

SC Home

About the SC

- What SC Does
- How SC Is Set Up
- History & Accomplishments

SC Constitution

SC Bylaws

Current SC Council

Find My Precinct

SC Committees

SC Meetings

Staff Awards & Recognition

Contact Us

UNM About Staff Council History & Accomplishments

## History & Accomplishments

### History of the Staff Council

**1996** Dispute Resolution Center founded; Council requests that the administration equalize the number of hours of annual leave given to exempt and non-exempt employees; calls for UNM administration to assemble a team of experts to assist staff members being laid off by the University.

to be the voice and advocate for the committee on Staff Recognition (CSR) in the wake of charges that there were inequities in University policies. Priorities of a UNM Staff Council. The representative body that served the staff. Because of that report, the Council drafted rules for a Staff Council on and membership rules for the Council was inaugurated as sixty-sixth Staff Council meeting.

**What the Staff Council Has Accomplished**  
Click on a date to see what SC accomplished that year.

**1991 1992 1993 1994 1995 1996 1997 1998**  
**1999 2000 2001 2002 2003 2004 2005 2006**  
**2007 2008 2009 2010 2011 2012 2013**

Printable version of all years

**Quick Links**

- SC Calendar of Events
- SC Meeting Videos
- Featured Staff Videos



UNM President Gerald May

UNM Staff Council  
Hokona-Zuni Hall Room 302  
MSC02 1560  
University of New Mexico  
Albuquerque, NM 87131  
Phone: 277-1532  
Fax: 277-1313  
email

- Same navigation on every page
- SC accomplishments easily accessed



# Development Model

- Contractor provides website updates and maintenance
- Kathy can concentrate on content



Questions?



# UNM | STAFF COUNCIL

*The Voice of Staff*


[UNM Government](#)
[UNM Resources for Employees](#)
[Getting Around UNM & ABQ](#)
[SC Home](#)
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[UNM](#) » [Staff Council Home](#)

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[Archived Newsletters](#)

*For the Week of July 8, 2013*

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### Feedback on UNM Policies Needed

Revisions to some existing policies and a proposed new policy are now available for a 30-day campus review and comment period. Your comments can make a difference so please take the time to read. [More...](#)

### Volunteers Needed for Commencement

Volunteers are needed for the Spring 2013 University Commencement Ceremony on Saturday, 5/11/13. [More...](#)

### Tuition Remission

Use your tuition remission to see what a difference summer can make. [More...](#)

### Featured Event

The UNM Alumni Association will present "Behind the Ball at Spring Train-

## Quick Links

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## Featured Staff A Love of Art



This month we talked to featured staff member Sally Smith whose love of art has led her down a whole new path. [Read more...](#)