

Staff Council Standing Committee Minutes

Committee Name: Executive

Meeting Date and Place: 6/13/14, Faculty Staff Club

Members Present: Joaquin Baca, Mary Clark, Crystal Davis, Renee Delgado-Riley, Gene Henley, Jarrett Hines-Kay, Cindy Mason and Gina Urias-Sandoval

Members Absent: Danielle Gilliam

Guest: Mark Reynolds, Chair of the Communications & Marketing Committee

Minutes submitted by: Kathy Meadows



	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes	Minutes from 5/14/14 were approved.	
3	Communications & Marketing Committee Update	Reynolds suggested that the Staff Council create a new standing committee called Events. After a brief discussion the Executive Committee decided to form a Task Force to evaluate the feasibility of creating a new committee. Members will include Clark, Reynolds and Mason. Reynolds stated that he and Meadows met with UCAM and CAPS to discuss the Council's utilization of social media. It was suggested that the Council conduct a survey of staff about use of social media. Reynolds reported that he and Meadows met with IT and UCAM to discuss migrating the Staff Council website to Cascade. He stated an IT-hosted site plus a full website design by UCAM would be approximately \$3000 and requested funds for this purpose. This was postponed until July to allow for budget analysis.	Mason will review the budget request and report back to the Executive Committee in July.
4	Review of SC Meeting Agenda for 6/17/14	Clark nominated Chief Kathy Guimond as a recipient of a Staff Hero Award. This was approved by the Committee. The Agenda was approved with changes.	
5	President's Report	During the last month, Delgado-Riley met with President Frank and VP Washington. Delgado-Riley is exploring the possibility of reinstating the benefit to allow UNM employees to use tuition remission for CNM classes. It was suggested that a Task Force be formed to study this issue. Delgado-Riley met with JoEllen Ransom, Ombudsperson for Staff. Ransom offered to provide mediation training for Staff Councilors in the Fall. This was approved by the Committee with the stipulation that Executive Committee members receive training first, followed by the entire Council.	
6	President Elect's Report	No report.	
7	Speaker's Report	Clark presented the budget for Staff Appreciation Month (SAM) which totaled \$9,365. After a lengthy discussion, approval of the budget, with the exception of the Sock Hop, was postponed until the next Executive Committee meeting.	Hines-Kay will contact Chartwells to see if they would be willing to reduce the cost of the Burrito Breakfast.
8	Treasurer's Report	Mason requested approval of the formation of an Ad Hoc Funding Allocation Committee with member to include Mason, Henley and Urias-Sandoval. This was approved	

		<p>by the Committee. The Ad Hoc Committee will report to the Executive Committee by 9/1/14. Mason created a draft Funding Request Form and asked for feedback from the Committee.</p>	
<p>6</p>	<p>Administrative Report</p>	<p>Meadows stated that the terms of three representatives on the Faculty Staff Benefits Committee expire in 6/2014 and they all expressed interest in reappointment. They are Bernhard, Sletten and Mann. This was approved by the Executive Committee. Meadows stated that Riggs' term on the KUNM Radio Board expired in 5/12014 and he would like to be reappointed. This was approved by the Committee. Meadows distributed a document that gave a brief summary of all the university-wide committees that have Council representatives currently serve on. Meadows stated that some staff have questioned how Governor Martinez' Executive Order allowing state employees time off for parent/teacher conferences would pertain to UNM employees. Dr. Tomas Aguirre will be the keynote speaker for the Staff Council luncheon in July during SAM.</p>	<p>Clark will refer this issue to the Employee Life Committee.</p>

Staff Council Permanent and Standing Committees:

Campus Environment – [Karen Wentworth](#)

Communications & Marketing – Mark Reynolds

Employee Life – [Terry Horger & Anne Burtnett](#)

Ethics (Permanent)

Executive (Permanent) – Renee Delgado-Riley

Government Relations – Mary Clark, Jarrett Hines-Kay

Health Sciences Center Staff – Jodi Perry

Rewards and Recognition – Kathy McKinstry & [Celeste Cole](#)

Rules and Elections (Permanent) – [Karen Mann](#)

Student Success – Cindy Mason & Gina Urias-Sandoval

Staff Council Ad Hoc Committees:

Staff Appreciation Month – [Carol Bernhard](#) & Tracy Wenzl

University-Wide Committees:

2014 Homecoming Steering Committee – Sarah Kieltyka and & Lisa Walden (**currently meeting monthly, Alumni Relations proposes that SC hold an event/collection drive for Homecoming, SC will sponsor an event on Tuesday, 9/23/14 – details to follow**).

Civil Campus Council – Joaquin Baca (**changed name to CommUNITY Council, Council implemented climate survey and is analyzing results, identified new campus safety system that will use phone apps (primarily) to track and keep an open line for people who feel threatened or scared while walking on campus which is supposed to be implemented in the fall**).

Consensual Relationships Policy Ad Hoc Committee – [Traci Jastrzemski](#) (**committee completed task, policy will go out for public comment in fall 2014**)

Faculty Staff Benefits Committee – Carol Bernhard (exp. 6/2016), [Marcia Sletten](#) (exp. 6/2016), Karen Mann (exp. 6/2016), [Hans Barsun](#), Co-chair (exp. 6/2015), [Nicole Stephens](#) (exp. 6/2015) (**currently meeting monthly**)

Faculty and Staff Club Advisory Board – [Kathryn Bernhard-Brizzee](#), [Kathy Meadows](#) (**have not met yet**)

UNM Campus Climate Survey Committee – Joaquin Baca, [Anne Burtnett](#), [Veronica Griego](#), [Ken Van Brott](#) (**survey is currently under review by EHP and will go out to campus soon**)

HR Rewards & Recognition Committee – [Natalie Brigance](#), Lisa Gilmore, Chelsea Beth Walker (**have not met yet**)

IT Cabinet – [Bob Christner](#) (**currently meeting monthly, however, direction of cabinet has changed from discussion of current IT issues to marketing of IT**)

KUNM Radio Board – Elmo Riggs (exp. 5/2016) (**currently meeting monthly**)

Provost Committee for Staff – Amanda Bassett (**currently meeting monthly, committee sponsored by Provost's Office and each member is appointed by their respective colleges for a minimum of 2 years**)

Recreational Services Advisory Council – Cindy Mason (meets once a semester, main topic has been renovation/new recreation center)

Search Committee (UNM Police Chief) – Mary Clark (candidate selected, committee disbanded)

Search Committee (OEO Director) – Carol Bernhard, Gina Urias-Sandoval (3 candidates selected for campus-wide interviews this month)

Search Committee (VP for HR) – Gene Henley (candidates selected for phone interviews)

Student Conduct Committee – Brad Beck, Ken Carpenter, Danielle Gilliam, Veronica Griego, C. Lucas Gutierrez, Shawn McGee, Stella Ramos, Mark Reynolds, Deanna Sanchez-Mulcahy, Gina Urias-Sandoval (committee members underwent training and committee is ready to hear cases)

Sustainability Council – Cindy Tyson (in process of defining/redefining role)

Tuition Fee Policy – Renee Delgado-Riley (no report)

Veteran’s Task Force – Gina Urias-Sandoval (currently meeting monthly)

REVISED 6/19/14 Non Councilors

MEMORANDUM

TO: RENEE DELGADO
CC: KATHY MEADOWS

FROM: TRACI JASTRZEMSKI

DATE: JUNE 2, 2014

RE: CONSENSUAL RELATIONSHIP POLICY FORMING COMMITTEE

As you are aware, I was asked to attend the Consensual Relationship Policy Forming Committee. This committee's chair is Pamina Deutsch. The instruction that a policy be created that addresses consensual relationships between employees/students at the University and faculty members was requested by President Frank.

I attended the committee meeting held during the Fall, 2013 Winter, 2013 and Spring, 2014. I have attached a list of the committee members to this memo. I have also attached the final version (as of April, 2014) which will be presented for public comment during the Fall, 2014 semester. The committee does not anticipate reconvening, but that may change depending on the comments received during the comment period.

I have contacted Bonnie Leigh Reifsteck and advised her that I am no longer on the Executive Committee. Bonnie Leigh will email Renee Delgado if the committee reconvenes and so that my replacement may be decided. Please do not hesitate to contact me with any questions or concerns.

Members of the Consensual Relationships Policy Committee

Melanie Baise, Associate University Counsel

Michael Brown, Manager, Human Resources Consulting Group

Robert Burford, Student Conduct Officer, Dean of Students

Heather B. Cowan, EEO Compliance Manager

Pamina Deutsch, Director, UNM Policy Office

Gail Houston, Chair, English Department

Theresa ("Traci") Jastrzemski, Medical Practice Specialist, Pharmacy

Jon Lee, GPSA Lobby Committee Chair and UNM Law Student

Theresa Ramos, Acting Director, Faculty Contracts and OEO

Emma Rodriguez, Associate University Counsel

Susan Scott, Emerita Professor, Pediatrics Endocrinology

Magdalena Vigil-Tullar, Director, Employee Relations

ASUNM representative TBD

Updated June 2, 2014

Consensual Relationships and Conflicts of Interest - Draft 4-28-14

1. General

Though normally the University has no interest in romantic or sexual consensual relationships involving members of the campus community, when such relationships occur in educational or supervisory contexts they can present serious ethical concerns and compromise the University's academic and work environment. Such relationships can lead to charges of sexual harassment and exploitation, especially when the relationships end, or cause third parties to have concerns about undue advantage or restricted opportunities. For these reasons, consensual relationships in which one party, *the "superior,"* has a formal instructional, supervisory, evaluative, or advisory role over the other party, *the "subordinate,"* must be disclosed in order to eliminate the actual or perceived conflicts of interest caused by the relationships and to mitigate adverse effects on third parties.

This policy applies to all faculty, staff, and students at the University and to others who participate in the University's programs and activities, whether on- or off-campus and including abroad.

2. Definitions

A "consensual relationship" means a relationship in which a superior and a subordinate are engaged by apparent mutual consent in a romantic or sexual relationship.

A "superior" and "subordinate" mean the parties to a consensual relationship in which the superior exercises authority over the subordinate, such as teaching (including teaching assistants), supervising, evaluating, or advising.

3. Reporting Responsibility

A superior shall not exercise authority (such as by teaching, supervising, evaluating, or advising) over a subordinate with whom the superior is involved in a consensual relationship. The superior must disclose the relationship to an immediate supervisor as soon as possible, so that the immediate supervisor can manage the conflict created by the relationship.

A superior should disclose a past consensual relationship with a subordinate to an immediate supervisor if the superior is currently exercising authority over that subordinate and believes a conflict exists.

Superiors are expected to cooperate in actions taken to eliminate conflicts of interest and mitigate adverse effects on third parties. When superiors fail to disclose current or ongoing consensual relationships or fail to cooperate in efforts to manage the conflicts of interest caused by the relationships, they may be subject to disciplinary actions up to and including termination.

4. Third-Party Reports

Consensual relationships may lead to third-party reports of the relationships, especially when the relationships give undue access or advantage to the subordinate, restrict opportunities for others, or create a perception of these problems. Third parties who believe they have been disadvantaged may make good-faith reports of conflicts of interest due to consensual relationships to the following:

- the superior's immediate supervisor
- the applicable chair, dean, director, or vice president

The University reserves the right to discipline members of the University community who knowingly make false reports of consensual relationships.

5. Immediate Supervisor Responsibility

An immediate supervisor who is notified, or becomes aware, of a consensual relationship, shall take immediate steps to manage the conflict of interest caused by the relationship. In most instances that will be accomplished by providing an alternative means for the teaching, supervising, evaluating, or advising of the subordinate. For certain departments or specialized disciplines, the immediate supervisor may have to arrange for another department or unit to exercise authority over the subordinate. Supervisors may seek guidance from the [Office of Equal Opportunity](#), [Human Resources Division](#), or [Office of the Provost](#). Supervisors should document the steps taken to manage the conflict of interest. (An example of a management plan is attached as Exhibit A.)

When a student is the subordinate in a consensual relationship, the immediate supervisor should endeavor to preserve the student's immediate and long-term educational opportunities, ability to meet program requirements, and career progression.

6. Confidentiality

As part of managing or eliminating conflicts, it may be necessary for immediate supervisors to provide general information about the conflicts to other individuals. Every reasonable effort, however, should be made to preserve confidentiality, to provide information on a need-to-know basis, and to protect the privacy of the parties. This includes responses to third-party reports.

Immediate supervisors should keep all documentation related to a consensual relationship secure and separate from the official files that are maintained on the parties to the relationship.

7 Related Policies

Faculty Handbook Policy C30 ("Employment of Relatives")

UAP 2200 ("Whistleblower Protection and Reporting Suspected Misconduct and Retaliation")

UAP 3210 ("Recruitment and Hiring")

UAP 3780 ("Sexual Harassment")

Exhibit A: Sample Management Plan

Exhibit A: Sample Management Plan

The purpose of this management plan is to resolve a conflict of interest as defined in UAP ____ (“Consensual Relationships and Conflicts of Interest”):

A superior shall not exercise authority (such as by teaching, supervising, evaluating, or advising) over a subordinate with whom the superior is involved in a consensual relationship. The superior must disclose the relationship to an immediate supervisor as soon as possible, so that the immediate supervisor can manage the conflict created by the relationship.

A superior should disclose a past consensual relationship with a subordinate to an immediate supervisor if the superior is currently exercising authority over that subordinate and believes a conflict exists.

_____ (Superior) has currently (or had in the past) a relationship with _____ (Subordinate) that requires disclosure under UAP _____. As a result the following steps are being taken:

- _____ will be transferred to another position or class.
- _____’s supervisory, decision-making, evaluative, academic, or advisory responsibilities will be transferred to _____.
- _____ will provide an additional layer of oversight to the supervisory role.
- Other. Please describe:

The signatures below confirm approval of this agreement to resolve the conflict of interest.

Immediate Supervisor of Superior

Superior

Subordinate

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

CIVIL CAMPUS COUNCIL

2013-2014 GOALS, ACTION STEPS, ACCOMPLISHMENTS

AND MOVING FORWARD

2013 – 2014 GOALS (9/26/13)

1. IDENTIFY EVERYTHING AND ANYTHING THAT UNM CURRENTLY DOES TO SUPPORT/CULTIVATE CIVILITY ON CAMPUS. ✓
2. IDENTIFY EVERYTHING AND ANYTHING THAT UNM CURRENTLY DOES TO ADDRESS ACTS OF INCIVILITY WITHIN OUR CAMPUS COMMUNITY. ✓
3. EVALUATE AND ASSESS DATA TO DETERMINE IF THERE ARE ANY GAPS. ✓
4. IF NEEDED, IMPLEMENT AND/OR MAKE RECOMMENDATIONS FOR NEW PROGRAMS, POLICIES, PROCEDURES, ETC. ✓

2013 – 2014 ACTION STEPS

1. PHASE 1

- CREATE GROUP. ✓
- SET UP MEETING TIMES. ✓
- WRITE SLOGAN. ✓
- WRITE MISSION AND VISION. ✓
- WRITE SURVEY. ✓
- RESEARCH EMERGENCY RESPONSE SYSTEM. ✓

2013 – 2014 ACTION STEPS

2. PHASE 2

- DESIGN TYPE TREATMENT. ✓
- CREATE WEBSITE. ✓
- LAUNCH CAMPAIGN. ✓
- DISTRIBUTE SURVEY. ✓
- FORM SUB-COMMITTEES. ✓
- SELECT EMERGENCY RESPONSE SYSTEM. ✓
- LAUNCH “CIVILITY SPEAKER SERIES” ✓

2013 – 2014 ACTION STEPS

3. PHASE 3

- PLAN AND HOLD “CIVILITY SUMMIT.”
 - DETERMINE GUEST LIST.
 - PICK AND CONFIRM KEYNOTE SPEAKER.
 - DEVELOP PROCESS TO ASSESS THE DATA AND MAKE RECOMMENDATIONS (WORK GROUP SESSIONS).

ACCOMPLISHMENTS

1. EDUCATION SUB-COMMITTEE

- a. WROTE MISSION AND VISION STATEMENT.
- b. CREATED WORKING DEFINITION OF “CIVILITY.”
- c. DESIGNED MARK.
- d. DESIGNED AND CREATED WEBSITE.
- e. PARTNERED WITH ASUNM, QSA, THE LGBTQ CENTER AND THE DEAN OF STUDENTS OFFICE ON “UNIVERSAL RESTROOM” INITIATIVE.
- f. DEVELOPED “L.O.B.O. PLEDGE” FOR UNM ATHLETIC EVENTS.

ACCOMPLISHMENTS

2. **COMMUNITY BUILDING** SUB-COMMITTEE

- a. IMPLEMENTED CIVILITY SPEAKER SERIES (FIVE DURING FALL SEMESTER, 3 DURING SPRING SEMESTER).
- b. IDENTIFIED AND BEGAN CONNECTING WITH *COMMUNITY PARTNERS*.
- c. RESEARCHED AND PURCHASED RAVE-GUARDIAN.
- d. CREATED A “STUDENT CRISES BLUEPRINT” WHICH IDENTIFIES KEY PLAYERS, LEADS AND PROCESSES FOR DIFFERENT TYPES OF “IN-CIVILITY” (E.G. HATE/BIAS, SEXUAL MISCONDUCT, PHYSICAL ASSAULT).

ACCOMPLISHMENTS

3. **INFORMATION GATHERING AND ORGANIZING** SUB-COMMITTEE

- a. WROTE, REVISED AND SENT OUT CIVILITY SURVEY. RECEIVED OVER 2000 RESPONSES (DATA PRESENTED ON 4/23).
- b. HOSTED “HOW CAN I SERVE YOU” (5/9 & 5/2) FOR STUDENT LEADERS (OVER 50 ATTENDED).

ACCOMPLISHMENTS

4. **REPORTING** SUB-COMMITTEE

- a. HELPED REVIEW HIRING, TRAINING AND PROGRAMMING REQUIREMENTS WITHIN UNM HOUSING.
- b. GATHERED NUMEROUS CAMPUS POLICIES AND PROCEDURES (E.G. REGENT'S, FACULTY SENATE, HSC). CURRENTLY IN THE PROCESS OF ASSESSING AND EVALUATING DATA BEFORE MAKING RECOMMENDATIONS TO THE CIVIL CAMPUS COUNCIL (LU-IN WANG, FACULTY MEMBER, UNM SCHOOL OF LAW).

PENDING ACTION ITEMS

1. LAUNCHING PASSIVE MARKETING CAMPAIGN.
2. INCORPORATING DATA FROM SURVEY INTO WEBSITE.
3. DEVELOPING STUDENT LEADERSHIP CLASS WITH STRONG “CIVILITY” COMPONENT (SPRING, 2015)
4. DEVELOPING “STUDENT HONOR CODE” FOR UNM PATHFINDER AND COURSE SYLLABI.
5. IN CONJUNCTION WITH THE UNM SAFETY COMMITTEE, SUPPORT THE DEVELOPMENT OF A “STUDENT SAFETY PATROL” (4/30)
6. FOR 2015, DEVELOP “STUDENT CIVILITY SUMMIT” FOR STUDENT LEADERS. EVENT WOULD INCLUDE “CIVILITY” SPEAKERS AND WORKSHOPS.
7. SEND OUT SURVEY.

2014 – 2015 COMMITTEES & ACTION ITEMS

1. DATA ORGANIZATION AND COLLECTION COMMITTEE

- a. ORGANIZE AND PLACE DATA COLLECTED FROM THIS YEAR'S SURVEY ON COMMUNITY WEBSITE
- b. DESIGN NEXT YEAR'S SURVEY

2. AWARENESS COMMITTEE

- a. DEVELOP AND LAUNCH PASSIVE CAMPAIGN
- b. "CELEBRATE CIVILITY" EVENTS
- c. CIVILITY MESSAGE AT NEW STUDENT ORIENTATION AND OTHER "NEW STUDENT" EVENTS

3. EDUCATION COMMITTEE

- a. CIVILITY "VIDEO CLIPS"
- b. ON-LINE COURSES FOR FACULTY AND/OR STAFF

4. ENGAGEMENT COMMITTEE

- a. CREATE AND COORDINATE OPPORTUNITIES FOR FACULTY, STAFF AND STUDENTS TO GET INVOLVED (E.G. CIVIL CAMPUS CORPS)
- b. MONTHLY TOWN HALLS *
- c. INTELLIGENCE² *

* STUDENT DRIVEN

THANK YOU!

LET US RISE UP AND BE THANKFUL, FOR IF WE DIDN'T LEARN A LOT TODAY, AT LEAST WE LEARNED A LITTLE, AND IF WE DIDN'T LEARN A LITTLE, AT LEAST WE DIDN'T GET SICK, AND IF WE GOT SICK, AT LEAST WE DIDN'T DIE; SO, LET US ALL BE THANKFUL. ~ BUDDHA