

Staff Council Standing Committee Minutes

Committee Name: Executive

Meeting Date and Place: 8/27/14, Faculty Staff Club

Members Present: Mary Clark, Crystal Davis, Renee Delgado-Riley, Danielle Gilliam, Gene Henley and Cindy Mason

Members Excused: Joaquin Baca, Jarrett Hines-Kay and Gina Urias-Sandoval

Guest: JoEllen Ransom and Josh Pando, University Ombuds Services

Minutes submitted by: Kathy Meadows



	Subject	Notes	Follow-Up
1	Approve Agenda	Approved.	
2	Approve Minutes	Minutes from 7/13/14 approved.	
3	University Ombuds Services for Staff	<p>Guests, JoEllen Ransom and Josh Pando reviewed the services their office provides for staff. The main goal of the office is to resolve conflicts at the lowest level and least expensive way possible for both staff and the University.</p> <p>A lengthy discussion followed about how to maximize this service for staff and some of the barriers that staff perceive when reaching out to this office</p>	
4	Administrative Officer's Report	<p>On behalf of the Communications & Marketing Committee, Meadows presented a proposal to redesign the Staff Council website utilizing the services of UCAM to include design, training and maintenance. This was approved by the Committee.</p> <p>Meadows stated that some SC committees remain inactive and requested that they report activities.</p> <p>Meadows presented a list of upcoming event requests for the Staff Council.</p> <p>On behalf of Councilor Mark Reynolds, Meadows presented a proposal to write a resolution creating a permanent Staff Council Events Committee. This was approved by the Committee. Clark and Mason volunteered to assist Reynolds in drafting the resolution. The resolution will be presented to the Council in September.</p>	<p>Speaker Clark will contact SC committee chairs to request a written report of current activities and goals for the next year.</p> <p>Meadows will email this list to the Committee for review.</p>
5	President's Report	Four Mediation Training workshop sessions, facilitated by the Ombuds Services Office, have been scheduled for the Executive Committee and Staff Council Chairs.	
6	President Elect's Report	No report	
7	Speaker's Report	No report.	
8	Treasurer's Report	<p>Mason is in the process of working with her Funding Ad Hoc Committee to draft a Staff Council Funding Request Form.</p> <p>Mason will facilitate a SAM Debriefing meeting on 9/3/14.</p>	

UNM Staff Ombuds Services/DR
Anonymous Survey Response Report for 9/1/13 to 7/7/2014

Top 5 Workplace Concerns Addressed

1. Employee/Manager Communication
2. Communication
3. Conflict with Coworker
4. Unfair Treatment
5. Bullying

Referral Sources

Self	51
Supervisor	41
HR	15
Coworker	14
Other	4

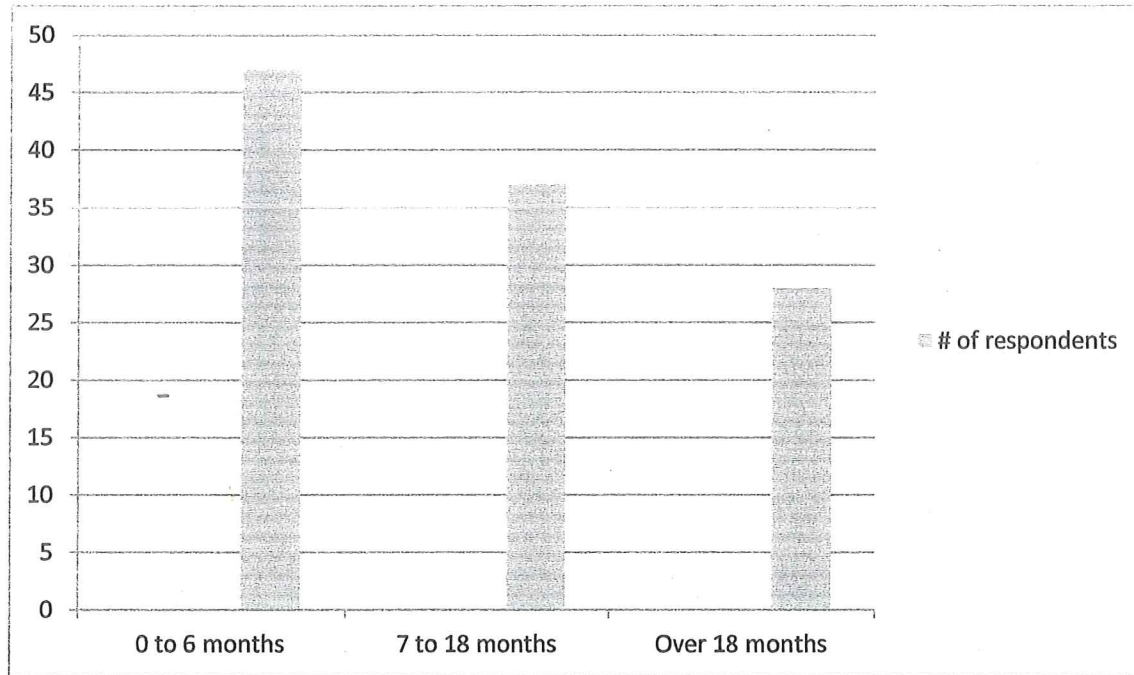
"Snapshot" of Survey Responses

	YES (%)	NO (%)
Did you feel heard?	100%	0%
Did the process seem fair/impartial?	99 %	1%
Did you receive new perspective and/or new info?	98%	2%
Would you recommend Ombuds Services to others?	99%	1%

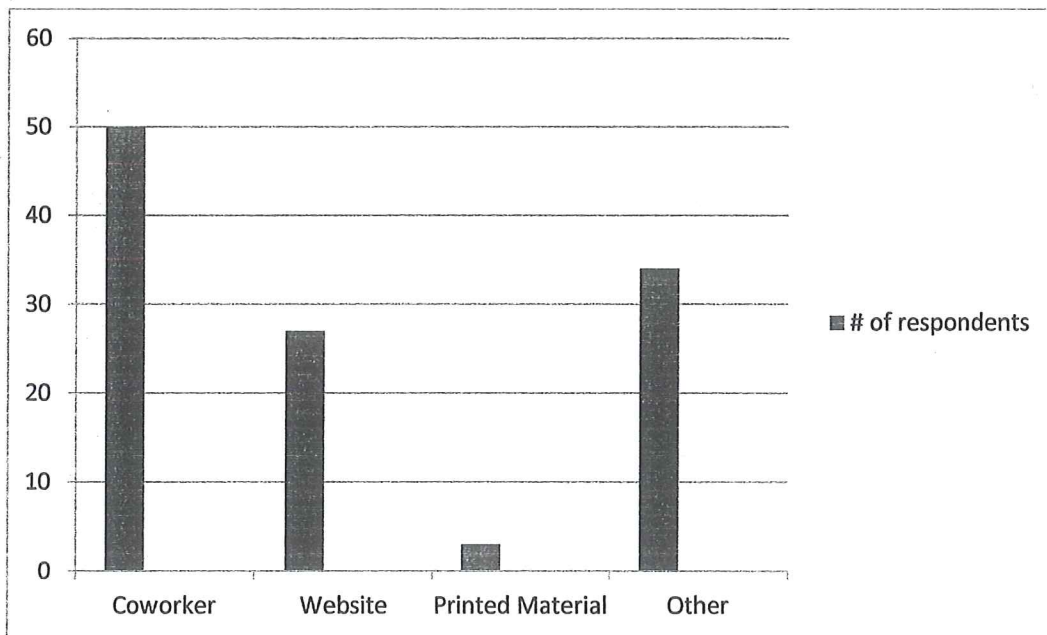
Some Quoted Comments

- *"I came away from my appointment feeling positive and energized that resolution can be reached."*
- *"Josh is great in this position, and is a great listener; very affirmative and positive."*
- *"I got some good ideas & Strategies"*
- *"JoEllen is the best. professional and compassionate, I appreciate her spirit"*
- *"This was a very positive and constructive process. I appreciate it"*
- *"Thank you for lending an ear and providing these useful services, feeling human again."*
- *"I left with a hopeful/positive view on being able to resolve my concern."*

How long has this been a concern?



How did you learn about Ombuds Services?



Proposal for Staff Council Website Revision

Date: August 26, 2014

To: The Staff Council Executive Committee

From: Pam Castaldi, Chair, Staff Council Communications and Marketing Committee

Problem

The website is a major repository for Staff Council information and knowledge management. It has the potential to be a major source of communication and marketing but there are two main problems:

1. Currently the website resides on a server in a location that is not secure. It needs to be moved to a secure location maintained by UNM IT.
2. Design of website is obsolete and ineffective. It does not serve the needs of its stakeholders including Staff Council, UNM staff, UNM administration, faculty and students. Not only does it need a redesign, it needs sustainable resources to maintain it and make the necessary changes that are vital to an evolving and relevant communication tool that appropriately reflects our professional commitment to our organization, the UNM Staff Council.

History of the Project

In March of 2013, the Communications and Marketing Committee recognized a need to redesign the Staff Council website and since then has been diligently working to make that happen.

The committee members have professional expertise in website design, information architecture, IT, marketing, multimedia and editing skills. Since early June of 2014, the committee has also been working closely with the University Communication and Marketing Department's webmaster (UCAM) to design a website that will meet our needs and retain the flexibility that will allow us to make modifications as necessary.

Solution

The Communication and Marketing Committee will take the lead in working with UCAM to redesign the current website and manage its content development. We will set up communication processes with the Executive Committee as well as with other committee chairs to keep the website current and relevant.

UCAM has presented a proposal outlining scope and costs for the website redesign. In our professional opinion, this proposal is well thought out and the costs are more than reasonable for the scope.

It is imperative that we move forward with the redesign of the website now. It will take approximately 6-8 weeks after receiving approval before the new website will go live. In the meantime, the Staff Council is missing important opportunities to communicate effectively with its constituents and other stakeholders.

We recommend that the Executive Committee approve UCAM's proposal.



THE UNIVERSITY of
NEW MEXICO

UNIVERSITY WEB COMMUNICATION SERVICES

MSC04 2545, 1 University of New Mexico, Albuquerque, NM 87131

E S T I M A T E

To: UNM Staff Council

From:

Web
Communication
Services
webcom@unm.edu
277-5851

Subject: Redo Staff Council Website

Date: 6/11/2014

Job Specifications:

Based on our meeting on 6/10 and to document provided by Pam below is an estimate to create/migrate the staffcouncil.unm.edu website into the WCMS.

Processes	Estimated Hours	Estimated Cost
Build out site skeleton	2	\$120.00
Build out page content for approx 40 pages (based on document recieved - # of pages may decrease as we isolate which ones are external links)	13	\$780.00
News System	5	\$300.00
Blog	5	\$300.00
Events Calendar	5	\$300.00
Automate Meeting Minutes listing for each of the 10 committees	5	\$300.00
Featured Staff for sidebar.	2	\$120.00
TOTALS:	37	\$2220

Terms:

All work on this estimate pertains to the job specifications stated above. Any requests for additional services will result in the creation of a new estimate, and may result in additional charges. Estimates may not be exact and projects may require more or less hours than those estimated. In such cases the customer will be consulted as soon as an overage is identified. At the end of each month we will bill all used hours for that month. Projects ending prior to the end of the month will be billed upon completion.

Delivery Terms:

All work will be done live on the internet, but not published or visible to the public prior to final approval. Any further requested changes or additions to the site after final delivery will require a new estimate and may result in additional charges.

Agreement:

If you are in agreement with the terms of this estimate, please sign in the space provided below and return a signed copy to our department within thirty (30) calendar days. Upon receipt of a signed copy of this estimate, University Communications and Marketing Web Services will proceed with plans for consummating the transaction in a timely manner.

Signature

Date



THE UNIVERSITY of
NEW MEXICO

UNIVERSITY WEB COMMUNICATION SERVICES

MSC04 2545, 1 University of New Mexico, Albuquerque, NM 87131

ESTIMATE

To: UNM Staff Council

From:

Web
Communication
Services
webcom@unm.edu
277-5851

Subject: Web Site Support Hours

Date: 8/26/2014

Job Specifications:

Based on our meeting on 6/10 and to document provided by Pam below is an estimate to create/migrate the staffcouncil.unm.edu website into the WCMS.

Processes		Estimated Hours	Estimated Cost
	Web Site Support Hours	13	\$780.00
			\$0.00
			\$0.00
	TOTALS:	13	\$780

Terms:

All work on this estimate pertains to the job specifications stated above. Any requests for additional services will result in the creation of a new estimate, and may result in additional charges. Estimates may not be exact and projects may require more or less hours than those estimated. In such cases the customer will be consulted as soon as an overage is identified. At the end of each month we will bill all used hours for that month. Projects ending prior to the end of the month will be billed upon completion.

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Signature

Date

August 26, 2014

TO: Staff Council Executive Committee

FROM: Mark Reynolds

RE: Events Committee Proposal

At the September SC meeting, I plan to propose the establishment of an Ad-Hoc Events Committee (embracing the SAM committee members) to include the Staff Council Administrative Officer.

If approved, a request for other committee members will go out to establish the kick off meeting and define the charge, rolls and responsibilities of the committee.

Mark will chair for the 1st year term, and have this committee in place by Jan 2015. The purpose of the committee is to take SAM events, brown bag events, special events, and or any and all events that come to SC and other committees to evaluate and manage.

As Mark requested this with the last executive committee it has been deferred but the events have not so we need to move forward and get this committee in place to address the needs, financial impacts, and resources necessary to provide this a service for Staff.