



Staff Council Standing Committee Minutes: Executive

Date and Place: 08/05/20, Zoom

Members Present: Nancy Shane, Tracy Wenzl, Angie Beauchamp, Armando Bustamante, Texanna Martin, Grace Faustino, Brian Vineyard, Scott Sanchez, Ryan Gregg

Members Excused:

Minutes submitted by: Amy Hawkins

1. Approve Agenda 11:04
2. Approve Minutes from 7/29/20. Approved with change.
3. Administrator's Report
 - a. E-News Accessibility for the blind update.
 - i. Steps taken:
 1. Zoom consultation with friend, colleague, and pal, Andy Andrews, Accessibility Coordinator at UW regarding first steps of making news and website more accessible for the blind; plus, shared documents and links for additional resources, testing and tools.
 2. Implementing the "big 3" in regards to emails:
 - a. Clear & concise headings
 - b. Inserting alternative text into any images (including department logo)
 - c. Smart hyperlinks
 3. Followed up with staff member who made initial request to check on and ask questions about the differences in quality of emails.
 4. Along with our Communications & Marketing (C&M) Committee Chairs, Mark Reynolds & Cynthia Meche, met with Matt Carter, Dir Univ Web Communications; Heather Jaramillo, Assoc Dir Equal Opportunity; Rob Burford, Dir University Compliance; Carree Connelly, IT Officer; Tuan Bui, IT Applications; & Alesia Torres, Dir Core IT Svcs. What we learned: UNM is working on an RFP to bring accessibility to a higher level of awareness and requirements for departments. There is no current coordination across the U in regards to this effort for staff.
 5. Mark Reynolds has downloaded of a free trial of JAWS reader and shares what it sees
 6. Next steps: Meeting to review best practices for accessibility in general to include Amanda Butrum; C&M Committee to work on SC best practices plan and along with Amy review content of website through the lens of accessibility.
 - b. Event Request: C&M - Parliamentary Procedure. Approved.
 - c. Event Request: Mental Health for UNM Webinar #2 with Jeanine Driscoll. Approved.

- d. Funding Request: Bring Back the Pack Packs. Not approved.
 - i. Event Debrief: Brown Bag Webinar on Equity and Inclusion
 - 1. Discussion: Exec is incredibly impressed and thankful to R&R for their efforts in successfully putting on the event
 - 2. Feedback: Be very clear to presenters about the focus of content Staff Council is looking for; focus on staff issues; perhaps having a moderator could help the presenter and discussion refocus topics on staff
 - 3. Thank you card to Zeria – Amy will get something to her on behalf of the committee
 - e. Sick Leave: August 11-14
- 4. Roundtable
 - a. Consideration, review, and discussion of proposed bylaws changes;
 - i. Permanent Standing Committees
 - 1. Motion to endorse the bylaw amendment regarding permanent standing committees. Seconded. Motion fails.
 - ii. Exec Committee Emergency Power
 - 1. Motion to endorse the bylaw amendment regarding Executive Committee emergency power. Seconded. Motion passes.
- 5. President's Report
 - a. Communications guidelines for this committee.
 - b. Shane will communicate the rest of her report via email.
- 6. Speaker's Report
 - a. C&M sent a report back with all the meetings they have had regarding communication with visually impaired in response to Exec's request to them.
 - b. Committee chairs updates to their charges are coming to Tracy; the Council will have to approve any committee charge.
- 7. Enrollment update
- 8. Census update; call to share information. Amy to send in enews again
- 9. Staff messaging, communications, and appreciation discussion
- 10. Adjourn: 12:50