

3-4-2011

Staff Council Steering Committee Meeting, 3/4/ 2011

UNM Staff Council

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Staff Council Standing Committee Minutes



Committee Name: Steering Committee

Regular Meeting time: The Committee meets every other Friday from 10:00 – 11:30 a.m.

Meeting Date and Place: Hokona Hall, Conference Room, 373

Members Present: Elisha Allen, Karen Mann, Sidney Mason-Coon, Suzanne McConaghy, Linda McCormick, Kathy McKinstry, Tom Rolland and Inigo San Gil.

Members Excused: Marsha Baumeister, Nissane Capps, Bob Christner, Mary Jacintha, Shelley Rael and Cindy Tyson.

Members Absent: Romeo Alonzo, Annabeth Fieck, Merle Kennedy and Diana Montoya.

Guests Present: No guests.

Minutes submitted by: Kathy Meadows

	Subject	Notes	Follow-Up
1	Meeting Called	10:07 a.m.	
2	Committee Management	<p>McConaghy will serve as Co-Chair of the Steering Committee.</p> <p>McCormick stated that all requests for information from UNM administrative offices must be put in writing and submitted to Kathy Meadows who will then forward them to the Executive Committee. This is to ensure that there is no duplication of requests and also to make sure that the information requested is received.</p> <p>McConaghy stated that each Committee Chair should produce a written Agenda before their Committee meetings. Committees are required to submit Minutes to the Staff Council Office. Formal minutes helps track Committee membership. McConaghy showed examples of an Agenda and Minutes.</p> <p>McCormick introduced the topic of a new Councilor Orientation and stated that she is preparing documentation to help new Councilors interact more effectively with their Constituents. McConaghy stated that the Communications Committee is preparing a one-page document that explains everything a Councilor needs to know.</p>	
3	Web Site Demonstration	<p>McConaghy demonstrated the Staff Council website and displayed the main page, roster of Councilors and Committee Minutes. She asked that each Chair review their Committee information on the Website and email Kathy Meadows with any corrections.</p> <p>Mann suggested that this same Website Demonstration be done at the March Staff Council Meeting.</p> <p>McConaghy demonstrated the Web Calendar and stated that there have been some problems with spammers adding porn to the Calendar. Councilor Christner, who helps manage the Council Website, and Meadows are the only people who can delete items from the Calendar. A brief discussion of security measures for the Calendar and other Calendar options ensued. Councilor San Gil suggested the Council check into a Google Calendar and McConaghy stated that the Communications Committee</p>	<p>Meadows will add this demonstration to the March meeting Agenda.</p>

	<p>would like to explore this option.</p> <p>Councilor McKinstry stated that we should utilize the Website more effectively by posting Staff Appreciation Month door prize winners on the website. In addition, McCormick suggested adding a link on the website that archives all of the recipients of the Jim Davis, Gerald W. May and Staff Hero awards.</p>	
<p>4 Staff Appreciation Month</p>	<p>Mc Conaghy said that each Committee is expected to contribute, in some way, to the activities. She distributed and reviewed an event-planning form (this form is attached to the minutes) that will assist the Chairs in planning the various events. It was agreed that the majority of events will be held on Thursdays during the month of July.</p> <p>Tentative list of events and the names of the Committees that will plan and organize the event:</p> <p>7/7/11 – Staff Breakfast (Government Relations, Student Success, Rules & Elections).</p> <p>7/7/11 – Medicine Collection (Environs). Councilor San Gil suggested that McCormick include information on expiration dates or at least provide a disclaimer.</p> <p>7/14/11 – Media Collection on Main Campus (Environs, Rules and Election), North Campus (HSC Councilors), South Campus (Parking & Transportation).</p> <p>7/19/11 – Staff Council Meeting with motivational speaker (Executive).</p> <p>7/21/11 – Concert and BBQ (Work+Life).</p> <p>7/23/11 – Staff Picnic at Isotopes (Rewards & Recognition). Councilor McKinstry stated that she is thinking about holding a contest to choose a staff member to sing the Star Spangled Banner at the game.</p> <p>7/28/11 – Ice Cream Social on the Main, North and South Campuses. Ice cream will be donated by UNM Athletics Parking & Transportation, Communications).</p> <p>7/28/11 – Staff Council Reception/Meet Your Council Representative (Executive).</p> <p>Non-Dated Items:</p> <p>Art/Craft Show(s) (Career Development).</p> <p>Silent Auction (Compensation). Councilor Allen suggested that proceeds from this event go to the Gerald W. May Award fund or to fund a Staff Scholarship.</p> <p>Collection of Door Prizes for the SAM was assigned to the Retirement and Employee Right & Policy Review Committees.</p> <p>Councilor Allen stated that the United Way committee would like to organize a “thank you” event for staff.</p>	<p>McConaghy will ask Pug Burge to be the guest speaker, since she is an ardent supporter of Staff Council.</p> <p>Meadows will contact Marla Wood to learn more about this event.</p>
<p>5 Next Meeting:</p>	<p>Next meeting Friday, March 25, 2011, Hokona Hall, Room 373.</p>	<p>Meeting Adjourned at 11:23 a.m.</p>

Staff App. Month Timeline Template

Committee Name:

Staff Appreciation Month Project:

My committee needs for our part of Staff Appreciation Month:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

This will cost:

- 1.
- 2.
- 3.
- 4.

By March 25th (next Steering committee meeting), we'll have accomplished:

- 1.
- 2.
- 3.

By April 8th :

By April 22nd

By May 6th:

By May 20th:

By June 3rd:

By June 17th: Be completely ready with everything scheduled.

And, then it's GO TIME