

3-25-2011

## Staff Council Steering Committee Meeting, 3/25/ 2011

UNM Staff Council

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**Staff Council Standing Committee Minutes**



**Committee Name:** Steering Committee  
**Meeting Date and Place:** Friday, 3/25/11, Hokona Conference Room, 373  
**Members Present:** Elisha Allen, Romeo Alonzo, Marsha Baumeister, Bob Christner, Merle Kennedy, Suzanne McConaghy, Shannon McCoy-Hayes, Linda McCormick, Kathy McKinstry and Tom Rolland  
**Members Excused:** Nissane Capps, Sidney Mason-Coon, Shelley Rael and Cindy Tyson  
**Members Absent:** Annabeth Fieck, Mary Jacintha, Karen Mann, Diana Montoya and Inigo San Gil  
**Guests Present:** None  
**Minutes submitted by:** Kathy Meadows

	<b>Subject</b>	<b>Notes</b>	<b>Follow-Up</b>
1	<b>Meeting called to Order</b>	10:02 a.m.	
2	<b>Approve Agenda</b>	Approved with the following amendments: Add Door Prizes as a SAM topic, Add Relay for Life, add Staff Council Meeting Procedures.	
3	<b>Approve Minutes</b>	Minutes from 3/4/11 were approved with the following amendments: Add the Presentation of the Jim Davis Award on 7/19/11 as a SAM event.	
4	<b>Announcements</b>	Allen announces that Shannon McCoy Hayes will serve as Co-chair of the Student Success Committee.	
5	<b>SAM Updates by Event</b>	<p><u>Pancake Breakfast – 7/7/11:</u> Meadows summarized the meeting she attended at President’s Office on 3/18/11. That office will plan a “United Way Thank You” event whereby a few agencies that received UNM United Way monies will have displays at the Pancake Breakfast.</p> <p><u>Medicine Collection – 7/7/11:</u> McCormick is in the process of deciding on a campus location for the event. She will also check with UNMPD to see how they coordinate their Controlled Substances collection event.</p> <p><u>Book Exchange – 7/14/11:</u> Spaces for this event on the three campuses (main, north, south) have been reserved. UNM Recycling will help collect and store books before the event.</p> <p><u>Staff Council Meeting/Presentation of Jim Davis Award – 7/19/11:</u> Pub Burge will be the guest/motivational speaker. Refreshments have been ordered. Rewards &amp; Recognition Committee will begin reviewing Davis Nomination Form.</p> <p><u>Staff Picnic – 7/23/11:</u> McKinstry said that they will sell a total of 2500 tickets at all ticket offices on campus and at PPD. There will be a fireworks show after the ball game. The picnic area of Isotopes Park has been reserved for UNM Staff. Tickets will sell for \$5 each and include a hot dog, chips and water. Staff will also receive a coupon for a 25% discount at the Isotopes Store on 7/23/11 only. UNM PATS may allow staff parking at the south campus lot. A UNM staff employee will be allowed to sing the National Anthem at the game and McKinstry will hold auditions sometime in June.</p>	Alonzo will check to see if auditions can be held in a room at Popejoy Hall. He will also check to see if an audition tape can be made, free of charge, since the Isotopes requires this.

	<p><u>Concert/BBQ – 7/21/11:</u> No report.</p> <p><u>Arts/Crafts Show – 7/6/11, 7/13/11 (north campus) and 7/20/11, 7/27/11 (main campus):</u> All the rooms have been reserved on both campuses. Baumeister stated that she is working with PPD to arrange for table set-up and break-down on the north campus. Registration fee is \$10, and will be refundable when participants check-in. Checks should be made payable to UNM Staff Council. Exhibitors will not be allowed to sell arts/crafts but can promote their work. All exhibitors will be asked to donate a piece of their artwork/craft as a door prize.</p> <p><u>Ice Cream Social – 7/28/11:</u> Kennedy reported that UNM Athletics agreed to sponsor this event on main, north and south campuses.</p> <p><u>Staff Council Reception/Meet Your Councilor – 7/28/11:</u> The Faculty Staff Club has been reserved from 4:00 – 7:00 p.m. This event will include food and music. Allen suggests a band, led by a UNM staff employee. The entire Club will be utilized, including the patio and front lawn.</p> <p><u>Door Prizes:</u> Alonzo and Rolland are in the process of collecting items.</p>	<p>Meadows will contact Athletics to firm up arrangements.</p> <p>Meadows will contact the FSC to see if they will sponsor this event and help with food costs.</p> <p>Alonzo and Rolland will determine how prizes are distributed.</p>
<b>6 Staff Cares Initiative</b>	Deferred until the next Committee meeting.	
<b>7 Relay for Life</b>	McKinstry spoke about the history of Staff Council’s involvement in Relay. It appears that there will be no separate UNM staff team this year. The Committee agreed to sponsor a student team.	McConaghy will research a student team.
<b>8 Staff Council Meeting Procedures</b>	In order to balance guest speakers with committee reports, committees will no longer be required to report every month. All committee reports will be 5 minutes in length unless otherwise requested by the Chair of that committee.	Meadows will monitor committees to make sure reports are given at least every 3 months.
<b>5 Next Meeting:</b>	Next meeting date 4/8/11 from 10:00 – 11:30 a.m. in Hokona Hall, Room 373.	<b>Meeting Adjourned</b> at 11:29 a.m.