

5-10-2011

Staff Council Student Success Committee Meeting, 5/10/2011

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Standing Committee Minutes

Committee Name: Student Success Committee
Meeting Date and Place: Faculty Club, May 10th, 2011, 12:00p.m.
Members and Guests Present: Elisha Allen, Sarah Kieltyka, Krystal McCutchen, Anna Mae Apodaca, Shannon McCoy-Hayes
Members Absent: Mary Clark, Bob Christner, Cindy Mason, Lisa Kiscaden, Pam Agoyo, Mark Reynolds
Minutes submitted by: Elisha Allen / Shannon McCoy-Hayes
Next Meeting: January 2011

	Subject	Notes	Follow-Up
1	Pancake Breakfast	<p>The Pancake Breakfast will be held 7/21/2011 from 7:30-9:30.</p> <p>Elisha met with Eileen Sanchez and Patricia Branwen in HR. They will send him a breakdown of how people have volunteered for this event in the past, and some other templates for coordinating the event.</p> <p>HR often presents the Pancake Breakfast with a theme such as "Day at the Beach" or "50's Diner". They would like us to decide on the theme, but said that HR can provide the theme if it follows one they have already done.</p> <p>They would like us to help recruit from staff and Staff Council to help with the event. In particular, they need the people to volunteer for the following: Sign-in/greeters, ticket takers, handing out food tickets, Someone to coordinate inviting Lobo Louie/Lucy.</p> <p>HR will send out a letter to the Administrators whom they are recruiting to serve the breakfast, but they would like us to handle the coordination of RSVPs, etc.</p> <p>They have templates that we can use for "sign-in" sheet and name tags.</p> <p>Discussion: Anna Mae will see if she can recruit by sending out a message to ADVISE-L, A&S, UC and the Ethnic Centers. We also have a verbal commitment from the Communications Committee to help with Pancake Breakfast. As soon as we know how many people we need, we'll do a doodle to get everyone locked into times. Elisha will compose and send out a "save the date" recruitment email in a day or two</p>	<p>Send out save the date announcement,</p> <p>Recruit volunteer to handle RSVP,</p> <p>Coordinate Louie and Lucy Lobo appearance</p> <p>Begin organizing volunteers for the event itself</p>



		<p>This year, HR is ordering for 750 people, an increase over the attendance last year when they ran out of food.</p> <p>One of the logistical problems they encountered last year was that people tended to rush in at the end of the event in order to be there for the prize drawing. There will be NO prize drawings at this event this year, so this should address the concern. Prizes will be given out at the "Meet your Councilor" event instead.</p> <p>On each table they'll have a little "menu" half of which will be HR related information, and the other half can be tips on Student Success and Staff Council info. (Anna Mae asks if HR will provide a template for this as well).</p>	
2	Bursar's Hold Memo	<p>Where are we with that? Shannon sent out a Google Docs. For some reason, not everyone was able to access it.</p> <p>Remedy: Have all committee members send Shannon each one of their emails.- especially their most preferred email. Google Doc's won't let people edit if the email they are using is not on the list of those able to edit when the document is first created.</p> <p>We will be using Google Docs A LOT in the future, so this is important.</p> <p>Remedy: All committee members send Shannon@unm.edu a list of the emails they use.</p>	<p>All committee members send Shannon@unm.edu the email address they would like to use for accessing Google Docs.</p>
3	Student Success Resource Page: Ongoing	<p>Krystal will be meeting with Vanessa re: linking Student Success recourse page to UCAC Webpage.</p> <p>Postscript: (Tuesday) Immediately following her meeting with us, Krystal met with Vanessa who sent out an IM broadcast to all the advising staff on campus with the link to the resources page.</p>	
4	Regent's Academic Affairs Committee presentation	<p>An opportunity to bring the Regent's up to speed on everything that staff does for students. Questions: Which staff will be represented? This is a huge community. Anna Mae told a story. Elisha likes the "story format". Collect Quotes or survey staff for a collection of exemplary service. Biology will</p>	

		<p>try to select from their last semester's Survey of outgoing grads.</p> <p>Consensus is that there would be too much to talk about if we don't find a focus. So, start with an overview of categories with Depts and Units being broken down by amount of student contact.</p> <p>An outline and overview will be created.</p>	
5	Summer Schedule	<p>Re-Doodle to see when everyone can meet during summer.</p> <p>Adjourn: 12:45</p>	