

## UNM-Gallup Staff Council Minutes

Wednesday, Aug. 30, 2023 | 10 a.m. | Executive Conference Room

### Staff Council Executive Committee

President Frank Sanchez	Present
President-elect Tina Griego	Present
Treasurer Monica Wyaco	Present
Secretary Richard Reyes	Present
Member At Large Abigail Montoya	Present
Member At Large Grace Lueras	Present
Past President Denise Silva	Not Present

### Staff & Guests Present:

Shana Arviso, Accommodations Specialist  
Ozzy Guerrero  
Eliza Caponetto, Retail Manager  
Ron Petranovich  
Brittany Tabor, Student Success Supervisor  
Jacquelyn Vandever, Admin Assistant 2

### Approval of Agenda

Motion: Tina G.  
Second: Monica W.  
Discussion: None.  
Opposition: None.  
Action: Motion approved.

### Approval of Previous Meeting Minutes

Motion: Grace L.  
Second: Tina G.  
Discussion: None.  
Opposition: None.  
Action: Motion approved.

### Discussion/Action Items

1. Planning and Approval of Staff Council Yearly Calendar – Staff Council  
Discussion: Council discussed upcoming events and potential plan of events by month.
  - September: Wellness Event by main campus planned Sept. 14; Safety Week Sept. 18-22; Wellness BMI Challenge Kick Off Sept. 5; President Frank S. plans to meet with executive leadership monthly.
  - October: Possible Halloween events? VRC used to host big student event; Fall Break is Oct. 12-13; Nursing will have a simulation event Oct. 12-13; Oct. 17 is main campus staff council business meeting; Tina G. recommended trunk or treat type of event from 3-5 p.m. Halloween Day, Oct. 31, to invite community to visit and tour campus.
  - November: Campus closed Nov. 23-25; Frank S. proposed food drive in early November through Thanksgiving; Election Day is in November, idea to invite county clerk to register students for voting in Gurley Hall.
  - December: Holiday in New Mexico early December; Board officer nominations will be done at Dec. 20 meeting and voting will happen in January; Tina G.

volunteers for Holiday Door Decorating Contest; End of BMI Challenge and staff/employee potluck planned for Dec. 19.

- January 2024: Jan. 31 Staff Council meeting will be election of new officers and officers will immediately take over new roles; MLK Day is Jan. 15; Classes start Jan. 16; Frank S. recommended Robert's Rules training 4-5 p.m. Jan. 25 in Gurley Hall 1124; Frank S. says there will probably be a Wellness event in January, details TBD.
- February 2024: February is Black History Month; Valentine's Day is Feb. 14 (a Wednesday); Super Bowl Sunday is Feb. 11; Grace L. suggested doing something nice for employees "share the love"; Frank S. suggested push for campus kudos; Richard R. noted BeKind UNM Week is in February.
- March 2024: Spring Break; Midterms; Walking Challenge; Open house in Gym.

Motion: Richard R. motioned to table discussion for next meeting.

Second: Monica W. seconded.

Opposition: None.

Action: Motion approved and discussion tabled.

### **Committee Reports**

1. Wellness Committee: Frank S. said main campus was happy with attendance during Kick Off Week events. Open house in gym was successful. Frank S. introduced the BMI Wellness Challenge; top prize is a standing desk. Frank S. asked for motion to approve BMI challenge.  
Discussion: No further discussion.  
Motion: Grace L. motions to approve BMI Challenge.  
Second: Richard R.  
Opposition: None.  
Action: Motion approved.
2. Exit Interview Committee: No report.
3. Development Committee: No report.

### **Executive Committee Reports**

1. President: Frank S. mentioned timeclock forum. Some departments have volunteered as guinea pigs for new timeclock system. Frank will continue following up with executive leadership. Frank also talked about staff council admin position. He received email from Robert Griego saying it's being considered. Frank said he would follow up.
2. President-elect: No report.
3. Treasurer: Monica W. contacted the bank but hadn't received a response yet. An agent said she needs to set up an appointment to meet personally since it's a closeout.
4. Secretary: Richard R. announced plans to continue serving as secretary for President-elect Tina G (unless anyone else is interested).
5. Members At Large: No reports.
6. Past president: No report.

### **Comments/Announcements**

- Ron P. asked about job vacancies within institution, wondering if it's pertinent to Staff Council to get involved and see what's going on with some positions that seem to be on hold. Frank S. said there was some thought about doing a UNM-G campus only hiring event for vacant work-study positions; might be something good to do every semester. Shana A. mentioned a rapid hire event. Ron said he was talking more about administrative approval to get positions filled. He's had some vacancies for a couple of

years. He said it would be nice to hear updates. Frank said this may be a transparency issue, similar to timeclock issue. Richard R. suggested that Ron approach HR; if no response, then talk to executive team at next meeting. Shana A. recommended consulting with staff council executive liaison Jayme M. Tina G. said this is a campus wide issue and she hears similar things from other departments.

- Semi-related to hiring issue, Grace L. said it's hard to get some people to clock out and not work off the clock. Frank said this was a big reason for his support of new timeclock system; timeclock info will provide data to highlight whether some departments are overwhelmed and need more support. Frank proposed idea of sending letter of support to all staff to encourage timeclock use and appropriate work schedule. Grace supported idea.

**Next meeting:**

10 a.m. Wednesday, Sept. 27, Library Conference Room

**Adjourn**

Motion: Grace L. motions to adjourn.

Second: Shana A.

Discussion: None.

Opposition: None.

Action: Motion approved.

Meeting adjourned at 11:17 a.m.