

## UNM-Gallup Staff Council Minutes

Wednesday, Feb. 22, 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 Present:

Rae Ruiz, admin II  
Brittany Tabor, student success supervisor/director  
Tonya Thacker, institutional researcher  
Shana Arviso, accommodations specialist  
Jessica Pino  
Jacquelyn Vandever  
Ron Petranovich  
Shanda Tom  
Ozzy Guerrero  
Teyah Denetclas  
Tanisha Ashley

### Guests Present:

Idajean Mangum, Big Brothers Big Sisters

### Approval of Agenda

Motion: Brittany Tabor moved to approve agenda.  
Second: Richard Reyes.  
Discussion: None.  
Opposition: Non.  
Action: Motion approved.

### Approval of Previous Meeting Minutes

Motion: Abigail Montoya motioned to approve minutes for Jan. 11, 2023, meeting.  
Second: Grace Lueras.  
Discussion: None.  
Opposition: None.  
Action: Motion approved.

### Guest Presentation

Discussion: Idajean Mangum, from Big Brothers Big Sisters, gave a presentation on the BBBS mentorship program, encouraging staff to volunteer to become Bigs, aka mentors for youth. Mangum also discussed Bowl for Kids' Sake fundraiser and invited staff to form a five-member team to have friendly competition with UNM-Gallup faculty team. Richard Reyes, Grace Lueras, Brittany Tabor and Tina Griego volunteered to form a staff team.  
Action: None.

### Discussion/Action Items

1. BeKind UNM Week: Richard Reyes gave update on donations made during drive. Several staff stepped up to decorate boxes and collect donations, which included several stuffed animals for Gallup Police Department and food items for Gallup Community Pantry.  
Action: None.
2. Summertime Community Event: Richard Reyes introduced idea from Chancellor Sabrina Ezzell to have a summertime community event.  
Discussion: Comments on the fact that faculty is gone in summer, so event planning would fall primarily on staff. Comments on potential for staff development events over summer and whether both could be done. Frank Sanchez recommended keeping event on Staff Council agenda for ongoing discussion.  
Action: None.
3. Basic Needs Survey: Richard Reyes gave brief update on UNM Basic Needs Survey and encouraged everyone to complete the survey.
4. Timeclock Discussion with Leadership: Frank Sanchez gave update after speaking with Chancellor Sabrina Ezzell about possible changes to timeclock system.  
Discussion: Sanchez said project is in limbo and probably won't happen for quite some time due to main campus changing time keeping system. Sanchez said Chief Business Officer Robert Griego plans to do Q&A with staff about the issue. Questions on why it's being implemented and comments on supervisors needing to address problems with specific employees, rather than everyone falling under babysitting program. Sanchez said program is not meant to be punitive. Tina Griego said she and others have been guinea pigs for new timeclock system and said it's much easier than paper timesheets. Comments and questions about whether system is fair and accountable for all employee, considering some people work remotely.  
Action: None.
5. Staff Council Wellness Committee: Frank Sanchez said he would like to form a committee to help put organize wellness activities.  
Motion: Brittany Tabor motioned to create a Staff Council Wellness Committee.  
Second: Rae Ruiz.  
Discussion: None.  
Opposition: None.  
Action: Motion approved.
6. Wellness Event and Staff Council Participation: Frank Sanchez said Wellness Event was being planned for Feb. 28 and welcomed staff to participate. Event was to include gym tours, main campus presentations, and sign-up sheets for future events and activities.  
Action: None.
7. Formation of Essential Staff Council Committees: Frank Sanchez introduced idea of forming two committees, one for conducting exit interviews of departing staff and another for staff development.  
Discussion: Jacquelyn Vandever, Tina Griego, Brittany Tabor and Shana Arviso expressed interest in serving on Exit Interview Committee. Grace Lueras, Tonya Thacker and Shana Arviso expressed interested in serving on Development Committee.
  - a. Motion: Richard Reyes motioned to create Exit Interview Committee.  
Second: Tina Griego.  
Opposition: None.  
Action: Motion approved.
  - b. Motion: Grace Lueras motioned to create Development Committee.  
Second: Monica Wyaco.

Opposition: None.  
Action: Motion approved.

### **Executive Committee Reports**

1. President
  - a. Robert's Rules of Order training video is available at library for anyone interested in watching it.
  - b. Agreed to meet with Chancellor Ezzell monthly.
  - c. Administrative Liaison: Still up in the air. Trying to figure out how to get admin position funded.
  - d. Staff Council email: Has been set up. Emails will automatically go to Frank and Richard.
  - e. ABQ Staff Council outreach: ABQ Staff Council wants Gallup Staff Council to be involved and is willing to meet with officers. Gallup trying to piggyback off of ABQ initiatives, such as Staff Appreciation Week. ABQ interested in Gallup staff's perspective on One University.
  - f. Graduation Attendance: Local Advisory Board tasked staff with creating survey to find out why more staff do not attend graduation. Comments on staff being the ones who organize event and stay late to clean after event. Shout outs to Student Services, Campus Police, Facilities & Maintenance, etc. for work on graduation. Richard volunteered to help create survey.
2. President-elect
  - a. Solicitation of staff comments/survey: No progress yet, but will set aside time to get it done.
3. Treasurer
  - a. Bank account update: Reached out to Jayme McMahon for information, but still waiting to connect.
4. Secretary
  - a. Staff Council web page: No progress yet, but will work with Carmen Wellborn to get it set up.
5. Members at Large
  - a. N/A
6. Past President
  - a. N/A

### **Comments/Announcements**

Discussion: None

### **Next Meetings**

Discussion: The next meetings are scheduled 9:30 a.m. Wednesday, March 29; 10 a.m. Wednesday, April 26; and 10 a.m. Wednesday, May 31. Locations to be determined. Agreement to move meetings to different parts of campus, such as SSTC 120 and Nursing Building. Frank said he would find another location for third meeting.

### **Adjournment**

Motion: Richard Reyes motioned to adjourn.  
Second: Monica Wyaco.  
Discussion: None.  
Opposition: None.  
Action: Motion approved.