UNM-Gallup Staff Council Minutes
Wednesday, July 26, 2023 | 10 a.m. | Executive Conference Room

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

Staff & Guests Present:
Shana Arviso, Accommodations Specialist
Jayme McMahon, Director of Student Affairs
Brittany Tabor, Student Success Supervisor
Jacquelyn Vandever, Admin Assistant 2
Teyah Denetclaw, IT Support Tech 2
Wilma Lee, HR Tech
Shanda Tom, Admissions Advisor
Tanisha Ashley, IT Support Tech 2
Eliza Caponetto, Retail Manager
Angelia Hood, Customer Service Associate
Ardene Johnson, Customer Service Supervisor

Approval of Agenda
Motion: Grace L.
Second: Tina G.
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. Staff Council Yearly Calendar Planning – Staff Council
   Discussion: Grace L. said it would be nice to have yearly calendar with all of Staff Council's goals so we know our direction and know not to conflict with other events on campus. Frank suggests a motion for special meeting during Kick-Off Week.
   Motion: Richard R. motions to have a special meeting for all staff during Kick-Off Week to play and approve an annual calendar.
   Second: Grace L.
   Opposition: None.
   Action: Motion approved.

2. Update on Timeclock Change and Leadership Communication & Transparency – Frank Sanchez, president
   Discussion: Frank S. gave update on a letter written to the UNM-Gallup leadership team about Staff Council's thoughts on timeclock change and communication & transparency. Frank brought it up with Campus Council, and the feeling was there were valid questions coming from Staff Council.
   Motion: Richard R. motioned to approve letter for submission to leadership.
   Second: Abi M.
   Opposition: None.
   Action: Motion approved.
3. Justification Letter for Admin Position – Frank Sanchez, president
   Discussion: Frank and Richard put together a letter to attach to the e-requisition for creating an admin position for the Staff Council. The plan is to post the position and then conduct interviews. It would be an internal hire and it's a .25 position. Goal is to have an admin in place by the end of Staff Council's first year.
   Motion: Brittany T. motions to approve letter and submit the e-req justification.
   Second: Grace L.
   Opposition: None.
   Action: Motion approved.
4. PR Logo Presentation – Richard Reyes, PR specialist
   Discussion: Richard R. gave a presentation about the UNM logo, including how he can help, how he's allowed to distribute it, how he would like to track it, and what happens when the logo is misused. Richard is available to help any staff and faculty with the logo if/when needed.
   Action: None.

Committee Reports

1. Wellness Committee
   Discussion: Frank S. said there is possibility of releasing Wellness Room in Gurley for other uses. Wellness Committee is recruiting new members. Shana A. volunteered to join. Frank reminds everyone of Wellness Day during Kick-Off Week. Grace L. mentioned timing is tough for advisement staff. Jayme M. talked about Dean John Zimmerman's new approach to Kick-Off Week and plan to close campus for BBQ/convocation event for all employees.
2. Exit Interview Committee
   Discussion: Richard R. said he threw committees on agenda just as reminder in case members want to give updates. Brittany T. asked for refresher/reminder of who's on the committees. Richard R. said he will track down information.
3. Development Committee
   Discussion: No report.

Executive Committee Reports

1. President: Frank S. said we are more than halfway through the year, so officers should start thinking about position they will adopt next year and to start recruiting for replacements if officers don't plan to participate again.
2. President-elect: No report.
3. Treasurer: Not present.
4. Secretary: Richard R. reminded everyone of meeting decorum/etiquette and Robert's Rules training to take turns when talking and raise hands if you have something to say.
5. Members At Large: No reports.
6. Past president: No report.

Comments/Announcements

- Shana A. suggests sending out employee benefit information such as Lunch Crunch and other things coming up in Fall 2023 semester. Staff might benefit from extra push to take advantage of benefits offered and opportunity to partake. Shana also recommended reflection on development process due to lack of attendance and promotion. Tina G. agreed attendance was low and noted Facilities Approval plus Promotional process may have been part of problem. Richard acknowledged he could have done better to promote it. Frank S. said if we ask EOD to come to campus, everybody should be aware and encouraged to attend. There probably needs to be leadership component where managers are reminded to allow staff to attend. Jayme M. said this underscores need for admin and possibility of Staff Council email sending out reminders rather than just PR.
- Jayme M. talked about role as administrative liaison for the council. Jayme said she commits to being present at meetings. She is not a voting member and she doesn't want to stifle conversation. She wants to help council thrive using her experience as past council president. Jayme M. also suggested posting agendas and minutes on Staff Council webpage once there is administrative support. She also recommended posting info about committees and members. Richard R. said the webpage has been on backburner for some time and will hopefully get updated when new web designer is hired.
- Frank S. noted idea of having Jayme M. to talk to council about fundraising, so that might be an agenda item for next council meeting.

Adjourn

Motion: Richard R. motions to adjourn.
Second: Brittany T.
Discussion: None.
Opposition: None.
Action: Motion approved.