



University of New Mexico  
STAFF COUNCIL SPECIAL MEETING  
February 26, 2019  
SUB, Lobo A&B

**Members Present:** Angela Beauchamp, Lisa Beauchene, Armando Bustamante, Jesus Chavez, Brooke Cholka, Mary Clark, Autumn Collins, Andrea Crawford, Jessica Esquibel, Mark Fischer, Lorena Giese, Cameron Goble, Ryan Gregg, Erica Grong, Christine Heinemeyer, CJ King, Joseph Lane, Texanna martin, Ignacio Ortiz, David Pallozzi, Joni Roberts, Karen Sanchez, Nancy Shane, Jessica Stanton, David Thomas, Celestina Torres, Lisa Walden, Tracy Wenzl

**Members Excused:** Lorena Blanco-Silva, Rob Burford, Andrew Castellano, Aracely Chapa, Dave Collymore, Cynthia Gonzales, Irene Gray, Jennifer Kavka, Lauren Lewis, Raymond Mitchell, Patrick Newman, Cynthia Perez-Chavez, Paula Jean Popp, Kristine Radcliff, Mark Reynolds, Moyna Robeson, Kristina Rucker, Scott Sanchez, Jessica Serna, Gina Urias-Sandoval, Brian Vineyard, Tish Young

**Members Absent:** Debbie Aguilar, Jeff Barkley, Bradford Beck, AnneMarie Boyd, Jeremy Work

**Guests Present:** Alonzo Maestas, VRC

**Parliamentarian:** Adam Hathaway, Professional Registered Parliamentarian.

**Call to Order:** at 1:04 p.m.

**Grade Seat for Elections Proposal**

Nancy Shane P22, on behalf of Rules and Elections committee, moved to adopt these grades as included in your packet today. The motion was adopted.

**Resolution 2019 #2 – Parental Leave**

Ryan Gregg P12, President-elect, moved to adopt SC Resolution #2: Parental Leave. The motion was adopted after debate and amendment.

**Revised Event and Funding Request Form**

Tracy Wenzl G12, Treasurer, moved to adopt the Staff Council Event and Funding Request Form. The motion was adopted.

**Revised Funding Request Procedures**

Tracy Wenzl G12, Treasurer, moved to adopt the Staff Council Funding Request Procedures. The motion was adopted.

**Revised Debrief Form**

Tracy Wenzl G12, Treasurer, moved to adopt the Staff Council Event Debrief Form. The motion was adopted.

**Meeting adjourned at 1:43pm.**

**Minutes submitted by Amy Hawkins, Staff Council Administrative Officer.**

**Meeting minutes can be found online at: <http://staffcouncil.unm.edu/business-meetings/index.html>**

**2019 Staff Council Election  
Rules and Elections Proposal for Seats**

Grade Classification	# Staff (Jan. , 2019)	Grade Seat Category	Total Staff		Current # Seats (2017)	Proposed # Seats (2019)	# Staff/ Seat	Percent of Avg.					
			per Seat Category										
3	195	Grades 3-6	359	2	2	179.5	119%						
4	11												
5	108												
6	45												
7	232							Grade 7	232	2	2	116.0	77%
8	328							Grade 8	328	2	2	164.0	109%
9	275	Grade 9	275	2	2	137.5	91%						
10	516	Grade 10	516	4	3	172.0	114%						
11	522	Grade 11	522	3	4	130.5	87%						
12	565	Grade 12	583	4	4	145.8	97%						
AE12	8												
CN12	10												
13	614	Grade 13	632	4	4	158.0	105%						
AE13	13												
BE13	5												
14	407							Grade 14	486	3	3	162.0	107%
AE14	19												
AN14	16												
BN14	41												
CN14	3												
15	217	Grade 15	266	2	2	133.0	88%						
BN15	5												
CE15	34												
CN15	10												
16	164	Grade 16-20	324	2	2	162.0	107%						
AE16	31												
CE16	3												
CN16	3												
17	50												
18	25												
CE18	41												
19	7												
<b>Grand Total</b>	<b>4,523</b>		sum:	30	30								
Avg per seat	150.8												
85% of Avg.	128.2												
115% of Avg.	173.4												



**UNM Staff Council 2019 Resolution #2**

**Name: Parental Leave**

**Authors: Staff Council**

**Adopted by Staff Council on: February 26, 2019**

1. WHEREAS the University of New Mexico strives to find opportunities to recruit and retain top notch employees, support working families, and increase morale and productivity among staff; and
2. WHEREAS historical data shows that employees who take parental leave are more likely to return to the same employer, meaning a policy could help UNM avoid some of the expenses associated with personnel turnover; and
3. WHEREAS staff at the University of New Mexico must currently take their sick and/or annual leave to bond with their newborn or adopted child; and
4. WHEREAS UNM Staff must build up their sick and annual leave balances to take time to be with the newborn or newly adopted child, which may cause staff to work while they are sick due to inadequate leave or to retain leave balances; and
5. WHEREAS the City of Albuquerque just adopted a parental leave policy, where new parents may receive up to 12 weeks of paid parental leave; and
6. WHEREAS the University of New Mexico supports faculty in balancing their academic and personal lives by providing one semester of paid parental leave and the Health Sciences Center provides faculty with eight weeks of paid parental leave; and
7. WHEREAS the University of New Mexico should provide opportunities for health and wellness of new families, and encourage bonding time between the child and parent; and
8. WHEREAS there are a number of universities that have recently added a paid parental leave policy, that allows from 2 to 6 weeks of paid parental leave for their employees; and
9. THEREFORE BE IT RESOLVED that the UNM Staff Council requests the implementation of a policy that allows 6 weeks of paid parental leave, separate from sick leave and annual leave balances, to staff that are the parents of a newborn or adopted child.
10. Copies of this Resolution shall be sent to the Board of Regents; Garnett Stokes, President of UNM; Craig White, Interim Senior Vice President of Finance and Administration; Dorothy Anderson, Vice President for Human Resources; Dr. Paul Roth, Chancellor for Health Sciences and Rich Wood, Interim Provost of UNM.

## Project / Event & Funding Request Form

**Date:**

<b>Part 1: Project/Event Information</b>	
Project/Event Name:	Project/Event Date & Time:
Project/Event Location:	Number of Volunteers Needed: Anticipated Number of Attendees:
Project/Event Description (Please describe in detail ):	Contact Name:  Staff Council Committee (if applicable):  Phone:  Email:
Are you requesting funding for this project/event?  If yes, complete the Funding section below.	Is this a recurring (annual) event?
Describe any assistance from the Staff Council Events Committee that this project/event will require.	Please explain how this project/event aligns with Staff Council goals.

<b>Part 2: Request for Funding</b>	
What is the total estimated cost of this project/event?	
How much are you requesting from the Staff Council?	
Will additional funding will be provided by other resources?	
Additional funding source name:	Amount:
If the request is in excess of \$500, would you like to present to the Executive Committee?	

<b>Itemization of Proposed Expenses</b>		
All spending will be reviewed for reasonable cost, available budget, and valid business purpose.		
<b>Item/Service to Be Purchased</b>	<b>Purpose</b>	<b>Estimated Cost</b>

- All SC expenses paid by Pcard must be paid with the SC Department Pcard unless other arrangements are made prior to purchase.
- Out of pocket expenses cannot be reimbursed.
- Attach any backup documentation and/ or marketing material to speed processing.

**Please email completed form to [scouncil@unm.edu](mailto:scouncil@unm.edu).**

**ALL EXPENSES MUST COMPLY WITH UAP 7000: FISCALMANAGEMENT AND UAP 4000: PROCUREMENT.**

## Staff Council Event & Funding Proposal Procedures

1. Committee member, Councilor, or staff completes the Project Event and Funding Request Form and sends to the Staff Council Administrator.
2. With few exceptions, Committees should submit requests at least two weeks in advance. Requests submitted on shorter notice may be denied based on logistics.
3. The Administrator will forward the completed form to the Executive Committee before the next scheduled meeting. The form will be discussed and determined at the next Executive Committee meeting. The Executive Committee meets weekly except for the week of the Staff Council Business meeting.
4. If Executive Committee doesn't have a meeting scheduled in the seven days following the receipt of the funding request, the Executive Committee may consider (approve/disapprove) the request via email agreement of 5 members.
5. The Executive Committee will determine if the event aligns with the requesting committee's charge (if applicable), and/or and at least one of the goals of Staff Council, and that all requests follow University Business Policies and Procedures. They will be reviewed by the Staff Council Treasurer to ensure budget availability .
6. The Administrator will relay the Executive Committee's decision to the hosting committee within 48 hours.
7. If the hosting committee requests assistance from the SC Events Committee the Administrator will notify the Chair of the Events Committee the same day.
8. In the case where the Executive Committee determines that the proposed event does not align with the requesting committee's charge but does align with at least one goal of Staff Council, the Executive Committee may forward to the Chair of the Events Committee, via the Administrator. The Events Committee shall consider hosting the event. Funding information will also be provided to the Chair of the Events Committee at that time. The Administrator will notify the original submitter of the decision within 48 hours.
9. The SC Events Committee Chair will report back to the Administrator whether or not they will to host the event within 48 hours of their next meeting. This information will be relayed back to the Executive Committee via the Administrator.
10. An Event Debrief Form will be submitted to Staff Council Administrator following the event.

## SC Event Debrief Form

Hosting committee or councilor completes event debrief form during the monthly committee meeting immediately following the event date then sends it to the SC Administrator for Executive Committee's feedback. The completed debrief forms will be sent monthly to Staff Council.

Event Name:	
Event Point Of Contact:	
Committee:	
Event Date & Time:	
Event Location:	
No. of Volunteers Who Participated:	Estimated No. of Attendees:
What parts of the event were successful?	
What parts of the event need improvement?	
Suggestions/Recommendations	
Would you recommend doing the event again?	
Why/Why not?	
Requested Funding Amount:	Final Costs Amount:
Explain the difference if any:	
Executive Committee Feedback:	

**Please email completed form to [scouncil@unm.edu](mailto:scouncil@unm.edu).**