REGULAR BUSINESS MEETING
February 16, 2021
Zoom

Members Present: Sandra Bauman, Angela Beauchamp, Lisa Beauchene-Lawson, Bradford Beck, Chelsey Begay, Jennifer Benitez, Garon Bodor, Armando Bustamante, Autumn Collins, Ed Davis, Sierra Donovan Cushing, Tyson Eakman, Grace Faustino, Nathanael Faust-Shucker, Mark Fischer, Sean Fisher, Gilbert Gallegos, Christina Heinemeyer, Kelsey Higgins, Keith Hitz, Maren Krake Dalton, Joseph Lane, Karen Lopez, Daniel Maes, Texanna Martin, Cindy Mason, Bryn McCabe-Kelly, Stephen Murillo, Teya Nguyen, Amie Ortiz, Cynthia Perez-Chavez, Jason Quinn, Mark Reynolds, Joni Roberts, Tony Robinson, John Rodriguez, Jose Rodriguez, Carla Sakiestewa, Athena Salazar,Jessica Serna, Nancy Shane, John Shaski, Jessica Stanton, Brian Vineyard, Tracy Wenzl, Winton Wood

Also Present: Professional Registered Parliamentarian (PRP), Adam Hathaway

Members Excused: Angela Catena, Amanda DiMercurio, Jennifer Kavka, Kristina Rucker, Scott Sanchez, Azura Tallant, Gina Urias-Sandoval

Members Absent: Harriet Engle, Ignacio Ortiz

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

II. **Roll Call**

III. **Agenda approved.**

IV. **Land Acknowledgement Read by: Councilor C. Begay.**

V. **Minutes from January 19, 2021 approved.**

VI. **Reports**
   a. President's Report
      President Nancy Shane updates the Council on today's Regent's meeting; State Legislative actions that affect staff; the Lobo card staff appreciation initiative; and highlighting how active the Council has been in the last year. Shane has followed up with an emailed report.
   b. Executive Committee Report
      Amy Hawkins on behalf of President-elect Scott Sanchez: The Executive Committee has worked over the last month to approve funding requests including for SMART Meetings (Parliamentary Procedure). We reviewed feedback and debriefed the always informative and ever-popular "Let's Do Lunch" events. We continued to receive feedback on the LoboCash staff appreciation event, and have been trying to connect folks who were having issues to the right place on campus to get their issues resolved. We talked through the process of filling Staff Council Vacancies and based on the dedicated work of the Rules and Elections Committee we reviewed proposed bylaw changes. Exec also discussed the cost/benefits of a proposed survey for Staff Councilors, and discussed some of the issues that are coming up as departments do their mid-year budget reviews and find that certain benefits-related-costs were under-estimated based on issues with data provided by other units.
   c. Speaker's Report
      Speaker Tracy Wenzl reported on her work to fill vacancies.

    d.   Treasurer's Report

        Treasurer Angela Beauchamp gave a brief introduction on a new fringe benefits practice that is impacting I&G funded departments, including Staff Council.

        Paused here at 1:30 p.m. for Special Order. Continued with reports at 1:51 p.m.

        Treasurer Beauchamp called for questions.

    e.   Committee Reports
      i.   Rules and Elections: Submitted via email along with Grade elections proposal. In addition, on behalf of the Rules & Elections Committee, Councilor A. Ortiz, moves to adopt the Grade seat breakdown that was sent out. Motion adopted.
      ii.   Ethics: No report.
     iii.   Communications & Marketing: Submitted via email.
     iv.   Diversity, Equity, and Inclusion: Submitted via email; in addition, C. Mason spoke about moving forward with the data collection initiative, book club, and amplifying diverse voices. With no objection, Councilor Beauchamp then gave some information about the data collection initiative.
      v.   Government Relations: No report
     vi.   HSCS Committee: Submitted via email.
    vii.   IT Committee: Submitted via email.
   viii.   Rewards and Recognition: Submitted via email; in addition, J. Lane reminds the Council of this week's Let's Do Lunch event.
     ix.   Staff Success: Submitted via email.
      x.   Strategic Planning: Submitted via email.
     xi.   Ad-Hoc Staff Affinity Groups: Submitted via email.
    xii.   U-wide Committees: Reports (4) sent via email for Alumni Liaison, Basic Needs Projects, FSBC (Faculty Staff Benefits Committee), & the KUNM Advisory Board.

VII.   **Special Order at 1:30 p.m.: Dr. Zerai, VP of Equity and Inclusion Presentation on UNM 2040 Strategic Planning**

VIII.   **Unfinished Business**

    a.   Ethics Committee Bylaw amendment proposal. On behalf of the Ethics Committee, J. Stanton moves to adopt the bylaw amendment as received.

        Secondary motion: Stanton moves to amend the bylaw, to strike the words "a Council committee or committee member, or any Councilor". Motion adopted.

        Main motion adopted.

IX.   **New Business**

    a.   Accessibility Resolution. M. Reynolds moves that the Council adopt Resolution #1 on Electronic Information Accessibility. Motion adopted.

X.   **Information Items**

    a.   Constituent Comments
    b.   Councilor Comments
      i.   Cushing talks about some HSC staff feedback about it being unsafe to come into work during inclement weather.
    c.   Ten Minute Tidbit / Nuts & Bolts: Parliamentarian Hathaway presents on Staff Council Committees.
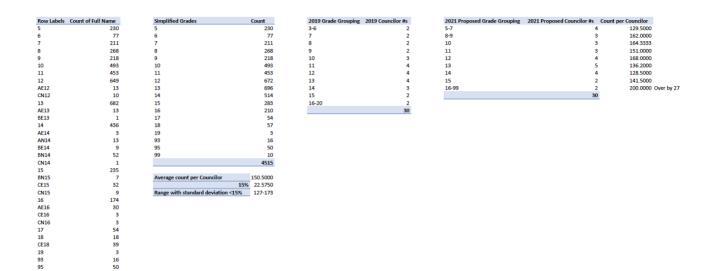
XI.   **Meeting adjourned at 2:36 p.m.**

Minutes submitted by Amy Hawkins, Staff Council Administrator.

Grade Election Proposal

Grades 5-7, 8-9, and 16-99 have been combined to provide the best allocation of seats. The number of staff in grades 5-9 has been significantly reduced from previous years, while number of staff in grades 13-14 has increased. We hope that by combining grades 5-7 we will be able to better serve staff who were in grades 3 and 4 – a cohort that had been underrepresented for many years.

The Committee seeks approval for the grade 16-99 seats because the number of staff per councilor exceeds the range specified in the Bylaws by 27. All other proposed seats fall within the range.

Row Labels	Count of Full Name
5	230
6	77
7	211
8	268
9	218
10	493
11	453
12	649
AE12	13
CN12	10
13	682
AE13	13
BE13	1
14	436
AE14	3
AN14	13
BE14	9
BN14	52
CN14	1
15	235
BN15	7
CE15	32
CN15	9
16	174
AE16	30
CE16	3
CN16	3
17	54
18	18
CE18	39
19	3
93	16
95	50
99	10
Grand Total	4515

Simplified Grades	Count
5	230
6	77
7	211
8	268
9	218
10	493
11	453
12	672
13	696
14	514
15	283
16	210
17	54
18	57
19	3
93	16
95	50
99	10
	4515

Average count per Councilor	150.5000
15%	22.5750
Range with standard deviation <15%	127-173

2019 Grade Grouping	2019 Councilor #s
3-6	2
7	2
8	2
9	2
10	3
11	4
12	4
13	4
14	3
15	2
16-20	2
	30

2021 Proposed Grade Grouping	2021 Proposed Councilor #s	Count per Councilor
5-7	4	129.5000
8-9	3	162.0000
10	3	164.3333
11	3	151.0000
12	4	168.0000
13	5	136.2000
14	4	128.5000
15	2	141.5000
16-99	2	200.0000 Over by 27
	30	

Bylaw Amendment

Section 2. Permanent Standing Committees
Permanent standing committees can only be formed, dissolved, or changed through revision of the Bylaws.

B. Ethics Committee
1. The Speaker shall nominate, subject to Council approval, five voting members of the Staff Council. Quorum for the Ethics Committee shall be four members.

2. The Ethics Committee shall establish and maintain, subject to Council approval, a Code of Ethics.

3. The Ethics Committee shall function as a resource to the Council. The Ethics Committee shall advise on ethical questions relative to Council business and the Council Code of Ethics at the request of the Council.

UNM Staff Council 2021 Resolution # 1
Name: Electronic Information Accessibility
Authors: Grace Faustino, Amy Hawkins, Cindi Meche, Mark Reynolds
Adopted by Staff Council on: February 16, 2021

1. Whereas, The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law prohibiting discrimination on the basis of disability, and Titles II and III of the ADA prohibit discriminatory lack of access for individuals with disabilities to goods and services of public services and public accommodations, respectively (Bureau of Internet Accessibility (BoIA));

2. Whereas, Title II extends a prohibition on discrimination to the activities of state and local governments regardless of whether such entities receive federal financial assistance (28 CFR; 35.102-35.104);

3. Whereas, The Department of Justice (DOJ), the agency charged with implementing the provisions of Titles II and III has stated in lawsuits and structured settlements that "no individual shall be discriminated against on the basis of disabilities in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation" (Justice (DOJ), 2017);

4. Whereas, The Web Accessibility Initiative (WAI) of the Worldwide Web Consortium (W3C) has created recognized international guidelines for website accessibility. These guidelines, which are set out in the Web Content Accessibility Guidelines (WCAG), detail how to make websites accessible to all individuals with disabilities. The DOJ uses WCAG 2.0 Level AA as the accepted standards by which to judge a website's accessibility (Caldwell, Cooper, Loretta Guarino, & Vanderheiden, 2008);

5. Whereas, The University of New Mexico (UNM) is a public institution that receives federal financial assistant and is bound by the ADA Title II and III requirements (28 CFR; 35.102-35.104);

6. Whereas, Now, more than ever, staff rely on electronic distribution of information to fulfill their duties and receive crucial information regarding University operations;

7. Whereas, UNM has a diverse body including those with visual impairments who may rely on technology such as screen readers to translate electronic information;

8. Whereas, UNM has a diverse body including those with fine motor disabilities who may experience difficulty with technology requiring clicking and scrolling; and

9. Whereas, UNM logos in digital format for formal University communications are widely used and rarely have alternative text (text placed within the HTML code that describes the function and appearance of an image or object if said object fails to load or cannot be seen, which can be read aloud by screen reader applications);

10. Resolved, That the UNM Staff Council requests that the Administration provide adequate support to such entities as University Communications and Marketing (UCAM) to ensure the University's web presence follow the principles of Web Content Accessibility Guidance (WCAG);

11. Resolved, That the Staff Council further requests UNM create a policy that all websites developed within the unm.edu domain meet at least WCAG 2.1 Level AA criteria;

12. Resolved, That the Staff Council recommends UNM fund enterprise-level tools that colleges and departments can use to provide ADA-compliant media and web content;

13. Resolved, That the Staff Council requests that the university provide accessible training materials for staff with disabilities as [defined by The UNM Office of Equal Opportunity](#) (UNM Office of Equal Opportunity);

14. Resolved, That the Staff Council requests that UCAM provide standardized language and instruction for adding alt text to all UNM and UNM department logos; and

15. Resolved, That the Staff Council requests that the Administration provide centralized access to information and training materials to help staff create content that is accessible.

Copies of this Resolution shall be sent to the UNM Board of Regents; UNM President Dr. Garnett Stokes; Senior VP for Finance and Administration Teresa Costantinidis; VP for Human Resources Dorothy Anderson; Interim EVP for Health Sciences Dr. Michael Richards; Provost and EVP for Academic Affairs Dr. James Holloway; OEO Director/ADA Coordinator Dr. Francie Cordova; ARC Interim Director Amanda Butrum; Chief Marketing and Communications Officer Cinnamon Blair; Chief Information Officer Duane Arruti, University Policy Officer, Sidney Mason-Coon.

References

Bureau of Internet Accessibility (BoIA). "ADA Title II & Title III Requirements for Websites." 5 December 2016. *Bureau of Internet Accessibility.* <https://www.boia.org/blog/ada-title-ii-title-iii-requirements-for-websites>.

Caldwell, Ben, et al. "Web Content Accessibility Guidelines (WCAG) 2.0." 2008. *W3C.* <https://www.w3.org/TR/WCAG20/>.

Department of Justice (DOJ). "Office of Information and Regulatory Affairs." 2017. *Office of Management and Budget.* <Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of Public Accommodations>.

The Americans with Disabilities Act. "Covering Public Accommodations and Commercial Facilities: ADA Title III Technical Assistance Manual." 1 February 2021. *28 CFR 36.102-36.104.* <https://www.ada.gov/taman3.html>.

—. "Title II Technical Assistance Manual: Covering State and Local Government Programs and Services." 1 February 2021. *28 CFR; 35.102-35.104.* <https://www.ada.gov/taman2.html>.

UNM Office of Equal Opportunity. *What is the ADA?* 9 February 2021. <https://oeo.unm.edu/ada/index.html>.