Staff Council Standing Committee Minutes

Committee Name: Executive

Meeting Date and Place: 2/25/15, Faculty Staff Club

Members Present: Mary Clark, Renee Delgado-Riley and Joseph Lane

Members Excused: Crystal Davis, Cindy Mason, Deanna Sanchez-Mulcahy and Gina Urias-Sandoval

Members Absent: Joaquin Baca and Gene Henley

Guest: Jodi Perry

Minutes submitted by: Kathy Meadows

	Subject	Notes	Follow-Up
1	**Approve Agenda**	Approved.	
2	**Approve Minutes from 2/11/15**	Approved.	
3	**Staff Council Processes Review and Feedback**	On behalf of the Staff Council Committee Chairs Committee, Perry presented the following document drafts and asked for feedback: Event Proposal and Procedure and Forms, Event Debrief Review Form, Monthly Report to the Council, Website Edit Request Procedure Form). The Executive Committee provided edit suggestions. Perry will update the forms. All of the documents will be presented to the Council in March for adoption.	
4	**Administrative Officer's Report**	The following Funding Requests were presented for approval: On behalf of the HSCS Committee, $225 was requested for Olo Yogurt. On behalf of the Student Success Committee, $1400 was requested for Staff as Students. Both funding requests were approved. FSBC appointments: this was postponed. UA Policy Drafts – no comments from the Executive Committee. Guest Speaker for March Staff Council meeting: Councilor McKinstry requested that a speaker from Big Brothers/Big Sisters be scheduled. The Committee approved a 5-minute presentation under "Constituent Comments." Andrew Cullen will be asked to be a guest speaker in March.	
5	**President's Report**	Delgado-Riley is still working on finalizing the Outstanding Supervisor Award. Delgado-Riley met with Andrew Cullen to discuss the use of tuition remission. Delgado-Riley stated that she would like to appoint /invite staff from around campus to provide an external evaluation of the Staff Council including events and awards.	
6	**President Elect's Report**	No report.	
7	**Speaker's Report**	No report.	

Staff Council Event Proposal Procedure and Forms:

1. Committee member completes the Event Proposal Form (EPF) and sends to the Staff Council Administrative Officer. If funding is required, the Funding Request Form (FRF) must be completed and attached at the same time.

2. If necessary, the Administrative Officer will consult with the Treasurer to determine UAP compliance.

3. The Administrative Officer will forward the EPF and FRF (if applicable) to the Executive Committee (24 hours before the next scheduled meeting). The EPF and FRF will be discussed and determined at the next Executive Committee meeting. (The Executive Committee meets 3 times a month).

4. The Executive Committee will determine if the event aligns with the requesting committee's charge and at least one of the five goals of Staff Council.

5. The Administrative Officer will relay the Executive Committee's decision to the hosting committee (within 48 hours). If a FRF was submitted, that information will also be provided.

6. If the hosting committee requests assistance from the SC Events Committee the Administrative Officer will notify the Chair of the Events Committee the same day.

7. 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 of the five goals of Staff Council, the Executive Committee may forward to the Chair of the Events Committee, via the Administrative Officer. 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 Administrative Officer will notify the original submitter of the decision (within 48 hours).

8. The SC Events Committee Chair will report back to the Administrative Officer 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 Administrative Officer.

*Please Note:
- **Before any event is sponsored by SC (even in name only) this process will be vetted.**
- **For events requesting funding: January - June event requests should be submitted before winter break to allow time for entry into the UNM budget projections system. July - December event funding requests should be submitted by March 1st of the same calendar year to allow for data entry into UNM's Budget Planner.**
- **July – December event funding requests submitted after February of the same calendar year can be taken into consideration for use of any remaining SC budget.**

SC Committee Event Proposal Form
Committee Name

Event Name:	Event Date & Time:
Event Location:	No. of Volunteers Needed:
Committee POC:	Committee Charge:

How does the event align with the Committee Charge:

What the event entails (what happens at the event):
•
Coordination and planning help requested from events committee (if applicable):
•
If needed, area to be filled out by the Executive Committee **Does it align with Staff Council goals?** 1. Represent constituents through two-way communication of policies, information, etc.? 2. Serve UNM staff by strengthening the collective UNM staff 'voice'? 3. Highlight the many UNM staff and Staff Council contributions to UNM? 4. Foster leadership at UNM and in the community? 5. Partner with UNM shareholders in efforts aimed at improving UNM staff well-being?

SC Funding Request Form

Event Name: Submitted Date:

Date of Event (Start and End):

Project/Event Contact:

        Name:

        Phone:

        Email:

        Committee:

Business Purpose:

- Please provide a detailed list of expenses (food, room rent, etc.) along with proposed cost (price quotes, contracts).

- All spending will be reviewed for reasonable cost, available budget, and valid business purpose.

- If funding will be provided by additional resources, provide a brief description and amount provided.

- Attach any backup documentation to speed processing.

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

For internal use only- Approved: Yes   No   Approved Amount:

SC Event De-Brief & Review Form
Committee Name

Event Name:	Event Date & Time:
Event Location:	No. of Volunteers Who Directly Participated:
Committee POC:	Committee Charge:

How the event aligned with the Committee Charge:

What parts of the event was a success?
1.
2.
3.

What parts of the event need improvement?
1.
2.
3.

Suggestions/Recommendations:
1.
Would you recommend doing the event again? Why?

Executive Committee Feedback:

Procedure:
1. Hosting Committee completes event de-brief form during the monthly committee meeting immediately following the event date.
2. If the SC Events Committee participated send the completed form to the Events Committee Chair for additional input on the form. Completed form is sent to the SC Administrative Coordinator before next monthly SC meeting.
3. Administrative Coordinator submits completed form to the SC Executive Committee.
4. Executive Committee reviews the de-brief form and provides feedback for the hosting committee.
5. Administrative Coordinator returns form with feedback to hosting committee & Events Committee if they participated.

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Committee Name
MONTHLY REPORT TO THE COUNCIL
Month Year

Date Meeting Was Held:
Date, time, location

What the committee is working on: (no more than 3 items):
1)
2)
3)

Events held (If no events were held, indicate N/A):
 What, Where, When, Who attended
Turn in Event De-Brief Form

Synopsis on goals for next month: (no more than 3 items)
1)
2)
3)

Procedure:
1. Committee Chair submits completed form to SC Administrative Coordinator by the first Monday of every month.

2. Administrative Coordinator sends form to SC Speaker. Speaker relays information to the Executive Committee during the next meeting.

3. Information on form to be reported by the Committee Chair or designate to the Council each month during the monthly meeting.

Website Edit Request Procedure and Form

1. Initiator completes form and sends to Staff Council Administrative Officer.

2. Administrative Officer will triage the request according to level of service needed.

3. Administrative Officer will let submitter know turnaround time on completion.

4. Administrative Officer lets the submitter know when the website edit is complete.

SC Website Edit Request Form

Submitter:	Submitter Contact Info:
Submitted Date:	
Does a link need to be fixed?	Is there a correction to be made?
New idea?	Priority Level?