



REGULAR BUSINESS MEETING

April 20, 2021

Zoom

Members Present: Angela Beauchamp, Lisa Beauchene-Lawson, Jennifer Benitez, Garon Bodor, Armando Bustamante, Autumn Collins, Ed Davis, Sierra Donovan Cushing, Grace Faustino, Nathanael Faust-Shucker, Mark Fischer, Gilbert Gallegos, Christina Heinemeyer, Jennifer Kavka, Joseph Lane, Daniel Maes, Cindy Mason, Bryn McCabe-Kelly, Stephen Murillo, Teya Nguyen, Amie Ortiz, Ignacio Ortiz, Cynthia Perez-Chavez, Jason Quinn, Mark Reynolds, Joni Roberts, Tony Robinson, John Rodriguez, Kristina Rucker, Carla Sakiestewa, Athena Salazar, Scott Sanchez, Yadéeh Sawyer; Jessica Serna, Nancy Shane, John Shaski, Gina Urias-Sandoval, Tracy Wenzl, Winton Wood

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

Members Excused: Sandra Bauman, Tyson Eakman, Keith Hitz, Texanna Martin, Mary Phibbs; Jessica Stanton, Azura Tallant, Brian Vineyard

Members Absent: Bradford Beck, Chelsey Begay, Angela Catena, Amanda DiMercurio, Harriet Engle, Sean Fisher, Kelsey Higgins, Maren Krake Dalton, Karen Lopez, Justin Lucero, Michelle Peeples; Jose Rodriguez

- I. **Call to Order:** The Speaker called the meeting to order at 1:02 p.m.
- II. **Roll Call:** The Administrative Officer called roll of members and quorum was established.
- III. **Approve Agenda:** With unanimous consent, the agenda was approved.
- IV. **Land Acknowledgement:** The Land Acknowledgement was read by Councilor Kavka.
- V. **Approve Minutes:** With unanimous consent, the minutes from March 16, 2021 were approved.
- VI. **Reports:**
 - a. **President's Report:** President Nancy Shane praised and acknowledged the Council for their work during this past year on behalf of their constituents. Shane then moved to appoint Jessica Serna and Lisa Beauchene-Lawson to the newly formed Parking Advisory Committee. With unanimous consent, the motion was adopted. Shane shared information about Athletics funding and provided an update on the following meetings: Regents; BLT; Retiree Association; STAR sub-committee; Parking Advisory Committee; Capitol Projects; Branch campus staff associations. Shane will follow up with an emailed report.
 - b. **Executive Committee Report:** President-elect Scott Sanchez reported that the Staff Council Executive Committee:
 - approved event funding requests for Women's History month, the Imposter Syndrome Workshop, and sent questions about another back to their originating committees for clarification.
 - discussed the elections process and clarified understanding of how voter pool works, and which ballots staff members receive if they change jobs during the elections cycle.
 - discussed the possibility of doing exit interviews for outgoing councilors who did not re-run for their seats; this discussion is ongoing and includes how we can best gauge councilor satisfaction.
 - discussed the Staff as Students event. Sanchez voiced a special thanks and appreciation to Brian Vineyard for all of his work and effort organizing the event.
 - continued to listen for feedback and examples of Staff's experience in returning to campus.

- c. **Speaker's Report:** Speaker Tracy Wenzl welcomed the councilors elect, and voiced thanks to all the councilors whose term will end in May. Wenzl informed the Council of committee resignations, and the consultation with Exec regarding the ad-hoc committee for councilor feedback. Wenzl ended her report with a recap of the year of committee work.
- d. **Treasurer's Report:** Treasurer Beauchamp called for questions on her emailed report.
- e. **Committee Reports**
 - i. **Rules and Elections:** Submitted via email. In addition, on behalf on the R&E Committee, Councilor A. Ortiz moved that the Council ratify the election results for the 2021 Grade Elections. With unanimous consent, the motion was adopted. Ortiz then reminded the council that elections for the Executive Committee will happen at next month's meeting, that the nomination period begins after this meeting, and that more information about those elections will be sent via email.
 - ii. **Ethics:** No report.
 - iii. **Communications & Marketing:** Submitted via email.
 - iv. **Diversity, Equity, and Inclusion:** Submitted via email. In addition, Faustino reminds the Council of the launch of Affinity Groups and the event, Moving Beyond Imposter Syndrome.
 - v. **Government Relations:** No report.
 - vi. **Health Sciences Center Staff:** Submitted via email.
 - vii. **IT Committee:** Submitted via email.
 - viii. **Rewards and Recognition:** Submitted via email. In addition, Jennifer Kavka reported that they are working on staff appreciation, and asks that anyone who is interested in helping to please contact her or Joe Lane.
 - ix. **Staff Success:** Submitted via email. In addition, John Rodriguez reminded the Council of their up-coming event, Staff Success Days.
 - x. **Strategic Planning:** Grace Faustino spoke about the strategic planning dashboard, and of the work of currently building a roadmap for the committee.
 - xi. **Faculty Staff Benefits Committee (FSBC):** Grace Faustino spoke about return to work discussions within the committee.
 - xii. **Basic Needs Task force:** Submitted via email.

VII. New Business:

- a. President Shane moved that an ad hoc Councilor Feedback Committee be created to consider how best to gather, evaluate, and act on Councilor feedback. After discussion, and with unanimous consent, the motion was adopted. With no objection, and with unanimous consent, the initial members of the ad hoc Committee (Scott Sanchez, Grace Faustino, Cindy Mason, Amie Ortiz, Mark Reynolds) were seated.
- b. On behalf of the SC DEI Committee, Councilor Faustino moved that the Council approve the development of a demographic survey to collect baseline data on the diversity of the Staff Council body. Discussion. With unanimous consent, the motion was amended to read: that the Council approve the development of an anonymous demographic survey to collect baseline data on the diversity of the Staff Council body. After discussion and with a majority vote, the motion was postponed to the May meeting to allow the DEI committee time to gather requested information.
- c. On behalf of the Government Relations Committee, Councilor Sanchez moved that the Council adopt the Staff Council Capital Outlay Process. After discussion and with unanimous consent, the motion was adopted.

VIII. Information Items:

- a. Ten Minute Tidbit: PRP, Adam Hathaway, presented "Officer Election Process: A Bird's Eye View"

IX. Councilor Introductions: Yadéeh Sawyer, grade 12, introduced herself.

X. Meeting adjourned at 2:24 p.m.: [Minutes](#) submitted by Amy Hawkins, Staff Council Administrator.



2020-2021 Committee Member Roster

Executive Committee (elected)

SCEXEC-L@list.unm.edu

Nancy Shane (President, Chair)
Scott Sanchez (Pres-Elect)
Tracy Wenzl (Speaker)
Angela Beauchamp (Treasurer)
Grace Faustino (P-at-large)
Brian Vineyard (P-at-large)
Armando Bustamante (G-at-large)
Texanna Martin (G-at-large)
Amy Hawkins (ex-officio)

Communications & Marketing Committee

SC-COMMCMTE-L@list.unm.edu

Grace Faustino
Cindi Meche (Co-Chair)
Mark Reynolds (Co-Chair)
Theresa Sherman
Azura Tallant
Brian Vineyard

Diversity, Equity, and Inclusion

SC_DEI_COMMITTEE-L@LIST.UNM.EDU

Gabrielle D Abousleman
Elizabeth Amador
Angela Beauchamp
Lorena Blanco-Silva
Minh-Thuy Nguyen Bui
Armando Bustamante
Cynthia Perez Chavez
Kelly Davis
Grace Faustino (Co-Chair)
Nate Faust-Shucker
Mark Fischer
Sean Fisher
Bryn McCabe Kelly
Joe Lane
Texanna Martin
Cindy Mason (Co-Chair)
Teya Nguyen
Carla Sakiestewa
Jessica Serna
Jessica Stanton
~~Azura Tallant~~
Diane Willis-Gregory
Jennie Wong

Ethics Committee

Lisa Beauchene-Lawson
Ignacio Ortiz
Kristina Rucker (Chair)
Jessica Stanton (Vice Chair)
Brian Vineyard

Government Relations Committee

Garon Bodor
Armando Bustamante
Mary Clark (Co-Chair)
Autumn Collins
Dayra Fallad-Mendoza
Grace Faustino
Jennifer Kavka
Joe Lane
Texanna Martin (Co-Chair)
Carla Sakiestewa
Scott Sanchez

Health Sciences Center Staff

SC_HSCS_COMMITTEE-L@list.unm.edu

Sierra Donovan-Cushing (Co-Chair)
Cindy Garcia
Christine Heinemeyer (Co-Chair)
Regis Lacher
~~Michal Mudd~~
Daniel Maes
Vanessa Roybal
Jessica Serna

IT Committee

Grace Faustino
~~Sean Fisher (Co-Chair)~~
Cindy Mason (acting chair)
Amie Ortiz
Jason Quinn
Mark Reynolds
~~Azura Tallant (Co-Chair)~~
Brian Vineyard

Rewards & Recognition Committee

RANDR-L@list.unm.edu

Lorena Blanco-Silva
Natalie Brigance
Celeste Cole
Grace Faustino
Nathanael Faust-Shucker
Keith Hitz
Jennifer Kavka (Co-Chair)
Joe Lane (Co-Chair)
Mark Reynolds
Della Willis

Rules & Elections Committee

SCRE-L@list.unm.edu

Sandra Bauman
Mark Fischer
Stephen Murillo
Amie Ortiz (Chair)
Mark Reynolds (Vice Chair)

Staff Success Committee

SC_STUDENT_SUCCESS_COMMITTEE-L@list.unm.edu

Amber Angon
~~Lorena Blanco-Silva~~

Marisa Castaneda
Cynthia Perez Chavez
~~Ed Davis~~
Nathan Faust-Shucker
Evelyn Fleming-Cavit
David Hansen
Bryn McCabe Kelly
Cindy Mason
Bonnie Minkus-Holmes
Joanne Kuestner
Bryan O'Neill
John Rodriguez (Co-Chair)
Cristina Serrano-Johnson
Brian Vineyard (Co-Chair)
Gina Urias-Sandoval
Krystal Ward
Kate Williams

Strategic Planning Committee

Chelsey Begay
Grace Faustino (Chair)
Joseph Lane
Cindy Mason
Mark Reynolds

Staff Council Capital Outlay Initiative

Introduction

In recognition of Staff Council's role of representing the interests of staff at the University of New Mexico, and the objective of representing staff in the planning of improved workplace conditions, the Staff Council (SC) will advocate for an annual capital outlays project whereby staff members will be invited to submit their ideas of capital improvement projects to the council for consideration.

The process will be led by the SC's Government Relations Committee (GRC). The GRC may decide to forgo the selection process in any given year based on the advice of UNM's Government and Community Relations Office or on SC's priorities for the year.

Funding

Funding will be secured through advocacy efforts of the SC GRC in collaboration of UNM's Government and Community Relations Office. The funds will be derived from severance tax bonds and/or state general funds.

Guidelines

1. Project funds must be for the acquisition, improvement, alteration, or reconstruction of assets for long term use, including buildings, furnishings and equipment; equipment can be purchased if part of a larger project.
2. Funds cannot be used for operating expenses, salaries, supplies, events, brochures, retroactive reimbursements of previous payments, loan payments, or for a private non-governmental entity.
3. Projects should enhance sustainability on campus. In no way should the project make the university *less* sustainable.
4. Projects must not be implemented in phases and must be started by the beginning of the legislative session of the following year.
5. Projects must demonstrate a criticality of need and should address specific health, safety, welfare, risk, or hazard issues.
6. Project proposals will have a budget limit of \$175,000.

Project Selection

A selection process will take place annually for staff members to submit their ideas for capital improvements. A call for proposals (attachment 1) will be issued on April 1 of each year with a deadline of 5:00PM on May 31. If May 31 falls on a weekend or UNM holiday, proposals will be due the next day UNM returns for regular operations.

A committee will be convened no later than June 1 to review submitted proposals.

A ranking system and guidelines will be created whereby proposals will be scored based on (1) criticality of need; (2) benefit to UNM staff; (3) adherence to capital outlay guidelines; and (4) alignment with UNM's core values. Prior to convening, the committee will be asked to review each proposal and assign it a score in accord with the ranking system. The committee members will then meet as a group to discuss each proposal and their assigned scores. After discussion, each member may opt to change their score based on the committee's discussions. A final score for each proposal will be collected from each committee member by the chair at the end of the discussions. The proposals will then be assigned a priority rank based on the final scores.

Once proposals are ranked, the chair of the committee will present the top two proposals to SC at the next business meeting. The SC will vote whether to adopt one proposal to take forward. Projects that are not selected may still be included in the SC advocacy efforts, namely at the Capital Planning Leadership Team.

After selection, the SC President or their designee will contact all selection process entrants to communicate the SC decision.

Advocacy

Once a proposal has been chosen, the GRC will present the project to UNM's Government and Community Relations Office no later than June 30. The GRC will then work with the Government and Community Relations Office to secure funding for the project.