

Staff Council Standing Committee Minutes



Committee Name: HSCS Committee (Health Sciences Center Staff Committee)
Meeting Date and Place: 6/4/15 at 11:00 a.m., Domenici West 3110
Members Present: Cindy, Ignacio, Dina, Josh, Megan, Jodi, Carla, Stella, Kenneth Schaaf, Chris Grotbeck, P. Chris Saxton. Kathleen turner
Members Excused: Sandra Bauman
Members Absent:
Guests Present: Nancy Carillo
Minutes submitted by: Ignacio Ortiz

	Subject	Notes	Follow-Up
1	Approve Agenda	Approve 6/04/15 Agenda. Ignacio volunteered to take notes. Agenda approved as distributed.	
2	Approve Minutes	Approve Minutes from 5/07/15 meeting. On correction, Josh was not listed as present. Approved with correction.	
3	New Councilors	<p>Jodi reported that she invited new councilor grade reps to this meeting: Jacob Field (6-7), Christine Heinemeyer (10), Susy Salvo-Wendt (11), Kenneth Schaaf (14), and Nancy Shane (15).</p> <p>Jodi also presented updates that Beth Walker has left the committee as she is no longer on Staff Council. Kathy Turner will be stepping down while on Exec. Comm.; today will be her last meeting for a while, but she asked to stay in the loop and offered to help promote activities and events.</p> <p>Kenneth Schaaf was in attendance and introduced himself and provided a brief intro to the EMS academy housed at Air Force Base; Chris Saxton has been a member of the committee, but has been unable to attend regularly because his department has been busy with grants. He now plans to attend regularly.</p>	
5	Report from HSC Wellness Champions Meeting	Wellness Champions update: No update this month as Sandra was not in attendance and was unable to attend most recent meet.	
6	Report on HSC All Staff Event for 2015	<p>HSC All Staff update: Ignacio or Dina</p> <ul style="list-style-type: none"> • This year's event will be on Friday, June 26th from 11:30am-1pm • HSCS volunteers can wear our new polo's to the event. • Dina reported that the committee is working out the logistics for setup for the event. Some volunteers are still needed. The committee also discussed getting reflective vests to wear to increase visibility and to help direct traffic. Chris Grotbeck indicated that PPD may have some to lend out. 	Ignacio to follow up with Chris regarding vests.
7	SAM Updates	<p>List events that will be done this year and our role in them:</p> <ul style="list-style-type: none"> • Feedback on Staff Picnic and walking groups: Overall the feedback was positive and staff liked having it on campus during work hours. Report from attendees was food was good and event well organized. Most people went early and traffic slowed down starting around 12:30pm. Could have had labels on food indicating vegetarian, gluten free, etc. No feedback was received about supervisors not being supportive of their staff attending; Jodi's note in email reminder may have helped. Suggested having it outdoors on Johnson Field with games and activities (carnival theme). Logistics would be more complicated. • Update on LOBORrito Breakfast 7/16: Megan Cindy volunteered to use her P-Card for the purchase. Who has a pcard that can pay for the burritos for us? The transaction will be reallocated to the SC index. Megan passed around volunteer sign-up sheet; need people with trucks/large vehicles to transport large coolers. Golden Pride a little overwhelmed with extra counts. May need to go to owner of Frontier to work out logistics for large order. The group also discussed possibility of pick up from multiple locations; this might require more than one p-card/truck vehicle. Megan reported that she invited the HSC administration to hand out burritos. The date conflicts with HSC Faculty Orientation and members of administration 	<p>Jodi to take the feedback to Exec Committee for event debrief.</p> <p>Megan to explore possibilities of multiple pick-ups and reach out to</p>

		<p>may be at that event. A request was made to invite CDD directors and Cancer Center directors.</p> <ul style="list-style-type: none"> • Update on Ice Cream Social 7/30: Danelle No updates at this time. Waiting for Athletics to make contact with us. Patricia with UNMPD has been the contact and is reaching out to athletics. • Possible Book Exchange Event in the Fall – Carla Tentative date set for Friday, October 16. Not able to get quote from PPD yet, but working on it. It will be submitted to SC Exec Committee for consideration/approval. Carla has already received some donations for next event. Jodi provided an update on storing books at the staff council office. Kathy Meadows reported she can store up to 6 boxes in her office. Suggests holding off on advertising for now. 	<p>Frontier owner.</p> <p>Carla to obtain PPD quote and submit request to SC Exec Committee.</p>
8	HSCS Polo's	Polo's are available for pick-up during this meeting.	
9	HSCS Newsletter	Hand off HSCS monthly newsletter to another HSCS committee member. Danelle has been elected as President Elect and needs to reduce her time commitment on the committee. Josh volunteered. There has been a lot of positive feedback on the format and content. Need to keep up the momentum. Goes out the first week of the month and needs to go out prior to events. Jodi has access to all listservs. Megan will assume this responsibility after the Loboritto event.	Josh to assume Newsletter duties.
10	Strategic Plan	<ul style="list-style-type: none"> • 2015 SC Strategic Plan: Specific section of the SC Strategic Plan that we could focus on as an option: <ul style="list-style-type: none"> o Goal 3: Highlight the many UNM Staff and Staff Council contributions to UNM o Objective 2. To promote awareness and acknowledge the many faces and contributions of UNM staff. <p>Start with highlight of committee members? Should we ask Rewards/Recognition for leftover HSC nominees for PAWS? The group discussed what criteria is used for selecting from the PAWS nominations. Carla has been on the selection committee for some time and reported that UNM values, UNM community, over and beyond job duties are reviewed. Nominations must include specific examples and it also depends on how many nominees there are. All nominees are acknowledged. Carla will continue to help scoring PAWS after stepping down from committee.</p> <p>The group felt starting with committee member highlights would be good. Start with "Get to know your HSC Staff Committee Reps". Add extra PAWS nominees, but be clear we are not creating our own awards or competing with PAWS. Suggested that we could do something similar to Gerald May videos, which is a nice format. Since Gerald May Award is once per year and we are thinking this would be once per month, cost and logistics would be too much. Group agreed to start with committee members and PAWS people.</p> <p>Jodi reported that anyone has access to the newsletter folder and can cut and paste into that folder if they have something that can be included. She inquired if we want to include other things that are going on off-campus that staff might be interested? Group discussed pros and cons and agreed that we want to avoid too much clutter; Would take it case by case.</p>	
11	Constituent Comments	Danelle asked the group if the SC Exec Committee should meet with Dr. Roth and/or other HSC leadership. The new President of the SC is interested in doing this. Should come up with specific agenda for things that we would want to discuss with them.	
12	Next Meeting	The next meeting will be July 2, 2015 at 11:00am in Domenici West 3110.	

HSC Staff Committee Roster

Name	Councilor	Extension	Email	Department	MSC
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