

Staff Council Standing Committee Minutes



Committee Name: HSCS Committee (Health Sciences Center Staff Committee)
Meeting Date and Place: 5/07/15 at 11:00 a.m., Domenici West 3110
Members Present: Katherine, Ignacio, Paul, Sandra, Megan, Chris, Jodi, Sandra, Cindy
Members Excused: Dina, Danelle
Members Absent:
Guests Present: Rebecca McCain, Jessica Serna

	Subject	Notes	Follow-Up
1	Approve Agenda	Approve 5/07/15 Agenda. Ignacio volunteered to take notes. Agenda approved as distributed.	
2	Approve Minutes	Approve Minutes from 4/02/15 meeting. Approved as distributed.	
3	New Councilors	Jodi 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). Invited new prec. 21 rep: Cindy Garcia Cindy Garcia was able to attend the meeting and introduced herself. Jodi reported that the Precinct 27 rep is still vacant. Jessica Serna from the SOM Department of Surgery and Rebecca McCain from the Curriculum Support Center were in attendance to learn more about the HSCS Committee.	
4	New Committee Email Address	New Committee email address is: HSC-Staff-Committee@salud.unm.edu . <ul style="list-style-type: none"> - Jodi handed out flier with listserv email to contact and it will be included on future emails from the committee. All HSCS Committee members will receive all messages sent to this address. - When an email comes in, we will need to discuss as a group and have a single response, instead of everyone or multiple people responding. Jodi and Kathy Meadows are the administrators for the listserv account. Jodi indicated that a volunteer from this committee was needed to be an additional admin for account. Responsibilities would be to keep list up to date with membership. 	
5	Report from HSC Wellness Champions Meeting	Wellness Champions update: Sandra Plan to offer 3 new classes, Cardio-Core class on MW mornings, an Intense boot camp in June, and beginner boot camp in June that will be specifically for lower activity level participants, even though facilitator gives alternative movements for different activity levels at all classes. Trying to form a biking collaborative, working on legal logistics. More info to come, but would be open to any HSC faculty, staff, student. Developing nutrition sessions with EHPP. Aug 26 and Sept 30 are next Music on the Plaza. Planning on self-defense course, but looking for new vendor to lead.	
6	Report on HSC All Staff Event for 2015	HSC All Staff update: Ignacio – did not make it to the most recent meeting. This year's event will be on Friday, June 26 th from 11:30am-1pm	Ignacio to ask about need for volunteers from HSCSC.
7	SAM Updates	List events that will be done this year and our role in them: <ul style="list-style-type: none"> • Book Exchange De-brief: Carla Carla was at the event the entire time. Had just enough books for the room. People were already waiting in line at 11am. It went great. Had HSC fliers, gave away as book markers. People felt like there was not enough notice for donations. Everyone enjoys, may want to do in the Fall again, just at the HSC. The process is not difficult, so it would be easy to do again. Even though it is staff appreciation, it is all inclusive because open to faculty, staff, students. Main campus event received some complaints about limited section; it was reported to be 	

		<p>a lot smaller than in past years. Part of event process for SC is debrief form turned in to exec committee. If we are interested in doing a fall event at HSC, we would have to go through SC process for event requests. A fall event might be a good time of year, since not a lot of other visible staff events going on at that time. PPD restricted text books and hard backs due to damage to bins. In the past, UNM Press has donated hard back books, but staff volunteers had to transport from UNM Press. In debrief note, encourage factoring in a PPD pickup at UNM Press. Also, get ARC to come pick up extra hard backs, instead of PPD. Encourage those that are donating hardbacks to bring directly to the event instead of at the drop-off location to avoid damage to the bins. Chris reported that PPD would be able to transport hardbacks if they were boxed up separately. Could also have multiple containers, box for hardbacks, bin for paperbacks. Can have PPD do a lot, but need to work that out into the request for funding. Need to have a clear plan, get quote, then submit request form to SC Executive Committee.</p> <p>What about having a permanent location for an ongoing book exchange collection? Might be a room across from Kathy Meadows that is a conference room.</p> <ul style="list-style-type: none"> • Update on 'Staff Picnic' North Campus Luncheon, 5/28: As was decided at the last meeting, HSCSC not going to do North Campus version. Can set up walking groups to take people over to staff picnic together to encourage more. Could stagger since the lunch lasts a long time. Could have every 30 minutes, if we have enough volunteers. If you want to volunteer to lead a walking group, let Jodi know. Will advertise a couple of times. • Update on LOBORrito Breakfast 7/16: Megan & Jodi Megan is point on this event, need to start setting up administrators to hand out event. Chancellor's office wants it to be all-inclusive event, will provide funding for the rest of the burritos for faculty/students. Want the focus to be staff appreciation, but need to honor Chancellor's office request. Will not be checking badges, anyone who walks up gets a burrito and they last as long as they last. Megan – space has been reserved. Need to know how many tables and chairs. Golden Pride needs to be contacted for the additional burritos. They usually just need a final count and will have it ready at 6:00am. • Update on Ice Cream Social 7/30 (DATE CHANGE): Moved to July 30, Carla not available so Danelle is point of contact. Athletics show up with ice cream and hand it out, so not a lot of commitment. 	<p>Carla to get quote from PPD for all services for Fall event and coordinate request to SC Exec Committee</p> <p>Jodi to ask Kathy about space for book exchange donations.</p> <p>Anyone interested in leading walking group let Jodi know.</p> <p>Jodi/Megan to contact Golden Pride about additional burritos</p>
8	HSCS Polo's	<p>Status of Order: Sandra</p> <p>7 people have placed order. Waiting for more of a critical mass. Will take cash or check. Will place the order within the next few days. Would be great to have them for the May 28th picnic walking groups. Order sheet was passed around at the meeting for anyone interested in ordering a shirt. Jodi reminded everyone that this was optional/voluntary since they are being paid for by each member.</p>	
9	Co-Chair Option	<ul style="list-style-type: none"> • HSCS Co-Chair possibility <ul style="list-style-type: none"> ○ Jodi reminded everyone that she would like to have a transition plan in place for the chairing of the committee. Megan would be interested in co-chair to possibly chair in the future. A vote was taken and all members were in favor of Megan as co-chair. Jodi indicated that she would have to be officially appointed at the next Staff Council Meeting and Megan should plan on attending. 	<p>Megan to be appointed as Co-Chair by Staff Council at their next meeting.</p>
10	Strategic Plan	<ul style="list-style-type: none"> • 2015 SC Strategic Plan: Jodi discussed the specific section of the SC Strategic Plan that we 	

		<p>could focus on as an option:</p> <ul style="list-style-type: none"> o Goal 3: Highlight the many UNM Staff and Staff Council contributions to UNM <ul style="list-style-type: none"> o Objective 2. To promote awareness and acknowledge the many faces and contributions of UNM staff. <p>She reported that there is a Tuesday staff spotlight on the SC website. There are staff recognition awards and outstanding supervisor awards. She asked the group if we want to start highlighting a HSC staff person in our monthly newsletter. The group discussed. It was decided that it should not be an award, just a spotlight. Also do not want to compete with PAWS award. Could start with highlighting members of our committee as a starting point. Could ask Rewards/Recognition for any HSC/North campus nominees who are not selected for PAWs, we could do spotlight. Could do both, spotlight committee members and a highlight for PAWS nominees. Keep it with the newsletter. Should be a note on newsletter to encourage people to suggest people for the spotlight. Could encourage staff supervisors. Will start working on this next month.</p> <p>Jodi also indicated she was going to suggest to Exec committee to invest in newsletter software to create a nicer look/feel for our monthly email newsletters. If SC purchased, we could use same software for our newsletters. This would help with branding; linking HSCS Committee with SC.</p>	<p>Carla to ask Recognition Committee about passing on HSC/North Campus staff nominees from PAWS awards for us to highlight.</p> <p>Carla to send sample newsletter from CC.</p>
11	Staff as Students Idea	<ul style="list-style-type: none"> • Staff as Students Idea for North Campus <p>Some people have asked if we have a NC event. Would need to duplicate everything that they do on MC. Walking groups may not work as people go over on their leisure time. Could ask them to have a full one on HSC. Duplicating without a full service event is not good. Encourage SC to consider organizing/hosting one of their Staff as Students events at the HSC (possibly in the Fall), but not duplicate what they are already doing.</p>	
12	SC May Elections	<ul style="list-style-type: none"> • Staff Council May elections reminder: <p>Jodi asked the Councilors to please consider running for the vacant officer positions within the SC. She said councilors had to serve for 1 year before being eligible. At large reps, President-Elect, Speaker were among the elected positions. May 19th meeting where elections will be done. If not interested or eligible, please ask questions of the nominees at the meeting to ensure the best representatives are elected.</p>	
13	Constituent Comments	None	
14	Next Meeting	The next meeting will be June 4, 2015 at 11:00am in Domenici West 3110.	Adjourned at 12:10pm

HSC Staff Councilor Committee Roster

Name	Councilor	Extension	Email	Department	MSC
Jodi Perry, Chair	Precinct 19	2-1193	jmperry@salud.unm.edu	COP Pharmaceutical Sci	09 5360
Sandra Bauman	N/A	2-4316	Sbauman1@salud.unm.edu	SOM Sr Assoc Dean Operations	08 4710
Danelle Callan	Precinct 22	2-3448	dcallan@salud.unm.edu	SOM Family Comm Med	09 5040
Josh Clifford	Precinct 25	925-4344	jcliff@unm.edu	Center for Psychiatric Research	11 6280
Dina Estrada	Precinct 23	2-4753	DEstrada@salud.unm.edu	COM/IM Gastroenterology	10 5550
Christopher Grotbeck	Precinct 18	991-5100	cgrotbec@unm.edu	PPD Engineering	07 4200

Ignacio Ortiz	N/A	2-6284	IJOrtiz@salud.unm.edu	College of Nursing	09 5350
Stella Ramos	Grade 9	2-8564	BERamos@salud.unm.edu	Cancer Research Facility	07 4025
Carla Sakiestewa	Precinct 26	925-0429	csakiestewa@salud.unm.edu	Cancer Research Facility	07 4025
Paul Saxton	N/A	2-2223	pasaxton@salud.unm.edu	Psychiatry	09 5030
Megan Speck	N/A	2-3241	MLSpeck@salud.unm.edu	College of Pharmacy	09 5360
Katherine Turner	Precinct 29	2-3167	TurnerK@salud.unm.edu	Center for Development & Disability	07 4080
Beth Walker	Grade 15	2-1450	bethwalker@salud.unm.edu	College of Pharmacy	09 5360