



Staff Council Standing Committee Minutes

Committee Name: HSCS Committee (Health Sciences Center Staff Committee)

Committee Charge: As a standing committee of the UNM Staff Council, the HSCS Committee carries out the missions of the Staff Council as they relate to staff within the Health Sciences Center (HSC). The Committee collaboratively develops and implements activities, initiatives, and proposals that improve the lives of staff within the HSC, and enhances the visibility and recognition of the important role staff play in the overall success of the HSC. Membership on the committee is restricted to, and optional for, HSC staff.

Meeting Date and Place: 3/2/17 at 11:00 a.m., Domenici West 3010

Members Present: Sandra Bauman, Dina Estrada, Christine Heinemeyer, Jodi Perry, Lori Peterkin, Roxanne Roessner, Jessica Serna, Nancy Shane; Carla Sakiestewa, Ken Schaaf

Members Excused: Bridgette Wagner-Jones; Melissa Meier

Members Absent: Danelle Callan; Stella Ramos; Cindy Garcia

Guests Present:

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved 3/2/17 Agenda	
2	Approve Minutes	Approved minutes 2/2/17 meeting	Correct misspellings for Heinemeyer, Stella
3	Old Business	<ul style="list-style-type: none"> • Lovin' on the L'il Lobos Debrief – Jodi, Christine, Jessica • Book Exchange Update – Carla • HSC Book Group Update - Lori 	<p><u>Lovin' on the L'il Lobos Debrief</u> - Jodi is working on debrief form. We collected \$343, a notable success, and sufficient supplies. NICU tells us supplies last about 10 months and that this is their only fundraiser. There were sufficient volunteers for sorting. We could perhaps use 1 more for delivery.</p> <p>HSC Communications & Marketing is looking for a volunteer family for a feature story about NICU including perhaps the book they were given.</p> <p>Some departments turned in their donations late despite same-day reminders. Jodi made 1 extra trip to Volunteer Services; but sent 1 department on their own, as they contacted her 2 weeks later. Lori will double-check on donations from her area. Committee members suggested warning donation sites that they'd be responsible for dropping off donations if they miss our drop-off day. We will also include a sign-in sheet at the drop off site so that we are clear on whose boxes have arrived.</p> <p>In future, Jodi has arranged a stream-lined drop-off process. Instead of delivering donations by car to Volunteer Services, we will deliver by cart to NICU directly and load donations on VS carts. That should save VS and us time. Jodi requested ideas for getting the word out to students and faculty, as the HSC Blast is meant for official business only and would not accept a notice. Committee members suggested Faculty Senate and the Dvn of Student Affairs (Random Acts of Kindness)/ Cindy Mason.</p> <p><u>Book Exchange</u> – April 19th north campus, 20th for main campus. Main campus will receive our leftover books. Carla is sending flier to SC Comm & Marketing. Drop-offs have been set up at 4 locations. With the final drop off day mid-week (not Friday), we hope to avoid the bins being taken accidentally as they were last time. Carla will send Sign-Up Genius to recruit volunteers.</p> <p><u>HSC Book Group Update</u> – 5 ppl attended last time for good discussion. Lori has advertised on main campus as well; and the group is open to students, one of whom has expressed interest.</p>

		<ul style="list-style-type: none"> • HSC Wellness Champions - Lori • HSC Faculty Council February update – Carla • Newsletter Ideas for March/April - Sandra • Point-people for upcoming events - Sandra 	<p><u>Wellness Champions</u> – Although the group has not met, Lori reached out to Nicole to learn that there will be just 1 Music on the Plaza, in September. The grand opening for the gym will be in April, and will include some new equipment and a stretching area.</p> <p><u>HSC Faculty Council</u> – Carla was unable to attend but has reached out to get a copy of the minutes. Jodi and Dina have volunteered as back-ups.</p> <p><u>Newsletter</u> – The deadline for newsletter items in the HSCSC folder is the penultimate Friday of the month, or March 24th for the month of April. That way Bridgette can get the format together and be able to accommodate last-minute additions when necessary. Sandra will send us reminders of the deadline.</p> <p><u>Point People</u> - Josh has tentatively agreed to co-chair Loborrito again if he is available. Nancy has also agreed to co-chair Loborrito. Another co-chair will be necessary if Josh is not available, and welcome even if he is. Lori will look into the ice cream social to determine if she is able to commit to chairing it.</p>
4	New Business	<ul style="list-style-type: none"> • HSCSC attendee to Regents’ HSC Committee monthly meetings, seemingly on 2nd Tuesdays at various start times. • Offering a Virtual North Campus Safety Walk during spring semester • Developing periodic (quarterly?) new employee walking tours/orientations • Robert’s Rules mini sessions offered by Staff Council Communications & Marketing Committee on 1st Thursdays at noon • New committee chair/co-chair to begin June 2017 	<p><u>Regents’ HSC Committee monthly meeting</u> – Jessica and Carla will attend the March 7th, 12:30 meeting to determine our appropriate future participation. The website for the committee is: http://hsc.unm.edu/hsc-committee/</p> <p><u>Virtual North Campus Safety Walk</u> – While Rob Burford walks main campus in the spring, he does not walk north campus. Roxanne agreed to organize this again for one week in April. Note the change to Daylight Savings on March 12th will mean it will no longer be dark when most of us leave for the evening.</p> <p><u>Periodic new employee walking tours</u> – Nancy will start to compile a list of places to include in a tour if we decide to this in the future. We might also consider a tour of the ‘Bat Cave.’ Email Nancy any ideas you have for a tour destination.</p> <p><u>Robert’s Rules mini sessions</u> – depending on today’s attendance, SC Comm & Marketing may cancel upcoming meetings and/or change the date in the future. Josh will let us know. We discussed the possibility of asking Adam for our own mini-lesson, if all members are interested. Ken suggested the possibility of Adam recording such sessions, and possibly working with David Maldonado to put together a Moodle. Carla suggested Adam put together a cost proposal if necessary.</p> <p><u>New Committee Chair/ Co-Chair</u> – Sandra shared her intention to step down as co-chair in June. Nancy will continue as co-chair or step down altogether if someone would like to chair him- or herself. Please consider whether you would like to chair or co-chair!</p>
5	Constituent Comments		Lori has been fielding many questions about the gym.
	Next Meeting	The next meeting will be April 6 th in Domenici West Room 3010 – Room Change!	