

UNM-Gallup Staff Council Minutes

Wednesday, May 31, 2023 | 10 a.m. | Executive Conference Room

Staff Council Executive Committee

President Frank Sanchez	Present
President-elect Tina Griego	Present
Treasurer Monica Wyaco	Present
Secretary Richard Reyes	Not Present
Member At Large Abigail Montoya	Not Present
Member At Large Grace Lueras	Present
Past President Denise Silva	Present

Staff & Guests Present:

Yatisha Yoe, HR
Jacquelyn Vandever, Admin
Shana Arviso, Accommodations Specialist
Angi Hood, Customer Service Assoc. - Bookstore
Raeshelle Largo, Recruitment Coordinator
Jobi Herrera, Fiscal Services Tech
Wilma Lee, HR
Ardene Johnson, Customer Services Supervisor - Bookstore

1. Approval of Agenda

Motion: Monica W.
Second: Grace L.
Discussion: None.
Opposition: None.
Action: Motion approved.

2. Approval of Previous Meeting Minutes

Motion: Tina G.
Second: Grace L.
Discussion: None.
Opposition: None.
Action: Motion approved.

3. Discussion/Action Items

HR Report - Yatisha Yoe & Wilma Lee, HR

- a. Remote Work / Telecommuting Work Policy - alternate arrangements must be made with employees' supervisor or faculty members chair. All policies are listed on the HR website of HR.UNM.edu/remotework
- i. Staff - New policies for in-state and out-of-state must follow terms & conditions. Request from supervisor, as there is a process involved. If viable, complete agreement form and provide to HR for personnel file. If it does not work, but a need for flex schedule (Pol #3300) it is up to the supervisor. The employee has a responsibility to UNM. This agreement can be terminated by employee and/or supervisor at any time. Agreement

must have signatures of the employee, supervisor and manager/chair. In the event of disagreements, always follow the chain of command.

- b. Job Fairs
 - i. UNM-Gallup - was effective but positions were mainly for staff positions.
 - ii. GMCS - UNMG HR attended a job fair in Thoreau. -
 - iii. PR dept. will be purchasing some promotional items to help with advertising.
- c. Employee Retention - This should involve EVERYONE on campus. Staff can provide positive feedback, experiences, etc. to new & current employees. Staff suggested how maybe having conversations with staff, faculty and executive team to try and prevent loss/retain employees. It was also suggested that staff take advantage of EOD trainings online.
- d. Recruitment - new employee orientation is done by main campus, but UNMG HR dept has the new employee come to campus to do this online in their office with HR staff for a more personal type of onboarding. HR then takes the employee around campus to introduce them to key department heads and show them important departments where they will need to access important information, i.e., Admissions/ID badge, IT/computers, Facilities, etc.
- e. Newsletter - HR dept has implemented a fairly new newsletter that is sent out monthly. EOD trainings have also begun. Employee of the Month has been started as well.
- f. Exit Surveys - These are optional and not everyone participates in these. Those willing to do so, they are published on the UNM website. Those currently published are 2018 to 2022. These exit surveys are used to make improvements - comments are relayed to leadership.

4. Executive Committee Reports

- a. President
 - i. Staff appreciation was a great success! Thanks to everyone who participated.
 - ii. Admin position - will add a .25 position for Jacquelyn and give to Ann for submission.
 - iii. Staff Development - ready to jump into coordination? If the group is ready to take this on, we need suggestions. President Sanchez suggested Fall welcome back week. We could have activities and trainings. Tina will ask John/Dan about Convocation week plan. Grace and Shana will work together to start putting this together. Shana will work with Tish and reach out to EOD in regards to ideas for trainings and possibly putting these together on campus.
 - iv. Walking Challenge - purchased awards from the bookstore. This raised the question as to if we need a committee to approve expenditures. It was decided that the Executive Committee will approve / disapprove all expenditures from here on out. President-elect
 - v. No additional information after McMahon's presentation.
- b. President-elect
 - i. Since the cost of a proxy card is only 25 cents more than a traditional ID card, all new employees will be issued these cards. Any existing

employee who wishes to have one in order to have access to the wellness room and gymnasium/work out rooms may have one issued to them as well. Per Mr. Sanchez, new equipment will be ordered and IT will be the back-up to produce the cards in the gym area for staff, as well as community members once we get the W.O.W. program up and running.

- c. Treasurer's Report
 - i. Monica reported that she has received all of the bank statements from Washington Federal/Jayne McMahon.

5. Comments/Announcements

- a. It was suggested that we have a Staff Council Calendar added to the website by Richard Reyes in order for all of the Staff Council / Wellness events to be listed. President Elect mentioned that we recently had a demo by Brightly and that this could be a better solution for a calendar and could be in the works soon.
- b. President Sanchez would like all Committee Reports added to the agenda in the future.

6. Next Meetings

Wednesday, June 28 - Location TBD

7. Adjourn

Motion: Monica W..

Second: Grace L.

Discussion: None.

Opposition: None.

Action: Motion approved.