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University of New Mexico
STAFF COUNCIL MEETING

April 18, 2006::draft

Members Present: Roberto Agüero, Ann Armendariz, Bill Bloom, Steve Borbas, Don Burge, Theresa Everling, Barbara Gabaldon, Blanca Garcia, David Groth, Wayne Knapp, Lisa McHale, Kathy McKinstry, Kathy Meadows, Shelly Rael, Elmo Riggs, Tom Rolland, Fred Rose, Vanessa Shields, Marie St. Claire, Nicholas Spezza, Mimi Swanson, Mike Swick and Carole Vollbrecht.

Members Excused: Sabra Basler, Sally Bergen, Yolanda Hubbard, Susie Kuenzler-Krebbs and Alan Morgan.

Members Absent: Patricia Carter, Lou Castillo, Judith Davis, Cyndi Dean, Steve Jaramillo, Bettie Kaehle, Janet Luarke, Wayne Mannion, Tabia Murry, Paul Perea, Jennifer Prevost, Ruly Rico, Carlos Romero, Carol Sanchez, Sara Simon, Monica Thompson, Helen Trujillo, Kimberly Waesta and Tim Wawrzyniec.

Guests: Susanna Gilbert, CDC; Helen Gonzales, Rufina Gomez, Emma Moore all of HR; LC Baldwin, Gallup Campus.

Parliamentarian: Adam Hathaway.

1. Call to start: at 1:20: quorum is not established; meeting begun with non action items.

2. President's Report: David Groth for Sabra Basler: Still no final outcomes from our key points at the Budget Summit, Sabra will be working with Curt Porter to find out follow up. We worked on strategy if word got out about a disparity of salary increases; announcement of interim president is expected soon and Sabra has met with Carol Stephens on the misconduct policy proposed changes from the Council. Certificates of Appreciation were handed out to outgoing Precinct reps.

3. Quorum is established at 1:30:: Call to order:: Approve agenda: Motion to approve is seconded; agenda is adopted with changes.

4. Approve minutes: March 21, 2006: Motion to approve is seconded; call for corrections, none are offered: minutes are adopted as submitted.

5. Speaker's Report: Mimi Swanson: Guests are announced. Wayne Knapp would like to fill the vacant G11 position and Vanessa Shields the G12 position. Motion to approve is called and seconded and the motion is adopted. LC Baldwin is introduced as the liaison from Gallup and states that the Staff Senate in Gallup will be holding elections soon. The speaker outlines various programs that she is working with in her capacity as a member of UNM Committee for Public Service and Civic Engagement. UNM Retirees 3rd Annual meeting is May 18 and Catastrophic Leave is now open for drop out if you do not want to participate in the program. I am preparing the first draft of the Tier II Search Committee training handbook; target date is the end of May for a workshop open to the first 20 people; also in the works is a "How to Write a Nomination Form" that many of the awards that require an extensive nomination form be filled out...tips and examples of winning nominations will be included.

6 Old Business:

a. Paid Leave Policy: Bereavement Leave: Shelly Rael, W+L Committee: reads proposed final wording changes to this policy: "Eligible employees receive paid leave for an absence due to a death in the employee's immediate family, up to a maximum of three (3) working days. For the purposes of this policy, immediate family is defined to include the employee's spouse *or domestic partner*, children (*including stepchildren, foster children living with the employee at time of death, and children in the legal process of being adopted*), parents (including present mother-in-law and father-in-law), grandparents, grandchildren, and siblings. *Exceptions to the policy must be submitted in writing to the immediate supervisor and manager and considered on a case-by-case basis.*" Kathy Meadows, G7, moves approval; it is seconded the vote called and the motion is adopted. The speaker says this will be forwarded on.

b. Proposed Constitutional motions- rescind previously adopted motions: Ann Armendariz, G8, moves to rescind amendment 2, regarding Article 5, Officers. The principal effect of this was to change the title president~elect to vice~president, a secondary effect was to change the order in which the officer duties are listed in related sections. Don Burge, G10, states that a motion to rescind is improper and states that the only motion that can be made at this time is a motion to return it to the Council for further discussion and that motion must be made by someone who voted in the majority at the last meeting and further states that Ann was not at the last meeting.

Parliamentarian states that a motion to reconsider does require the call come from someone who voted in the majority but a motion to rescind does not have that same right, and by that ruling, Ann is in order. A body has the right to rescind~appeal~any decisions that it makes...you have the right to un-make a decision. The speaker calls for a second to the motion and it is made. Discussion is called and both sides of the issue are supported. The question is called, there is no objection, and a hand vote is called, 14 in favor (meeting the 2/3 requirement needed); and 6 opposed; the previously adopted motion is rescinded. The title will remain President~elect.

Ann Armendariz, G8, moves to rescind amendment 3 and it is seconded. This would change the title back to president~elect as a position listed on the Executive Committee. Discussion is called there is none and the hand vote is called; 14 in favor of rescinding, 6 not in favor and the previously adopted motion is rescinded.

7. Guest Speakers: Anne Mayer, EOD and Leah Kier, Continuing Ed: Service Career Academy (see handout) History, development, and updated information is presented by Anne and Leah. Councilors have the following questions or concerns: Barbara Gabaldon, P17, asks if the literacy test CASAS is going to be given to all applicants? Anne says the test will be given to non~English speakers~it is assumed that if staff are speaking English every day we assume they have that ability. Barbara asks about reading English? Anne says that is a concern~Leah says that if there is a 3~5 grade level of English, they will be fine. Anne says they will ask the coordinator as they will get books for each topic and they will need to use eJOBS too.

Anne says that they cannot teach reading but could partner with managers to find resources so that the next time they would be better positioned for the academy. Susanna Gilbert, CDC member, asks if English Literacy (ESL) program, is it a stepping-stone to the academy? And, what others do you see opening this academy to? Leah replies that there are many service staff that are native English speakers and they will be ready to go into the academy, those who do not have basic English we are thinking that a basic level is CASAS 5~this can be reviewed after the pilot program is completed. Anne says admission is not automatic..there are two separate programs~if they meet CASAS 5 and then the academy will have an application process~minimal questions~ like the Management Academy does...applications to ESL are in Spanish, so we are all going to have to work closely together. As to more staff, we thought we would include staff from SHEA, from golf course employees and some interest from SUB employees~so, it is not just PPD we will draw from, but from the university and this is why we are partnering somewhat with

HR Consultants as they know who the non English speaking staff are...they know where these staff are located. Ann Armendariz, G8, asks what are the costs for the programs and Leah says ESL is -in 6 week blocks, 2x week-\$650.00. Mimi Swanson, G15-19, asks if this is covered by tuition remission and Leah replies that ESL in the UNM Workplace is covered by tuition remission. Anne adds that it is offered there and if they want to negotiate or whatever with the management, but we can accept tuition remission and right now that is the only option that we have heard from managers as a possibility...we are offering the training, here is what it will cost-we will accept tuition remission. These classes are not personal enrichment-they are workplace professional development. Tuition remission-\$1350 per semester- will cover classes that will be offered back to back. The Career Service Academy will cost \$1,000 for 12 weeks, 36 hours of training for the whole program...this covers the CASAS testing, the materials, graduation and this is a specialty class and getting the qualified, certified trainers is part of the costs. One difference between the Management Academy-offered during the day-this is a free program for employees and one big difference is that EOD has the staff to teach at "no expense". With this academy we do not have the staff to offer it so we needed to partner with someone to make this happen.

Marie St. Claire, P19, states that this seems to mirror staff professional development classes that she and her staff attend and it seems odd that this level staff have to take personal time off to attend these programs. Ann states that this is a problem the management of these staff need to address-how work gets done during this time...we are open to however people get there, it is working out those internal decisions and we have no other answers for you.

Adam Hathaway states that aspects of this program need to be reviewed because there is a market disparity between staff who get certain benefits by going to the management Academy and those who do not receive those benefits by going to the Service Academy. Management Academy staff goes on the clock and for free without using tuition remission. One solution that comes to mind is that in the future EOD fill its staff positions with staff qualified to teach these programs so this program could become free under EOD. If the party line is "we can't then maybe we will not open ourselves up to possibilities that we can." Anne states that executive leadership is aware of your concerns-what will happen, who knows? Adam asks if his suggestions would get back to those that can make the decisions and Ann states she is not sure who can make those decisions, but Helen Gonzales is here today and we can talk about who really would be interested in that-so, sure. Ann states that this is the pilot program and, like what we did with the MA, we evaluated it afterwards and it was successful and is now a program. After the data was in on that program we were better positioned to go to executive management and state our case-and we need that data that will come after the pilot.

Steve Borbas, G14, asks if grants were looked for to fund the pilot program? Ann said that is a great idea and can look at for this type of program..it was not something we explored. Susanna Gilbert asks if CDC members can attend some classes to monitor-Ann states that these staff have may have learning obstacles and we do not want to make it uncomfortable for them-having outside observers is difficult and we do not invite them to the Management Academy. Roberto Agüero, G10, states recommends reevaluating testing oral vs. written skills as written skills may exceed verbal skills and most of these staff are bargaining unit members and can lobby to attend. Ann states that they wanted to remove as many barriers as possible and the ESL teachers can evaluate in 15 meeting with the staff person and the only way to effectively measure progress is through CASAS-written and oral. The instructor will know what the staff is ready for. Roberto states that an independent evaluation is required to justify continued funding and existence of the program and that is not being applied ...and there are many ways to evaluate a program.

Mimi states that all questions will be transcribed and reviewed. Please forward other questions to me and the Executive Committee will meet and discuss them and talk more about options and concerns.

8. New Business:

a. Nominations for Executive Committee: Barbara Gabaldon, P17, moves that this body consider having

nominations for executive committee held at the next regularly scheduled meeting; the motion is seconded and no further discussion is presented. The vote is called and the motion is adopted.

9. Executive Committee: David Groth: Steve Beffort is now overseeing the Council; we are gearing up to get on search committees and there are some big ones coming up. In July 27 and 28 we are having our higher ed staff summit -this is staff from all 2 and 4 year higher ed state run schools to get together and discuss compensation, retirement and benefits...things that effect all of us as higher ed employees and voters. We have speakers invited to speak and will need all kinds of help. Barbara Gabaldon asks who is invited to attend and David says he assumes that anyone from the Council that wants to attend can...will need to check with Sabra.

10. Committee Reports:

a. Rules and Elections: Don Burge: of the 30 Precincts, 10 have no candidates running, 4 have a contest and the other 16 have a single person running, several of those are incumbent candidates; 21 candidates are female, 7 are male and 14 females are elected, 5 males elected and 1 is undecided. Precincts without a candidate are Biology/Earth Sciences, Student Housing, HR/KNME/Link, PPD II, PPD Custodial, CIRT, SOM II, Pediatrics has 2 seats, one candidate, CA center and UPA also have no candidates.

b. KUNM Radio Board: Ann Armendariz: minutes went out electronically unless there are questions, no report. No questions.

c. Rewards and Recognition: Theresa Everling: Celebrating Staff Week is June 19-23; activities are outlined. Jim Davis Award nomination forms are ready-we will present this during our Tuesday meeting that week. We are still working on a Saturday event....HR is planning something for us in the fall during a football game...aka the "Staff Picnic".

d. Johnson Center Advisory Board: Vanessa Shields: Olympic and the therapy pools are closing June 1-an allocation of 3 million dollars has been made for repairs-all pool activity will be closed/moved, to include our swim team activity. Johnson pool will be open from 5:30 am to 8:30 pm but the piping is so old they may have problems keeping it clean. They will be cutting back on student employees and the pools will be closed for 1 year or a little longer.

e. Faculty Staff Benefits Committee: Barbara Gabaldon: There were no HR reps there so we have some issues that we need more info from them on; staff with Lovelace and United are getting in appropriate bills and we are asking if we can get a picture form HR on claims denied so we can evaluate how bad this might be. Asking for more info in self insured as well...we did discuss the fact that we need to meet over the summer and the faculty co chair said he will try to meet over the summer with us. We did address Catastrophic leave at the Budget Summit and asked that donations be extended and we are awaiting official word on that. There were 2 candidates for the Benefits Manager position and both were qualified and the decision is to come soon.

f. UNM IT: David Groth: The entire university will be moving to Groupwise despite the fact that project managers have multiple concerns; Oracle calendar goes to read only in July.

11. Councilor Comments: there are none.

12. Meeting is called adjourned and is seconded; the vote passes.