

2-7-2013

Staff Council Employee Life Committee Meeting, 2/7/2013

UNM Staff Council

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Mission Statement: “The Employee Life Committee will serve as advocates for equitable staff compensation, career development and mentoring, employee wellness, and policy review.”

AGENDA:

- Kathleen McKinstry presentation: Race for Life (American Cancer Society fundraiser)
 - *See **handout***
 - *Saturday night 7pm to Sunday morning 7am*
 - *Raise money for American Cancer Society*
 - *Spread out around campus*
- Discussion regarding Race for Life
 - *Committee members will make their own decision to volunteer for this event.*
 - *Contact Kathy McKinstry to volunteer: kathymck@unm.edu, 277-4706*
- Approve January 3rd meeting notes
 - *No changes necessary; however, **the revised Cat Leave letter should be attached.***
- Annual Management Award Ceremony
 - *Date: Annual Staff Appreciation (July); possibly during the Isotopes game*
 - *Award (monetary): See Unrestricted Accounting Guidelines for Staff Recognition and Awards (**see attached form**).*
 - *Types of awards: monetary, plaque, etc.*
 - *Budget: funds will come from Staff Council. The committee needs to let Kathy Meadows know the*
 - *Establish guidelines for nominations:*
 - *Only full-time staff members are eligible to be nominated*
 - *Create a rubric of judging criteria; including*
 - *Student employees are eligible to nominate*
 - *Announce: Daily Lobo, UNM Today, list-serves, etc.*
- Miscellaneous:
 - Compensation Committee: Manager/Supervisor Performance Evaluation status?
 - *REPLY FROM SC PRESIDENT MARY CLARK: “The manager/supervisor performance review had been put on hold by Staff Council Past President Merle Kennedy when it became clear to him that Human Resources was not interested in moving forward with our request. Now that Helen Gonzales has been replaced, I would be willing to open a discussion with Interim VP Jewel Washington. I ask that the committee provide both a formal request, a justification for a manager/supervisor performance review, an outline of how it should be implemented, and who would have access to the reviews?”*

- Ad Hoc Compensation: have Regents looked at this document?
 - *REPLY FROM SC PRESIDENT MARY CLARK: "Regent President Jack Fortner acknowledged to me that the Board of Regents has reviewed the Staff Compensation Report, but we are still waiting for UNM's budget to be finalized in Santa Fe. To be honest, I am feeling less optimistic about the State giving out any compensation increases, which means that UNM would have to find the money internally, through cutbacks, to give staff a raise."*

- *FROM SC MARY CLARK: "Staff Council has successfully implemented a review of the deans by the academic staff, which will begin Monday. Also the Campus Climate Survey, organized by the Office of Equity and Inclusion, will also go out to faculty and staff shortly. This survey had been put on hold during the Schmidly administration and has now received the green light from President Frank."*

- *FOLLOW UP TO CAT LEAVE FROM MARY CLARK: "It was very important for the ad hoc committee to develop the Staff Compensation Report and Recommendation, very important. The report matches the Provost's Five Year Faculty Compensation Recommendation, made a strong statement to the Regents, and President Frank, and allows me and future Staff Council Presidents to continue to advocate for compensation increases for staff. Without it, we are asking for a raise with no more justification other than, "It has been XX years since our last raise.""*

- Teresa Sierra: Asked if anyone had experience/problems with receiving long-term disability. Apparently, she has a constituent that that received Cat Leave and then applied for long-term disability but she has been denied so she is appealing the decision. There seems to be a breakdown in communication about the policy between UNM and Standard Insurance.

NEXT MEETING: Thursday, March 7th at Noon, Faculty/Staff Club



Celebrate.

Remember.

Fight back.

April 12-13, 2013

Staff Team

Sponsor Bake Sales

Create a Team

Co-Captain

Bring items to sell at event

Bring food/water for team at event

Help raise money

Join our team

Help with set-up, day of event

Go to captain's meetings

2012 Schedule of Events

- 4:00-6:00 PM Set-Up (tents, tables, decorations)
- 6:00-7:00 Registration
- 7:00-7:45 Opening Ceremony
- 8:00-8:45 Open Mic/ Karaoke/ Visit other booths
- 9:00-10:15 Survivor & Luminaria Ceremony
- 10:30-10:45 Bead Run
- 11:00-11:45 Date Auction
- 11:45-12:15 Mr. & Mrs. Relay For Life
- 12:30-1:30 AM Volleyball Tournament (\$3/ person or \$15/team)
- 1:30-2:00 Team Competitions (Each competition will be \$1/person and the winning team will receive the cash prize total from that competition)
- 1:00-2:00 Dance Hour
- 2:00-3:00 How To Shuffle
- 3:00-4:00 Cake Decorating Competition
- 4:00-5:00 Raffle Announcements, Team Competitions
- 5:00-6:00 Yoga
- 6:00-7:00 Fight Back/ Closing Ceremony
- 7:00-8:00 Clean Up



January 16, 2013

TO: Helen Gonzales, Vice President for Human Resources;
Magdalena Vigil-Tullar, Director of Employee Relations, Human Resources

FROM: Mary Clark, Staff Council President

RE: Request for UNM Staff Data FY 2008-2012

On behalf of the UNM Staff Council Executive Committee, I write to respectfully request the following staff data in order to support our mission of serving as the voice for staff in shared governance at the University of New Mexico by conveying information and making recommendations to the President and Board of Regents regarding interests and concerns of staff. In order to make well-informed decisions based on evidence and data, this is critical to fulfilling our oath of office and mission.

1. Identify and describe job classifications for staff
2. Total number of staff by job class
3. Total amount of revenue in the Catastrophic Leave fund at the end of Fiscal Year 2008-2012, including current balance
4. Total amount of administrative expenses charged to the Catastrophic Leave fund for Fiscal Year 2008-2012
5. Total amount of expenses in the Catastrophic Leave fund at the end of Fiscal Year 2008-2012, including current balance
6. Total number of Catastrophic Leave requests received, denied and approved for Fiscal Year 2008-2012 by HR
7. Total number of Catastrophic Leave requests received, denied and approved for Fiscal Year 2008-2012 by EOHS
8. Describe the Catastrophic Leave appeal process
9. Total number of appeals for Fiscal Year 2008-2012
10. Total number of appeals that were reversed and eventually approved for Fiscal Year 2008-2012
11. Synthesis of major themes and reasons why Catastrophic Leave was denied by HR
12. Synthesis of major themes and reasons why Catastrophic Leave was denied by EOHS
13. Describe the mechanism that turns leave donations into revenue in the fund

Please forward the information to the Staff Council Office at scouncil@unm.edu by Friday, 2/1/13, so that I may present it to my Executive Committee.

Please let me know if you have any questions.

As always, thank you for your help!

<Department Letterhead>

Staff Recognition and Awards (*Template*)

Objective:

Describe the program's objective.

Eligibility:

Identify the approximate number of individuals eligible for nomination (as the value of proposed awards increases the number of employees eligible for the awards should also increase).

Type and Quantity of Awards:

Identify the type of award, include quantity and value.

Source of Funds:

Categorize separately the budget allotted for the awards and the budget allotted for the ceremony. Indicate all anticipated expenditures associated with the event. Please work with the appropriate unrestricted accounting office to predetermine allowability of award within selected source of funding. Identify the index that will fund this program.

Criteria, Nomination, and Evaluation Process:

Describe the criteria, nomination, and participation process.

Promotion of the Program:

Describe the process used to promote the program, request nominations, and recognize award recipients.

Selection Process:

Describe the selection process (must include representation from all levels in the organizations including staff, leads, supervisors, and managers). Describe the selection process including any relevant metrics and weighting.

Award Decision:

Identify the criteria upon which award decisions will be made.

Note: The department administering the program should keep records on the decision making process including the rationale for final determination.

Ceremony:

Identify the type of recognition ceremony and estimated costs associated with the ceremony.

Frequency of Program:

One-Time Annual (Identify Expiration Date, if applicable) _____ Other _____

I certify that this Recognition and Award program is in compliance with University Business Policies and Procedures Manual #3235, Staff Recognition and Awards.

Approval: Dean/Director Approval

Date

Approval: Vice President Approval

Date

Funding Source Approval: Unrestricted Accounting

Date