

10-27-2010

Staff Council Career Development Committee Meeting, 10/27/2010

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Staff Council Standing Committee Minutes



Committee Name: Career Development Committee

Regular Meeting time: 4th Wednesday of each month, noon to 1:00 p.m.

Meeting Date and Place: October 27, 2010. Faculty Staff Club, Room 101

Members Present: Penny Hogan, Joyce Krantman, Kay Jantz, Barbara Shortman, Marsha Baumeister

Members Excused: Suzanne McConaghy, Judy Kay, Veronica Gonzales

Members Absent: Natalie Bruner, Jennifer Flores, Marian Chavez

Guests Present:

Minutes submitted by: Marsha Baumeister

	Subject	Notes	Follow-Up
1	Housekeeping/ attendance	Agreed that an e mail would be sent by the committee chair to a member after they had 3 unexcused absences, asking them to provide them an opportunity to attend the next meeting to provide a valid reason for their inability to attend, or they would be immediately removed from the roster.	Marsha e mailed Marian Chavez who responded that she would not be able to participate on the committee or on Staff Council due to commitments.
2	Employee Rights Committee/JAQ project	Marsha reported she had talked briefly with the chair, Romeo Alonzo, about what his approach vis a vis JAQ topic is. He explained that he is working with Magdalena Vigil of HR to see if HR can do an information session about the in's and out's of how the JAQ process works. It was agreed that while this topic overlaps (it is included in the Compensation Policy) somewhat with what we have discussed with HR/Ed Baker previously, we will not participate unless requested to by the Employee Rights Committee.	
3	Topics to tackle next	<p>Discussed pros and cons of asking HR if they would have something on their website with tips and hints/guidelines, etc. for how to proceed in event of layoff and decided they would decline that suggestion since it could cause a sense of impending doom for staff. However, it was felt that the more informed staff are in the event of layoff, the better.</p> <p>ACTION ITEM: Agreed instead that each of us would read the Separation Policy http://www.unm.edu/~ubppm/ubppmanual/3225.htm and come to the next meeting with points that we feel could be clarified or suggest info that could be included or linked. General concern re how the "preferred hire list" operates in actual practice. Is placement based on "minimum qualifications and job title" or are their other determining factors (seniority at UNM, in a given dept?) What about performance evaluations?</p> <p>One suggestion was that instead of a staff being removed from the list after their refusal of a position (since there could be many valid factors contributing to their refusal), their name would instead be moved to the bottom of their job title category. Another suggestion was to add helpful links ...perhaps to external sources where staff could go to</p>	

		<p>update their skills, obtain training, or to the federal unemployment site. Question: how does a hiring department access the list? Do they know before they go to the effort to post a position that they may have to select from that list? We could approach HR with our suggestions from the viewpoint that many staff may not even know the Separation Policy exists to set forth the procedures that UNM must follow in a lay off situation.</p>	
4	Possible future topic	<p>Career Development in an uncertain environment (thanks to Penny).</p>	
6	Next Meeting	TBD	Meeting Adjourned at 1:00 p.m.