Faculty Senate Business Council
Minutes
Draft 1

Meeting Date and Place: Monday, 10/19/15, 10:00 am,
Zimmerman Library, Herzstein Latin American Reading Room

 Members Present: Fran Wilkinson, Jon Wheeler.

Members Excused: Carol Bernhard, Janie Chermack and Ann Brooks.

Guests Present:

 Members Absent:

Minutes: Dennis Dunn, Office of the University Secretary.

	Subject	Notes	Follow-Up
1	**Call to order** (Fran Wilkinson)	Fran called the meeting to order at 10:00am. This was the first meeting of the Business Council for the Fall 2015 Semester and only one member, Jonathan Wheeler, was in attendance. Fran explained that the Council did not meet in September due to the fact that a number of the chairs had not yet been appointed to the committees beneath the Business Council. Future Business Council meetings have been set for November 11, 2015 and December 2, 2015. The committees of the Business Council include; • The co-chairs of the Faculty & Staff Benefits Committee (Fran Wilkinson and Carol Bernhard); • The Faculty Senate Budget Committee. This committee has two co-chairs, Ann Brooks and Janie Chermack, but the committee's charge does not provide for co-chairs; • The Information Technology Use Committee, who's chair is Jonathan Wheeler; • The Government Relations Committee has had two meetings and at each have had a difficult time attaining quorum in order to elect a chair. Fran has suggested that the Government Relations Committee conduct an election via email. Dennis Dunn, University Secretary's Office, will check with Candyce Torres, also of the University Secretary's Office, to coordinate this election. • For the Campus Development Advisory Committee (CDAC) Fran asked Dennis to contact Steven Yourstone to see if he is still the chair of CDAC. If he is not then Dennis is to ask Steven to call a special meeting on CDAC to elect a chair.	Dennis Dunn will work with Candyce Torres to coordinate an election by email for the Government Relations Committee. Dennis is to contact Steven Yourstone to see if he is still the chair of CDAC, and if not to call a meeting to elect a chair.
2	**Accomplishments & Goals: Information Technology Use Committee** **(Jon)**	Jon Wheeler reported that the Information Technology Use Committee has met once this semester, during the second week of September. Jon was elected chair and the committee will meet again October 23, 2015. Jon was tasked to report to the Faculty Senate Operations Committee regarding the overall goals of the Information Technology Use Committee, in particular their work with email security and the committee's role in email security. Their research with campus IT concluded that the emails written by the faculty are the property of the email authors. This ties in to academic freedom. The status of emails written by staff are still being looked into. The annual goals of the Information Technology Use Committee are working with other committee and their projects but in particular they are working with Black Board. Black Board is moving from a stand alone self posting model to a cloud hosted model. For an action item the Information Technology Use Committee wants to become more involved in any RFP's that occur. The committee's three major focuses will be any LMS activity, textbook activity and a survey.	The Information Technology Use Committee still needs to clarify the status of staff emails.

3	Accomplishments & Goals: Faculty & Staff Benefits Committee (Fran)	Fran reported on the goals and accomplishments of the Faculty & Staff Benefits Committee, which are: - Aon, the consulting company that is used by Human Resources for benefits, has conducted interviews with stakeholders, in various areas, to develop a 3 – 5 year benefits strategic plan for UNM. Fran and Carol Bernhard, as co-chairs of the Faculty & Staff Benefits Committee, have met with Aon and presented issues raised by the Benefits Committee. The committee's goal is to continue providing feedback to Aon while finding areas where expenditures can be reduced but quality maintained. The committee will also be investigating any proposed changes to UNM's benefit plan for FY17 which will affect recruitment and retention of employees; - The committee will also be looking into ways of expanding Dependent Education benefits to include graduate studies though there are Internal Revenue Service (IRS) associated with graduate studies; - The Faculty & Staff Benefits Committee meets throughout the entire year; - The committee recently recommended expanding the Bereavement Benefit from three days of leave, paid by the university, to two additional days of leave which can be charged to either Annual Leave or to Sick Leave. In addition employees may now request additional time with a Supervisor's approval; - The committee has recommend a change to the 15 day waiting period for new employees to receive benefits. Benefits now start on the first day of the next month after being hired; - The committee has also reviewed the tax implications for graduate and continuing education classes; - The committee recommended changes to the Flexible Spending Account (FSA) to go from a grace period to a roll over. This will go into effect in FY17; - The committee has supported the change to Policy 3700 Education Benefits in which a UNM employee may now combine personal enrichment with health & fitness to equal 3 credit hours;	None needed

4	**Questions**	- Jon asked Fran, in regards to the overall mission of the IT Use Committee, and that it is under the Business Council, what it means in overall priorities. Fran explained that IT Use was seen more as a business than anything else and she plans to address all the committees beneath the Business Council as businesses. The use of information technologies will affect all of these committees and that is where the priority of the IT Use Committee comes into play. - Jon then asked if there was a role for the IT Use Committee in regards to the budget. Fran stated that there was especially in regards to the Faculty Senate Budget Task Force. Jon's committee's role would then be to find additional savings for the university through information technologies, such as moving to cloud based storage or the discussed option of central service centers on campus. She stressed that Jon's IT Use Committee should sit in on the meetings regarding cost saving aspects of the service centers;	None Needed
	Next Meetings	Wednesday December 2, 2015.	None needed
	Adjourn	Meeting adjourned at 10:40pm.	None Needed