



Faculty & Staff Benefits Committee

DRAFT 1

Minutes

Tuesday, December 13, 2016

3:30pm to 4:30pm

Herzstein Latin American Reading room, Zimmerman Library

Attendees: (taken from sign-in sheet – for those who signed in)

Fran Wilkinson	Sr. Associate Dean, University Libraries
Carol Bernhard	College of Education
Pamina Deutsch	Policy Office
Mark Maddaleni	Arts & Sciences
Shawn Berman	Anderson School
Marcia Sletten	Health Science Center
Emily Arzate	Biology
Condruta Soneru	Anesthesiology
Gene Henley	Public Administration
Glen Effertz	UNM Retiree Association

Excused:

<i>Guest:</i>	Brenda Dela Pena	Human Resources
	Marleen Martinez	Human Resources

<i>Absent:</i>	Theresa Ramos	Faculty Contracts & Services
	Josie Ruybal Abeyta	Payroll

<i>Minutes:</i>	Dennis Dunn	Office of University Secretary
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Meeting called to order – 3:30pm.

Quorum was met.

Fran Thanked Elaine Phelps:

Fran opened the meeting by announcing that Elaine Phelps will be retiring from UNM and thanked her for her service with the Benefits Committee. Brenda Dela Pena, Human Resources, will be taking over Elaine’s duties.

Introductions:

Committee members introduced themselves. Shawn Berman announced that he is now the Acting Dean of the Anderson School of Management. Fran announced that as of today the Benefits Committee is fully staffed in the areas of Staff membership and Ex-Officio. The committee is still missing two faculty appointments to the committee. Fran has spoken with



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Faculty Senate President, Pamela Pyle, and Pamela is currently working on filling the two faculty positions.

Review & Approve Agenda:

No changes were suggested for the Agenda. Approved, no abstentions.

November 8, 2016 Minutes:

Approved, no abstentions.

Human Resources Update

Brenda Dela Pena & Marleen Martinez

Leave Accrual Analysis –

Points covered:

- The Leave Accrual Analysis is being sent back to Aon for a second analysis.
- Aon is also examining the Tiers and should report back to Human Resources by the end of the week. Brenda and Elaine will review this information and will be speaking with Aon at the beginning of the new year. This information will then be reported to the Board of Regents in February at the Finance & Facilities meeting.
- Fran stated for the record that the Faculty & Staff Benefits Committee does not support any changes to annual leave accrual, but she does understand that changes to annual leave accrual may occur in the future due to budget issues.
- Fran pointed out that it is necessary for the Benefits Committee to keep in touch with the Faculty Senate President and the President of the Staff Council on discussions the committee has on items such as Leave Accrual. Both the Faculty Senate President and the Staff Council President are copied on the Benefits Committee ListServe, so they are able to keep up with discussions within the committee. This is in accordance with the committee's Charge.

Compliance with FLSA Regulations –

Points Covered:

- The changes coming from the FLSA Regulations were announced at UNM on December 1, 2016. Employees are already being moved from Exempt to Non-Exempt. Approximately 518 employees have been transitioned.
- More information on this transition process will be made available on January 20, 2017.
- Human Resources is looking into the issue of retroactive overtime for certain employees who have transitioned to Non-Exempt.
- It was suggested that there could be changes to the FLSA Regulations when the new Administration takes over in Washington D.C.

Impact of Budget Reduction on Benefits –

Nothing to report at this time.



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Other –

Fran announced that she has been asked to serve on the search committee for the Director of Benefits. She has accepted.

Policy Changes –

Pamina Deutsch

At previous meetings Pamina reported that there are 16 policy changes out for review and comment. These policy changes have now been signed by a representative of the President's Office this week and will be issued tomorrow, December 14, 2016. The policies were changed slightly due to comments received during the comment period. The biggest changes involved non-exempt employees and travel issues, which involves Section 10 of Policy 3300. An extensive table has now been included in this section to help clarify these issues.

With the participation of Brenda Dela Pena, Pamina has filed an application for an award for Family Friendly Policies with an organization that is an off shoot of a task force of the state that dealt with Work Life Balance. UNM applied and qualified for the first tier of recognition for UNM's Family Friendly Policies.

In the last month, or so, it was discovered that there were discrepancies in the Catastrophic Leave Policy. In January Pamina will join members from Human Resources to discuss these discrepancies in the wording of the policy. Pamina will report to the committee on the results of these discussions at the February Benefits Committee meeting.

VEBA Committee Update –

Gene Henley

Gene gave an update on financial matters relating to VEBA. The 4th quarter year end results will be presented in February 2017.

Budget Leadership Team (BLT) –

Shawn Berman

There have been no discussions in the BLT meetings about changes to the UNM benefit plans.

Retiree Association –

Glen Effertz

No updates.

Other Business –

None.

Next Meeting –

January 10, 2016

3:30pm – 4:30pm

Zimmerman Library, Herzstein Latin American Reading Room

Adjourn: 4:15pm