EMPLOYEE LIFE COMMITTEE
MEETING AGENDA
Meeting Notes
Thursday, January 3, 2013

- Welcome / Introductions
  Terry Horger, Sustainability Studies Program, Co-Chair ELC
  Emily Arzate, Biology/HR, Co-Chair ELC
  Suzanne McConaghy, Research Specialist/Peds/Neonatology
  Marie St. Claire, Assoc. Dean, Student Health & Counseling
  Anne Burtnett, Graduate Resource Center
  Amie Ortiz, Purchasing/FSM
  Daniel Weems, NMEL
  Pamina Deutsch, Policy Office
  Marjorie Crow, Art & Art History
  Carla Sakiestewa, Cancer Center Research Admin.

- Review and approve December 6th meeting notes; including any questions regarding the Mission Statement developed for the ELC. 
  No changes

- Results from Happy Tails donations
  Donations were about the same as 2011

- Catastrophic Leave (Cat Leave) Program for UNM Staff:
  - Review letter written by Suzanne McConaghy
    - Changes need to be made to the questions so HR can answer the questions. (See REVISED letter to SC Exec Committee...attached.)
    - Need to create an electronic database in order to track who is applying and for what reason.
    - Need to go back to Cat Leave donations
  - Did UNM SC Executive Committee receive answers to the questions put forth in the letter (due by December 21st)?
    - It does not appear that the letter was forwarded.
    - Resubmit with changes to the questions for 1/8 meeting; have SC Exec submit to Elaine Phelps on 1/9 with a request to provide the information by February 5th; or extend the invitation for couple of committee members to
meet in person to get the data requested—at Elaine Phelps’ convenience.

- Why should HR Benefits work with SC? Explain the benefit to them and to staff.
- Suggestion: Consider creating a committee of staff to make decisions about which employees should be awarded cat leave. These staff members would have to go through HIPAA training.

  - What policy changes are necessary?
  The ELC will keep Pamina Deutsch in the loop with regard to the information/reply received for request from HR Benefits. Once there has been discussion among the ELC, we will either communicate potential policy changes and/or invite Pamina to participate in another ELC meeting.

- Other discussion, suggestions, comments, etc.

- Next meeting scheduled for Thursday, February 7, 2013 at Noon at the Faculty/Staff Club