**Staff Council Standing Employee Life Committee Minutes**

**Committee Name:** Employee Life Committee  
**Meeting Date and Place:** February 19, 2015, Faculty/Staff Club  
**Members Present:** Terry Horger, Anne Burtnett, Marjorie Crow, Brad Beck, Gloria Carol, Joe Lane, Diedre Markham, Patricia O’Connor-Navrot  
**Members Excused:** Joaquin Baca, Carla Sakiestewa  
**Members Absent:**  
**Guests Present:** Laura Buchs (OEO) and Lola Neudecker  
**Minutes submitted by:** Terry Horger and Anne Burtnett

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

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<th>Subject</th>
<th>Notes</th>
<th>Follow-Up</th>
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<tr>
<td>1</td>
<td>Approve Agenda</td>
<td>N/A</td>
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<td>2</td>
<td>Approve Minutes</td>
<td>Approve 1/15/15 minutes: Motion to approve by Joe Lane; second by Gloria Carol. The motion passed.</td>
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**GUEST SPEAKERS:**

- Laura Buchs, EEO Compliance Specialist, UNM Office of Equal Opportunity (rescheduled from January 15th meeting)  
  - See handouts  
  - Compliance office  
  - Protects a variety of classes  
  - OEO reports to General Counsel for UNM. The former Director felt that GC does not always understand what this office does and may not always agree with their decisions.  
  - There is not any paperwork / paper trail for Educational Conference. Has no implications for employee’s personnel file.  
  - Mediation is done through the Ombuds office.  
  - Formal investigation….if the respondent does not respond in writing and they go into the office, their session is recorded. Witnesses are called in; some choose not to participate.  
  - There are two levels of appeals after OEO.  
  - It can take 2-6 months to conduct an investigation.  
  - Analysis of Claims handout.  
  - Title IX: take the training when dealing with students.  
  - Their goal is to ensure that faculty, students and employees take classes and work in a fair environment.  
  - Everything they do is tied to UNM Policy.  
  - This office reports to President Franks office.  
  - Potential policies that need changes: ADA, Sexual Harassment,  
  - Differential treatment is handled under HR.  

- Lola Neudecker, Internal Auditor, Internal Audit Department  
  - Audit for business processes.  
  - Intake for anonymous complaints.  
  - Complaint of employee misconduct  
  - Compliance Concepts Inc. is the company that currently handles anonymous complaints.  
  - Ethics Point will be the new company handling anonymous complaints as of March 1st.  
    - The 800 number will remain the same; however, the website will change.  
  - There are always two auditors in a room with the person filing the complaint; ask open-ended
Typically most of the internal auditors are CPA’s.

Must follow the Code of Conduct for CPA’s.

80% of complaints are HR-related. They do not investigate OEO or HR complaints.

After the investigation is complete, the report is sent to the appropriate offices…typically the Office of the Provost and the Chancellor for HSC.

Five elements of the findings:

- **Condition**: What happened – the details of the misconduct
- **Criteria**: UNM policy that tells us what should have happened
- **Effect**: What is the effect of the misconduct? (an employee was overpaid, money was missing, etc.)
- **Cause**: What were the circumstances that caused the misconduct to happen (improper supervision, cash was not deposited within 24 hours, etc.)
- **Recommendation**: What the department can do to avoid this situation in the future.

We do not recommend disciplinary action. Our standard language is “The UNM Department should consult with Human Resources to address personnel issues and the appropriate disciplinary actions in accordance with UAPP 3215, Performance Management.”

Per policy, the complainant will receive notice that the investigation is complete. They will not receive any details of the investigation nor a copy of the final report.

Results of audits are posted to the website. Results of complaint investigations are also posted to the website.

Speaker recap: JoEllen Ransom and Ann Lightsey (Ombuds/Dispute Resolution Department); Laura Buchs (UNM Office of Equal Opportunity); Lola Neudecker (Internal Audit Department)

Where do we go from here?

Staff Council meeting on 2/17/15 regarding President Frank’s presentation and interaction with his assistant Kevin. Hopefully Anne and Terry will have an opportunity to meet with Kevin and/or the head of Internal Audit to continue the discussion regarding bullying and whistleblower policies.

This portion of the agenda is tabled until the next meeting since there was not any time to discuss them after the guest speakers.

4 New Business

Staff Council meeting on 2/17/15…Jodi Perry brought up an interesting alternative to merit compensation. These are the type of outside the box thinking that could create a healthy employee environment. How could this idea become a reality for UNM employees?

- Allowing additional comp days
- Tickets or season Tickets to Popejoy events
- Season tickets to Lobo games
- A paid membership for a year to a fitness center of choice
- A paid weekend getaway or hotel stay.
- Gas cards

Tabled until next meeting as we ran out of time.

Next Meeting

March 19, 2015; Noon-1pm; Faculty/Staff Club

Meeting adjourned 1:00pm