



## Dates to Remember:

**April 7**-Student Leadership Banquet  
\*Staff Member of the Year will be announced

**April 15**-Employee Recognition Banquet 7:30 am-Student Center Ballroom

\*Applications being accepted for:

Customer Service Award  
Spirit Award  
Worker Bee  
Outstanding Service  
Traveling Trophy for Teamwork Award

**April 26**-Staff Advisory Senate Meeting 11:00

**May 8**-Commencement-John A. Wilson Complex 2 pm

**May 24**-Staff Advisory Senate Meeting 11:00

**June 11, 19, 25**-New Student Orientations

**June 28**-Staff Advisory Senate Meeting 11:00

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## NEWSLETTER DEBUT

On behalf of the Staff Advisory Senate, we would like to take a moment to extend our thanks across campus for the support we have received during our first year. We have a long road ahead of us and many objectives we would like to meet. In order for the Senate to accomplish these goals, it will require each staff members' input and feedback to honor the staff's vision as a whole. One goal we set when reviewing the Strategic Plan was to increase communication across campus. We hope this newsletter will serve as a means to open the lines between departments, offices, and individual staff members so we may more efficiently serve our campus community and stay connected. We are asking for topic suggestions, information that would promote employee morale, or even pictures we could include in the newsletter! We want to provide information that is helpful,

interesting, and fun at the same time. If we missed your birthday, please let us know! Or if you would like to recognize someone's retirement or other accomplishment, forward that information on to us as well. This newsletter belongs to the campus, not the Senate, and we want to meet your expectations as much as we can.



Staff Senate pictured Front row L to R: Lou Ann Romero, Maxine Salas, Margaret Gonzales, Brenda Quetzada, Amanda Ortiz. Back row L to R: Rick Loffredo, Mario Romero, David Whorton, Raul Valdez. Not pictured: Alexis Duran, Lisa Duran, and Richard Griego.

## Senate Background

New Mexico Highlands University's first Staff Advisory Senate was formed in June of 2009 and is quickly approaching its one year anniversary. Many staff are still unaware of the Senate and it's purpose, which we hope will soon change. The Senate was formed with the intention of making change and progress where needed and being a voice representing all staff campus-wide. Some projects that we are currently looking at for the near future are:

- Placing suggestion boxes around campus;
- Conducting a Staff Development Week prior to the Fall semester;
- Review of the Policies and Procedures.



## CONSTRUCTION ZONE

Just looking around campus, anyone can see there's a lot going on! The new residence halls have graced the skyline around Melody Park now for the last semester and housed approximately 193 happy students. If you drive down National Ave., across from Centennial Park, you will notice no trace of Mortimer Hall remains. This location, as many already know, is the future home of our new Student

Center, construction tentatively set to begin this Spring. If you haven't had a chance to view the blueprints, please take a moment and go to <http://nmhu.edu/news.aspx?recid=351> for more information. You are guaranteed to be impressed! Also, with construction on track, many excited employees are scheduled to return to the Felix Martinez building in August of this year, including



some new additions. The Felix Martinez building has been redesigned to be a one-stop shop for students. The Admissions & Registrar's Office, Financial Aid, Student Support Services, Academic Support, Recruitment, as well as a Cashiering function will be located in the Felix in hopes of providing more efficient services to students.

## NMHU Plates to Soon Hit the Streets



MVD to soon offer Specialty plates for NMHU.

Soon NMHU will join the growing number of colleges in New Mexico that offer ‘specialty’ plates to its’ drivers. Any state-supported higher educational institution in New Mexico may request that the division issue a special collegiate registration plate for that institution. Currently, NMSU, New Mexico Tech, UNM and Eastern New

Mexico University offer the collegiate plates. The plates will be issued at all state, municipal and private MVD offices across New Mexico. Each license plate will cost \$37, with \$25 of the cost to be distributed back to Highlands. State statute requires the MVD to retain \$10 to manufacture each plate and \$2 for a transaction fee.

The license plates have been submitted to the Taxation and Revenue Department, Motor Vehicle Division for manufacture and distribution. It is anticipated the plates will be available this Spring.

### Quotes to Live by:

“One who fears failure limits his activities. Failure is the only opportunity to more intelligently begin again.” - Henry Ford

Or

“It’s 5 o’clock somewhere...” - Alan Jackson



## Relay For Life Team at NMHU



The American Cancer Society Relay For Life is a life-changing event that gives everyone in communities across the globe a chance to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease. At Relay, teams of people camp out at a local high school, park or fairground and take turns walking or running around a track or path. Each team is asked to have a representative on the track at all

times during the event. Because cancer never sleeps, relays are overnight events up to 24 hours in length.

Currently, one team at Highlands has been formed representing the Business Office. Team Captain, Inca Garduno-Crespin, encourages other departments around campus to form additional teams to aid in fundraising on behalf of the University. They will be selling luminarias and accepting donations as part of their fundraising.

This year the Relay will be held at the West Las Vegas football field on June 11th—12th. The Relay will begin at approximately 6 pm Friday evening and last through noon on Saturday. If any individual or department is interested in forming a team or joining one, please feel free to contact Inca at 454-3417 or Jennie Mae Romero, Team Development Coordinator for Las Vegas, at (505) 429-3782.

## Staff Satisfaction Survey



The Staff Senate disseminated a Staff Satisfaction Survey in mid February of this year. The survey results will help us better understand the current needs and concerns of staff. We will utilize this information to improve services and make recommendations to administration on your behalf. The last survey completed was in January 2008. We will

have the results of the current survey within the next couple of weeks. Just keep checking our webpage for updates.

Thank you for your input!

## Look Who's New!



Registrar's Office welcomes Michelle Gallegos as their new Center Student Specialist. Michelle is from Las Vegas and graduated from UNM. She is the proud mother to her 1 year old daughter. She is currently working on her Master's degree here at NMHU.



Central Receiving Office pictured from left to right: Matt Vigil, Mike Montano, Gilbert Armijo, and Jennifer Madrid.

The Purchasing Department handles the purchases of any tangible goods, equipment, services, and construction. It is responsible for ensuring that all purchases made using state and federal funds are in accordance with the State of New Mexico Procurement Code and the NMHU Purchasing Policies and Procedures.

The Central Receiving Office receives tangible items, adds equipment information into the inventory, delivers the items to the department making the purchase, and processes receiving reports for payment. In addition, this office also handles the removal and storage of unwanted or obsolete items which will be placed out to public auction.

A brief description of the duties held by each staff member of these departments is listed below along with their contact information.

Geraldine Chavez is the Director of Purchasing and Central Receiving. She handles bids, Risk Management claims for personal injuries and property damages, approves all purchase requisitions exceeding \$50,000, and reviews & recommends revisions to the NMHU Purchasing Policies and Procedures.

Extension: 3443  
[gerichavez@nmhu.edu](mailto:gerichavez@nmhu.edu)

Michael Saavedra is the Senior Buyer who works primarily on bids, handles the review & approval of purchase requests utilizing contracts, and maintains the department's webpage. He also reviews and approves some of the check requests and small dollar value purchase requisitions.

Extension: 3053  
[mjsaavedra@nmhu.edu](mailto:mjsaavedra@nmhu.edu)

Mary Alice Ortiz is the Buyer and she reviews & approves most of the small dollar value purchase requisitions, check requests, and purchase requests utilizing contracts. She also handles the workflow of the purchase requisitions and check requests. Mrs. Ortiz also receives and answers or forwards many of the department's calls from NMHU staff and vendors.

Extension: 3195  
[ortiz-m@nmhu.edu](mailto:ortiz-m@nmhu.edu)

Lucy Vigil is a Clerk within the department. She works in the mornings and forwards copies of the purchase orders to the vendor, the department which submitted the request, and any other department requesting a copy. She also inputs new vendors into Banner and handles the filing for the department.

Extension: 3249  
[lucyvigil@nmhu.edu](mailto:lucyvigil@nmhu.edu)



Purchasing Department from left to right: Mary Alice Ortiz, Jennifer Madrid, Michael Saavedra, Lucy Vigil, & Geraldine Chavez.

Gilbert Armijo is the Supervisor of the Central Receiving Office and coordinates the workflow of its staff. He maintains the inventory list for NMHU and works with Mrs. Chavez to coordinate the public auctions.

Extension: 3288  
[gilarmijo@nmhu.edu](mailto:gilarmijo@nmhu.edu)

Mike Montano is a Clerk for Central

Receiving who receives items purchased, verifies that the items received were listed on the purchase order, and delivers the items to the department making the request for purchase.

Extension: 3288  
[jm\\_montano@nmhu.edu](mailto:jm_montano@nmhu.edu)

Matthew Vigil is the Shipping & Receiving Technician. He receives items purchased, verifies that the items received were listed on the purchase order, and delivers the items to the department making the request for purchase.

Extension: 3288  
[mlvigil@nmhu.edu](mailto:mlvigil@nmhu.edu)

Jennifer Madrid is a Clerk who works in the mornings at the Central Receiving Office and in the afternoons, in the Purchasing Department. She receives items and prepares the receiving reports to be submitted to the Accounts Payable Office for payment. For the approved purchase requisitions, she inputs the information into Banner and creates purchase orders. She also sets up new vendors into Banner and assists with the filing.

Extension: 3249  
[jrmadrid@nmhu.edu](mailto:jrmadrid@nmhu.edu)

Recently, the department created a webpage on the NMHU website located under the "Administration & HR" tab on the left-hand side of the homepage.

The site includes instructions for completing a purchase requisition, downloadable forms such as a Risk Management Claim Form, Purchase Requisition, etc., a section containing the bidding documents for recent bids, as well as overviews of Policies and Procedures, state regulations, NM gross receipts tax, and much more!

*In each issue, we would like to take the opportunity to "introduce" a different department to the rest of campus. Sometimes we don't get the chance to meet fellow staffers that play such an important role in maintaining the University and we felt that putting a face to a department would be nice. This issue, we are "spotlighting" the Purchasing Department & Central Receiving Office.*



The Business Office, as well as the entire University, would like to congratulate Eleanor & Anthony Duran on the birth of their daughter, Candace Jayden Duran, born March 2, 2010. She weighed 6 lbs. 14 oz. and was 19 3/4 in. long. Congratulations Eleanor! She is beautiful!

### Future Alumni??



## VOLUNTEERS NEEDED FOR UPCOMING COMMENCEMENT

Commencement for students from the Main Campus, the Raton Site and Santa Fe Center is scheduled for Saturday, May 8 at 2:00 pm in the John A Wilson Complex. We are expecting 300 to 350 students to participate in the commencement ceremonies and if anyone would like to help make this ceremony a pleasant and rewarding event for our gradu-

ates', please contact the registrar's office.

Please join the registrar's office in congratulating our graduating students for accomplishing a major milestone in their educational goals.

John Coca  
 -Registrar





# NEW MEXICO HIGHLANDS UNIVERSITY

## Staff Senate Executive Committee

- Maxine Salas - President 454-2020
- Margaret Gonzales - Vice President 454-3495
- Lou Ann Romero - Secretary 454-3087
- Amanda Ortiz - Treasurer 454-3316
- Rick Loffredo - Parliamentarian 454-3021

Please feel free to contact any of the above officers directly or e-mail: [staffadvisorysenate@nmhu.edu](mailto:staffadvisorysenate@nmhu.edu) with questions, comments, or general feedback. Thank you for your support and we look forward to hearing from you!

Be on the look out for our next quarterly issue at the end of June!

# Letter From The Senate President



Dear Staff,

I would like to take this opportunity to say thank you on behalf of the Senate for the support we have received thus far and thank you for taking the time to read our newly created Newsletter. We hope you find it to be a useful forum to share information with fellow staff campus-wide. Please let us know your thoughts on how we can improve and we will take all feedback into consideration.

If you don't already know, we have set up a Staff Senate web page to keep you informed about our meetings and provide general information concerning staff issues and committees. You can also find a link to the Personnel Policies & Procedures on Human Resources web page.

As a brief update, President Fries attended our meeting in December 2009 and spoke to the Staff Senate about shared governance and our role in administrative decisions. "The Staff Advisory Senate is a significant addition to the shared governance structure at Highlands, and will provide an important staff voice and vehicle for improved communication on campus," said Highlands University President Jim Fries.

In January, the Staff Senate became a member of the Faculty Senate. A representative from the Staff Senate attends the Faculty Senate meetings as a non-voting member.

The more participation we receive with the Senate the stronger our voice can be. I would like to remind you that the election of new members to serve for the upcoming term will occur in May and we would love to see you there!

Sincerely,

*President Salas*

Jenny Arguello	1/1	Douglas Cavanaugh	1/27	MaryAnne Sandoval	2/19	Eddie Ortega	3/1
Miguel Tirado	1/1	Jonathan Parrish	1/27	Ronald Garcia	2/22	April Kent	3/2
Francisco Chavez	1/2	Ivy Romero	1/27	Eugene King	2/22	Brenda Fresquez	3/3
Michelle Espinoza	1/5	Eldora Morris	1/28	Tricia O'Connor	2/22	Steven Lovato	3/16
Gavino Archuleta	1/6	Lou Ann Romero	1/28	Heather Sankey	2/22	Donilia Sandoval	3/16
Mary Alice Ortiz	1/7	Raymond Chavez	1/29	Dave Braun Y Harycki	2/24	Patricia Dappen	3/17
Cari Benavidez	1/9	Charles Swim	1/29	Christopher Duran	2/24	Corrine Martinez	3/17
Paul Tenorio	1/9	Faye Martinez	2/1	Gary Gallegos	2/24	Pat Ueckert	3/17
Rose Ellen Martinez	1/10	Adele Ludi	2/2	Carolina Garduno	2/24	Deborah Perlow	3/18
Kathy Martinez	1/13	Susan Taylor	2/2	Toby Chavez	2/25	Joseph Vigil	3/18
Julia Andrada	1/14	Richard Ulibarri	2/3	Martin Lucero	2/25	Everett Delgado	3/20
Caroline Montoya	1/15	Andy Martinez	2/4	Fred Sanchez	2/25	Cathie McQueeney	3/21
John Concha	1/17	Prescilla Salazar	2/4	Andy Lou Ulibarri	2/25	Gilbert Rivera	3/21
Sarah Madrid	1/17	Geraldine Baca	2/7	Emily Torres	2/26	Lucy Vigil	3/21
Joan Lucero-Sisneros	1/18	Joni Chavez	2/7	Kacy Cochran	2/27	Deborah Gonzales	3/22
Brenda Quezada	1/18	Robert Garcia	2/10	Cathy Martinez	3/1	Karen Rieniets	3/22
Daniel Gallegos	1/19	Amy Romero	2/12	Sara Haley	3/5	Jason Valdez	3/23
Feliciano Chavez	1/20	Richard Loffredo	2/13	Vincent Garcia	3/6	Annette Garcia	3/25
Douglas Moses	1/20	Felicia Thornton	2/13	Benito Pacheco	3/6	Beverly Ortega	3/26
Gilbert Valdez	1/20	Erminio Padilla	2/14	John Casias	3/7	Della Gomez	3/27
Rhonda Macias	1/21	Michael Saavedra	2/15	Josephine Sena-Gutierrez	3/10	Ronald Martinez	3/28
JaneEllen Mallette	1/21	Natalia Wester	2/16	Cheryl Zebrowski	3/10	Shay Bassett	3/30
Patrick Johnson	1/23	Ruth Salazar	2/17	Edward Corpus	3/11	Jeremy Soria	3/30
Sylvia Baca	1/24	John Gomez	2/18	Claudia Gomez	3/11	Rita Sanchez	3/31
Ed Manzanares	1/24	Joanne Martinez	2/19	Christopher Dees	3/15		
Jorden Grimm	1/25	Crystall Rains	2/19	Stanley Morris	3/1		