

Minutes

1. Call to Order: 10:34 a.m.
2. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Absent Excused</u>
Peggy Sanchez Elizabeth Ratzlaff Tina Clayton Margaret Gonzales Doris Gallegos Dominic Chavez Reyna Alvizo Sharon Doom Richard Griego Gilbert Valdez	Frank Branch	Kimberly Blea

3. Approval of agenda for February 17, 2015
Motioned by: Sharon Doom Second by: Rick Griego Status: Motion Carried with amendments.

Notes: Added 6, C 1 e Grievance policy. Added 7C-Training

4. Approval of minutes from December 16, 2014
Motioned by: Tina Clayton Second by: Margaret Gonzales
Status: Motion Carried to table approval of minutes of December 16th, 2014 to next meeting.

5. Persons wishing to address the senate:

1. Peggy Sanchez

Concern: Concern over staff members request switchboard operator not to transfer phone calls to their perspective phone lines. This concern was brought up to the staff member's supervisors and upper administration. Was told to transfer the calls to assistants, but some departments do not have assistants, or don't answer the phone either. This is a concern regarding customer service. Need more support from upper administration to address the issue. It was suggested that the university conduct more customer service trainings. Donna suggested that calls be recorded for future training. Max is looking into getting touch net. Overall, answering phone calls and emails needs to improve campus wide. Topic to be placed on the agenda and discussed at a future meeting.

6. Old Business

- a. Newsletter – update

Notes: Last July – December 2014 issue looks nice. Next newsletter will be issued in April. Seeking submissions of new articles that are employee and staff oriented. The committee is seeking new members.

- b. SAS web page - update
 - 1. Posting of Minutes
 - Notes: Final minutes for fall session were sent to University Relations for posting on the web page in November. Follow up should be conducted to verify that the minutes were posted.
 - 2. Posting of Job Descriptions
 - Not all job description are currently posted, but HR is working on it. The job descriptions can be accessed through the NMHU web site under HR.
- c. Employee Handbook Policy Committee – update
 - Notes: Committee has not met because HR has not completed drafts for recommended changes. Once complete, a meeting will be scheduled.
 - 1. Clarification of policies
 - a. Employee/Dependent Waivers
 - Notes: Need clarification of tuition waiver for employees. The policy needs to be strengthened.
 - b. Supplemental Salaries/Duties
 - Notes: Needs further clarification
 - c. Sick Leave Pay for Exempt Employees
 - Notes: Not discussed
 - d. Weather Policy
 - Notes: Apparently there are two different policies in place, the old policy is posted on the web and needs to be removed.
 - e. E-cigarette Policy
 - Notes: Students are smoking in the game room. E-cigarette policy exists in the student handbook, but not in the employee handbook. HR has met with the President regarding the issue
 - g. Grievance Policy
 - Notes: The current policy states what you can't do, but not what you can do to file a grievance. Stating what you can do, would give the employee a more positive outlook on being able to have the ability to file a grievance.
 - d. P card Committee: Travel policy is tied to the P card policy. P Card could be used for emergency situations as it pertains to travel.

Copier Committee, have not met recently. No updates.

Travel Policy Committee: travel rates are not up to date. Eighty issues were brought up to the Committee and will be addressed by the committee for the purpose of updating the policy.

Strategic Planning Committee. The kick off was a success more than 300 people attended. Follow up meetings will take place around themes. One community meeting has taken place. Submission regarding the Strategic planning can be found on the website at Highlands. Search "vision 2020"

HLC Committee. There are four criterion that need to be addressed. The committee has been divided into four groups to address each criterion. Samples from Bowling Green and a couple of other universities, the last strategic plan that was completed by NMHU and copies of the last HLC submission are being used as a guide for the new submission. If anyone has any concerns or suggestions regarding how things are being done on campus or any problem areas they can be submitted to the HLC committee, so the they can be addressed.

Budget Director Search & Screen Committee. Initial meeting will take place on February 8th.

Presidential Search & Screen Committee. Forums were held on February 7th with faculty, staff and students. There was a good representation of staff members. Comments can be submitted to NMHUPRESIDENT@rhperry.com. Anyone who has Comments, ideas or issues regarding the search can e-mail them.

Faculty Senate – brief updates

Notes: The senate discussed that there is a decrease in state funds due to the reduction in price of oil and gas. There has been a decrease in student enrollment of 3.5%, but retention of students is high. NMHU needs to enroll more Freshman students. It was expected that 400 students would enroll, but NMHU did not meet that goal and only under 300 students enrolled.

Faculty senate has issues regarding recruitment. They want an organization structure and a plan. Financial and marketing resources need to be addressed.

Six candidates have applied for the President position at NMHU. Would like to interview the finalists by April.

e. SAS Budget – Buttons, etc. - action item

Motioned: Margaret Gonzales Second by: Tina Clayton Status: Motion Carried

Notes: The budget has \$565.00. Moved to order more “Ask Me” buttons to Promote customer service.

Suggested that staff hold a lanyard drive. Will be posted in the next newsletter.

f. Evaluations (Faculty/Staff/Students) – discussion item

Notes: Suggested that it is important to also have an evaluation from subordinates. Supervisors should also be evaluated. Faculty senate has one for faculty. Should use it as an example for creating an evaluation for supervisors. Staff senate will further discuss the proposal for future evaluations.

g. Suggestion Boxes – update

Notes: list has been sent to Donna and President Fries.

7. New Business

a. Furniture/equipment for staff – discussion item

Notes: Dr. Aguilar felt that staff senate needed to discuss the issue. Should be an HR issue and included in the policy handbook, if a staff member needs special furniture or equipment to work efficiently.

b. Annual/sick leave – discussion item

Notes: Consideration for changing the date for annual and sick leave. Instead of June 30th, perhaps other dates should be added to the deadline for use of sick and annual leave. It was recommended to leave the policy as it is.

Concern: Using all annual leave at once. Leave should be scheduled appropriately. People taking leave, but not reporting their time. People not being around during the month of June.

c. Training – discussion item.

Motioned: Elizabeth Ratzlaff Second: Margaret Sanchez Status: Motion Carried

Notes: Moved to table discussion for next scheduled meeting

8. Next Regular Meeting:
March 17, 2015

9. Adjournment

Motioned: Elizabeth Ratzlaff Second: Rick Griego Status: Motion carried

Notes: Meeting adjourned 11:56 a.m.