

Faculty Senate Meeting

March 9, 2016

Approved March 23rd

Lora Shields, room 329- New Mexico Highlands University, 3:00 p.m.

1. Call to Order: 3:00 p.m.

2. Roll Call:

Present: Christensen, Todd (Visual & Performing Arts); Coggins, Kip (School of Social Work); Jeffries, John (Computer Science & Math); Jenkins, Kathy (Exercise & Sport Sciences); Kempner, Brandon (English & Philosophy); Loewen, Kerry (School of Business, Media & Technology); Main, Douglas (School of Education/Counseling & Guidance); Ortiz, Luis (School of Business); Rodriguez, Elaine proxy for Abbas Manafy (History/Political Science/Language & Culture); Romine, Maureen (Biology & Chemistry); Williams, Susan (Nursing); Williamson, Ian (Social & Behavioral Sciences); (Zebrowski, Cheryl (Library)

Excused: Burns, Jim (School of Education)

Absent: Williams, Emily (School of Education)

Also Present: Aguilar, Teresita (VPAA); Ratzloff, Elizabeth (Staff Senate)

3. Approval of Agenda: - MOTION MADE AND SECONDED to approve the agenda with the addition of a presentation by Max Baca. Motion passed.

4. Approval of Minutes: – MOTION MADE AND SECONDED to approve the Minutes from February 24th with a correction to 11c. Motion passed.

5. Communication from the Administration

- a. HLC Workgroup continues to work on report due in March.
- b. New Mission statement approved by the Board of Regents, but needs to be approved by HLC. This normally takes 4-6 months, but we hope it will be expedited.
- c. Projected budget cuts across state
 - i. Will be developing models based on various scenarios – increase enrollment, increase tuition, budget cuts
 - ii. Budget process will be more transparent

6. Communication from the Chair

- a. Chair selections are mostly complete.
- b. Alcohol policy was sent to the President
- c. Distance Ed Manual was tabled at the Board of Regents meeting.
- d. Evaluation of Administrators – e-mail sent to administrators. Dr. Aguilar does not feel that Dean Bailey should be evaluated since she started in early February.
 - i. MOTION MADE AND SECONDED to request goals from Dean Bailey, but not evaluate.

- ii. Motion modified to ask for goals and solicit comments for all people who started January or later.
- iii. Motion as amended passed unanimously.
- e. Need a member to serve on facilities committee. Cheryl Zebrowski volunteered.
- f. The Ballen scholar will be on campus in April. Rebecca Moore with the Indigenous Knowledge Center is looking for opportunities for him to present to classes. The Senate will hold a special public meeting for him to discuss indigenous governance.

7. Communication from Academic Affairs

- a. Program reviews continuing.
- b. Working on charges from Senate.
- c. They are working with Dr. Martinez to clarify the Early Alert Policy.
- d. The split into separate Biology and Chemistry departments was approved.

8. Communication from the Student Senate

- a. No one present

9. Communication from the Staff Senate

- a. Max Baca gave a budget update to the staff finance committee, and they asked him to give a presentation to all staff next week during Spring break.
- b. Suggestion boxes will be retained.
- c. Still need a replacement representative for the professional staff.

10. Old Business

- a. ACTION ITEM: Contingent Faculty Manual approval, with a final Faculty vote either at the March 3rd General Faculty meeting, or via Survey Monkey
 - i. Final formatting will be done once approved.
 - ii. Sick leave policy will be updated with current information from HR.
 - iii. Will include boiler plate contracts.
 - iv. Discussion about adding specific contract dates for specific type of faculty.
 - v. Minor word changes in various sections.
 - vi. Discussion regarding mentioning the CBA.
 - 1. A disclaimer regarding contingent faculty not being under the CBA will be added.
 - vii. MOTION MADE AND SECONDED to approve the handbook with changes made today. It will go to General Faculty meeting on March 23rd, and if a quorum is not obtained, it will be voted upon using Survey Monkey. Motion passed unanimously.
- b. ACTION ITEM: Graduate council addition to Faculty Handbook
 - i. It is not a committee, since all graduate coordinators must participate.
 - ii. MOTION MADE AND SECONDED to approve the section on the Graduate Council. Motion passed with one abstention.
- c. ACTION ITEM: Faculty Senate elections
 - i. Nominations were made: Dr. Romine as Vice-Chair, Cheryl as Secretary, and Dr. Jenkins as at-large member.
 - ii. MOTION MADE AND SECONDED to accept the slate and put out a call at a later date for more at-large members. Motion passed unanimously.
- d. Web Policy
- e. Tabled until brought forth: Advising Manual

11. New Business:

- a. ACTION ITEM: Charge to Academic Affairs: To create an online repository of officially approved syllabi - tabled
- b. Retention Manual
- c. Budget Process
- d. Term and per-course orientation
- e. Centers/HLC

12. Budget Presentation

- a. Max Baca has been working with the financial planning committee with discussions regarding how to build a budget for next year.
- b. \$830,000 cut this year and \$1.2 million next year.
- c. Looking at raising tuition & fees, but perhaps offering discounts.
- d. Discussion about the effect on students, press coverage and other concerns.
- e. MOTION MADE AND SECONDED to support the idea of raising tuition to about the level of the Pell Grant Awards. Motion passed unanimously.
- f. Share this information with departments so we can discuss at the next General Faculty Meeting
- g. He is proposing to establish a university Budget Planning Committee.

13. Committee Reports and Announcements

14. Meeting adjourned at 5:02 p.m.