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.