



## Dates to Remember:

**December 20**  
Staff Senate Meeting

**December 23 - January 3**  
Winter Break  
NMHU Closed

**January 17**  
Martin Luther King Day.  
NMHU Closed

**January 26**  
Staff Senate Meeting

**January 18**  
Start of the Legislative  
Session.

**March 30**  
Next Newsletter

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## NEW BEGINNINGS.....

As the Staff Senate begins its second year, we would like to extend our gratitude to the university community for all their support and participation in all the endeavors we accomplished in our first year.

Thank you, to all the staff members who went out to vote in the Staff Senate Election on May 26 - 28, 2010. Join us in welcoming the newly elected Senate members this year: Darlene Tapia, Dawn Martinez, Doris Gallegos and Thomasinia Ortiz-Gallegos.

One of our main objectives during our first year was to conduct the Staff Satisfaction Survey, which was done during the month of February and is available for review on the Staff Senate web page. With the input of

staff members we were able to provide staff development trainings to all staff members for their benefit.

The 1st Annual Staff Development Week took place August 10-13, 2010. The week started out with a staff continental breakfast, then some words of support from the President, Dr. James Fries. It was followed by words of inspiration from the motivational speaker, Tamela Townsend.

The customer service and staff development trainings were based on responses from the staff satisfaction survey. Most of the trainings offered drew upon the talent base of our faculty and staff. The purpose of this effort was to provide

staff the opportunities to build on their skills and network with other staff.

The week ended with a Staff Barbecue at La Piedra Grill. Most of the comments and feedback we received were positive. Everyone is looking forward to next year's event.

The Staff Senate, together with staff participation have completed the review of the first set of Staff Policies and Procedures. In early January, the next set of policies will be available for review and comment. We will again host several forums for staff comments and suggestions.

## HALLOWEEN MADNESS



Above from left to right: David Esquibel, Amanda Ortiz w/ Bobby Jr. & Aubri and Alexis Duran



Above: Susan Taylor

This year's annual Halloween Costume Contest was held in the sunken pirate ship decorated at the Felix Martinez Building. There were numerous participants in this years event. The three staff members who placed are listed below:

**1st Place:** Alexis Duran as Little Mermaid's Ursula.

**2nd Place:** David Esquibel as Capt. Davy Jones from Pirates of the Caribbean.

**3rd Place:** Amanda Ortiz as Minnie with her children, Aubri & Bobby, Jr.

### Quotes to Live by:

"The universal brotherhood of man is our most precious possession."  
- Mark Twain

Or

"Everyday may not be good, but there is something good in every day"  
- Author Unknown



## Letter From The Senate President



To NMHU Staff,

On behalf of the Staff Senate, I want to express our thanks and appreciation to all of you for your support and commitment over the last year. I believe that if we all work together, we can make significant advances in bringing positive and effective solutions for staff at Highlands University.

It has been such an honor for me to serve as your Staff Senate President. I am so proud of the work that the Staff Senate has done over the past year. It is truly a pleasure and a privilege to be part of the Staff Senate and the Highlands University family. The beginning of the academic year is well on its way and as the Staff Senate reflects on its accomplishments. I would like to thank everyone who got involved and contributed their time and expertise.

Since the formation of the Staff Senate, staff members have been able to express their concerns through the staff satisfaction survey, discussions with senate representatives, and now through the staff suggestion boxes around campus. The Staff Senate listens to your concerns. Because of you, we have been able to move forward and address many of your needs.

The Staff Senate can only be as strong as its members, and our actions are based on the feedback and suggestions we receive from the staff. I encourage everyone to get involved in some way. We are constantly looking for innovative ways to make our organization more useful to you and to attract a wider range of participation. Your feedback is of the utmost importance to our success.

Please get involved and join a Staff Senate committee. Together we can make Highlands a great place to work. You do have a voice!

Wishing all the best to you and yours,  
Maxine L. Salas  
Staff Advisory Senate President

### In Memory of Carlos Lovato...



April 23, 1950 to August 8, 2010

Carlos Lovato believed that education is the key to success in life and he put that belief into action every day. He prepared and motivated young people to attend college throughout his career at NMHU. Whether as a counselor or director of the University's Upward Bound program, he made the dream of a college education a reality for hundreds. You will be greatly missed, Carlos!

### Staff Satisfaction Survey

The Staff Senate would like to thank everyone who participated in the Staff Satisfaction Survey. The results are in and can be viewed at:

[www.nmhu.edu/  
FacultyStaff/staff/  
information.aspx](http://www.nmhu.edu/FacultyStaff/staff/information.aspx)

The information compiled from this survey has assisted the Staff Senate in improving staff relations at the university. As a direct result from the comments and suggestions you provided, we were able to offer customer and professional service trainings during Staff Development Week.



The Office of Career Services, a department of the Office of Student Affairs, provides a variety of free services to all Highlands students and graduates in developing effective job search skills, career planning, and locating employment opportunities including summer internships and research programs, cooperative education, Student Career Experience Programs (SCEP), part-time jobs and career employment. Career Services does not secure employment for students, but rather, provides valuable resources and training to conduct effective employment searches.

On September 14th the Office of Career Services sponsored the NMHU Internship & Career Fair. The fair was very successful with employers from several different organizations and agencies including the Bureau of Land Management, Citizen Schools, Drug Enforcement Administration, ARMAS in Education, Federal Aviation Administration, Federal Bureau of Investigation, Indian Health Service, Los Alamos National Labs, National Part Services, New Mexico Air National Guard, New York Life, Target, Social Security Administration, Peace Corps, and USDA Forest Services.

The Spring Career & Educators Job

Fair is scheduled on April 14, 2011. They are expecting over 30 employers to share information and conduct interviews for full-time career positions and summer job/internship opportunities available in a variety of fields, including education, business, sciences, social sciences, and liberal arts.

Ron Garcia, Director of Career Services  
Raul Valdez, Administrative Assistant

Career Services and Internships  
Felix Martinez Building, Suite 230  
505-454-3048

Counseling Services, which is also a department of Student Affairs, is located in the Felix Martinez Building, Suite 230. Counseling Services provides support and assistance when one is facing a challenge. Their goal is to help individuals become more self-confident and more effective in all aspects of their personal and professional life. Remember that it's the smart person who asks for help and the strong person who knows he or she can't do it alone.

Individual personal counseling is provided to help people understand their feelings, thoughts and behavior and to help them make more effective decisions about life. Counseling is private and confidential.

Licensed counselors and graduate

interns are available to help students, faculty, staff and family members with personal issues about depression, anxiety, stress, academics, finances, relationships, health, and other problems that can impact their success.

Counseling staff are available to meet with student groups and organizations to assist with training, presentations, and workshops. Counseling Services strives to help groups become more effective on campus. Set an appointment so we can work together with your organization. You can always contact Counseling Services when you have a question or concern.

Counseling staff are also available to help faculty and staff with issues that may arise from interaction with a student. Their goal is to help bring resolution to an issue.

They can assist family members of a Highlands student, who may be struggling with a problem.

For an appointment contact:  
Raul Valdez, Administrative Assistant

Mental Health Counseling Center  
Felix Martinez Building, Suite 230  
505-454-3048



*Pictured above: Raul Valdez and Christopher Burns of Career Services. Not pictured: Ron Garcia*

*In each issue, we would like to take the opportunity to "introduce" a different department (s) to the rest of the campus. Sometimes we don't get the chance to meet fellow staffers who play such an important role in maintaining the University. We felt that putting a face to a department (s) would be nice. In this issue, we are "spotlighting" Career Services & Counseling Services.*

## Look Who's New!



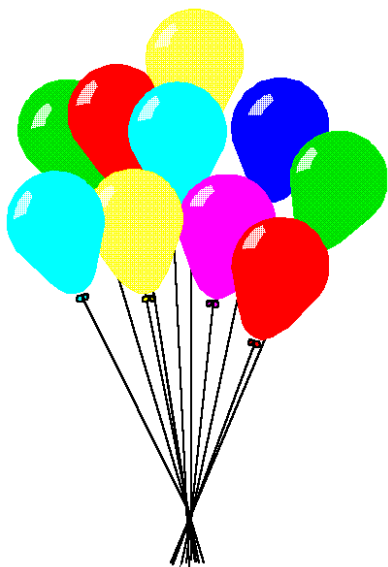
Student Recruitment welcomes Nick Alaimalo as their new Student Recruiter. Nick is originally from Carson. He is currently working on his MBA degree in Human Resource Management here at NMHU.

## Future Alumni?



The Staff and the Financial Aid Office would like to congratulate the parents Robert and Amanda Ortiz on the birth of their son. Roberto Antonio Ortiz, born June 14, 2010. He weighed 9 lbs. 5 oz. and was 21 in. long.

## CONGRATULATIONS RETIREES



Dolores Apodaca, Child Development Center

Geraldine Chavez, Purchasing

Judy Cordova-Romero, Student Affairs

Antonia Garduno, Facilities Services

Steve Lovato, Facilities Services

Elaine Martinez, Child Development Center

Esther Rose Martinez, Business Office

Eugene Martinez, Facilities Services

Leland Martinez, Bookstore

Mary Alice Ortiz, Purchasing

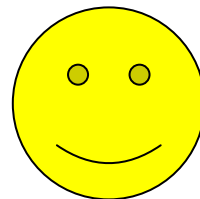
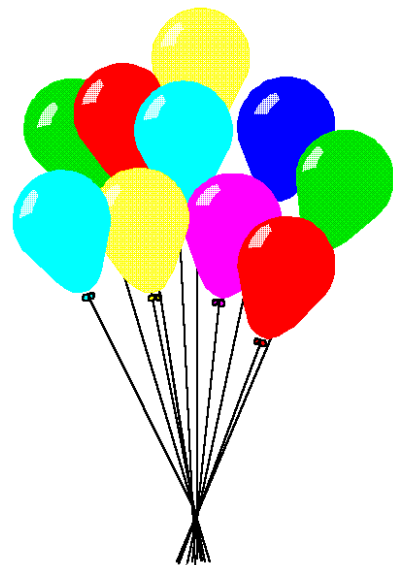
Jane Quintana, Communication & Fine Arts

Karen Rieniets, ITS

Richard Ulibarri, Facilities Services

Helen Vargas, Business Office

Cecilia Vredenburg, Library



### Staff Advisory Senate

Maxine Salas - President 454-2020  
Margaret Gonzales - Vice President 454-3495  
Lou Ann Romero - Secretary 454-3087  
Alexis Duran - Treasurer 454-3315  
Dawn Martinez - Parliamentarian 454-3410  
Lisa Duran 454-3260  
Doris Gallegos 454-3168  
Richard Griego 454-3260  
Thomasinia Ortiz-Gallegos 454-3127  
Mario Romero 454-3439  
Darlene Tapia 454-3272  
David Whorton 454-3260

Send your comments and suggestions to:  
[staffadvisorysenate@nmhu.edu](mailto:staffadvisorysenate@nmhu.edu)

### Human Resources

Donna Caster, Director	505-426-2240
Jeff Gallegos, Assistant Director	505-426-2196
Cinthia Gurule, Employment Coordinator	505-454-3393
Cathy Martinez, Department Secretary	505-454-3308
Marka Trujillo, Benefits Specialist	505-454-3242
Elizabeth Maestas, Payroll Manager	505-454-3136
Pat G. Ueckert, Payroll Specialist	505-454-3243

Mailing address:  
New Mexico Highlands University  
Human Resource Office  
Box 9000  
Las Vegas, NM 87701