



Dates to Remember:

November 4, 2012
Daylight Savings Time

November 6, 2012
Election Day

November 22 & 23, 2012
Thanksgiving Holiday
HU closed

December 22, 2012
through January 2, 2013
Winter Break
HU Closed

Spring Classes begin
January 14, 2013

Martin Luther King Day
January 21, 2013

Staff Advisory Senate
Meetings: Monthly -
Location TBA

INSIDE THIS ISSUE:

In the Spotlight	1
From the Desk of Staff Senate President	2
Spotlight continued and department news	3
Look Who's New	4
Employee Announce- ments	4
Human Resources & Congratulations	5
Appreciation	6
What's Happening	7
Staff Senate Newsletter Committee	10

The Pony Express



VOLUME 5, ISSUE 1

JULY—SEPT 2012

SPOTLIGHT



Left to right: Sharon VanderMeer, Corie Weaver, Darlene Chavez, Jim Mandarino, Mark Bentley, RoseEllen Martinez and Jacoba Tapiheru. Not pictured: Dr. Sharon Caballero and Kevin Rael.

A message from... Office of Institutional Advancement

The Office of Institutional Advancement consists of the Foundation and Alumni Relations.

The Foundation is responsible for raising funds for student scholarships and special projects for the university. The Foundation Board consists of 25 members and five emeriti members. The Foundation was originally begun with funds donated by John Wilson, President of the Tandy Corporation, for whom Wilson Gym is named, and other community members almost 30 years ago. In the last two years the Foundation has raised, through investments and gifts, more than \$2 million, raising our current assets to \$8 million.

continued on page 3

STAFF SENATE UPDATES

- Suggestion boxes are available at the following locations on campus:
Student Center, Felix Martinez Building, Rodger's Administration Building,
Donnelly Library and Ivan Hilton Building
- All FACULTY, STAFF, AND STUDENTS are encouraged to submit their suggestions/comments. Collected periodically, these comments are gathered, separated by area, and forwarded to the appropriate individuals.
- The annual staff satisfaction survey has been completed. Results are being compiled and will be available soon. This information allows us the opportunity to assess your needs/concerns and set our goals for the upcoming year. This year, a total of 140 surveys were completed.
- Please welcome Lisa Joseph and Lupe Torrez from Facilities who have been appointed to the Staff Advisory Senate and will represent the Secretarial/Clerical and the Service/Maintenance membership group. We are still lacking a representative from the Technical/Skilled membership group. If you are interested in serving in this capacity, please contact any member of the Staff Advisory Senate.
- As is customary, all staff are highly encouraged to attend our regularly scheduled meetings. These meetings are generally held on the last Monday of the month at 10:30 am in Sininger Hall 129.
- For updates on any of the above information, please visit the staff senate link on the Highlands website.

IT IS IMPERATIVE THAT YOU, AS A STAFF MEMBER, MAKE EVERY EFFORT TO BE INFORMED. GET INVOLVED WITH STAFF SENATE TODAY!

From the desk of Margaret Gonzales, Staff Senate President

CONGRATULATIONS!

EOS would like to welcome Jonathan L. Garcia, Help Desk Technician.

Darlene Tapia was this year's recipient of the Cowgirl Way Award. The Cowgirl Way honors one female faculty or staff member each year at the annual Cowgirl Way endowment recognition luncheon that exemplifies the characteristics of the American cowgirl --- grit, determination, ethics, and courage.

Emeritus faculty Dr. Alice Sandoval was recognized during homecoming week for her achievements as an educator and for what she has done in the community since .



DEPARTMENT NEWS

continued from page 1 - SPOTLIGHT NEWS - Office of Institutional Advancement

More than \$200,000 is distributed for student scholarships each year including book scholarships. The Foundation owns the Rio Rancho Center and leases it to the university for classes and university interests. Last year the Foundation bought the vacant land in front of the Rio Rancho site for future expansion when necessary. The Foundation also matches grants and endowments for scholarships and special programs such as the Media Arts department, music scholarships, and science expeditions.

The Alumni Relations office is responsible for developing alumni chapters, overseeing alumni events, and communicating with alums. Each year the Alumni Relations Office coordinates the annual Alumni Banquet held the Friday evening before the Homecoming game. At the banquet distinguished alumni, emeriti professors, community members and others are honored for their contributions to Highlands. This year, alumni chapters are being formed in Santa Fe and Albuquerque, and of course, Las Vegas. Activities are scheduled for wine tours, attendance at Highlands athletic events, and special events for each community.

In recent years, faculty and staff have increased their contributions to the university scholarship funds through contributions to the Give Me 5 campaign. This has been especially gratifying as other contributors always look to see if the institution supports the types of projects listed above. Our strength at Highlands clearly begins with our faculty and staff.

The following university employees staff the Office of Institutional Advancement:

Dr. Sharon Caballero, Executive Director, Institutional Advancement

Jim Mandarino, Director of Alumni Relations

Darlene Chavez, Development Finance Officer

Rose Martinez, Administrative Assistant

Corie Weaver, Communications Specialist

Mark Bentley, Chapter Development

Sharon VanderMeer, Communications Specialist

Kevin Rael, Special Events, Graduate Student Worker

Jacoba Tapiheru, Graduate Student Worker



Campus Wide Thanksgiving Dinner and Non-perishable/Canned Food Drive

Monday, November 19, 2012

11 am – 1 pm

Student Center

Must present valid HU ID

(Archuleta Dining Hall/Cantina will be closed during this time frame.)



MVD is offering NMHU license plates and NMHU vanity license plates.

Support NMHU and get yours today!

Quotes to Live by:

"Some people dream of success....while others wake up and work hard at it."
-Author Unknown

Or

"Do not go where the path may lead, go instead where there is no path and leave a trail."
-Ralph Waldo Emerson

Or

"Success is how you bounce when you hit bottom."
-General George Patton

Or

"The difference between try and triumph is a little umph." ~Author Unknown

Look Who's New! NEW HIRES

A Great Big Hearty Welcome to:

Kaiguo Chang, Visiting Professor of Analytical Chemistry, Chemistry Dept.

Jaime Cruz, Security Officer, Campus Security

Dwain DePew, ITV Technician, Farmington Center

Sean Evans, Visiting Professor of Social Work, Farmington Center

Mario Fraire, Custodian, Housing

Gloria Gasden, Assistant Professor of Criminal Justice, Social and Behavioral Science

Karen Hager, Assistant Professor of Special Education, Education Dept.

Lara Heflin, Visiting Professor of Psychology, Social and Behavioral Science

Luis Heredia-Paez, Visiting Professor of Spanish, Languages

Shilpashri Karbhare, Assistant Professor of Criminal Justice, Social and Behavioral Science

Melissa Lomax, Director, Santa Fe/Espanola Center

Amanda Lopez Tapia, Associate Teacher, Day Care Center

Jacqueline Martinez, Lead Teacher, Day Care Center

Nicolas Mendez, Athletic Trainer, Athletics

Jeremy Morris, General Maintenance, Rio Rancho Center

Isabel Pacheco, Security Officer, Campus Security

David Pan, Assistant Professor of Psychology, Social and Behavioral Science

Steven Patron, Security Officer, Campus Security

Erwin Rivera, Community Resource Coordinator, CESDP/ENLACE

Clarence Romero, Security Officer, Campus Security

Casondra Sobieralski, Visiting Professor of Media Arts, Media Arts

Wally Thompson Assistant Professor of Curriculum and Instruction/
Reading - Education, Rio Rancho Center

Emily Williams, Assistant Professor of Special Education, Education

Human Resources Corner

Announcements

Pat Ueckert, Payroll Specialist, will retire on February 1, 2013. Pat has been with Highlands since April 2001. Pat will spend her time caring for her mother. Pat's last day in the office will be December 21, 2012. Congratulations Pat!

Flu Shot Clinic for Employees– November 5, 2012 – Student Center Ballroom, 9:30 a.m. – 11:30 a.m. (insurance enrollment not required).

Open Enrollment for Flexible Spending Accounts (Calendar Year 2013) – November/December – An email will be sent once we receive additional information.

Reminders

Thanksgiving Holiday – November 22 – 23, 2012 – Timesheets* for the pay period ending November 16 are due by 5 p.m. on November 16, 2012 (the payroll will be released on November 21).

Winter Break – December 22, 2012 – January 2, 2013. Timesheets* for the period 12/15-12/28 are due by 5 p.m. on December 21, 2012.

**if students work during the holidays, you must indicate "student required to work during holiday" on the timesheet.*

2012 W-2 Forms– W-2 forms will be processed in January.

Please verify that the permanent address we have on file is correct. The address can be verified via Self Service Banner (click on the Personal Information tab; then, click on View Addresses and Phones). If the address is incorrect, please send the correct address, via email, to a HR staff member.

If you prefer to receive your W-2 form electronically, log in to Self-Service Banner, click on the Employee Tab; then, click on Tax Forms; then, Electronic W-2 Consent. If you agree to the consent form, click the box under "My Choice" and click on the submit button.

Policies/Procedures/Laws

Overview of the Family and Medical Leave Act (FMLA)

The FMLA is intended to allow employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons. The FMLA allows eligible employees to take unpaid, job-protected leave for up to a total of 12 workweeks in any 12 months for certain family and medical reasons and up to 26 workweeks in a single 12-month period to care for a covered service member with a serious injury or illness.

Eligible employees of covered employers are entitled to FMLA leave for:

- The birth of a child and to care for the newborn child;
- The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;

continued on page 6

Continued from page 5 - FMLA - HR Corner

- Care for a family member with a serious health condition;
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her job; or certain military-related reasons.

The Fair Labor Standards Act Exempt vs. Non-Exempt Employees

The Fair Labor Standards Act (FLSA) requires that employers classify jobs as either exempt or nonexempt. Non-exempt employees are covered by FLSA rules and regulations, and exempt employees are not.

Non-Exempt

Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to the FLSA provisions including the payment of overtime. Non-exempt employees are required to account for all hours during the work week..

Non-exempt employees must be compensated for all hours worked, over 40 per week, at time-and-one-half.

Compensatory time may be granted in lieu of overtime pay; however, there are rules regarding compensatory time (see Personnel Policy 600).

Exempt

The Fair Labor Standards Act contains dozens of exemptions under which specific employees are exempted from overtime requirements. The most common exemptions are the white-collar exemptions for administrative, executive, and professional employees, computer professionals, and outside sales employees.

Under the Fair Labor Standards Act, exempt employees are paid a regular salary and are not paid based on the number of hours worked. Exempt employees are expected to devote the number of hours necessary to meet the responsibilities of a position and compensation does not change based on actual hours worked. Exempt employees are given the flexibility to exercise judgment both in how and when the work is done. They are expected to meet operational needs and are evaluated on results achieved. Exempt employees are not eligible for compensatory time.

The Fair Labor Standards Act-Additional Information Amendment (2010)

Effective March 23, 2010, the Patient Protection and Affordable Care Act amended the FLSA to require employers to provide a nursing mother reasonable break time to express breast milk after the birth of her child. The amendment also requires that employers provide a place for an employee to express breast milk.

If you have any questions relating to the information provided in the section, please contact a HR staff member.

A Great Big Thank You

Edward A Martinez, Director
Elizabeth Ratzlaff, Coordinator
Mabel Suarez, Internship Coordinator
Dorothy Bales, Academic Coach/SIL trainer and supervisor



This has been our busiest semester yet, greeting over 350 registered students using the center and over 1800 visits utilizing SIL, Math Tutoring, Computer use and self study. WE ARE JAMMING! Developing a strong team over the years has really given us the edge to accommodate these students and make them feel like ARMAS is a second home and to learn about those historically harder-to-pass classes!

Being completely grant-funded, with no institutional funds, has been a scary issue. Where would these students go to get STEM help? What would they do?

New Mexico Highlands University

Engineering Building, Room 106

Phone: (505) 426-2010

Fax: (505) 426-2008

Email: mesquibel@nmhu.edu

www.armasineducation.com

<http://www.facebook.com/#!/pages/ARMAS-IN-EDUCATION/103480136352227>

Welcome to the newly elected Staff Senate member

Secretarial/Clerical – Lisa Joseph

Service/Maintenance - Lupe Torrez

Vacancies: one technical/skilled

If you would like to serve on the staff senate in your classification group, please submit your name via e-mail to Margaret Gonzales at margonzales@nmhu.edu.

Should you have any questions/comments, please do not hesitate to contact any of the Staff Senate members.

Working Together As A Team

Highlands kicked off its 105th annual homecoming celebration the first week of October 2012, “Paint the Town Purple, Viva Highlands.” There was food, music, awards, fun all around throughout the entire week, making it a great success. The first homecoming event was celebrated in 1907 with five in attendance.

A great big thank you to the Homecoming Committee, Jim Mandarino, Rose Martinez, Carolina Martinez, Darlene Tapia, Margaret Gonzales, Ivy Romero, John Bentley, Margaret McKinney and Gil Gonzalez for coordinating events, President Fries for all his support including riding in the parade on horseback, Carolina Martinez, Darlene Sandoval, HU Facilities and Aviaand’s staff for the excellent set up of President’s coffee at the Presidents’ residence.

Departments with the door/office decorating contest were the Purple Pub, Education 101, Education 114, International Ed, Nursing, ARMAS, Forestry-Lora Shields 100, Alumni Office, Student Support Services, Financial Assistance, Academic Support and Registrar’s. Winner of the Door Decorating Contest: Academic Support, Honorable Mention: Registrar’s Office & Student Support Services. Winners of the Community Decorating Contest: 1st Place – Bank of the West, 2nd Place – Hillcrest, 3rd Place: Dream Spirits; Winners of the Float Competition: 1st Place – Student Ambassadors, 2nd Place – NMHU Health Centers, 3rd Place – ACS/Conservation Club/ARMAS/Forestry.

Thanks to Ed Manzanares, Debbie Aragon, Gavino Archuleta, Shellie Broyles, Bryan Crawford, Tiffany Darling, Bob DeVries, Joseph Harge, Steve Jones, Doug Moses, John Douglas, Jordan Taton, Justin Wager, Eric Young and Tony Pavlic for their participation and coordination of all the athletic teams walking in the parade.

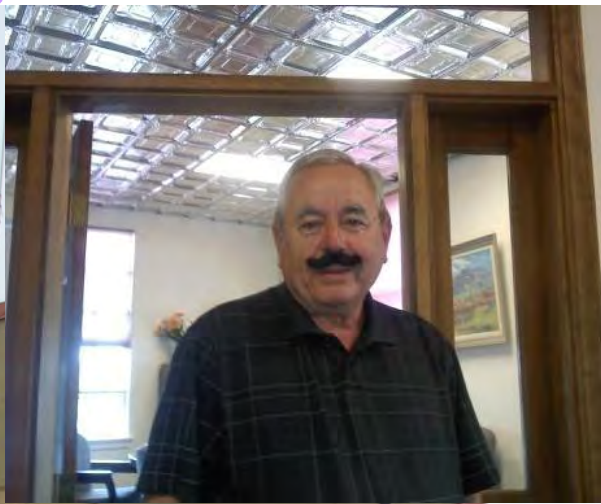
Congratulations to Coach Eric Young, staff and football players for a great win.











WHAT'S HAPPENING

Halloween is upon us!

Send us your pictures so we can include them in the next issue. You can also call us and we will go take the picture. Venture on over to Andrea Crespín's office at the Registrars office. She invites all for a Halloween treat in her office.

Halloween Contest on Wednesday, 12:15 at Felix Martinez Atrium, October 31, 2012.



We Want To Hear From You!

Please send in your ideas, stories, photos, questions and requests. We want to hear about what is important to you. Submit to any staff senate newsletter committee member.

Read past issues online at: http://www.nmhu.edu/Staff_Senate

Staff Advisory Senate

Margaret Gonzales - President 454-3495
 Kimberly Blea - Vice President 454-3445
 Darlene R. Tapia - Parliamentarian 454-3272
 Alexis Duran - Secretary 454-3315
 Dominic Chavez - Treasurer 426-2108
 Doris Gallegos - Member 454-3168
 Richard Griego - Member 454-3260
 Laura LaCour-Johnson - Member 505-891-6915
 Tina Clayton - Member 454-3058
 Lisa Joseph - Member 426-2120
 Lupe Torrez - Member 454-3260
 Vacant - Member

Please feel free to contact any of the above members directly with questions, comments, or general feedback.

Thank you for your support and we look forward to hearing from you!

Staff Senate Newsletter Committee

Darlene R. Tapia - Chair 454-3272
 Doris Gallegos - Vice Chair 454-3168
 Yvonne Duran - Member 454-3020
 Carolina Martínez - Member 454-3269
 Prescilla Ortega-Mathis - Member 454-3311
 Wendy Quintana - Member 454-3387

Please contact any of the above Newsletter Committee members with any ideas you would like to see in the next issue of "The Pony Express."

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