



Dates to Remember:

14th Annual Awards Celebration Breakfast -May 1, 2013 @ 7:30 a.m. - Student Center Ballroom

Administrative Assistants' Days -April 23 to 26, 2013

Memorial Day - May 27, 2013 HU Closed

Independence Day -July 4, 2013 HU Closed

Summer Classes begin June 3, 2013

Staff Advisory Senate Meetings: Monthly - Location TBA

Commencement Schedule
HU-Rio Rancho May 9 @ 6 p.m.
HU-Farmington May 10 @ 7 p.m.
HU Campus May 11 @ 2 p.m.

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The Pony Express



VOLUME 6, ISSUE 1

JANUARY – MARCH 2013

SPOTLIGHT



Left to right: Diane Trujillo, Linda LaGrange, Germaine Alarcon, and Angela Vigil-Juarez.

A message from... Office of Research and Sponsored Projects/Graduate Office

Dr. Linda LaGrange, associate vice president for Academic Affairs, oversees the Office of Research and Sponsored Projects and the Graduate Office. Dr. LaGrange has been with Highlands since 1989, when she first accepted the position of assistant professor of Psychology in the Behavioral Sciences Department.

Angela Vigil-Juarez is the Project Manager for ORSP and is responsible for carrying out the following ORSP responsibilities.

ORSP serves as a central resource to support research and service sponsored programs and projects at Highlands. The office is responsible for pre-award activities such as: endorsing and authorizing proposals; interpreting; negotiating and accepting contracts and grants for project funded by federal and state agencies, foundations and other public and private sources; finding funding

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STAFF SENATE UPDATES

From the desk of Margaret Gonzales, Staff Senate President

- 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 constructive suggestions/comments. Collected monthly, these comments are gathered, separated by area, and forwarded to the appropriate individuals. *Comments/suggestions deemed inappropriate or in bad taste will not be forwarded.*
- A vacancy still exists within the Technical/Skilled membership group. Two vacancies have become available. They are in the Clerical and Facilities membership group. If you are a member of any of these groups and 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 scheduled meetings. These meetings are generally held on the third Tuesday of the month at 10:30 am.
- The annual Employee Recognition Breakfast is scheduled for May 1 at 7:30. Please consider nominating someone within your membership group for one of the two awards being presented.
- Staff Senate elections are coming up soon! Please consider a position on the senate to be a voice for your membership group.
- The Senate is busy working on the following issues pursuant to comments received from the suggestion boxes and/or in response to the recent staff survey: a) parking issues on campus b) Hay Group Study—What's the next step? c) Customer Service and other trainings d) voicemail and e-mail concerns e) website concerns.
- 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!

A Great Big Thank You!

Thank you and goodbye to Lisa Joseph, clerical membership group who resigned her seat and to Lupe Torres, facilities membership group, who has left employment with the university.



DEPARTMENT NEWS

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opportunities; and assist with proposal writing. ORSP also provides post-award services including, but not limited to: setting up project accounts with Business Office; assisting PIs with financial management of projects; resolution accounting problems, approval of requisitions, travel expenses and other obligations requiring signatory authority; monitoring of financial status of projects, and maintaining project records and reports.

Germaine Alarcon is administrative associate and Notary Public for ORSP. Germaine performs and/or oversees a variety of associate administrative, fiscal, staff support, and planning services. Some of these require advanced or specialized knowledge and skills in research grants administration, such as grant and contract budget administration control, scientific equipment, facilities and laboratories, and inventory management, specialized record keeping and database management, and/or specified information-gathering projects and tasks. She also coordinates and facilitates meetings, program functions, and/or special events, coordinates specified administrative activities and reporting across multiple organizational units within the university.

In addition to these duties and responsibilities, Germaine reports and assists Dr. Linda LaGrange, associate vice president of Academic Affairs. She is administrative assistant to the Academic Affairs Committee and assists with processing course and catalog changes, assists students seeking retroactive withdrawals, drops, adds, re-enrollment, grade appeals or other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the university's catalog.

Dr. Cecilia Navarrete is a senior consultant and former research coordinator for the office. Dr. Navarrete is stationed in Albuquerque.

Graduate Office

The Graduate Office's activities and responsibilities are processing graduate student applications for admission, monitoring graduate student GPA, ensuring that proper program of study is filed by each graduate student, managing all graduate student academic appeals, approving oral examination requests, processing all graduate assistantships, managing the Minority Loan Doctoral Assistance Loan-for-Service Program, managing the state-funded graduate scholarship, reading and approving all graduate student theses, assuring compliance with all graduate school policies, maintaining regular meetings and communication with the Graduate Coordinator Committee, updating all graduate school documents/forms, and maintaining the current list of all graduate faculty members. The office also represents Highlands on the statewide New Mexico Council of Graduate Deans and the Western Association of Graduate Schools Executive Committee.

Diane Trujillo is the Graduate Affairs Coordinator. Diane was employed by Highlands in June 1998 (15-year anniversary in June 2013). She has worked with Facilities Management, Office of Research, Planning and Institutional Development, Academic Affairs, and Graduate Studies. Diane earned her Bachelor of Business Administration in May 2011.



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

Support NMHU and get yours today!

Quotes to Live by:

"If you have built castles in the air, your work need not be lost; that is where they should be. Now put foundations under them."

-Henry David Thoreau
Or

"Every artist was first an amateur."

-Ralph Waldo Emerson
Or

"The essential thing is not knowledge, but character."

-Joseph Le Conte
Or

"Arriving at one goal is the starting point to another."

-John Dewey

Look Who's New! NEW HIRES

A Great Big Hearty Welcome to:

Julianne Salman, Interim Adm Assistant, Alumni/Foundation/Development

Adam Abeyta, General Maintenance, Facilities Services

Dolores Crespín, Head Cook, Child Development Center

Marina Fonari, Researcher-NSF Light Matter, Chemistry

David Lautalo, Transfer Admissions Specialist, Registrar

Robert Howard, Assistant Softball Coach, Athletics

Michelle Ebell, Substance Abuse Therapist, Social Work-CCTP Program-Alb

Jeannette Baca, Asst Prof of Counseling & Guidance, School of Education

Kevin Zoernig, Visiting Professor, Music

Cathy Santistevan, Administrative Secretary, Career Services

Christopher Romero, Security Officer, Campus Police

Sharon Doom, Student Center Specialist, Farmington Center

Tori Miller, Field Secretary Social Work, Farmington Center

Timothy Crofton, Student Orientation & Adviser Coordinator, Acad. Support

Kim Scott, Library Associate, Rio Rancho Center

Songtree Pioche, Secretary, Farmington Center

Katahdin Withnall, GIS Specialist, Forest & Watershed

Megan Johnson, Associate Teacher, Child Development Center

Helen Robertson, Evening Coordinator-Library Associate, Social Work-Alb

Timothy Leyva, Police Officer, Campus Police

Michael Morse, Police Officer, Campus Police

Katherine King, Department Secretary, School of Education

Jonathon Garcia, Help Desk Technician/Title V, EOS

Jason Cole, Carpenter, Facilities Services

Joseph Quezada, Clinical Therapist, Social Work-CCTP Program, Alb

Salvador Sena, Network Engineer II, ITS

Ira Harge, Retention & Intervention Coordinator/Academic Adviser, Academic Support

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Human Resources Corner

Announcements

In an effort to provide timely responses to your general HR and Payroll questions, we have created a mailbox which will be monitored frequently throughout the workday. The new email address is hr@nmhu.edu. When using this address, there is no need to copy (cc) staff members in the HR department as all staff have access to the mailbox.

We received the New Mexico Educational Retirement Board Employee statements. These statements include your service credit and salary information as of December 31, 2012. You should receive your statement via campus mail.

IMPORTANT NOTICE

Benefits Open Enrollment Period FY14 (April/May)

Premium rates for medical insurance coverage will increase by 15% effective July 1, 2013. There is no change to rates for dental, vision or life products.

This year, ALL employees are required to re-enroll in benefits. There are many changes this year (e.g. new co-pays, deductibles, out-of pocket, etc.), so every employee is strongly encouraged to attend a benefit meeting.

Meetings are being scheduled for this year's open enrollment benefits. We will send out the state-wide meeting schedule once it is finalized. These meetings will provide employees the opportunity to ask questions on all benefits offered through General Services Department.

Reminders

TAXES - April 15, 2013 is the due date for filing your federal and state income tax return. If you had too little or too much tax withheld from your pay, we recommend that you try the IRS Withholding Calculator. The results from this calculator will help you complete a new Form W-4. The URL is: <http://www.irs.gov/Individuals/IRS-Withholding-Calculator>.

Email Signatures – Please review your email signature to ensure that you are following the guidelines published in the HU Graphic, Style and Web Guide (pages 11-12). The guide can be found on the online documents page.

Insurance/Dependents – If you have insurance coverage for dependents, you must complete a new enrollment form when your dependent reaches the age of 26 or marries.

Tuition Waivers-Summer 2013 – Employee and dependent waiver forms must be submitted by June 7, 2013.

Employee Self-Service Banner – Remember, you can view information regarding benefits, deductions, pay, taxes, salary, and leave information via Self-Service Banner. If you need assistance accessing information, please call extension 3393.

Policies/Procedures/Laws

Personnel Policy 625: Vacations - As we near the end of the fiscal year, you are encouraged to review your vacation leave balance. Employees are allowed to carry over up to 240 hours from one fiscal year into the next. Leave reports are available in Self-Service Banner (click: Employee, then Leave Balances). To review all leave taken and earned, click on the leave type.

A Great Big Hearty Welcome to:***Continued from page 4 - Look Who's New - New Hires*****Temporary employees**

Joseph Esquibel, Cook, 5th Quarter Grill
 Cheryl Poisson, Server, 5th Quarter Grill
 Donnalee Gonzales, Custodian, Facilities Services
 Justin Sanchez, Custodian, Facilities Services
 Samantha Urioste, Cashier, 5th Quarter Grill
 Brian Hobough, ITV Evening Coordinator, Farmington Center
 Juanito Baca, Custodian, Housing
 Matthew Peralta, Dishwasher, 5th Quarter Grill
 Adan Juarez, Line Cook, 5th Quarter Grill
 Alexandria Schultz, Department Secretary, Human Resources
 Desiree Mares, Custodian, Housing
 Stephanie Avila, Career Adviser, Career Services
 Stanley Cohen, Adviser, Media Arts
 Elias Gonzales, Facilities Manager, Media Arts
 Judy Hogg, ITV Tech, EOS, Raton Center
 Augusta Arellanes, Cashier/Server, 5th Quarter Grill
 Margaret Silva, Custodian, Housing
 Jose Lopez, Sports Information Director, Athletics
 Antonio Arguello, Research Assistant, Social Work
 Stephanie Lucero, Relief Teacher, Child Development Center
 Brian Maestas, Lifeguard, Swimming Pool
 Darlene Varela, Substitute Teacher, Child Development Center
 Matthew Gallegos, Equipment Assistant, Media Arts

Adjunct/Lecturer

Valentina Gurule, Lecturer-HPLS	David Brookshier, Adj. Prof. of Mathematics
Anne Parks, Adjunct Education/Field Services	Stacey Kikendall, Lecturer-English
Mimi Overhulser, Lecturer-English	Angela Crawford, Lecturer-HPLS
Jan McDonald, Lecturer-Music	Nicole Robinson, Lecturer-Music
Nathan Andrews, Lecturer-Social Work	Anna Barrios, Lecturer-Social Work
Jennifer Broomfield, Lecturer-Social Work	Maribeth Culpepper, Lecturer-Social Work
Elizabeth Donnelly, Lecturer- Social Work	Angelica Regino, Lecturer-Social Work
Dana Becker, Lecturer-Social Work	Eric Mordhorst, Lecturer-English
Roman Sandoval, Lecturer-HPLS	

CONGRATULATIONS!

Steve Jones, Head Baseball Coach, won his 500th game on 3/10/13 with a 14-3 win over Colorado State Pueblo

Bob DeVries, Head Women's Track and Field Coach, was named RMAC and South Central Region Coach of the Year.

Kristie and Tim Tapia, are the proud parents of a baby girl-Isabella Alexandria Tapia.

Kimberly Valdez-Blea and Rico Blea, are the proud parents of a baby girl-Alma Vedilla Blea.

Jenny Arguello and Gerald Romero, are the proud parents of a baby girl-Iliana Mary Romero.

Jennifer Madrid and Joseph Leger, are the proud parents of a baby girl-Aubrey Marie Leger.

Jamie Lee Mathis, daughter of Prescilla Ortega-Mathis, will graduate with honors from the College of Education at the University of New Mexico on May 11, 2013. Stephen Mathis, her son, was nominated to the Maroon and Gold Society at Loyola University of Chicago. The organization, "recognizes a few rising seniors based on leadership, academic excellence, and service."

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
 Vacant - Member
 Vacant - Member
 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 June!