

## Staff Advisory Senate Meeting

Tuesday, July 30, 2013 – 10:30 am - SH130A

Rio Rancho – Room 129

1. **Call to Order** – Meeting was called to order at 10:37 a.m.
2. **Roll Call**
  - A. **Present:** Margaret Gonzales, Kimberly Valdez-Blea, Dominic Chavez, Darlene Tapia, Rick Griego, Doris Gallegos, Tina Clayton. Donna Castro, Human Resources representation.
  - B. **Absent:** Alexis Duran and Laura LaCour Johnson.
  - C. **Guests:** Brenda Fresquez – Administrative Assistant, School of Business, Lou Ann Romero – Continuing Ed Coordinator, School of Social Work and Buddy Rivera - Farmington Center Director.
3. **Approval of agenda** - Darlene Tapia asked to table item 4 because Alexis Duran was not present and no minutes were provided. Margaret Gonzales asked to add other as item 10. Kimberly Valdez-Blea moved to approve the minutes with the adjustments as discussed. Dominic Chavez seconded the motion.
4. **Approval of minutes from March 26, & April 30, May 16, 2013** - tabled
5. **Persons wishing to address the senate** - There was no one wishing to address the senate.
6. **Old Business**
  - a. **Hay Group Study Update** – Donna Castro addressed the senate and indicated there was no further update. Questions were brought up by Margaret Gonzales on what and where do we go from here? Donna indicated that they were working on getting the job descriptions out to the proper personnel along with the evaluation forms. They should be handed out in 30 days. A question was brought up by Rick Griego in reference to a position that was open at the Facilities office. He asked why, when an individual on campus qualifies for an open position it is given to a person off-campus. Donna responded that it is because of the qualifications. Rick indicated that the person was qualified. He also indicated that it seems that Human Resources says that it is the department that is responsible but the department blames Human Resources. A question on why positions are not placed in house prior to off-campus came up. Donna responded it is entirely up to the department head to make that decision and that there is no policy stating that it has to be advertised in-house. Sometimes it is done off campus and anyone in-house can apply. All vacancies are posted via the web and are global emailed. Donna indicated that you can't pay someone more money with less credentials. A discussion was held on the VP for Finance and Administration position. It was indicated that the position was going to be going out soon for a Bachelors' Degree and they asked Donna why it wasn't going to be advertised with a Master's Degree. Why does the Vice President for Academic Affairs require a PhD and the Vice President for Finance not require a Master's degree. Donna indicated that a prior VP had changed the job description to have a Bachelor's degree. It was brought up; if it is to have a Bachelor's degree then the pay should not be what a Master's degree would involve. Discussion was also held on the 1% that was given by the state. Why some individuals did not get the 1%? Donna indicated that because of the Hay Group Study. Further discussions were halted because of time constraints.
  - b. **Time Capsule Update** – Margaret reported that she has not received anything for the time capsule and if the staff senate could let people around campus know if they would submit

some items. It was suggested that maybe the time capsule event be held during homecoming.

- c. **Homecoming Week – Active Shooter Lecture Update** – No report was made. Buddy Rivera indicated that San Juan College would be hosting a community-wide emergency event and will involve campus security, local police, sheriff's office, national guard, FBI, Oil & Gas security, etc. He will get more information to us if someone at HU would be interested in attending.
- d. **Senator Appointments – Clerical – possible Action Item** - Margaret indicated that there was a vacancy in the clerical position and Debbie Aragon, Athletics Administrative Assistant had applied for the clerical position. Kimberly moved to accept and appoint Debbie Aragon to the clerical position on staff senate. Dominic seconded the motion.
  - 1. **Vacancies – Service/maintenance (2) and Technical/skilled-** Margaret reported that these positions are also open and people who fall under these categories are welcome to apply.

## 7. New Business

- a. **Yearbook** – Margaret reported that the last yearbook was done several years ago around 1988. There has been a lot of requests for one to be started.
- b. **Data base for pictures /events** – Where are the pictures of events that are taken by University Relations? Dominic and Kimberly will check with University Relations.
- c. **Brown Bag Discussion Session** – Margaret reported that we need to schedule a brown bag discussion session and asked the committee to each come up with 2 topics for discussion. Kimberly suggested that at the session, maybe we should pass out cards so the person could write their questions or concerns.
- d. **Updates from Administration** –Margaret reported that Sharon Caballero and Gilbert Rivera will be retiring at the end of December and Alfredo Garcia would be retiring at the end of June 2014. Meryl Kravitz has left and taken a job as Dean in California.

## 8. Committee Reports

- a. **Web site - Alexis Duran, Dominic Chavez – Meeting with Sean – List of concerns – Update** – Dominic reported that there was no update. Kimberly reported that Highlands now has a mobile app on-in.
- b. **Minutes/updating** – All minutes are up to date on the staff senate website.
- c. **Parking Update – Darlene/Tina** – There was no update.
- d. **Newsletter** – Margaret reported that Board of Regents indicated that the newsletter was really interesting and we are doing a good job. Darlene reported that the next newsletter will be going out at the end of September.

- 9. **Next Regular Meeting – Set date – Action Item** – Discussion was held that the next regular meeting will be in September and all meetings after would be on the 3<sup>rd</sup> Wednesday of every month based on the discussion by senate members present.

10. Other -

- 11. **Adjournment** – Kimberly moved to adjourn the meeting. Dominic seconded the motion.