



## Faculty Senate Meeting Minutes

November 13, 2024

Location: SUB 321 or Zoom

3:00 to 5:00 p.m.

Approved January 12, 2025

### 1. Call meeting to order.

### 2. Roll Call.

	ATTENDANCE		
	Present	Absent	Excused
Art & Music; Edward Harrington	X		
Biology; Maureen Romine	X		
Business Administration; <b>Gerardo Moreira, At-Large</b>	X		
Chemistry; Steven Karpowicz	X		
Computer and Mathematical Sciences; <b>Gil Gallegos, At-Large</b>	X		
Education - Counseling; Sulema Perales	X		
Education - Curriculum & Instruction; Daniel Olufemi	X		
Education - Educational Leadership; Sheree Jederberg	X		
Education - Special Education; <b>VACANT</b>			
Education - Teacher Education; Angela Redondo	X		
English and Philosophy; <b>Lauren Fath, Chair</b>	X		
Exercise and Sport Sciences; Kathy Jenkins	X		
Forestry; Michael Remke	X		
History and Political Science; Elaine Rodriquez			X
Languages and Culture; Norma Valenzuela	X		
Library; <b>Katie Gray, Secretary</b>	X		
Media Arts and Technology; Miriam Langer	X		
Natural Resources Management; <b>Jennifer Lindline, Vice Chair</b>	X		
Nursing; Siri Khalsa	X		
Psychology; David Pan	X		
Social Work; Rebecca Moore	X		
Sociology, Anthropology, and CJ; Gloria Gadsden	X		
President; Neil Woolf	X		
Provost/VPAA; Roxanne Gonzales	X		
Staff Senate; Veronica Black	X		
Student Senate; Kayl Rainer or delegate		X	

**Also Present:** Nariman Arfai (Psychology), Sylvia Baca (Head, Facilities), Judy Barnstone (Social Work), Daniel Chadborn (Psychology), Mary Earick (Dean, Education), Peter Linder (Interim Dean, CAS), Veena Parboteeah (Dean, Business), Mike Petronis (NRM), Henrietta Romero (Registrar), AJ Warwell (FS Assistant), Ian Williamson (AVPAA), Patrick Wilson (Director, Online and Extended Learning)

### **3. Approval of Agenda.**

MOTION to approve agenda. Seconded. 16 ayes, 0 nays, 0 abstentions. Motion passed.

### **4. Approval of Minutes from October 23, 2024 (attachment).**

MOTION to approve minutes. Seconded. 15 ayes, 0 nays, 1 abstention. Motion passed.

### **5. Communication from the President (N. Woolf).**

N. Woolf reported the following:

- Reminder to take care of yourselves and families with sickness going around.
- Having conversations with the expanded cabinet concerning an idea for a bias outreach team for occurrences that are in the grey between Title IX, etc. The President asked anyone wanting to be involved to contact him. This will include additional training opportunities.
- Received a report about potential violations; 16 violations and 15 better business practices; gap between when the university got the report and when the plan was released; wanted to fill the gaps.
- Ivan Hilton: work continues with the protocols group, and the university is planning on spring reopening. NMED was on campus last week.

Question from G. Gadsden about the bias outreach team: what is the relationship between that and the PCDEI? And are there any credentials? President Woolf stated that he does not have the answers yet but that the university can provide some training either in-house or external and that they have not yet discussed it with other parties. R. Moore stated that this topic came up in discussion at the extended cabinet meeting and that the PCDEI has been recommending for years that there be a menu of training available through HR including anti-bias training.

### **6. Communication from the Administration (R. Gonzales).**

R. Gonzales reported the following:

- This Friday, they are hoping to make an offer to CAS dean candidate.
- Next week is interviews for the director of Institutional Research and Data Management for which there are 3 candidates. Dr. Gonzales asked faculty to attend the forums.
- Reappointments are coming to a close for everyone who is tenure track except first year.
- Social work: There is almost \$4 million coming in from the state to social work. This will be used for tenure track, stipends for students, and paid internships for students. Dr. Gonzales stated that we have the money, we just need to tell the state how we are going to use it. There will be at least 1 new faculty line and possibly lines for instructional designers.
- DSW paperwork is due Friday.
- Next week on Monday and Tuesday, HLC will be on campus for the final review of DNP.

- Ivan Hilton: working with the Registrar to get a list of students affected by classes that were moved out of Hilton to reach out to make sure students have support; this will be done by courses affected.

Question from a S. Khalsa about whether there is anything the Provost needs from tenure-track faculty. Dr. Gonzales stated that that happens at the department level, that faculty should have turned it in to the department where recommendations and comments are made and then forwarded to Dr. Gonzales. Dr. Khalsa stated that they are not sure that occurred in their department. K. Jenkins noted that this is a serious issue and that faculty should have received peer summaries by now. Several faculty members offered that they had not received reviews from their Deans.

### **7. Communication from the Faculty Senate Chair (L. Fath).**

L. Fath reported the following:

- There are still some Dean-held Faculty Senate Committee elections that have not taken place. The Chair and Secretary are discussing putting the ballots together for the Deans. Dr. Jenkins stated that she knows a person in her department who volunteered to be nominated, and there have not been any votes. The Chair stated that she is not sure where all the nominations are.
- The Executive Committee is meeting with the President tomorrow. The Chair is in the process of trying to schedule a meeting with Human Resources but is having trouble getting a response.
- The Chair noted that this is her last meeting as Senate Chair, and it is the last meeting of the semester. The Chair thanked everyone who has supported and advised her, including the Executive team.

### **8. Communication from the Student Senate (K. Rainer or delegate).**

No report given.

### **9. Communication from the Staff Senate (V. Black).**

V. Black reported the following:

- The first staff development days were held in August, and a survey went out and they are getting information on how to improve. One of the things that came out of the survey is that there are policies and procedures that staff are not being trained in a timely manner.
- Ms. Black reported that there is some question about how staff go about submitting grievances. There are procedures, but when staff put in HR tickets, they often never hear back.
- Ms. Black noted that there are problems identifying the benefits process.
- Ms. Black mentioned upcoming OSHA training.
- The Staff Senate is still working on identifying the right process for the extra days off that were submitted about a year ago.

M. Langer stated that some stuff has come up in her department, particularly punitive things that seem to be coming from administration, specifically a form that one of their

staff was asked to sign admitting to fault that could open them up to termination. Dr. Langer stated that her department is concerned about punitive and threatening policies.

Ms. Black noted that the Staff Senate had a conversation about this. Ms. Black stated that she was flagged in a policy that she could not find and that when she contacted the department in charge of that policy, she was told that the policy had not been approved.

Dr. Jenkins noted that not all staff are in bargaining units and that in the case of the Media Arts incident, they alerted the union to represent the individual. Dr. Jenkins noted policies work when we are aware of them and that doing something punitive would be the least ideal outcome.

President Woolf asked that Dr. Langer send him the details of the incident.

Ms. Black stated that they will put it on the Staff Senate agenda.

## **10. New Business.**

### **a. Mediation and Grievance Training.**

Chair stated that the Grievance and Conciliation Committee had recently been reconstituted and that we need to look into the next step, which is for the university to supply training. Chair stated that the training is to be provided to the committee, but that she would like to open dialogue about the training. Standard training is 40 hours. When there is a grievance, there could be careers on the line.

Dr. Jenkins stated that in the past, NSF used to mandate training for anyone getting grants. Dr. Jenkins suggested that we institutionalize it so that training is available more and that all faculty could benefit from grievance and mediation training. Dr. Jenkins stated that in the short term, the committee needs training. Chair agreed that the more widespread and regularly offered, the better.

Dr. Gadsden noted that Linda La Grange was able to give faculty 10–15-hour training and that she agrees with Dr. Jenkins' idea of it being available on a regular basis but also during faculty development days. Chair agreed that we need a short-term strategy but also a more consistent offering. Dr. Gadsden noted that for the long term, there are some week-long online that can be done asynchronously. Chair noted that J. Gallegos (committee Chair) is looking into those options. The cost for the committee members is the responsibility of the university.

Ms. Black noted that the university's insurance provider had a series of different training courses for things such as microaggressions, FERPA, active shooter, etc. and that there may be a training opportunity there.

**b. Research Committee AY 2023-24 report.**

D. Pan provided a report on the activities of the Research Committee for AY 2023-2024, including:

- The committee is working with I. Williamson's office to draft student collaboration ideas.
- The committee distributes calls for funding once a semester and was able to increase the award distribution to about \$36,000.
- Spring 2024 Research Day was well attended. Any ideas about how to keep momentum going after lunch are welcomed.
- Dr. Williamson's office has been a good partner to the committee.
- The committee distributed calls for research and travel. There is also 25% release time to write a grant proposal, but the committee has never seen any applications for it.
- Members can answer any questions faculty members have.
- Dr. Pan thanked J. Avery and G. Alarcon.

Dr. Gadsden suggested doing Research Day across two mornings, instead of all day on one day and that she has had complaints from students about the schedule. Dr. Pan stated that they have thought about that, but that people are familiar with the way it has been done and that they try to go with the setup that works best. N. Valenzuela noted that some committee members may not be available for two days.

Chair stated that it is interesting that no one has taken the opportunity for grant release. M. Remke noted that the policy is buried somewhere in the handbook, but it is never mentioned in the call for proposals. Dr. Remke also pointed out that the website for the Research Committee is outdated. Dr. Pan agreed that better advertising would be helpful. J. Lindline noted that it is sometimes not feasible for faculty to take release.

**c. Program Revision: MSW (Advanced Standing).**

J. Barnstone provided an overview of the proposal:

- This would add advanced standing for the online MSW program. This is designed for students who have been successful undergraduates and have the BSW. This allows them to skip the first year and go directly to the second year. This option is offered at every accredited program in the US, and Highlands has always had it in the campus-based program. The SSW was not offering the program online at first to build the cohort system, but there is a demand in the online arena. The Social Work program made the change without coming before the Academic Affairs Committee (AAC) and Faculty Senate, because they did not think it was a new program. Catalog changes have already been made. They have created an admissions pathway and

already accepted students. The revision then was flagged by the Registrar and brought to AAC.

- Dr. Barnstone offered apologies that they did not recognize this as something new and asked that it be considered now.

H. Romero noted that the Registrar's Office needs to assign a new program code for this and that they in fact missed it and thought it was just an editorial change. Dr. Romero offered apologies for the oversight and stated that she wants to make sure this does not happen again.

MOTION to approve the program revision. Seconded.

Dr. Gadsden said that she recognizes that these things happen, and it is a done deal. Dr. Gadsden also stressed that we need to be more careful about this, and noted that this has happened in multiple programs, which could lead to trouble if Highlands get audited.

Dr. Romero reminded departments that talking to the Registrar ahead of time is helpful to avoid this sort of thing.

19 ayes, 0 nays, 0 abstentions. Motion passed.

**d. Election of Vice Chair.**

Chair stated that, because Dr. Lindline will become the Chair for the spring semester, the Senate needs to elect a Vice Chair to take her place. The faculty handbook specifically states that the vacancy must be filled immediately.

Dr. Gadsden volunteered to serve as Vice Chair. Nomination seconded.

Dr. Khalsa asked about the qualifications for the Vice Chair position. Chair stated that the Vice Chair acts as Chair should the Chair not be able to fulfil the duties and that the nominee also needs to be available 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays as well for meetings of the Executive Committee.

Dr. Gadsden asked if this election only covers the spring semester. Secretary read the following passage from the faculty handbook for clarification: "If the office of the Vice Chair or the Secretary / Treasurer becomes vacant for any reason, the Senate shall immediately elect a Vice Chair or Secretary/Treasurer. Each shall complete her/his term as if she/he had been serving for the full year."

18 ayes, 0 nays, 1 abstention. Motion passed.

**e. Capital outlays report (S. Baca).**

S. Baca presented the capital outlays report, including the following information:

- Annual 5-year capital plan
- Funding allocation: GO bonds, severance tax bonds, state general funds.
- Sininger Hall: There were a lot of deficiencies that needed to be corrected. Updates include: adding a canopy; installing a new boiler, electrical, HVAC; adding a generator as per every renovation on campus.
- Capital outlay funds are separate from the instructional funding.
- Capital outlay plan is updated annually.
- Process: 1. Master plan 2. Deferred maintenance tracking. 3. Involvement of university governance. 4. Board of Regents review. 5. State Legislative review.
- Updates to Ivan Hilton have been funded.
- Upcoming requests include:
  - Infrastructure upgrades: \$3 million
  - Donnelly library: \$16 million; requesting in 2026
  - Roof replacements
  - Wilson Complex
  - Champ Tyrone
- Infrastructure upgrades: Burriss Hall water and sewer lines and flooring; Lora Shields roof and sewer and water lines; campuswide mortar repairs; Douglas Hall water and sewer lines and boiler; Natatorium: preliminary feedback is to keep pool; Ilfeld Auditorium: mortar, steps, and AC.

E. Harrington stated that improvements to Champ Tyrone were glossed over. Ms. Baca stated that they have made some improvements to the building and that there is a lot of infrastructure work to do. Ms. Baca noted that it was built in the 1960s and needs electrical upgrades galore and that the floorplan needs to be redone.

Dr. Jenkins noted that we need bonds for the building projects and asked how we can get money for day-to-day items. Ms. Baca responded that the university wants to get that issue out to legislators. Ms. Baca stated that DFA receives millions of dollars in requests and that the institutions of higher ed have more buildings across the state than they have funding for. Ms. Baca stated that HED is asking institutions to start prioritizing buildings and maybe start demolishing buildings. Ms. Baca suggested that enrollment needs to increase. Ms. Baca stated that Facilities receives a carve-out from the entire university's budget for support, a percentage for building renewal and replacement, which is \$1.3 million for repairs and that there are 47 structures on campus.

Dr. Remke asked if there are plans for applying for grants and if Ms. Baca has support for that. Ms. Baca responded that they are always looking at the federal

level, including FEMA. Ms. Baca noted that the funding process does not account for or allow by law to get funding for housing or auxiliaries (athletics).

Dr. Valenzuela asked about the breakdown of Covid money and how it was used. Ms. Baca stated that she is busy with spearheading requests that go to the state and is not sure if more is her responsibility. Ms. Baca noted that the Foundation is involved with athletics requests. Ms. Baca stated that she needs help with the grant acquisition process and that she seeks a grant every year with DoT to pave roads and parking lots.

Dr. Jenkins noted that the state is not giving money for housing renovations, which she believes is a message being sent by the state that they do not want face to face instruction, which is troubling. Dr. Jenkins asked if the university pays for anything that is off campus (centers)? Ms. Baca responded that the VPFA could maybe provide specifics about the Centers. Ms. Baca stated that the university pays over \$300,000 for rent for the Albuquerque center and that the university pays the Foundation money to use the Rio Rancho building. Ms. Baca noted that out of the \$1.3 million for the main campus, some must go to maintaining Rio Rancho and that there are service agreements that must also be factored in (like elevator contractors).

S. Karpowicz asked how much of the expenditures is materials vs. contractors and whether work could be done by university employees. Ms. Baca stated that staff at Facilities have a few licenses, like electricians and plumbers that are mainly focused on maintenance and repairs, but that they may not have an in-house license for specialty work. Ms. Baca noted that there are many requirements that need to be met, and they must bring in contractors. Ms. Baca stated a lot of Facilities staff hours go to maintaining the housing.

Dr. Woolf stated that the university will be requesting another avenue through the governor for safety and emergency, of at least \$8 million. Dr. Woolf noted that they are coalescing into rebuilding a community here in Vegas and is finalizing a document that will be sent out about what he will be working on in the legislative session. Dr. Woolf stated that he is also exploring private partnerships. Dr. Woolf reported that two weeks ago there was an Executive Order regarding support for HSIs, which talks about the infrastructure and need for investment, including cybersecurity.

Dr. Williamson stated that with respect to grants, typically the university has to locate funding sources and that it has to be for the purpose that Title V proposal wants.



P. Wilson stated that the lease for the Albuquerque center is \$212,000 per year and that the landlord is responsible for maintenance. Dr. Wilson stated that the Santa Fe center is leased from SFCC for \$111,000, and that \$670,000 is paid to the Foundation for the Rio Ranch center, which is an internal transfer, and recurring maintenance is \$75,000. Dr. Wilson stated that the university pays \$83,000 to San Juan Community College for the Farmington center. Dr. Wilson stated that he will be presenting to the Board this Friday about profitability of centers and that all the centers are profitable.

Dr. Woolf stated that the university has about \$100 million in deferred maintenance and that the \$1.3 million to Facilities is a new development. Dr. Woolf noted it is his job to find money.

Dr. Valenzuela stated that regarding the dorms, the university has summer programming (Spanish immersion institute, 10 days) participants staying in dorms and that there is another summer program run by Dr. Moore targeting juniors and seniors, which is excellent for recruitment.

Dr. Woolf noted that the university has 530 beds, and 521 are full. Dr. Woolf stated that the university's housing is limiting growth and that they are asking for more money to integrate academic spaces into housing. Dr. Woolf suggested that there are three buildings to drop or refurbish to get new buildings.

**f. AAC Liaison.**

Chair reported the E. Rodriguez has not been able to report back and forth between the Senate and the Academic Affairs Committee. The Chair stated that the Senate needs someone for the spring and that if anyone is going to be serving on both and is willing to report, please volunteer.

Dr. Remke volunteered for the position. Seconded. 16 ayes, 0 nays, 0 abstentions. Motion passed.

**11. Executive Session.**

**12. Action and Statements as Necessary on Executive Session Discussion.**

**13. Adjournment.**

MOTION to adjourn. Seconded. Meeting adjourned at 4:50