



# The Pony Express



VOLUME 4, ISSUE 1

JANUARY - MARCH 2012

## Dates to Remember:

13th Annual Awards Celebration  
- May 1, 2012 @ 7:30 am - Student Center Ballroom

Administrative Assistants Week  
April 22 to 28, 2012

President's Gala, "Dollars for Scholars" April 21 @ 6 p.m. Wilson Complex. Event includes: dinner, silent auction, roasting of President Fries, and dance. For tickets, contact the Foundation Office.

May 28, 2012—Memorial Day  
NMHU Closed

July 4, 2012—Independence Day  
NMHU Closed

**Commencement Schedule**  
NMHU-Rio Rancho  
May 10 @ 6p.m.

NMHU-Farmington  
May 11 @ 7p.m.

NMHU-Roswell  
May 11 @ 7p.m.

Wilson Complex  
May 12 @ 2p.m.

**Staff Advisory Senate Meetings:**  
Every 4<sup>th</sup> Monday of the month at 10:30 a.m. location to be announced

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Left to right: Martin Lucero, Iliana Ortiz, Urbano Ortega, Jenny Arguello, Gil Gonzalez, Julia Andrada. Photo courtesy - Jillian Trujillo

### *A message from... Recruitment*

Which office is in contact first with prospective students of Highlands?

If you guessed the Recruitment Office you would be absolutely correct. Prospective students still like the human interaction of dealing with a recruiter, even though the internet is a preferred method these days. There is a lot to be said about hearing a presentation on what Highlands has to offer students from someone that is really enthusiastic.

Don't get us wrong, we do advertise Highlands on the internet with a few online publishers like Cappex and Zinch.com. These online publishers lure the students with the advertisements that will catch their eye. Students want to know about what the school has to offer academically, what the personality of the campus is like, and most of all, what scholarships they could receive if they choose Highlands.

*continued on page 3*

# ***STAFF SENATE UPDATES***

- Suggestion boxes are available at the following locations on campus:  
Student Center, Felix Martinez Building, Rodgers Administration Building, Donnelly Library, 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.
- President Fries, at the forum held recently, announced to the campus community that employees who had previously been required to contribute an additional 1.75% into their pension funds would see a reversal of those funds.
- Dr. Fries also announced that the Human Resource Office is in the process of securing a firm to revisit/analyze the current classification/compensation study, previously done in December of 2003.
- The staff senate will be forwarding concerns raised in recent staff surveys, for consideration in the proposed new study.
- The annual staff satisfaction survey will be available soon. Your input is IMPORTANT, so please take a few short minutes to fill out and return.
- Staff Advisory Senate elections are fast approaching! Elections will take place during the week of April 30<sup>th</sup>. The following membership groups are in need of representatives: Administrative/Professional—Technical/Skilled—Clerical—Maintenance.
- As is customary, all staff is highly encouraged to attend regularly scheduled meetings which are generally held on the last Monday of the month from 10:30 a.m. – 12 p.m.
- Please visit the staff senate link on the Highlands website for updates on any of the above information.

***From the desk of Margaret Gonzales, Staff Senate President***

# *DEPARTMENT NEWS*

*continued from page 1*

We have received and communicated with as many as 5000 prospective students with Cappex alone. The advertisement we do with Cappex and Zinch.com is mainly for undergraduate students, but we don't leave out graduate students. For the prospective graduate students, we do advertising with Grad Source.

Julia Andrada handles data entry and communications for the office. She oversees the communication with all our prospective students, and on top of all that, she is responsible for entering all contacts and creating IDs for all the students that apply through the office. She is also the adviser for the Student Ambassadors. The Student Ambassadors are the first students that prospective students will see when they come on campus tours.

Jenny Arguello, the administrative assistant of the office, makes sure all the bills are paid, all the materials we use are ordered, and all the work studies are hired. She is the "anchor" of the office as the recruiters are going from town to town recruiting. She also performs a vital function by overseeing "College Night," a collaborative annual event that is co-hosted with Luna Community College. This event was hosted on February 28, from five to eight p.m., at the Abe Montoya Recreational Center.

This year has been very challenging for us. We have had a new member come on board, Martin Lucero, who previously worked for Upward Bound. Martin replaces Nick Alamalo, who left to go work for the ASU football program. Martin is doing an incredible job recruiting the Albuquerque and southeast region of the State. We have also had Iliana Ortiz, who recruits for the northeast region of New Mexico and the Colorado area, on maternity leave since December. Devin Barad, our Albuquerque recruiter, left to pursue a master's degree at ASU. Urbano Ortega continues to be responsible for the northwest and southwestern parts of the State. Despite all the challenges, we are still up in applications by 16%, from 3200 applications last year to 3700 this year. The number of admitted students is up as well by 15%, from 660 last year to 757 as of the end of January, 2012.

Remember, it is everyone's responsibility to recruit for the institution. A lot of the departments need to function at their best to matriculate all the students that have been admitted. Once these students are on campus, they can start taking advantage of all the great educational opportunities we provide. The Recruitment Office is the point of the spear; we just lead the charge!



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

Support NMHU and get yours today!

### Quotes to Live by:

*"Spring is when you feel like whistling even with a shoe full of slush."*  
-Doug Larson

Or

*"I am so clever that I don't understand a single word of what I am saying."*  
-Oscar Wilde

Or

*"Procrastination is the art of keeping up with yesterday."*  
-Don Marquis



## *Look Who's New!* NEW HIRES

### A Great Big Hearty Welcome to:

Ronnette Ortiz, adm. asst./receptionist, Rio Rancho

Bryan Crawford, head women's volleyball coach, Athletics

Stephen Parker, interim asst. football coach, Athletics

Anthony Pavlic, equipment room manager/coordinator of football operations, Athletics

Stephen Tafoya, safety tech I, Environmental Health and Safety

Alex Romero, custodian, Facilities Services

Kirill Suponitskiy, visiting professor of chemistry, Chemistry

Cathy Sanderson, temporary part-time, Raton Center

Patricia López, adm. asst., Donnelly Library

### Congratulations to:

- Deborah L. Gonzales, Registrar's Office, administrative secretary, is a very proud mom and would like to recognize her oldest son, Rudy T. Dimas, for completing his B.A. degree at Highlands, in university studies, Fall 2011 semester.
- Eric S. Urioste is the new technology trainer in EOS. He began on Monday, January 23, 2012. (Submitted by Sharen K. Maldonado, Educational Outreach Services & Title V).
- Eleanor Duran, Business Office, accountant 3, and her husband Anthony, are pleased to announce the birth of their son Jordan Anthony Duran. He was born on January 3, 2012, weighing 7 lbs., 6 oz., and measuring 20 inches.
- In 2011, Coach Doug Moses, Highlands' wrestling coach was inducted as just the third coach ever into the CSU-Pueblo Athletics Hall of Fame. In his 40 year career of coaching, he amassed a total of seven RMAC championships, four Western Regional Championships, created 73 All Americans, and 14 National Championships. (Submitted by Gavino Archuleta.)

# *Human Resources Corner*

## **Retirement and Retiree Health Care Contributions (FY13)**

**Retirement**-Contributions for employees earning more than \$20,000 per year will decrease by 1.75%.

**Retiree Health Care Reminder.** House Bill 351 passed during the 2009 Legislative Session provided for incremental increases through fiscal year 2013. Effective July 1, your contribution will increase from .917% to 1%.

Staff-payroll checks dated July 6 will reflect this change.

Faculty-this change will be reflected on the first payroll for AY2012-13 (August 17).

## **2012 Open Enrollment**

Throughout the next month, you will receive e-mail communication regarding the open enrollment period. It is important to note that since this is a new contract year, vision and dental coverage may be added during this period if you had not previously enrolled (open enrollment for vision and dental only occurs every four years).

Open enrollment presentations will be held at the Sala de Madrid on April 25 and 26. Sessions will be held at 8:30 a.m. and 1:30 p.m. on both days.

## **Tuition Reduction Program**

Summer Session begins on June 4. Regular employees are eligible for a tuition waiver of up to four credit hours during the summer session. Tuition waiver forms must be submitted to HR by June 8.

## **Policy Reminder - Vacations-Policy 625**

July 1 is right around the corner, so this is a good time to review your vacation leave records/balances. Employees may carry 240 hours of leave from one fiscal year into the next.

Your leave records can be accessed through the Employee Section of **Self Service Banner**.

HU staff would like to formally thank and acknowledge the efforts made by President Fries and the Board of Regents in securing a bonus for its employees.



# Highlands Celebrates its Administrative Professionals

Theme: *“Admins, the pulse of the office.”*

Over the decades, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. It is one of the largest workplace observances outside of employee birthdays and major holidays.

This year, Administrative Professionals Week is April 22-28, and Administrative Professionals Day is Wednesday, April 25. The theme for the 2012 Administrative Professionals Day is, “Admins, the pulse of the office.”

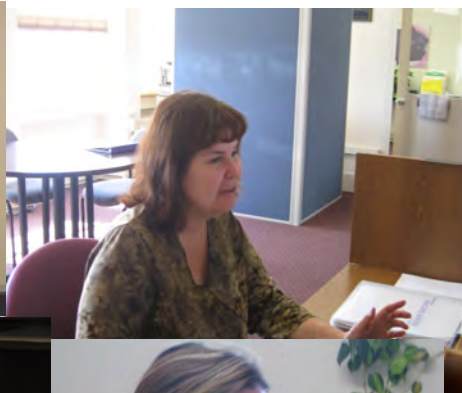
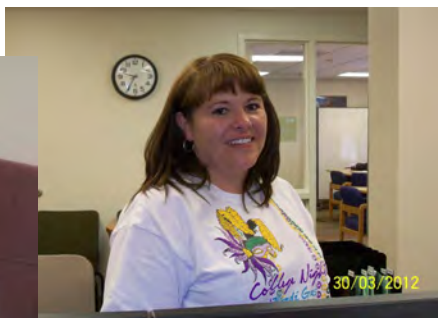
The job of an administrative professional has dramatically changed due to new tools, techniques and economic shifts. Throughout the decades, administrative assistants have remained the center of efficiency, ensuring that jobs get done properly, on time and within budget.

To date, there are more than 4.1 million secretaries and administrative assistants working in the U.S., according to the U.S. Dept. of Labor, and 8.9 million people working in various administrative support roles.

Please refer to website [www.iaap-hq.org](http://www.iaap-hq.org) for more information.

A great big thank you for all your assistance to all HU’s administrative professionals.

***Have a Great Week!***











# *Highlands Campus Suicide*



New Mexico Highlands University is proud to be part of a caring community we call, "igniteHOPE".

New Mexico Highlands University received one of the SAMHSA funded Garrett Lee Smith (GLS) Campus Suicide Prevention Program Grants and Sangre de Cristo has been asked to work with the university to implement, administer and evaluate the program. The award is designed to identify and reduce the risk and occurrence of campus and/or student's potential for suicide and suicide ideation.

Suicide is the second leading cause of death among college students, and untreated mental health problems prevent thousands more students from graduating every year. -The Jed Foundation

HU and Sangre de Cristo Mental Health Partnership is committed to providing Campus Suicide Prevention throughout our campus. We provide LightKeeper Trainings for students, faculty, and staff to educate our campus on suicide prevention.

The program has been very successful in providing many students, faculty, and staff, with Trainings, Educational Seminars and Suicide Prevention Awareness. If you, your department, student organization, student residential, and any other student-focused departments are interested in obtaining one of our Trainings, Educational Seminars (provided by NMSIP) or Awareness (provided by Rosalie Martinez, MSW), please contact Rosalie Martinez, at ext. 3557.

Our hope is establishing a caring community, and we welcome the opportunity to serve you.

Fidel Trujillo, Ph.D., Project Principal Investigator, Dean of Student Affairs

Arturo N. Gonzales, M.A., Ph.D., Project Evaluation

Thomas Peterson, Ph.D., Project Evaluation

Rosalie Martinez, M.S.W., Outreach/Events Coordinator

## **New Mexico Highlands University 13th Annual Awards Celebration**

“Coming together is a beginning, keeping together is progress.” - Henry Ford

The 13th Annual Awards Celebration will be held May 1, 2012, at the Student Center Ballroom at 7:30 a.m. New Mexico Highlands University will recognize employees who have achieved important career milestones with the university. Awards will include: Honored Retirees, Employment Anniversary Awards, Outstanding Service and Spirit Award. Nominations are being taken for Outstanding Service and Spirit Award.

### **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](http://www.nmhu.edu/Staff_Senate)**

### **Staff Advisory Senate**

Margaret Gonzales - President 454-3495  
 Thomasinia Ortiz-Gallegos - Vice President 454-3127  
 Vacant - Parliamentarian 454-3410  
 Lou Ann Romero - Secretary 454-3087  
 Alexis Duran - Treasurer 454-3315  
 Doris Gallegos - Member 454-3168  
 Richard Griego - Member 454-3260  
 Darlene R. Tapia - Member 454-3272  
 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!