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SPOTLIGHT

Front, left to right, Jennifer Madrid and Paula Bustamante; back, left to right, Mario Romero, Lucy Vigil, Mike Montano and Michael Saavedra. Not pictured is Gilbert Armijo.

A message from... Purchasing Department and Central Receiving

The Purchasing Department and Central Receiving work together to coordinate the purchases and accounting of assets for tangible goods, equipment, services, and construction. The Purchasing Department is responsible for ensuring that all purchases made using state and federal funds are in accordance with the State of New Mexico Procurement Code and the NMHU Purchasing Policies and Procedures. They have been established in order to provide accountability, fair & equal, uniform, and cost-effective processes for spending public funds. The processes include various safeguards to protect all those involved.

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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, STUDENTS and guests 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.

- Vacancies still exist within the technical/skilled, facilities, and clerical membership groups. 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. Please be advised that Staff Senate does not typically meet during the summer months, but any questions/comments/concerns you may have are still of interest to us.

- Staff Senate is planning a noon-brown bag discussion prior to the beginning of the beginning of fall semester. Keep an eye on your e-mail for further information.

- Staff Senate has been busy working on the following issues pursuant to comments received from the suggestion boxes and/or in response to the staff survey.

  A) Parking issues
  B) Hay Group Study—What’s next? Where do we go from here?
  C) Customer service and other trainings
  D) Voice mail and e-mail concerns
  E) Web site concerns

While it may seem that some of these items have been mentioned for quite some time now, please be advised that these issues are important and often take time to resolve. We want to ensure that each of these items is addressed properly and will keep them on our “to do” list until they are resolved.

Please visit the Staff Senate link on the NMHU website for updates on any of the above information.

**IT IS IMPERATIVE THAT YOU, AS A STAFF MEMBER, MAKE EVERY EFFORT TO BE INFORMED. GET INVOLVED WITH STAFF SENATE TODAY!**
continued from page 1 - SPOTLIGHT NEWS - Purchasing Dept & Central Receiving

The department is the only department at Highlands that is allowed to make commitments to vendors. Purchase requisitions are submitted by end-users for approval by the fund supervisor, the department’s respective vice president, the VP of Finance’s Office, Office of Research & Sponsored Projects, and the Business Office. The approved purchase requisition is submitted to the Purchasing Department for review and approval and then processed into a purchase order. At that point the funds are obligated and a purchase order is sent to the vendor to process the order.

The department has a section within the Highlands website and currently provides the following:
- brief overview and a link to the state regulations & Highlands’ policies and procedures documents
- links to external sites that have approved contracts for use
- instructions for completing a purchase requisition
- current Highlands contracts available for all departments to utilize
- brief overview and information regarding current sole source and emergency procurements
- brief overview of New Mexico gross receipts taxes
- forms available to be downloaded, such as, Risk Management Claim Form, Purchase Requisition, Sole Source/Sole Brand Justification, etc.
- section containing the bidding documents for current and recent bids

The website falls under the “Administration & HR” tab on the left-hand side of the Highlands’ homepage.

Central Receiving receives tangible items, adds equipment information into the inventory, delivers the items to the department making the purchase, and processes receiving reports for payment. Receiving reports are sent to the Accounts Payable Office for payment. Central Receiving also handles the removal and storage of unwanted or obsolete items which will be placed out to public auction.

Michael Saavedra is the director of the Purchasing Department and has been employed by the university for over eight years. Mario Romero is a buyer for the department and has additional procurement experience from his previous employment with the City of Las Vegas. He has in excess of 15 years of combined service in procurement. Jennifer Madrid, the department’s other buyer, has worked with the Purchasing Department for eight years and had previously spent half of her workday also working with Central Receiving. Lucy Vigil has been with the department for six years and previously worked with the university’s Accounts Payable Department for over 25 years.

Gilbert Armijo is the supervisor of Central Receiving and has been with the university for 33 years. Mike Montano and Paula Bustamante, shipping & receiving technicians, have been with the department for 19 years and two years, respectively.
Look Who’s New! NEW HIRES

A Great Big Hearty Welcome to:

Michael Raine joined the HU family on May 6, 2013 as the Registrar/Director of Admissions.

Michael Raine has a lifelong love of learning. After obtaining his bachelor’s degree from UC Santa Barbara in English, he earned a 1000-hour certificate as a Holistic Practitioner and Educator from the National Holistic Institute. Later, he earned his master’s degree from John F. Kennedy University (JFKU) in Consciousness Studies, an interdisciplinary degree of philosophy, religion and science, and he followed that with a paralegal certificate, exploring and expanding his knowledge of law and research. Additionally, he has studied master’s level business administration coursework, building his business and management skills.

He brings a wide range of higher education experience to Highlands as a student and administrator. Most recently, he was the Registrar at JFKU, a private not-for-profit institution in the SF Bay Area. He has worked as director of admissions at JFKU and in the departments of financial aid, scholarships, housing and the library at UC Berkeley and Santa Barbara.

Michael grew up south of San Diego, lived and worked in the SF Bay Area. He and his wife traveled frequently to the southwest and New Mexico, and feel especially fortunate to live and work in northern New Mexico.

Gilbert “Buddy” Rivera joined the HU family at the Farmington Center as Farmington Center Director.

A native of Las Vegas, New Mexico, Gilbert “Buddy” Rivera graduated from West Las Vegas High School in 1987 and entered the Navy shortly thereafter by way of admission to the United States Naval Academy in Annapolis, Maryland. He earned a bachelor of science degree in Aerospace Engineering and was commissioned as a naval officer in 1991. After spending a short time abroad in a language-training program, he reported to Naval Air Station Pensacola, Florida and began flight training. In 1993, he completed his training and earned his “Wings of Gold” as a Naval Flight Officer and was assigned to fly the EP-3E ARIES reconnaissance aircraft.

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Rivera’s military career included various leadership, management, and diplomatic positions around the globe. He accumulated more than 3100 flight hours of intelligence, reconnaissance, and surveillance missions. His combat experience includes flight operations in Kosovo and Iraq during Operations Allied Force and Iraqi Freedom, respectively, as well as service on the ground with 1st Brigade Combat Team, 34th Infantry Division outside Nasiriyah, Iraq.

Academically, Rivera continued his educational pursuits and while assigned to the Naval Postgraduate School in Monterey, California, he earned a degree in Aeronautical Engineering and an Engineer’s Degree in Aeronautical and Astronautical Engineering in 1997 and 1998, respectively. His academic background eventually led to a posting at the United States Naval Academy from 2004-2007. During this time, he was an instructor and the Associate Chairman of the Aerospace Engineering Department.

In May 2013, Rivera retired from the United States Navy at the rank of Commander. His personal military decorations include the Bronze Star, Defense Meritorious, Meritorious Service, Air (Strike/Flight), Navy Commendation, and Navy Achievement medals.

He is married to Shanna Sasser of Cairo, Georgia and is the father of Emilio, 16 and Elena, 13. The family currently resides in southern Colorado.

Thomasinia Ortiz-Gallegos recently transferred from the main campus to the Santa Fe Center to the position of Santa Fe and Espanola Center Director.

Thomasinia Ortiz-Gallegos has served in higher education in several capacities for 16 years, most of which has been with New Mexico Highlands University. During her tenure with the university she has had the elite opportunity to collaborate with faculty, staff, and administration. Students are of her most importance and she feels honored to have served many from various socioeconomic and ethnic backgrounds. She has been part of several teams who have developed, implemented and carried to fruition several events, programs and procedures to enable student success. Thomasinia has worked closely on several marketing initiatives for future and current students to include evolving a strong orientation program which has been the stem for a seamless transition process for new students. Her tenacity and eagerness to strive toward perfection provides opportunities to better serve her students while maintaining the institutions mission and strategic plans. She completed her BBA with a concentration in Management in 1999 and her Master of Business Administration in 2007. Both degrees were received with academic honors from New Mexico Highlands University. In her capacity as the NMHU Santa Fe and Espanola Center Director, her goals are to promote the university and the outstanding academic programs within these communities, evolve resources and programs for a fully functional one-stop process for students, enhance a resilient environment of academic learning, and ensure a seamless transition to the new Higher Education Center which is set to be fully operational by Spring 2015. She balances her career with her most rewarding attribute of being a mother of three handsome sons and being married to her supportive husband of 18 years.

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Head soccer coach Justin Wagar is proud of the Highlands soccer team for their efforts in excelling in the classroom during the winter semester. “We ended the year with a 3.22 team GPA for the fall and winter semesters, which I believe led all sports teams at Highlands for the second year in a row,” he said.

On the athletic side, the team went 5-1-1 in the spring season competition while outscoring opponents 10-2 during the semester that included two tournament champion titles in three spring tournaments, winning the Taos tournament in April with a 2-0 record including a solid one-goal victory over Adams State University. The team went on to become tourney champs in Salt Lake City in the Westminster Griffins tournament, with a key victory over NCAA Division 1 Weber State University. The women's soccer team has a great returning core of players coming back in the fall and are excited for a great year.

Congratulations to all university employees who received their degrees on May 11, 2013. Thank you to Human Resources and Institutional Research for providing this information:

Jessica Armijo, MA
Angel A. Benavidez, MSW
Keisha Brathwaite, MA
Richard Bridgewater, MA
Tiffany Darling, MA
Michelle Ebell, MSW
Debbie Fleming, MBA
Joseph Harge, MA
Jose Lopez, BA

Jennifer Madrid, BBA
Henrietta A. Maestas, MA
Cabini Martinez, MA
Carolina Martinez, BBA
Elizabeth Martinez, BA
Irene Romero, BBA
Matthew Solano, MSSD
Brenda Waggoner, MBA
Nelvin Wilson, BBA
This year is a triple birthday celebration here at Highlands: 120 years for NMHU, 90 years for Ilfeld Auditorium, and 30 years since the establishment of the Foundation.

All during Homecoming Week, October 14-19, there will be special events on campus and around town, including a birthday party in the Student Union Building and Ilfeld Auditorium on Friday night, October 18.

As part of the celebration, we’d like to make sure that all departments are included. Let us know what you’d like for a gift, and we'll let our alumni and community members know how they can support Highlands.

Please talk to your dean or director about your department’s needs, and he or she will pass it along. Any questions? Please contact us at x3248.

As a reminder, employment opportunities can be viewed at nmhu.edu/jobs.

The Farmington Center is proud to announce the launch of the Oil & Gas Management Program on which Dr. Margaret Young and Donna Brooks, MBA, SPHR have worked so diligently. Information can be viewed at www.nmhu.edu/power

In Memorium

Alfredo “Chemo” Gallegos—former Upward Bound director
Dr. Patricia Manzanares-Gonzales - former professor and administrator
Dr. Robert Lessard – former professor
Mel Root - NMHU H Club co-founder
Dr. Willie Sanchez – former professor and administrator
Attached are photos of events recently held.

The Student Union Center Grand Opening was held on April 26, 2013. A great big thank you to all who worked on it and made it happen. Looks fantastic.

The 14th Annual Employee Awards Celebration was held on May 1, 2013. This annual event recognized employees who achieved important career milestones with the university. The event included honoring of retirees, employment anniversary service awards, outstanding service award and spirit award.

Dr. Maurine Romine received a 40 - year pin for her dedicated service to the university.

The Outstanding Service Award was presented to Gene King.

This year, a Special Recognition Award was presented to Ramon Montoya.

Retirees honored were: Floyd Barela, Jose C’de Baca, John Coca, Joan Gallini, Joan Lucero-Sisneros, Kathy Martinez, Harold Olafson, James Peters, Mario Rodriguez, Mary Romero, Marvin Sandoval, Pat Ueckert and Ramon Montoya.

Great Job to all! Keep up the great work.

We Would Enjoy Hearing From You –all the great things that happen while at work. 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
Irene Romero - Member 454-3499

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 September!
14th Annual Employee Awards Celebration - May 1, 2013
Special Recognition Award – Ramon Montoya