

Staff Advisory Senate Meeting
Thursday, December 3, 2015
1:30 pm – 3:00 pm
SH-129 Main Campus, RM 202-Farmington, RM 129-Rio Rancho

Minutes

1. Call To Order: 1:34p.m.
2. Roll Call

Present

Kimberly Valdez-Blea
Elizabeth Ratzlaff
Junko McDonald
Yvette Wilkes
Sharon Doom
Amado Gonzales Jr.
Dennis Rivera
Reyna Alvizo
Casey Applegate-Aguilar

Absent

Peggy Sanchez

Absent Excused

Gilbert Valdez
Henrietta Maestas
Deborah Gonzales

Guest

Sam Minner
LouAnn Romero

3. Approval of agenda for December 3, 2015
Motioned by: Dennis Rivera Second by: Yvette Wilkes
Status: Motion Carries
4. Approval to table minutes from November 5, 2015.
Motioned by: Dennis Rivera Second by: Yvette Wilkes
Status: Motion Carries

1. New Business

- a. President Minner Campus Update-
Enrollment is up slightly and looking good for next fall. President Minner gave the Board of Regents his goal of having 4500 students at NMHU by 2019, which would be an increase of 3560 and a retention goal of 2% per year. The legislative session will begin soon, he and Max Baca will be spending a significant amount of time there lobbying but understanding that we are unlikely to get all that we request. However, renovations to Rodgers Administration will be proceeding, as well as updating the campus Master Plan. The Trolley Building renovation has had hiccups long the way but is on plan for a fall opening. The new MFA Technology Degree program was approved internally statewide, but we must have approval from our regional accreditor which has not been provided yet. We are in the final stages of both the

Athletic Director and Vice President for Advancement searches with target start dates of January 1, 2016. The Dean searches are also moving forward.

President Minner had three areas of particular concern, two of which he focused on during the fall semester; serving as Interim VP of Advancement because there was no one responsible for fund raising, and Alumni Affairs and developing an enrollment management plan. He will be directing his attention towards campus life during the spring semester. The president would also like to develop a Staff Academy. The academy would be an on-going series of learning activities provided monthly that would include both career related and non-career related activities.

The president announced Kimberly Blea as a member of the Executive Leadership Team. Additionally, he stated a goal put forth by the Board of Regents for him, which was community and campus involvement. To that end the president has decorated the University residence, invited 40 students thus far to the residence for dinners and other activities, he is now a board member of Main Street de Las Vegas. He would also like to set a goal of improving the campus environment and getting on the Chronicle of Higher Education's list of Best Campuses to work for. He sees many benefits here, which he did not experience at other campuses, namely free parking and movies but understands that it takes more than that to make it on to the list. Another benefit will be the new day care center on campus, which will be privately run but it will provide discounts for Highlands's faculty, staff and students. The president also discussed opportunities he created to engage more with faculty. Yvette Wilkes asked Dr. Minner if he would be interested in starting a reading club for staff, as he did with faculty, to provide staff with an opportunity to engage more with him. The president liked the idea and agreed to create such a group. Elizabeth Ratzlaff suggested that it would be good to combine both faculty and staff reading groups in an effort to bring both of those groups together but it was noted that some staff might be intimidated by that prospect. Thus, it would be better initially to have separate groups. The president concluded his update and asked for questions.

Yvette Wilkes, asked Dr. Minner on behalf of another staff member, not present, if he would consider giving staff December 21 and 22 off for winter break. The president stated that he had something in the works and would be announcing it soon. The discussion then turned to payroll. Kimberly Blea explained to Dr. Minner an issue brought to her regarding our January 1, 2016 payday. As explained, because of certain IRS regulations, employees would not be paid on January 1 but would have to wait until January 4, which could pose a hardship for some staff. She asked if it were possible for him to look into the possibility of staff being paid on December 31, 2015. He agreed to look into the matter. LouAnn Romero asked Dr. Minner whether he wanted the 4500 new students for the main campus or spread out among the centers too. He stated 2600 for the main campus with the remainder at the centers. There was discussion about establishing a Highlands Institute and increasing the number of activities; some geared more towards students and other more high culture events, along with a new office of High Impact Practices, which he had at his previous school. All of which were contingent upon funding sources.

2. Old Business

- a. Strategic Plan Recommendations-Kimberly Blea provided feedback to Dr. Aguilar regarding the 4 options developed from the mission statements that were being

emailed out to the campus community. Senate members were encouraged to provide and ask other staff to provide feedback. The deadline would be Thursday, December 10. Once completed, attention would be turned toward the vision statement.

- b. Review of Bylaws-tabled.
 - c. Staff Senate Radio Program-Yvette Wilkes presented ideas for the format for the show and asked staff to forward any ideas to her.
 - d. Staff Survey-Kimberly Valdez-Blea presented that Henrietta Maestas has a draft of the staff survey. Those present reviewed the draft and a recommendation was put forward to remove item #4 on the survey. There was discussion as to whether we want it uploaded through Institutional Research survey monkey and if we want to use it as a continuous process every year. Kimberly suggested going through Institutional Research since they will have access to survey monkey. A paper survey will also be in route to departments.
 - e. Staff Professional Development (ERB Workshop)-Kim will follow up with Donna Castro regarding a date for the workshop. Kimberly asked staff for ideas for future workshops.
3. Update on Staff Senate Participation in Meetings/Committees
- a. President Minner has invited Kimberly Valdez-Blea to attend the Weekly Executive Team Leadership meeting and the monthly Cabinet meetings.
 - b. Faculty Senate-Henrietta cannot continue to attend the meetings every other Wednesday. Elizabeth volunteered to attend one meeting a month. Will check with Henrietta and ask if she can attend one meeting a month. No update was provided due to Henrietta's absence.
 - c. Alcohol Policy- the draft policy was sent to legal counsel for review. The policy makes clear that the University was not endorsing tailgating. The policy does allow for the consumption and sale of alcohol but approvals must be sought. Kim also noted that she was pushing for an educational component. The policy will go to the Board of Regents for approval.
 - d. Policy Review-Table indefinitely.
Motioned by: Elizabeth Ratzlaff Second by: Dennis Rivera
Status: Motion Carries
 - e. Human Resources RFP-Yvette Wilkes took part in reviewing the RFP's submitted. All reviews have been submitted to Purchasing and we awaiting a decision regarding whether interviews will be necessary.
 - f. Enrollment Management RFP-Is in the process of choosing a firm that will help with analytics and enrollment data.
 - g. Kim stated that there may be some confusion surrounding Peggy Sanchez believing that Deborah Gonzales was now Staff Senate Secretary and this should be clarified during the next meeting if both are in attendance.

h. Campus Climate Committee-An email will be sent soliciting members who would be interested in serving on this committee.

4. Announcements- Next Week

Strategic Enrollment Meeting, Monday	8:30 am-10:00 am
Meeting in the Round, Executive Leadership Meeting	3:30 pm-5:00 pm
Budget Meeting	8:30 am-10:00 am

All meetings will be held in the SUB Ballroom

5. Next meeting: January 7, 2016 1:30p.m.-3:00p.m. (tentative)

6. Adjournment: Motioned by: Yvette Wilkes Second by: Dennis Rivera
Status: Motion Carries
Notes: Meeting adjourned 3:22 p.m.

DRAFT