

Staff Advisory Senate Meeting
Thursday, January 14, 2016
1:30 pm – 2:59 pm
SH-129 Main Campus, RM 202-Farmington, RM 129-Rio Rancho

Minutes

1. Call To Order: 1:30p.m.
2. Roll Call

Present

Absent

Absent Excused

Kimberly Valdez-Blea
Elizabeth Ratzlaff
Junko McDonald
Deborah Gonzales
Yvette Wilkes
Gilbert Valdez
Sharon Doom
Peggy Sanchez
Amado Gonzales Jr.
Henrietta Maestas
Dennis Rivera
Reyna Alvizo

Guest

LouAnn Romero
Chief Donato Sena

3. Approval of agenda for January 14, 2016
Motioned by: Henrietta Maestas Second by: Yvette Wilkes
Status: Motion Carries
4. Approval to table minutes from December 3, 2015.
Motioned by: Gilbert Valdez Second by: Henrietta Maestas
Status: Motion Carries

5. New Business

- a. Finance Committee-Max Baca has asked Kimberly Valdez-Blea to ask and identify Staff Senate members who can participate on sitting in with the Finance Committee. He is meeting regularly with Faculty Senate and would like Staff Senate members to be there so they have direct access of knowing the budget and how it works on a regular basic. Just so we can communicate this information to other staff. For now, Yvette Wilkes and Junko McDonald are interested on participating. Kimberly will forward their names to Max Baca. It does not necessarily have to be a staff senate member, and can be any staff who wants to participate.
- b. Board of Regents Meeting-Kimberly Valdez-Blea gave us a handout regarding the BOR report on December 17, 2015 for review. The Board of Regents are pleased that we have shown great participation in a lot of projects.
- c. Employee Professional Development-LouAnn Romero, Elizabeth Ratzlaff, and Kimberly Valdez-Blea are drawing up a proposal for a plan that benefits employees. Plan involves ideas on workshops, courses, and working on the Hay Group. Plan is currently under construction.
- d. Other-Chief Sena presented to staff senate to brain storm on ideas of how we can help on securing building and offices. Chief Sena feels this issue to more universal and is open to any suggestions that may help his department...

6. Old Business

- a. Strategic Plan Recommendations-Kimberly Valdez-Blea presented on the smart board to Staff Senate an overview of the mission statement from the Strategic Planning Committee. She also discussed the survey results that were presented from the Strategic Planning Committee. The majority of the Staff Senate voted for option #2 of the mission statement. Kimberly will report the vote to Dr. Aguilar. Handouts were unavailable but she indicated she will email us the NMHU Mission Statement.
- b. Review of Bylaws-Elizabeth Ratzlaff presented on the smart board to Staff Senate the changes regarding to Bylaws. Once the changes are approved through Staff Senate, they will be forwarded to the Board of Regents for their final approval. Handouts were available and given to Staff Senate. Voting from Staff Senate will be determined at a later time.
- c. Staff Senate Radio Program-Yvette Wilkes represented to the Staff Senate they will attend an orientation scheduled on January 29, 2016 to discuss the guidelines of going on air. She is in communication with Donna Martinez on following proper procedures regarding our radio program. Amado Gonzales Jr. is assisting her with the program.

- d. Staff Survey-Kimberly Valdez-Blea presented that Henrietta Maestas has finalized the staff survey. There is discussion between Henrietta and Kimberly 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)-Gilbert Valdez and Dennis Rivera presented to staff senate they attended a previous ERB Workshop that was given through HR. They agreed the workshop was beneficial to staff. Kimberly received positive feed back from employees as well. Henrietta suggested we have another workshop for employee who could not attend the last secession. Kimberly recommended she is open to any ideas we may have pertaining to the workshop.
7. Update on Staff Senate Participation in Meetings/Committees
- a. President's Cabinet-President Minner has invited Kimberly Valdez-Blea to attend the Weekly Executive Team Leadership meeting. The meetings are held every Tuesday's at 8:30 a.m. Kimberly explains the meetings are useful by providing direct information instead of hearing news elsewhere. Kimberly informed staff senate that this Spring 2016 the President will host social events that will invite all staff. Kimberly informed staff senate the Spring 2016 enrollment numbers are down. The report from Mr. Michael Raine, Registrar indicated enrollment numbers are down 8% at main campus and 4% over all. Kimberly explains how these numbers impact funding we need. Kimberly explains funding for the nursing program which involves the state legislature of negotiating \$150, 0000 for the program. She also includes other cost that specifically pertains to the university and pay increases. Kimberly introduces the Human Resources RFP and how that process will work. It also involves looking into policies. She concludes by stating how the HR department will improve all across the board. President Minner may include this topic in his weekly email. A marketing campaign is also in the works.
 - b. Faculty Senate-No Update Provide due the absence of Henrietta Maestas presenting.
 - c. Alcohol Policy-The alcohol policy has been submitted to President Minner for review. She indicated he wanted to meet with the Athletic Director on feed back before presenting it the BOR for approval. The reason is because alcohol is in association with tailgating and selling it at games.
 - d. Policy Review-Was mentioned earlier in discussion during the meeting.
 - e. Human Resources RFP-Was mention earlier in discussion during the meeting.
 - f. Enrollment Management RFP-Is in the process of choosing a firm that will help with analytics and enrollment data.

- g. Campus Climate Committee-A meeting has been scheduled for next Thursday, January 21, 2016. Yvette Wikes, Dennis Rivera, Sharon Doom, and Kimberly Valdez-Blea will attend as part of that committee. It also involves faculty members.
- h. Other-Margaret Sanchez inquires on the news if NMHU is opening up a child care center. Kimberly confirms the center is opening up and operated through Mrs. Rosalie Martinez. The center is located at the old Guadalupita Building in Las Vegas. The center is a privately own facility and the university is renting the space. The center plans to open by the end of January 2016. The center negotiated a discounted rate for students and staff. Kimberly concludes that the Taproom at the golf course is closing.

Kimberly will include for the next meeting the role of Deborah Gonzales becoming Advisory Staff Senate Secretary and Peggy Sanchez as member as an action item.

Kimberly will follow up on a revised organization chart for the Business Office. This concern was brought up by Junko McDonald.

- 8. Announcements-No Announcements
- 9. Next meeting: February 4, 2016 1:30p.m.-3:00p.m.
- 10. Adjournment: Motioned by: Amado Gonzales Second by: Peggy Sanchez
Status: Motion Carries
Notes: Meeting adjourned 2:59p.m.

