

Staff Advisory Senate Meeting
Thursday, February 4, 2016
1:33 p.m. – 3:00 pm
SH-123 Main Campus, RM 202-Farmington, RM 129-Rio Rancho

Minutes

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

Present

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

Absent

Peggy Sanchez

Absent Excused

Reyna Alvizo

Guest

LouAnn Romero
Casey Applegate
Adele Ludi

3. Approval of agenda for February 4, 2016
Motioned by: Yvette Wikes-Revisions to agenda-Approval of minutes-December 3, 2015
Kimberly Valdez-Blea-revisions of minutes-January 14, 2016
Second by: Elizabeth Ratzlaff
Status: Motion Carries
4. Approval to table minutes from January 14, 2016 and December 3, 2015 with revisions.
Motioned by: Dennis Rivera Second by: Yvette Wilkes
Status: Motion Carries

5. New Business

- a. Staff Senate Vacancies-Kimberly Valdez-Blea announces her resignation as Staff Advisory Senate President due to her accepting the position as New Mexico Highlands University Interim Dean of Students. Kimberly appoints Elizabeth Ratzlaff as President since she is the next Vice President to take on that role as President. Elizabeth accepts the position until next election for President. Moving forward, Kimberly and Elizabeth explain the nomination for Vice President. The administrative position needs to be an active senate member to fill that vacant position. Elizabeth nominates Yvette Wilkes as Vice President which will also free up her position as Parliamentarian.

Approval to nominate Yvette Wilkes as Vice President.

Motioned by: Deborah Gonzales Second by: Gilbert Valdez

Status: Motion Carries

Kimberly is asking for nominations for Parliamentarian. Elizabeth has asked Dennis Rivera if he is interested as Kimberly is recommending Dennis as well. Elizabeth has also asked Henrietta Maestas and she passes on her offer. Kimberly also recommends Amado Gonzales. Dennis Rivera announces he accepts the offer as Parliamentarian.

Approval to nominate Dennis Rivera as Parliamentarian.

Motioned by: Elizabeth Ratzlaff Second by: Yvette Wilkes

Status: Motion Carries

Kimberly explains we need to advertise nominations for the administrative professional category. Elizabeth Ratzlaff will contact Margaret Gonzales, Campus Life to send out a global email on nominations for the vacancies. Kimberly explains a nomination form can be filled out or a name of a person can be forwarded to staff senate.

- b. Alcohol Policy-Starting with alcohol policy and with assistance from Kimberly Valdez-Blea, Elizabeth Ratzlaff takes on the role as President. Elizabeth announces Kimberly has passed out copies of the alcohol policy for us to review. Kimberly explains the policy is listed as an action item and has been approved by the committee except by staff senate, faculty senate, and student senate. Once the recommendations for approval are made, the policy will be presented to the Board of Regents for approval. The policy basically explains what is and what is not allowed on the university. Kimberly explains how alcohol is not allowed on university grounds for public sponsored events. Kimberly goes on to explain how the policy will affect university sponsored events such as tail gating and games. Alcohol can not be served at tail gating parties but can be served at athletic games. The vendor the university hires will need to be license for selling alcohol. Kimberly also explains how the alcohol policy will impact university employees and students as well.

The staff senate is in favor to approve the alcohol policy as recommended by the committee.

- c. Strategic Plan-Copies of the strategic plan is handed out for the staff senate to review. Elizabeth explains the university priorities and core values of the vision mission. Our vision is to be a premiere comprehensive university transforming lives and the community for generations to come. Elizabeth, being part of that committee compliments how well the committee took part in it. Elizabeth addresses a concern that the mission statement needs approval. Kimberly explains that the committee is waiting for an endorsement on the priorities and the core values. The strategic plan is ready to go to the Board of Regents but like the alcohol policy it will need to be voted on by all senates. Elizabeth recommends everyone to review the priorities and values.

Approval for endorsement for 2020 vision as presented.

Motioned by: Amado Gonzales

Second by: Dennis Rivera

Status: Motion Carries: All in favor

- d. Other-

6. Old Business

- a. Staff Professional Development- Elizabeth Ratzlaff, Kimberly Valdez-Blea, and LouAnn Romero have worked together on the beginning of a plan. Elizabeth has asked other staff senate members for assistance since Kimberly will no longer participate. Yvette Wilkes, Adel Ludi, and Casey Applegate have volunteered to work with Elizabeth and LouAnn. Elizabeth recommends either Dennis Rivera or someone from facilities to take part of this committee as well. Kimberly explains the committee is open to any ideas that will benefit staff such as having another ERB work shop. Adele Ludi recommends another active shooter training and CPR training.
- b. Review of Bylaws-Elizabeth Ratzlaff has asked if there are any changes to the review of the Bylaws. If not, she will change it as an action item for the next agenda.
- c. Staff Senate Radio Program-Amado Gonzales represented to the staff senate that him and Yvette Wilkes will go on air for the first time on Thursday, February 11, 2016 at 1:30pm. Yvette explains they are open to any topics or experiences from anyone (student, faculty, or staff) of why they chose NMHU. Kimberly goes on to explain that the radio link should be included on the email so everyone can tune in. The talk show is aired from 1:30-2:00 pm.
- d. Staff Survey-Henrietta Maestas presents and explains she experience some log in issues regarding the survey through survey monkey. She is working with Institutional Research on the issues. She goes on to explain the survey should be released sometime during the following week for staff. Henrietta explains paper surveys will be distributed to departments that don't have access to internet.
- e. Other-

7. Update on Staff Staff Participation in Meeting/Committees

- a. President's Cabinet-Kimberly Valdez-Blea presents that President Minner will call for a cabinet meeting towards the end of February. Kimberly appoints Elizabeth Ratzlaff to fill in for her at this meeting.
- b. Faculty Senate-Elizabeth Ratzlaff reported to faculty senate some order of business from staff senate. Elizabeth explains faculty senate is working on a disruptive student policy and adopting Zoom as a distant learning tool. Elizabeth introduces the new Dean for the School of Education as Dr. Laura Bailey.
- c. Human Resources RFP-Improvements are in the works for Human Resources.
- d. Enrollment Management RFP-Through Kimberly Valdez-Blea, a report from Eileen Sedillo explains that Enrollment Management is the process of awarding a contract.
- e. Campus Climate Committee-Dennis Rivera presents they are in the early stages of the committee. Kimberly explains how the campus climate committee is associated with the Chronicle survey. The committee will need to find a replacement for Kimberly Valdez-Blea. Amado Gonzales volunteers to participate.
- f. Other- Junko McDonald explains she attended the Finance Committee on January 21, 2016 and how it pertained to the budget. She goes on to explain how the Finance Committee will manage a finance proposal for the university. Kimberly Valdez-Blea introduces that President Minner is presenting an initiative branding for New Mexico Highlands University. He appoints Sean Weaver for this project. Yvette Wilkes suggest having staff social events. Elizabeth agrees to present that idea on the next agenda.

8. Announcements

- a. Board of Regents Meeting-Next meeting: February 26, 2016 10:00 am.

9. Next Meeting: March 3, 2016 1:30 pm-3:00 pm

10. Adjournment: Motioned by: Gilbert Valdez Second by: Dennis Rivera
Status: Motion Carries

