

Staff Senate Advisory Meeting

1/26/2016

Present: Laird Thornton, Dennis Rivera, Yvette Wilkes, Sharon Doom, Elizabeth Ratzlaff

Excused: Junko McDonald, Lyla Maestas, Adele Ludi , Victoria Evans

Guests: Gerald Arguello, LouAnn Romero, Patricio Maestas, Robert Anaya, MaryAnn Sandoval

Absent: Amado Gonzales

Meeting called to order.

Agenda reviewed and approved.

November minutes reviewed. Dennis made a motion to approve minutes as submitted, Yvette seconded. **November minutes were accepted as submitted.** (No minutes for meeting in October as a quorum was not present). Elizabeth will get these posted to the website.

New Business

- a) Customer Service Committee:** This committee is being co-chaired by Laird and Denise Montoya from HR. There is broad representation from many departments with the current 19 volunteers but more are always welcome. The goal of the committee is to work with campus to provide customer service training.
- 1)** This committee links with the Vision 20/20 Strategic Plan through improving the Strategic Goal area of Enhanced Communication and Efficiency as well as supporting our Core Values of Excellence and Responsiveness.
 - 2)** Committee discussions will include:
 - issues of accountability
 - recognizing/rewarding employees who are going “above and beyond” (and defining what that means)
 - The evaluation process-creating fair guidelines. Gerald brought up that it’s really important to have the evaluations have “weight” behind them- that they make a difference in pay or leave.
 - Gerald also noted that employees need to understand the importance of their jobs in the overall mission of the University. An idea would be to have each department share information about their missions and how it contributes to the overall mission of the University so we could all recognize and support each other.
 - It was also noted that taking classes is a great employee benefit but that it would be really helpful if there was more creativity in making it possible for employees to take advantage of this , for example making it possible to do flex scheduling.
- b) Sanctuary Campus:** Laird reported that the issue of becoming a Sanctuary Campus was brought up at the Board of Regents meeting. The current way the University is protecting our undocumented students is that no information regarding immigration status is collected- that way, even if a government agency requests it, we have no way of providing it. The Regents are committed to making sure our students are safe but aren’t sure that declaring Sanctuary Status will have the intended effect- it may make students on campus targets for INS to prove a point.
- c) Budget Layout & Request:** Laird reported that he has been requested to provide a budget linked to the strategic goals of the Staff Advisory Senate. The discussion regarding the budget is tomorrow (1/27) so he did not have much time to put this together . The current budget is \$500/year. Laird is proposing to request a total of \$11,260 (\$1,260 for the Staff Brown Bag/HU Learning Happens Here program and \$10,000 for a Staff

Professional Development Scholarship Program). After some discussion, another \$1300 was added to the request for funds to invite speakers to campus (and zoom to Centers). In terms of priorities, Brown bags were #1, staff professional development #2, and On-Campus Speakers, #3. There was a motion by Sharon to present this preliminary budget to the executive leadership team for discussion tomorrow, the was seconded by Yvette. All voted in favor of the motion. Laird will develop a committee to formalize the program (including the establishment of evaluation criteria for proposals) if the funding is provided. Also discussed was possibly requesting funding for name tags for staff to support branding and increase ability to recognize staff across campus- we could possibly include that with next year's budget or it might be something that comes out of the customer service committee. If funds are provided, Laird will develop

- d) Formation of Staff Professional Development Scholarship Committee:** Tabled until budget discussions are complete. Laird will send the draft program description that he developed with Denise Montoya electronically to the Senators. Please review and send feedback.

Old Business:

- a) HCL concerns:** Dr. Brandon Kempner held a meeting on Monday 1/23 to update the campus on progress towards meeting the probation area concerns. The main focus of the meeting was on the area that addressed Contingent Faculty. Laird noted that there has been a lot of progress made and that many administrators will be attending HLC meetings to better understand the requirements. NMHU has been included on a committee to develop/review criteria for upcoming HLC standards to review other campuses and they believe this is a good sign that shows the HLC understands that we are all taking this very seriously and are committed to improving.

b) Committee Updates:

- **President's Cabinet/ELT:** The current push is on retention and also recruitment. The budget requests include funds for software that could help in these areas. Currently all the budgets are being reviewed and each group is making a case for their budget request through alignment with the Vision 20/20 Strategic Plan. The results of these efforts will be shared with the campus community.
- **Campus Climate Committee:** Yvette reported that this committee hasn't met since last Spring and that Dr. Harrington mentioned that the committee is 'on hold' due to the union negotiations. Laird suggested taking it off the list for updates until further notice...all agreed.
- **Room Space Committee:** Laird reported that they met for the last time. This committee was initiated by Linder and dealt with the issue of physical space allocation across campus and as a result they came away with a better process that will include requiring consideration of space prior to submission of grants and also having people communicate better regarding their needs as well as space available to share. There is still no exact process for requesting additional space. The best people to contact regarding space needs currently are Dr. Linder and Sylvia Baca.
- **Budget Committee:** Victoria Evans and Yvette Wilkes are part of this committee. They met only once and the main focus was on sharing copies of the current operating budget and discussing/explaining that budget and the process so that the committee members were oriented to the budget and the roles and responsibilities of the committee. They will meet 1 to 2 times /semester.
- **Faculty Senate:** Laird attends these meetings. Their main focus has been on addressing HCL concerns, especially regarding contingent faculty concerns.
- **Retention Committee:** Elizabeth participates in the Retention Council and serves on two subcommittee- the Internship/Practicum Subcommittee and University-Wide Service Culture Subcommittee. She noted that the second one is related to the Customer Service Committee that Laird and Denise are working on but Kim Blea (Chair of the University-Wide Service Subcommittee) is on both so they will work out minimizing duplication and maximizing results.

ANNOUNCEMENTS:

Dean Blea will be conducting focus groups/polling the community to see what might be better in place of Einstein's. Yvette will be involved in this representing both Housing and Staff Senate but if others are interested, please contact Dean Blea.

NEXT MEETING: February 9th at 2 pm (will use Zoom for connection for people who can't attend in person).

Meeting Adjourned.

Minutes submitted by Elizabeth Ratzlaff, SAS Secretary