

Minutes of the regular Board Meeting of Staff Advisory Senate

April 11th 2019

SH 107

Present: Vincent Vigil, Jason Meade, Inca Crespín, Doris Gallegos, Adele Ludi, Marcy Silva Yvette Wilkes (zoom)

Excused Victoria Evans

A quorum was established and the meeting was opened by President Adele Ludi at 2:40pm

An addition was made to the agenda regarding the Student and Faculty Senates.

A motion to approve the agenda with the additions was made by Inca Crespín and seconded by Doris Gallegos. Motion carried.

A motion to approve the minutes from the March 14th 2019 meeting was made by Inca Crespín and seconded by Jason Meade.

There is still one vacancy on the SAS board in the maintenance department. Vince will reach out to his colleagues in maintenance. There will be more vacancies in May when some member's terms expire. There was a lack of participation in the years past. Marcy will report on upcoming vacancies at the next meeting.

Adele Marcy Jason and Doris read through the Employee Policy Handbook together and then met with Denise Montoya for a total of five hours to discuss the recommended changes. Denise accepted all changes except those that needed legal terminology. Marcy was comfortable with the changes and recommended accepting them.

Inca thanked the committee for their hard work

A motion was made by Marcy to accept the policy revisions and Vince seconded the motion. Motion carried

PRESIDENT'S REPORT:

Legislative updates – minimum wage was increased. Minimum wage goes up to \$9.00 starting in January. This also impacts our student employees. Not sure what the impact will be on other employees, as this creates salary compression

EMT – Met with Kate O'Neill, the new HED cabinet secretary of HED. There is more collaboration between PED and HED, which is good.

BOR – We have a full board. The new regents (Bill Garcia, and Rebekah Peoble, as well as Leveo Sanchez were appointed and confirmed. Special Meeting, Board voted to increase in tuition, housing, meals. Regent Peoble made the point that we need to find other ways besides raising tuition. Let's discuss ideas to bring in revenue and also cut costs. By cutting costs, getting creative. Example: ITS consolidating servers into fewer comm rooms, so air conditioning is needed in fewer locations.

Upcoming meeting on April 27th. Regular meeting. I will have to put together a report for the board. This is due on the 17th. I'll send over the draft ASAP. I was able to move my appointment that was scheduled for that day, so I will not need anyone to cover the afternoon.

Faculty Senate – Faculty Senate's last meeting for the semester is April 24th. They are awaiting a decision from President Minner about the re-org. When we get our SharePoint site going, I plan to upload the documents that were shared. Would like to delegate attendance to someone on Senate starting in the fall. Will revisit later.

Heart of Highlands – Take email. Different funds at the Foundation. Can someone attend the kickoff event on April 16th. Would like to explore the option of using some of the funds we raise to donate to this.

Inca expressed concern regarding mandatory fees added to student's accounts. It would appear that there is some misunderstanding as to who pays these fees when a student is receiving waivers due to employment or children of an employee. Sometimes the department pays and sometimes the student. Inca will research the policy by going to HR first to see if fees can be waived.

This discussion will continue at the next meeting and will be placed on the agenda.

TREASURER'S REPORT

Inca Crespin presented the Treasurer's report.

Currently we have a total of \$542.00 \$177. In Supplies \$100 in printing and reproduction, and \$265 in In-State Travel. As travel is being denied this money should be moved to another account. If funds are not used they will be rolled into Fund Balance and we will start again with the same appropriation.

BUDGET AND FINANCE REPORT:

Anne reported that a short meeting was held April 3rd. Max Baca explained the State appropriations and the subsequent shortfall due to low enrollment.

As Vick will be leaving the Board in May there will need to be another member on the Budget and Finance Committee.

Marcy will be attending a meeting at the Foundation the Heart of Highlands Fundraiser. It was suggested that some of the money we raised could be donated to this fund.

Radio station program still on hold.

Recruit One. More volunteers are needed to assist with the designing of the process. Doris agreed to join the committee.

Discussion was held regarding the low staff morale and the possibility of a Staff Forum where anonymous questions could be asked.

DIVERSITY AND EQUITY

Nick Ledger and Doris Gallegos are new members. Dr. Moore is planning a retreat the third week in July.

OLD BUSINESS

Suggestion boxes are being removed. We need to revisit a more modern method. Doris motioned and Jason seconded a move to table this discussion.

GOALS

Doris moved and Inca seconded a move to table discussion on goals.

Future meetings will be added to the Website. Doris will organize. Next meetings will be May 2nd 2019 June 13th and July 11 2019

FUND RAISING:

A pot luck during the summer was suggested with raffles, bring and buy, Door prizes and food. We have to avoid Orientations that will take place on June 7th, June 21st and July 12th.
A motion was made by Doris and seconded by Marcy for an extra meeting to plan the event. Motion carried. Meeting was arranged for April 16th 10:00am G10

SHAREPOINT:

Adele showed a test page for SharePoint Communication where we could post our meeting, events etc. Also the minutes and agendas could be added. Adele would like a group photo of the Board also. Doris motioned to move forward with the SharePoint Communication Site Marcy seconded, motion passed

COMMITTEE REPORTS

Dr. Minner would like a staff member to serve on the strategic planning committee Adele asked Inca if she would serve on this committee and she accepted.

A motion was made by Marcy to table the remaining items on the agenda seconded by Vince. Motion carried.

There was a short discussion regarding the Staff sabbatical. Adele explained that this could be a professional development opportunity but it could also be a hardship on departments if a staff member was absent for a long period of time. She suggested instead that some kind of cross training could be arranged to increase the awareness of other departments

Motion to adjourn made by Doris and seconded by Marcy. Motion carried
Meeting adjourned at 4:39 pm