

H NEW MEXICO **HIGHLANDS** UNIVERSITY®

STAFF ADVISORY SENATE

Staff Advisory Senate Regular Meeting

January 9th 2020

ITS G10

Present: Marcy Silva, Adele Ludi, Anne Bradford, Monique Esquibel, Doris Gallegos, Inca Crespin, Carlos Navarez, Robert Anaya

Present via Zoom: Yvette Wilkes Joni Chavez, Sarah Duran, Lbenividez

A quorum was established and the meeting was opened by Adele Ludi, President at 2.32:pm

Robert moved to approve the agenda. Inca seconded. Motion carried.

Marcy motioned to accept the minutes with correction (EOM in President's report and Workplace Quality in New Business.) Robert seconded > Motion passed

Dr Minner's report

Dr. Minner was unable to attend due to a conflicting meeting. He passed on some information to Adele.

Dr. Minner received queries about the compensation paid before the Winter Break. They wish to know if everyone received the same amount. He explained that the lowest paid received the most and the amounts decreased as salaries increased, with executive receiving nothing. Robert commented that he sent an E mail saying how appreciated the fact that lower paid employees were given the most compensation.

He was putting the finishing touches on the next year's budget and he was recommending that they fund some or all of the SAS requests. Until NMHU knows what they will receive from the State, decisions cannot be made.

It looks like University employees will receive an increase next year between 2 and 5%. The Council of University Presidents, of which Dr. Minner is a member, recommended 5%.

President's report:

The Emergency Operations Team have some upcoming meetings. They are moving forward with RAVE the emergency alert system which will include Social Media, E mails and texts. Not sure if University Relations is ready to make announcement yet.

Robert mentioned that the centers are working with the Chief and other staff to ascertain the proper procedures for emergency, as each center is under a different organization. They are making sure that everyone receives communications in the most efficient way.

A question was asked by Veronica if a specific model was being followed. All those on the EOT attended a FEMA training and that is the model they are following.

Adele will bring up the concerns at the next meeting as each center will have different concerns.

Treasurer's Report:

There was no activity so there was no change in the balance. \$277.14 in the Foundation Account and in the NMHU account we have \$542. Total assets \$819.14

Budget and Finance Committee:

No meeting since December. There will be another meeting later in January.

Recruit One Committee:

Have not met. Only Adele and Doris are on the committee. There was an agreement to continue for another Semester. Monique suggested that we assist the Registration Department with activities rather than doing a project alone or apart. It was suggested that we need an activity that is less formal, something fun where we can talk to prospective students and ask them about their goals and let them know what NMHU has to offer. Inca said she would assist. The campus is underutilized and we should think about a summer camp. Doris will arrange a meeting between Adele, Doris, Inca and Jessica to discuss further ideas. An internship with all supplies provided could be an incentive for a student. Other incentives were discussed to introduce future NMHU Students. Veronica volunteered to share some of her resources regarding summer camps.

Strategic Planning:

Staff Senate was asked to send out another push for people to take the Survey. So far very few people have participated. The United World College the City of Las Vegas, Local school Superintendents are being asked to participate. The next plan is to compile the information and then hopefully try to see what can be built as far as the strategic plan and the objectives and then go from there. Inca will continue to update as they go along.

Power of Service:

Book Club is forming, to date six people have signed up. We will be reading Be Our Guest from the Disney Institute. The First meeting will be February 11th at 10.00am. The schedule for Spring is complete. Adele and Marcy will Co-lead Power of Service with Denise.

Faculty Senate:

Last meeting was a closed meeting. The book store is still an issue. Faculty Senate approved Academic Amnesty.

Radio Program committee

Carlos and Robert met with Donna today. The Radio station is still being evaluated. No decision has been made regarding closure. Donna was open to a 30 minute weekly program. With full range on what was broadcast. If the decision is made to keep the station open Carlos and Robert will sit down with Donna and plan the programs. Doyle the technician is retiring.

Diversity Equity @ Inclusion

Still working on awareness of the student faculty and staff to identify and deal with the issues. This is a very strong committee. Many items cannot be reported because of confidentiality. Dr. Minner is kept informed of the issues. They are also collaborating with organizations both on and off Campus. The committee asked Dr. Minner for some recommendations for books that identify issues. It was also mentioned that they were trying to book a keynote speaker who was a female civil activist.

Professional Development Committee.

Adele sent out an E mail today Asking If anyone is interested in joining the Professional Development Committee as she would like to start scheduling meetings. As we are adding member Adele would like to see a list of committees. Doris said that she had tried to get this added to the Website but nothing had happened. Adele stated that the Web Managers are somewhat over whelmed. The minutes sent to to the manager have not been updated in the site. It was suggested that we should get access to be able to make changes ourselves. Any ideas for questions for the Workplace Quality Survey should be submitted to Marcy. When questions are received the time it takes to complete the survey will ascertain the number that will be asked. Catherine asked for a copy of the questions so she could study them and give her input.

Workplace Quality

. Any ideas for questions for the Workplace Quality Survey should be submitted to Marcy Adele Veronica or Jane When questions are received the time it takes to complete the survey will ascertain the number that will be asked. Catherine asked for a copy of the questions so she could study them and give her input. Questions will be evaluated at the next meeting. We need questions that will produce actionable items

Old Business: Committee Assignments.

More committees are needed for events

Senate Vacancies

We have vacancies on the Senate Board. Marcy is working on some of the definitions/categories such who is technical, who is professional. This is complicated by the high turnover both on the Senate and in Departments

Events: Robert would like an event for staff appreciation. It was suggested the event be off campus, a BBQ where we cook for the staff. Perhaps Storey Lake. Robert will lead a committee to plan a staff appreciation event.

Further suggestions included Taste of Las Vegas, where local restaurants are invited to participate. Four hours to relax after a morning of work. There was concern for the Centers, and how they might be able to participate. We should schedule a time for professional development event when centers are able to participate.

We will probably do the Bring and Buy again. A separate committee will be needed. As Adele's term will be up in July and with her other commitments in her departments she cannot take on more.

Robert suggested we do a few events really well. A summer event could be combined with a Professional Development event. Packaged properly it should receive the approval of the administration.

New Business

Goals: Each member to E mail Inca with a goal before next meeting

Bring back employee of the month and then employee of the year.

Highlight members who receive their degree. Maybe present them with a small token to congratulate them.

Inca's goal: To help transform employee's work experiences into ones that are fulfilling and motivating and allow workers to bring their best to work every day.

Goals have to be achievable. Veronica suggested that the Senate members might begin the meetings with one member stating their goal. Inca will compile a list of goals sent to her and bring them to the next meeting. Our byelaws contain a list of purposes to which we might refer and read at the next meeting.

Another idea was a Summer Camp.

Requests had been made to place the recorded meeting on the Web Page.

Robert motioned and Monique seconded a motion to place the recordings of the SAS meetings on the Web Site. During the discussion process Robert pointed out how important staff is to the smooth running of the University and that the Staff Senate is doing a good job of disseminating information to the Campus community as a whole but that it could contribute more and more in the future. Motion carried

Adele asked for questions to present to the Regents meeting.

Doris will add the recording to the page. Marcy will assist Doris.

Cyber-attack. Joe was unable to be at the meeting. If there is anything more that needs to be discussed Please let Adele know. Anne congratulated the ITS department on the efficient way they dealt with the attack.

Veronica suggested we purchase a button maker. She will send a quote via Email. Robert suggested we look into an extended warranty

Further discussion regarding what to spend the remaining budget on. Monique reminder the Board that we would need money for the upcoming events, professional development and staff appreciation..

Adele said she might ask the President if he could contribute and perhaps the foundation.

Next meeting will be in the Board room in Roger's Hall on February 13th 2020.

Motion to adjourn was made by Monique and seconded by Marcy.

Meeting adjourned at 4.10pm