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STAFF ADVISORY SENATE

Minutes for the regular Board Meeting of the Staff Advisory Senate

November 14th 2019 G-10 ITS

Present: Anne Bradford, Marcy Silva, Adele Ludi, Carlos Nevarez Veronica Black, Monique Esquibel

Jane Clark Jason Meade

Joining on Zoom: Yvette Wilkes, Joni Chavez I. Baca Robert Anaya

A quorum was established and the meeting was called to order at 2:30pm

A motion to approve the agenda with changes was made by Marcy Silva and seconded by Jason Meade Motion carried.

A motion to approve the minutes" as is" from the June 2019 meeting and with the addition of last names for the September meeting was made by Marcy Silva and seconded by Jason Meade. Motion carried.

Presidents report;

Presidents/Chairs of the staff faculty and student Senates were invited to attend an Emergency Operations team meeting after the reported shooter on campus incident. The ELT had not been meeting very regularly until that incident and after they began meeting again. They demonstrated the RAVE program which is a web based application for emergency communication. This can send out texts emails and Facebook messages. Rave should eliminate the concerns raised during the shooter on campus and the cyber-attack that information was not readily available.

Adele also attended the Board of Regents meeting on November 8th where they approved a compensation study. Adele was unable to make any comments but she intends to bring it up with Denise Montoya and Max Baca and Dr. Minner in order that whatever recommendation the study comes up with, the SAS will have an opportunity to have input. A previous study (HAZE) was done some years ago but no action was taken as there was a budget shortfall. Another question is how many hourly paid employees will be impacted by the minimum pay increase in January and the concerns for those who already are at that minimum rate. The Senate has requested a list of all employees with their titles and the current compensation but it has not been received yet. Adele reported that a study to compared compensation of other schools for faculty had been done and she would like to request that a similar comparison be done for the staff. Taking 3 to 5 positions at Highlands and compare the pay to those at Eastern or Western. Monique expressed a concern that perhaps these compensations studies were in fact not a good use of the university's money as no actions had been taken on the last one. As

much of our funding comes from the State and the State relies on revenues from oil and gas which can be volatile. Is spending money on a study wise when there might be a shortfall in revenue resulting in the University being unable to implement any recommendations of a compensation study.

Treasurers report.

Inca was not present so there was no report. However, we had no spent any money so the amounts should be the same as last month. It was suggested that we needed to talk about how we were going to spend the funds. A button maker had been suggested as it could be used in many ways.

Budget and Finance

Ann reported that she had attended a meeting on September 30th 2019. Most of the meeting was taken up with the discussion of how the minimum wage increase would affect the university. The minimum wage increase would take place over several years starting with Jan 1st 2020 with an increase to \$9.00 per hours and an increase of \$1 each year until the amount of \$12 per year is reached. Mr. Baca mentioned that perhaps we should consider going to \$12 immediately. Ms. Denise Montoya will report back after they have looked at the impact. There was concern that there were many people working here for many years that still weren't receiving \$12 per hour and yet students would be on the same level if we went to \$12 immediately.

There was also concern about the cost of student employment which was over 2 million per year greater than many larger universities.

Concern was discussed regarding the possibility of student hours being cut if the minimum wage increase cut too far into the budget.

Recruit One

No one signed up for this semester. It was suggested that Veronica could head a marketing committee in order to promote the initiative more. Jason will be leaving the university and today will be his last SAS meeting. Jason felt there was some confusion about who was doing what and that needed to be clarified. Students need to be involved as they have more contact with potential students. It was decided to try it for one more semester.

Strategic Planning:

Inca was not at the meeting but she sent an E mail. There was a global sent out. Everyone is encouraged to fill in the survey.

Power of Service

HR will be going to present Back to Basics- People Admin and ITS is doing Raising awareness. Best Practice on passwords and Phishing on Nov 22nd

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Faculty Senate

Book Store issues discussed again. Still not resolved. Also some student have been able to go into Banner and get their grades prior to them being posted,

Radio Program: No report

Carlos and Robert were to meet soon.

Diversity Equity and Inclusion:

Doris reported that the committee had a retreat at UWC. Many things discussed were confidential so no report on that.

Professional development:

Adele will send an E mail

Old Business

Jason will be leaving so we will need to fill his position.

New Business

The annual budget request was completed:

Monies requested as follows

Staff Appreciation: \$5000

Power of Service kickoff: \$3000

Supplies:\$200

Staff get-togethers for coffee and snacks for both main campus and the Centers.

Wellness incentive\$1100.00.

Supplies for same \$500

Equipment: Two picnic tables in Melody Park \$1,600. This item could possibly come from the Capital Outlay budget of the University.

Incentives for the wellness program will be discussed at a later date.

Monique motioned to approve the budget request and it was seconded by Jason. Motion carried.

Morale Survey: To be renamed" Quality of Work Place" Questions were submitted and other members will E mail possible questions to Marcy. It was stated that the questions should be actionable, something that the administration can take action upon. Example: Flexible work hours. More training. Mental Health Days. Supervisory support.

A motion was made by Carlos that remaining items on the agenda be tabled until next meeting.

Seconded by Jason. Motion carried.

Next meeting will be January 9th , February 13th and March 12th 2020. Location to be announced. Most probably will be held in the newly renovated Rogers Hall.

Robert Anaya thanked Jason Meade for his work at Highlands and expressed that he wished that Highlands could have been able to retain him.

Motion to adjourn made by Carlos and seconded by Monique. Motion carried

Meeting closed at 4:20pm.

