NEW MEXICO HIGHLANDS UNIVERSITY

STAFF ADVISORY SENATE

Regular Meeting of the Staff Senate Advisory Board

October 8th 2020 via Zoom

Present: Marcy Silva, Anne Bradford, Veronica Black, Inca Crespin, Buddy Rivera, Carlos Nevarez Ruthy Watson.

Excused: Robert Anaya, Doris Gallegos

Visitors: Germain Alarcon, Andrelita Chavez, Saran Duran Cheryl Trujillo, Cathryn Brooks-Williams, Angel Benavidez, Laura Le Cour Johnson, Tina Clayton, Andrea Crespin.

Guests: Dr. Keith Tucker, April Kent, and Adam Bustos

A quorum was established and the meeting opened at 2.35pm

Agenda: Marcy requested that ITS be added to new business on the agenda.

Buddy moved to approve the agenda with the addition in new business. Second – Ruth. Motion carried.

Minutes: Inca motioned to approve minutes as presented. Second Buddy, Motion carried.

Senator's reports:

President: Veronica reported that she met with President Minner and had a great conversation. Dr. Minner would like the Senate to concentrate on the appreciation of Staff. Spot lighting the staff and what we do. Questions: What would this look like? Especially during this time. Dr. Minner gave an example of an unsuccessful appreciation event when Turkeys were given to staff. What staff really want is recognition, but how is this accomplished especially during the COVID 19 pandemic?

Mariama Whalen, a new employee, is the Labor relations officers for NMHU. Veronica has invited her to address the Senate at our next meeting. She works under HR. She will working on the CBAs for all three unions.

Veronica would like to do something fun with the Button maker and she requested that the senate submit templates for button design. When we are back on Campus we could get together and make the buttons. Veronica will send out templates of the size etc. Marcy suggested we could have a contest for the designs.

Parliamentarian Report:

Marcy is working on getting the new list of Staff on Campus before sending out nominations for the vacancies on the Senate. Updated the SAS web page.

Treasurer's report:

No change from last month. Total budget, $819.48. Signature authorizations have been signed.

Recruit One. No report

Power of Service:

Kickoff event was very well received.

Book Club will begin another session with the same book "Be Our Guest" Anyone interested should contact Michelle Bencomo or Anne Bradford.

The webpage also needs updating. This will be discussed at the next PoS meeting. April Kent will take the lead on that.

Work Place Quality Survey. Still needs to schedule a meeting of the committee.

Board of Regents Meeting: See attached.

New Business:

Dr. Tucker and April Kent. Dr. Tucker is the HLC Director and April is now the Liaison for HLC.

Dr. Tucker thanked those on the Senate that contributed to the recent meeting. He thanked Marcy for the assistance she gave them with the needs for executing the zoom meetings etc.

The recent meeting reviewed three items. Finance, Strategic Enrollment and Strategic Planning. In the next meeting in February 22 they have 67 items to review.. It will be a couple of months before there will be a report regarding the recent meeting. Inca mentioned that SAS should begin our own strategic plan and with the experience she and Buddy had on the planning committee they could help with training.

Dr Tucker and April would like to meet with all the governance bodies periodically as part of their mission is to report all that is happening within each body. Some groups want to meet every month, some just once a semester. SAS will discuss and let Dr. Tucker and April know how often SAS will need to meet.

Dr. Tucker reiterated the need for transparency and open communication.

Adam Bustos, Director of Purchasing presented the revised Accounts Payable Policy. The format now being used is the same as the State Auditor's Offices uses and is designed for greater efficiency. In particular the Travel policy now only requires 3 days for out of state travel whereas it was 10 days in the past. Instate travel now requires 1 day approval instead of three. Many manual paper forms are now

changed over to Chrome River. Some travel reimbursements were rather low and they are trying to be more in line with actual costs. These changes will get our technology in line with our policies.

Those holding P Cards can expense legitimate charges/purchases and use the SAS FOAP.

New Business.

Marcy reported that NMHU is running out of storage space for recorded Zoom meetings. And asked all departments to delete those that were no longer needed. Inca moved that SAS deletes recordings of the meetings as soon as minutes of same are approved. Buddy seconded and the motion carried.

Discussion item: Employee recognition.

We used to have an employee breakfast, a celebration and recognition of the number of years employees had served. Inca would like to bring this back- virtually. She mentioned several events that had been virtual. Including Power of Service Kickoff. She had invited Marka, who was on the original committee along with Margaret Apodaca, but she (Marka) had not responded. Inca said she would be willing to take the lead if there is not a plan in place. Buddy volunteered to help. Cathryn suggested that we should also recognize special accomplishments as well. "You've been caught" moments. Those employees who went over and above. Veronica suggested that we form a committee and collaborate with the other committee.

Carlos suggested that we need to celebrate those who graduated last year. Inca said there is a commencement committee meeting soon that will be looking at this issue.

Veronica requested that Inca keep us in the loop regarding the commencement committee.

Persons wishing to address the staff senate.

Anne Bradford: The work place survey needs to be heard not just listened to. The best way to appreciate staff is to hear what they are saying and take action. Marcy mentioned that questions on the survey were designed to be actionable, Dr. Minner was very interested in what the Staff needed.

Ruthy Watson asked about training mentioned in the June meeting. Was there any training? What was done about that? Carlos mentioned that he had requested sufficient money to obtain rifles and ammunition in the event of an incident, Two days later shots were reported on Campus, this however was not accurate but it resulted in the procurement of the rifles. Police officers have been trained and they are prepared for an active shooter event. Ruthy spoke of her concern that the police are not trained with dealing with mentally ill or how to understand the needs of students from other cultures. All faculty staff and students need training on how to deal with safety issues which include deep seated attitudes and beliefs about people we don't know. Ruthy also questioned how many police officers we need. Are the numbers in line with other universities of a similar size? Veronica suggested in the interest of time that we continue this discussion at another meeting. Inca asked if Dr. Watson could provide training for the SAS. May be every other month. Dr. Watson responded that she would like to be involved but she felt that the DEI should also be involved. Marcy reminded us that we need to be

mindful of the Open Meeting Act. If we have a quorum we will need to open meeting to the rest of the staff.

Announcements: Marcy reminded us there is a Board of Regents meeting tomorrow.

Next meeting November 12th 2020 2:30pm Anne will not be available on that day.

Carlos motion to adjourn the meeting Inca seconded. Motion carried.

Meeting closed at 4:34 pm

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Board of Regents Report

Report provided September 30, 2020 by Veronica Black, MFA, Staff Advisory Senate (SAS), President

Recent Events:

- The Staff Advisory Senate (SAS) would like to acknowledge the outstanding work and contribution of our Executive Members and Senators for all that they have accomplished this academic year.
- A special thanks goes out to our exceptional leadership team led by Adele Ludi - in her time as the senate's president she has represented the senate at Board of Regents meetings, organized the Bring & Buy event, and has led the charge for equality for staff across the campus and centers. She is a force to be reckoned with! The SAS would like to publicly thank Adele for her service and wish her all the best on all her future adventures here at New Mexico Highlands University.
- This year, the SAS has seen many of our amazing senators come and go. We would like to thank Iliana Ortiz, Jason Meade, Monique Esquibel, and Jane Clark for their service and welcome Dr Ruthy Watson and Buddy Rivera to the senate.
- SAS does have two (2) vacancies, one (1) in the Maintenance and one (1) in Administrative Professionals. Marcy Silva will be supporting the efforts to find and nomination new senators.
- This next academic year will be full of new challenges, professional development trainings, and lots of button making... WE HAVE A NEW BUTTON MAKER!!!! YAY!
- SAS submitted a budget request for FY21, for funds that would support staff appreciation initiatives and staff-centered events.
- The Recruit One is a staff-led recruiting initiative that was developed for the Fall 2019 - did not have participation.
    - Description: The SAS in collaboration with the Office of Strategic Enrollment Management seeks to launching the Recruit One Initiative, a staff-led effort to recruit new students to the university to help its enrollment grow.
    - The SAS Recruit One committee met with president Minner to get his endorsement and received strong encouragement to move forward with the initiative.
    - NMHU Article: https://www.nmhu.edu/strategic-enrollment-management-to-launch-recruit-1-initiative-to-help-enrollment-grow/
- Development of Workplace Quality Survey was distributed to staff in the Spring 2020.
    - Because of COVID-19 closing of campus and transition to working from/online modalities the Workplace Quality committee will meet in the next months to analyze the results of the survey to present the finding and next step goals for developing a quality workplace for NMHU staff.
- Continued participation on campus committees and initiatives.
    - Such as, the NMHU Strategic Planning committee, Recruit One, and Power of Service

- Planning professional development & staff appreciation opportunities.
- The SAS reviewed and endorsed the proposed NMHU Strategic Plan as presented on Sept 12, 2020 by the Campus-wide Strategic Planning Committee. Two SAS senators participated in this committee.

Current Projects:

- Continued work on the Power of Service committee, including planning the September kickoff event and monthly training sessions.
    - Article: https://www.nmhu.edu/hu-kicks-off-fourth-year-of-power-of-service-program/
- We are developing committees that will address staff-related issues and concerns, as well as plan upcoming events.
- Look into Governance Training for SAS Executive Members and Senators interested in leadership roles across campus.
- Work with the Staff Union and President's Office to address concerns of NMHU Staff and work conditions.
- Explore options to offer Sabbatical or compensation for those SAS or Full time Staff members who contribute to committees and organization throughout campus on top of their work duties.
- Work to organization more Staff Appreciation events, support, and professional development.

Upcoming Projects & Events:

- Upcoming Regular Meetings:
    - No August Meeting
    - September 10 at 2:30 PM, Zoom Only
    - October 8 at 2:30 PM, Zoom Only
    - November 12 at 2:30 PM, Zoom Only

Staff Representatives:
Executives:
President – Veronica Black
Vice-President – Doris Gallegos
Treasurer – Inca Crespin
Secretary – Anne Bradford
Parliamentarian – Marcy Silva
Members:
Robert Anaya
Carlos Nevarez Jr.
Vincent Vigil
Gilbert (Buddy) Rivera
Dr Ruthy Watson

Staff Advisory Senate Committee Representation

Budget & Finance Committee Representatives
Doris Gallegos
Anne Bradford

Recruit One Committee