

H NEW MEXICO **HIGHLANDS** UNIVERSITY®

STAFF ADVISORY SENATE

Regular Meeting of the Staff Advisory Senate

January 7th 2021

Via Zoom

Present: Doris Gallegos, Marcy Silva, Veronica Black, Inca Crespín, Anne Bradford, Robert Anaya, Carlos Nevarez, Buddy Rivera, Dr. Ruthy Watson.

Absent Vince Vigil

The meeting was called to order by SAS President Veronica Black at 2:33pm

Agenda approval Doris motioned for approval, Carlos second. Motion carried

Minutes: November minutes will be presented in February.

Senators Reports:

Robert reported he will be working with Buddy on the language change for the tuition waiver. He will bring a draft to the next meeting. This is an internal policy.

Veronica met with President Minner regarding Recruit One Initiative. It has been on pause since going on a virtual space. This initiative for recruiting student is a friendly competition and a coming together and collaboration to help boost enrollment. Doris and Veronica will be rewriting a letter and meeting again with Benito Pacheco and Terry Law to get the initiative started again.

The Board of Regents meeting will be on January 29 2021. Veronica has submitted the SAS report.

President Minner requested a proposal or letter outlining what a leadership training and sabbatical for staff member training, would look like. This still needs to be completed.

Faculty Senate has not had a meeting so far this semester.

Treasurer: We have 819.40 in our budget that is a combination of regular account and the foundation account. We should look into how we can use the budget before the end of the fiscal year. We will include an item on the next meeting agenda.

New Business: Buddy presented the next steps of the Strategic plan for 2021-2025. The key performance indicators are being developed. These will indicate what has been achieved and the progress made. This still has to be approved before the plan is executed. At some point individual units will have to develop a unit level strategic plan that will support the overall goals and objectives of the university. Periodically each unit will have to measure the performance and improve what needs to be

improved. KPIs already in place can be used such as the surveys that are sent annually to faculty staff and students. This will allow us to find out if we are reaching goals. Not all goals will apply to all units.

Buddy shared the goals and objectives of the plan.

The SAS does not currently have a strategic plan. The pros: If one were to be created it would provide a documented structure on the goals and objectives. Things that have been discussed in the past, leadership training, professional development, equitable pay cannot be tracked except in an ad hoc basis. A strategic plan would enable the SAS to produce a formalized plan that could be presented to the appropriate department. This plan will provide a point of reference to help the SAS remain focused on its goals.

The cons: a plan will have to be developed. We should have several years of history of what has been talked about, achievements and things that have just not come to fruition so work will be needed to put all this on paper along with an annual report. After the upfront work has been done maintenance is needed. Buddy will be happy to help with the implementation of such a plan. The faculty has some sort of outline but we are not sure it is a strategic plan. The budget is dictated by the plan. This will be placed on the next meeting's agenda. Robert recommended that a group develops a framework and then put it out to the rest of the staff senate for an opportunity to participate.

Veronica reviewed the current committees

Budget and Finance: Doris and Anne.

Recruit One: Veronica and Inca. Doris Gallegos, Adele Ludi (ex officio) Inca will step down from that committee.

Faculty Senate representatives: Inca Crespín and Doris Gallegos

Diversity Equity and inclusion representative: Doris, Buddy and Robert

Professional development: Robert and Veronica

BLM Advisory Representative: Inca Crespín. The faculty is spear heading this,

Power of Service: Anne Adele (ex officio) Veronica and Marcy co leads, Anne Bradford and Inca Crespín

Radio committee: Robert and Carlos to pursue pod casts.

Strategic Planning: Buddy and Inca

Veronica will send a list of committee member to the Board. The website will be changed to reflect the current members.

Robert pointed out that many of the sub committees align with different parts of the Strategic plan. When it comes time to develop our own specific goals we could coordinate with these sub committees.

Each committee could take a piece of the puzzle. Further discussion will be had at the next meeting.

Marcy will update the website.

Employee recognition: Inca sent an E mail to the previous committee asking for an update. The last meeting included Michelle Bencomo and Veronica.

There might be an event in April. Inca will set another meeting. President Minner is interested in an employee recognition event.

A **Thank You Thursday** was suggested. Carlos suggested a certificate of appreciation. President Minner could present it and a photo could be taken. Michelle Bencomo has great ideas regarding customer service. We should tap her for ideas. We could do a focus group with Michelle to help us identify ways of letting staff know they are appreciated. Doris suggested it was included in the Podcast. We should come together and brainstorm for ideas. Veronica will organize a session. Marcy confirmed to Buddy that committee meetings can be arranged without a formal announcement.

We need to schedule a time to make buttons now we have the button maker.

The council for diversity equity and inclusion sent a letter to President Minner regarding establishing a plan to improve diversity of our faculty, by (a) creating clear NMHU guidelines for inclusion and expansion methods of recruiting, hiring and retaining of a diverse NMHU faculty and (b) Designate a specific office or identify an individual charged with the responsibility of fulfilling the obligations set forth by the EEOC. This letter was E mailed to the Board. Buddy responded to Veronica stating he was in favor of the contents of the letter in order that we can avoid failed searches for those people not falling into the race, gender, ethnicity, pool. Robert suggested that we ask Dr. Martinez to join a special meeting for further explanation and then we could draft a more informed resolution.

Persons wishing to address the Senate ; Anne asked if the Work Force survey had been analyzed. Marcy said they are still working on this.

Robert would like to find a way to thank the leadership for the fact that we, the staff etc., have not been furloughed or laid off. Veronica suggested that we draft a thank you to the Board of Regents meeting

Announcements.

Veronica spoke about CTE hosting Development Days. Many of the trainings could be pertinent to staff on Jan 19, 2021 and encourage the SAS to be part of this. Ruthy worked on the City of Las Vegas Covid19 team producing masks saying I love Las Vegas I stay at home.

Next meeting: February 11 2021 Marcy will schedule meetings out for the next three months.

Before adjourning Ruthy wished Veronica Happy Birthday from December Robert's birthday Jan 6 and Ruthy's birthday Jan 2 Happy Birthday to all

Ruthy motioned to adjourn

Doris second. Motion carried

Meeting adjourned at 3.36 pm

