

# **H** NEW MEXICO **HIGHLANDS** UNIVERSITY®

## **STAFF ADVISORY SENATE**

Regular meeting of Staff Advisory Senate

February 11<sup>th</sup> 2021

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

Guests: Adele Ludi, Yvette Wilkes, Sylvia Baca

Excused absence: Veronica Black.

A quorum was established and Doris Gallegos opened the meeting at 2:32pm

Approval of Agenda Anne motioned Carlos second. Motion carried.

Approval of Minutes. November 2020 Motion to approve with spelling adjustment by Robert Carlos second. Motion carried.

January Minutes. Motion to approve Carlos Nevarez seconded by Robert Anaya Motion carried.

Committees.

**Budget and Finance:** No meeting

**Recruit One:** No meeting

Faculty Senate: Buddy attended the meeting. There were a few initiatives going on, many of them do not pertain to the SAS. Buddy spoke to the faculty senate about the strategic plan for the staff advisory senate. They had a plan developed in 2018 which they shared but Buddy did not think it had been touched since then. The chair did not know about it. Faculty Senate were discouraging people from taking the climate survey. They were concerned that anonymity was not guaranteed. Buddy's take away was that the Faculty Senate was not supportive of the survey. Carlos spoke to his perspective that if you are doing no wrong how can the survey hurt. Several other members said they had completed the survey and did not find a problem with it. Buddy felt part of the problem might be that another survey, targeted to the faculty was being developed on the faculty side. He had heard Dr. Minner state that he did not care who filled the climate survey he just wanted to know the climate on campus.

Robert reported on DEI Advisory Council: The biggest thing going on is the climate survey. It has been distributed to all the campus and Robert requested that everyone fill it out and encourage everyone to do the same. This will help us better understand what all employees feel and help understand what needs to be done to improve and move forward.

### **Work place survey**

Marcy has a meeting scheduled and Inca volunteered to assist with the final tallies.

### **Strategic Planning Committee: See below.**

**Power of Service:** Zoom training is scheduled. Presenters have been scheduled for the semester. Meetings are the third Tuesday of each month. The book club meets each month.

**Radio/Pod cast committee:** No updates at the moment. Carlos reported that the radio station is being renovated and a high power repeater is being installed. Sylvia Baca reported that facilities were notified that work was needed at the radio station because it will be run by an outside contractor in the future. She believed they were connected with the school district. Robert said that the Podcast did not need the radio station although we would like to use it. They will mostly be streamed and include interviews and involved much around campus. It is believed that NMHU has sold the license and we no longer have broadcasting rights. Robert said that it was sold to the Albuquerque Public School district.

**BLM Advisory Committee:** There has not been a meeting but one is scheduled for the 22 February. Inca cannot attend but Gloria said she would record the meeting so Inca can report on it. Inca will send information to Marcy and she will try to attend.

**Professional Development Committee.** No report.

**New Business:** Sylvia Baca, facilities and planning director, reported on the five year capital plan. And discussed how buildings and infrastructures get renovated or constructed on our campus. She began by explaining how capital outlay funding differs from Instruction and General funding (I and G).

Capital funding is allocated to universities annually only if that money is requested, competed for and voted on by the State legislature every year.

There are three ways this funding comes to universities

.1) General Obligation Bonds, issued every even year. So this year 2021 none will be issued but next year 2022 they will issue the bonds and this is where NMHU gets the most amount of money for construction and renovation projects.

2) Severance tax bonds: These are smaller amounts of money that come through our state legislators who will carve out of their smaller portions of money depending on our lobbying efforts. There is more demand than money available and never enough to go around.

3) State General Fund: Through lobbying efforts NMHU has historically been able to fund classroom technology and class room furnishings.

These funding sources is written into law and it is very detailed from the law and can not be deviated from.

Sylvia shared photos of the Rogers Building renovation. The murals have been exposed by new lighting. They are the jewels of the building. These projects benefit the students and those working on campus

by providing a great learning environment as well as boosting the local economy through the employment and purchasing locally for these projects.

Capital Outlay money is completely separate from any other monies that come to the physical campus and are specifically for making upgrades to bricks and mortar. Often people question the renovation or repairing but they do not understand the funds are by law specified for a certain project.

Capital Outlay projects are prioritized through the Cap. Outlay plan which is revisited and updated every five years.

Facilities keeps account of all deferred maintenance issues across campus. If a building such as the facilities building has significant issues associated with it and they are too costly to resolve using out deferred maintenance money then the building is assessed by contractors and facility's staff and then the building can be placed on the five year plan. Sylvia gives this presentation to all three Senates at NMHU so that they can weigh in to the conversations throughout the year.

The Five year Capital Outlay plan goes before the Board of Regents annually for their review and the Board of Regents determines if a project meets the University Strategic Plan then they approve and prioritize the projects every year.

Sylvia provided a facilities index condition assessment this year so that all the deficiency can be seen from an engineer's perspective, and is hoping this might be funded this year.

Sylvia thanked the Staff Senate for the resolution of support written last year.

Sylvia mentioned that no money allocated by the state can be used for auxiliaries because of a law passed years ago. That could change but it has been that way for years.

Buddy asked that when public money is used to renovate or build a new building does some of that money go toward public art installations. Sylvia confirmed that 1% of the general obligation bond money is allocated to public art. This is held by the office of cultural affairs. NMHU was able to install a number of sculptures in and around campus because of 10 years of accumulation of this fund.

Carlos mention some bubbling in the walls due to water in Connor A B and C. Sylvia spoke to the known leaks there and the solutions.

Carlos motioned that SAS would support the five year plan Marcy seconded. Motion carried.

Strategic Plan. Buddy reiterated that we do not have to have a strategic plan but it serves as an instrument to define what the advisory senate wants to do over the next five years. You can adjust it over time.

Inca spoke of the importance of a strategic plan because of the supporting budget. We need more to help our staff and a strategic plan which doesn't have to be elaborate but can set goals and measure our achievements.

Robert moved that we have a strategic plan and Marcy Silva seconded. Motion carried.

Buddy asked if the committee is limited to the SAS Board or can it be from any member of staff. Marcy confirmed that the committee can be pulled from all staff members. It was suggested that there is one representative from each Staff advisory category.

Inca pointed out that we must make it clear that we are asking for volunteers A committee will be formed within the SAS Board and then we can reach out to other staff members. We can ask Michelle Bencomo to put the Portal. Buddy suggested we keep the committee to 10 people with one person from each category and may be an alternative if that person cannot attend a meeting.

Buddy asked if anyone was interested in participating. Inca, Carlos Robert and Doris said they would help. Robert suggested we had a Zoom meeting to include as many staff members as possible.

**Review of committees:** Tabled

Inca said that members are invited and the Staff Advisory Senate cannot substitute.

Inca suggested that we remove BLM from the committees.

Inca motioned Carlos second Motion carried.

Establishment of an EEOC office or employee: After our meeting with Dr. Martinez the S. A. Senate is looking forward to working toward a more diverse, equal and inclusive campus. There still seems to be some confusion as to whether there should be two separate entities. A diversity officer working to promote and enhance diversity on campus and an office for compliance which would probably be out of HR. They are two different entities. Compliance must see that NMHU is compliant with the state and federal laws .Buddy asked if this is to be an office or an individual. Buddy spoke of a school similar in size to NMHU that employed a chief diversity officer who add all the student associations under them. So student organizations that promoted diversity among the student population were under one person who was a director and then they also had a coordinator. A long discussion ensued regarding just what these positions will be. Robert moved to table this for further information. Buddy second motion carried.

**STAFF APPRECIATION:** Inca made contact with Aaron and Marka and they have agreed to extract the information we need to determine years of service for those eligible. She sent an E mail to ask Dr. Minner if he would be the MC and asking him to provide a couple of dates in April that will be convenient for him. Inca is hunting for the vendor of the pins. She spoke with Dr. Blea but she had no knowledge of the vendor. Inca asked the President if he would be willing to purchase the pins. If that is not possible she will ask the Foundation. Then it is just a case of setting the date. They want to send a hand written invitation to those who will receive the rewards. Veronica is going to produce the invitations. Inca would welcome any assistance.

Budget: Nothing to report.

Robert thanked Doris for filling in for Veronica.

Next Meeting March 11<sup>th</sup> Meeting invite has been sent.

Carlos moved to adjourn and Marcy seconded Motion carried

