

Staff Senate Meeting Minutes

Meeting Date: Thursday, January 7th, 2021

Location: Microsoft Teams

Meeting called to order at 11:01am; agenda adopted with the following changes: Online Teaching & Learning (OTL) was added to committee updates; social time was extended.

Announcements & Reminders

- There will be a power shutdown starting tomorrow, Friday, January 8th and lasting through the weekend. OIT functions will be moved to a generator, but brief interruptions in services are likely.
- Enrollment in Continuing Education (CE) is active and encouraged for staff members, who may use their Employee Education Benefits (EEB) to pay for SFCC and certain third-party offerings. EEBs cover the cost of 6 credit hours or the equivalent CE fees. Fill out the EEB form on [SFCC Connect](#). It was also mentioned that a reciprocal agreement between SFCC and Highlands University means the EEB may be applied to Highlands courses as well.
- Staff members are highly encouraged to join the Joint Senate Meeting directly after this session. Several important issues will be discussed.

Committee Representative Updates

- Executive Team (ET) & Governing Board (GB): Executive Team continues to focus on strategies for the upcoming legislative session and accompanying budget issues.
- Financial Review Committee (FRC): This committee will meet next on Monday, January 25th from 11:30am – 12:30pm; if you would like an invite, please contact Barb Griego.
- President's Diversity Advisory Council (PDAC): A keynote speaker has been chosen for the Spring Professional Development Day and breakout sessions are being developed. The survey sent out last month showed a high interest in non-violent communication techniques.
- Professional Development Funding Committee (PDFC): Funding is still available and the committee is still working on the new application form. The old application form is available on [SFCC Connect](#); email to Meghan McGarrity when complete.
- Technology Advisory Committee (TAC): Nothing new to report; will be meeting this afternoon.
- COVID-19 Task Force: There were reports of COVID in the College community over Winter Break, but the last on-campus report was on November 30th. Contact Luis Olivas in the Office of Human Resource (OHR) if you have been exposed. Don't forget to check out SFCC's COVID Information pages [here](#). Staff are reminded that testing in New Mexico is free and easier than ever; find more information about testing [here](#). Registration for the vaccine is open and staff are strongly encouraged to [sign up online](#). If you signed up before the State updated the application process last week, please log in again to ensure your registration is complete with medical and insurance information. Although insurance information is required if available, vaccination will be free to all New Mexicans. The State's current plan will open up vaccination to essential workers like K-12 teachers in the 1-B group; higher education educators are not likely to be included in this group.

- Online Teaching & Learning (OTL): Canvas orientation sessions are available this week and next for faculty and staff. There are three sessions, focusing on using the Gradebook, creating assignments, and creating quizzes. Be sure to reach out to OTL staff whenever you need assistance with Canvas; help and support are available.

Other Issues Discussed

- There were questions about the stalled efforts surrounding staff salaries. Many members complained about having trouble hiring people; well-qualified candidates are interviewed and chosen, but become disinterested in employment upon learning the offered salary. Hiring Authorities are having to select the 3rd, 4th, or lower candidates to get a position filled. There are serious concerns about the effect of these choices on quality of service to students and colleagues. Several people noted that OHR no longer published salary information in job listings.
- A variety of staff asked questions about when and how the results of the Evergreen compensation and classification study might be used. With the current COVID crisis, staff are very discouraged about the seeming abandonment of long-term efforts by Staff Senate members to achieve salary equity.
- Several members volunteered to join the Staff Salary subcommittee, including Kris Swedin, Julie-ann Burgett, Valerie Nye, Ondine Frauenglass, Kelly Smith, and Laura Smith.
- It is hoped that, perhaps, the Enterprise Resource Planning (ERP) project may improve staff salary outlooks. Although primarily intended to benefit students through streamlined processes and improved information, the ERP project will also highlight structural salary issues as positions across campuses are compared.
- Along similar lines, an update was requested on the status of proposed Section F of Policy 4-36: Compensation & Benefits: Staff Educational Attainment Benefit. This policy would reward staff members for gaining advanced degrees. The policy update is on the schedule to be reviewed and voted on by the Board this year.

Items for Next Agenda

- President Becky Rowley will be invited to an upcoming meeting.

Meeting adjourned at 11:59am.

Meeting Attendees:

Jill Carlson, co-chair

Meghan McGarrity, co-chair

Laura Smith, secretary

Sabrina Calija,
communications

Elizabeth Anthony

Carlos Balladares

Jessica Balladares

Julie-ann Burgett

Pedro Casas Cordero

Linda Cassel

Mariano Chavez

John Cordova

Micaela Deaton

Emily Drabanski

Mary Dubose

Tammy Duran

Maria Eleas

Francine Fischer

Ondine Frauenglass

Julie Gallegos

Erik Gellert

Bernadette Gonzales

Evelyn Gonzales

Barb Griego

Jackie Gutierrez

Rod Hasson

Vaune Hegmann
Jocelyn Hernandez Monsalvo
Sarah Hood
Ute Janssen-Kerr
Janelle Johnson
John Ketchens
Sahaj Khalsa
Shalimar Krebs
Ben Lauer
Rosalie Lipfert
Fran Lopez
Loretta Lopez
Lucia Lucero
Ashley Martinez
Harriet Meiklejohn
Maria Montoya

Lisa Morley
Andrea Mueller
Laura Mulry
Letty Naranjo
Aamna Nayyar
Valerie Nye
Thomasinia Ortiz-Gallegos
Patricia Parks
Krystal Patton
Amy Pell
Dorothy Piriz
Karin Pitman
Emily Powell
Melba Ramos
Susan Rathjen
Dafyd Rawlings

Amanda Rivera de Garcia
Cristina Rogel
Teresa Roybal
Barbara Sandoval
Edward Segura
Carla Slentz
Kelly Smith
Elisabeth Solis
Kris Swedin
Antonette Tapia
Gayle Torrez
Erin Trask
Paloma Trujillo Anaya
Larkin Vigil
Margaretmary Woodd

Minutes prepared by Laura Smith, secretary.

Staff Senate Meeting Minutes

Meeting Date: Friday, January 22, 2021

Location: Room 574A

Meeting called to order at 10:32am; agenda adopted no changes.

Announcements & Reminders

- Don't miss Conversations with the President on Monday, January 25th from 3:30 to 4:30.
- The Internal Revenue Service (IRS) has postponed the beginning of tax season until February 12th. HEC staff are trying to coordinate with the AARP to provide a location for a drive-up Tax Aide service.
- Just in Passing lunchtime event on February 3rd at 12noon. Please join us for a casual conversation on Zoom; invitation forthcoming.
- SFCC Counseling Services is hosting a grief support and a general support group for students. Email counselingservices@sfcc.edu for more information; students can sign up here: https://docs.google.com/forms/d/e/1FAIpQLSfhmtieUJYIGw7_ifcXPIWyXomrCh6ZntYIb-wFH5b_8RLe9g/viewform

Committee Representative Updates

- Executive Team (ET) & Governing Board (GB): Spring enrollment is down 39% (headcount) and 25% (credit hours), but this doesn't include dual-credit or late-starting classes. The Office of Human Resources (OHR) is encouraging staff to update their emergency contact and directory information. Emergency contact information can be updated on MySFCC (via VPN connection) by clicking on Employee > Personal Information in the left-hand menu. Directory information can be updated by clicking [here](#). More CARES funding is coming to SFCC; around \$600,000 for student aid and around \$2.5 million for institutional needs.
- Financial Review Committee (FRC): The next meeting will be Monday, January 25th at 11:30am. If you'd like an invitation, please email barbara.griego2@sfcc.edu.
- President's Diversity Advisory Council (PDAC): The Spring Professional Development Day is being planned; a keynote speaker has been selected and a schedule has been drafted.
- Professional Development Funding Committee (PDFC): Funding for online conferences is available and applications are available on [SFCC Connect](#). Even though travel is restricted in the current environment, the Travel Pre-Approval form must be filled out.
- Technology Advisory Committee (TAC): There is currently no Staff Senate representative on this committee. The committee meets for 1.5 hours on the first Thursday of the month and reviews project requests and receives status updates on current projects. Micaela Deaton volunteered to fill this vacant spot.
- COVID-19 Task Force: The College is encouraging all staff and faculty to register for the COVID vaccine, which can be done online [here](#). It was noted that under current protocols, even employees who have been vaccinated will still need to go through the proper screening when visiting campus. The pool in the Fitness Education Center (FEC) has plans to re-open very soon under the same protocols as last fall (i.e., appointment-only, limited lanes, no locker room access, etc.). This news was greeted with much rejoicing!

- Online Teaching & Learning: No updates at this time.

Policy Review: 7-4: Electronic Email

- Cori Bergan, Interim Chief Information Officer from the Office of Information Technology (OIT), joined the meeting to discuss an update to this policy (see draft version in Addendum A.)
- There was some discussion about separation from the College, moving from student to employee status and vice versa, and OIT’s respect for employee privacy. No changes were made to the draft version.
- A motion to approve the policy was made by Valerie Nye and seconded by Barb Griego; the motion was passed with no opposition.

Enterprise Resource Planning (ERP) Questions

- We are only in the early stages of this far-reaching and important project, which aims to ensure we have a campus-wide data management system that aligns with other systems and fulfills the needs of faculty, staff, and students. This system selected may or may not replace Banner, but more than likely we will be moving to a cloud-based environment.
- Barb Griego, who is integrally involved in this project, volunteered to give regular updates to Staff Senate and help answer questions and concerns people may have about it.
- A Request for Proposal (RFP) was published before Winter Break and the committee is currently fielding questions from those vendors as they put together their responses. The RFP responses are due in mid-February with a goal of selecting a vendor by the end of the semester.
- Finance modules will be moving to the new system first, followed by Human Resources; the student modules will be last.
- Data clean-up is starting now in preparation for a potential system transition.

Follow-up Discussion from Joint Faculty/Senate Meeting

- There is support for more frequent meetings between the Senates. It was proposed that the two bodies meet jointly once a quarter.

Items for Next Agenda

- President Becky Rowley and Vice President of Finance Nick Telles will be invited to a future meeting to discuss how the new CARES money will affect SFCC’s budget.

Meeting adjourned at 11:31am.

Meeting Attendees:

Jill Carlson, co-chair	Mariano Chavez	Michelle Harding
Meghan McGarrity, co-chair	Micaela Deaton	Vaune Hegmann
Laura Smith, secretary	Emily Drabanski	Jocelyn Hernandez Monsalvo
Sabrina Calija, communications	Julie Gallegos	Sarah Hood
Cori Bergen	John Gorman	John Ketchens
Julie-ann Burgett	Barb Griego	Shalimar Krebs
	Jackie Gutierrez	Rosalie Lipfert

Fran Lopez
Loretta Lopez
Harriet Meiklejohn
Lisa Morley
Laura Mulry
Aamna Nayyar
Valerie Nye
Lourdes Parks

Krystal Patton
Amy Pell
Karin Pitman
Emily Powell
Melba Ramos
Dafyd Rawlings
Amanda Rivera de Garcia
Teresa Roybal

Richard Rubenstein
Barbara Sandoval
Edward Segura
April Smith
Kris Swedin
Roxanne Tapia
Gayle Torrez
Shirley Vialpando

Minutes prepared by Laura Smith, Secretary.

SFCC ELECTRONIC MAIL POLICY 7-4

1/22/2021: Staff Senate

Policy Overview

This policy outlines the acceptable use, administration, operation, and maintenance of Santa Fe Community College (SFCC or College) email. Electronic mail or "email" is an SFCC asset and falls under the guidelines contained herein.

Scope and Applicability

This policy covers all aspects of electronic email and applies to all users of SFCC's information technology resources, including but not limited to SFCC students, employees, Governing Board members, and sponsored guests.

Policy Statement

SFCC shall follow information technology management standards in higher education to manage and to administer its electronic mail system including security and access to ensure the effective and efficient use of electronic mail for academic and administrative use. The use of SFCC email shall be consistent with SFCC's mission and comply with local, state, and federal laws and the policies of the hosted email provider.

Definitions

1. Email is an electronic message transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Email includes electronic messages that are transmitted through a local, regional, or global computer network
2. Email Archiving refers to the system that stores all received and sent email to SFCC students and employees.
3. Employee is any member of the College workforce: all staff (regular full-time, regular part-time, term, temporary, probationary and sensitive position); all student employees; all faculty (full-time, part-time, adjunct and probationary); all administrators, including interim; all contract employees.
4. Office of Information Technology is the office responsible for implementing, maintaining, and developing information systems and technology at SFCC.
5. Personally Identifiable Information refers to a set of distinct information that identifies a person such as social security numbers, tax identification numbers, birthdays, addresses, email addresses, driver's license numbers, telephone numbers, and SFCC "A" numbers.

6. Separation from the College refers to students and employees who are no longer at the College, including but not limited to resignation, termination, retirement or loss of student status.
7. Sponsored Visitor refers to consultants, vendors, or others who have been authorized by SFCC for temporary access to relevant information technology resources.
8. Shared Email Accounts are those with multiple users that are intended for campus activities or departmental needs.
9. User refers to any entity, including but not limited to staff, faculty, students, consultants, and vendors who interact with technology resources and services provided by SFCC (also End User, Poster).

Policy Process

- A. SFCC uses its email system to disseminate official, relevant and pertinent information through electronic means.
- B. Users of email shall have no expectation of privacy on the use of SFCC email and shall adhere to the administration and ethical use of the SFCC email system.
- C. SFCC will limit the risk of a breach in the security of email through a combination of technology, procedures, assessment and cybersecurity awareness.
- D. SFCC email messages are considered the same as formal, written, hard-copy correspondence.
- E. SFCC does not guarantee the accuracy and veracity of the content of an email sent by and/or to its users. The content of emails and attachments are the sole responsibility of the sender.
- F. All official communications in electronic format between and among students, employees, Governing Board members, and the public or off-campus contacts shall be made through SFCC email.
- G. To comply with applicable state and federal laws, email communications, particularly with students, shall be coursed through the SFCC email. H. Email Access
 1. The Office of Information Technology provides email accounts to SFCC students, employees, and Governing Board members.
 2. Email addresses are created based on information provided through the Office of Human Resources or the Office of the Registrar.
 3. The Office of Information Technology may provide an email account to sponsored visitors on an as-needed basis; the Office of Information Technology must approve all sponsored-visitor accounts.
 4. Email accounts and privileges are intended for use by the account owner and must not be shared or transferred to others.

I. Email users are expected to safeguard access, follow email best practices, and complete all assigned cybersecurity training.

J. Shared email accounts must include a valid educational, technical or business need and must be approved by the Office of Information Technology.

K. Email Access Termination

1. Upon separation from the College, email accounts will be disabled and authorized access will be removed.

2. SFCC reserves the right to revoke email privileges at any time for reasons including, but not limited to:

- a. Employee or student suspension,
- b. Disciplinary Action, and
- c. In the event of security incidents or breaches.

L. Security

1. The Office of Information Technology establishes and enforces email security standards, including but not limited to:

- a. Selection of email cloud services and other related software and hardware,
- b. Technologies to limit the risk of data loss, phishing incidents, viruses, and other security breaches,
- c. Email archiving,
- d. Distribution lists,
- e. Shared account access,
- f. Phishing and related cybersecurity training, and
- g. Authentication and encryption methods.

2. The Office of Information Technology has the right to limit access, disable or quarantine any device or user to ensure the security of email and other technology resources.

M. Privacy and Monitoring

1. While respecting user privacy and academic freedom to the fullest extent possible, SFCC reserves the right to monitor and examine any network traffic or data for the following purposes which include, but are not limited to:

- a. Enforcing policies against discrimination, harassment and threats to the safety of individuals (SFCC Policy 4-9 Discrimination and Harassment, SFCC Policy 4-10 Sexual Harassment);
- b. Protecting against or limiting damage to information technology resources;
- c. Complying with a court order, subpoena or other legally enforceable discovery request (SFCC Policy 8-3 Inspection of Public Records, SFCC Policy 8-6 Public Information/Notices and News Media Contacts); d. Upgrading or maintaining information technology resources;
- e. In response to a notification, investigating and preventing the posting of proprietary software or electronic copies of texts, data, media or images in potential violation of copyright, licenses or other contractual and legal obligations or in violation of law;
- f. Issues outlined in SFCC Policy 4-4 Fraud, Waste and Abuse; and
- g. In the event SFCC has legitimate need of email content and an account owner is unable to access email for reasons such as illness, permanent or temporary separation from the College.

2. The Office of Information Technology employees and individuals authorized by the Office of Information Technology are the only groups allowed to utilize monitoring and log capturing tools to examine traffic on information technology resources.

N. Email use violations are actions that violate the ethical use of the email system. Violations of this policy are subject to discipline (SFCC Policy 2-1 Student Code of Conduct, SFCC Policy 2-2 SFCC Student Corrective Action and Disciplinary Action, SFCC Policy 4-1 Workplace Ethics and Code of Conduct, SFCC Policy 4-2 Employee Corrective Action and Disciplinary Action).

Statement of Accountability and Responsibility

The President, through the Chief Information Officer and the Office of Information Technology, shall be responsible for enforcing technology-related policies and procedures. The Vice President for Academic and Student Affairs shall be responsible for enforcing the use of student electronic mail. The Office of Information Technology shall work with the different departments and offices to comply with this policy and to develop procedures that will enforce this policy regarding awareness, prevention and remediation.

Authority

SFCC Policy 2-1 SFCC Student Code of Conduct
 SFCC Policy 2-2 SFCC Student Corrective Action and Disciplinary Action
 SFCC Policy 4-1 Workplace Ethics and Code of Conduct
 SFCC Policy 4-2 SFCC Employee Corrective Action and Disciplinary Action
 SFCC Policy 4-4 Fraud, Waste and Abuse
 SFCC Policy 4-9 Discrimination and Harassment
 SFCC Policy 4-10 Sexual Harassment
 SFCC Policy 8-3 Inspection of Public Records
 SFCC Policy 8-6 Public Information/Notices and News Media Contacts

APPROVAL

SFCC Governing Board approved: 3/31/15

Revised and SFCC Governing Board approved: 11/15/19

Shared Governance Policy Review Dates

Executive Team: 1/19/2021

Staff Senate: 1/22/2021

Faculty Senate Subcommittee:

Faculty Senate:

Student Government Association:

Governance Council:

Governing Board First Reading:

Governing Board Second Reading:

Procedures Due: