

## CONTACT INFORMATION

### Name

Adam Cavotta

### Email

[cavotta@nmsu.edu](mailto:cavotta@nmsu.edu)

## INFORMATION ABOUT THE BOARD

### Official Name of the Board

NMSU Employee Council

### Board Website (if applicable)

<https://empcouncil.nmsu.edu>

### Effective date of establishment

11/1949

### Authorizing Body or Official

BOR Policy

### Type of Board

Standing

### Scope of Impact

System

### Purpose

The Employee Council is an advisory body to the president for all matters affecting NMSU employees and works closely with the university administration to promote and support the mission and vision of NMSU. Members participate in more than 18 standing committees focused on the administration of university policies, initiatives and incentives. Serving on the Employee Council is an excellent way to learn more about NMSU and how it operates, and become more involved in initiatives that benefit employees at NMSU. The Council is led by a Chair and Chair Elect who also serve on university executive-level administrative and policy making councils and boards.

The Employee Council exercises the following functions:

1. Investigate matters involving the policies and procedures of the administration of the university.
2. Make recommendations based on such investigations to the president of the university.
3. Establish and maintain an organization of the university staff
  - 3 a. To provide communication between the staff and the administration of the university.
  - 3 b. To provide communication among the several parts of the university staff.

### Authority

The Employee Council is an advisory body to the president for all matters affecting NMSU employees and works closely with the university administration to promote and support the mission and vision of NMSU.

## Chair for 2015-16 Academic Year

### Name

Gregory Block

**Email**

[gblock@nmsu.edu](mailto:gblock@nmsu.edu)

**Was there a co-chair for 2015 - 2016?**

No

**Chair for 2016-17 Academic Year**

**Name**

Monica Dunivan

**Email**

[morascon@nmsu.edu](mailto:morascon@nmsu.edu)

**Is there a co-chair for 2016 - 2017?**

No

**Additional Membership Details**

**What university function/office is responsible for appointments?**

Membership is determined by elections.

**Members are appointed by**

As Individuals

**Position appointment description**

Membership of the NMSU Employee Council shall be elected from the following areas which they shall represent. However, individual representatives shall not be restricted to considering matters pertaining only to the area from which they were elected. For purposes of voting and election, employee areas (as recorded in the Office of Human Resource Services) are broken down as follows:

1. "Las Cruces Area" (includes Las Cruces campus, Doña Ana Cooperative Extension and Doña Ana Community College) will be divided into faculty; exempt staff; and non-exempt staff not represented by a bargaining unit. Through the election process, NMSU Employee Council will put forth its best efforts to assure:
  - a. Membership represents the demographic distribution of classifications (i.e. faculty, exempt and nonexempt staff not represented by a bargaining unit); and
  - b. Membership includes no more than one representative per classification from a NMSU summary organization as defined in the Banner hierarchy. (See attached example of Banner Summary Organization)
2. "Community Colleges outside Las Cruces Area" (includes all Community Colleges outside Doña Ana County) will be considered as a separate area.
3. "Others Outside of Las Cruces Area" (includes Research Centers, Cooperative Extension and other remote facilities) will be considered as a separate area. Non-exempt employees represented by a collective bargaining unit are not included in NMSU Employee Council membership. The non-exempt employees not represented by a collective bargaining unit (non-probationary, nonexempt employees who are supervisors, managers, and confidential employees, sworn police officers, and employees employed outside the State of New Mexico) will be included in NMSU Employee Council membership.

**Is membership representative?**

Yes

**Please describe how the membership is representative.**

NMSU Employee Council membership should reflect actual demographic distribution of regular employees at NMSU and total voting membership shall be 20. To maintain a representative membership, demographic distribution data will be reviewed prior to election in odd years and membership adjusted according to the distribution at that time. NMSU Employee Council Chair-Elect will prepare demographic distribution data and recommend distribution of membership for the following: Las Cruces Area distributed into faculty, exempt, non-exempt not represented by a bargaining unit; Community Colleges outside Las Cruces Area; and Others Outside of Las Cruces Area. The recommended distribution will be presented to NMSU Employee Council members in October for review and approval.

The number of alternates for each classification will be fixed. Las Cruces Area will have four alternates each. Community Colleges outside Las Cruces and others outside of Las Cruces Areas will have one alternate each. NMSU Employee Council will put forth its best efforts to assure that alternates have no more than one representative per classification from a NMSU summary organization as defined in the Banner hierarchy.

**What are the terms of appointment?**

Those elected begin serving their 3-year terms at the February meeting.

**Are terms staggered?**

No

**Are members subject to reappointment?**

Yes

**Please explain the conditions under which members are subject to reappointment.**

Since elections are held, members may be elected to serve for additional 3 year terms.

**What is the process for filling vacant positions?**

Alternates are selected during the election process. The chair-elect shall keep the voting record for the 3-year term in the event that an alternate might need to be selected to fill an unexpired term.

**What is the process for selecting a chair?**

At the regular February meeting, members of the NMSU Employee Council shall elect from the primary representatives a chair, chair-elect, and secretary/treasurer.

**List board members for the 2015-16 academic year:**

**Number of voting members**

23

**Number of ex-officio/non-voting members**

11

**Voting Member 1**

**Voting Member 1 Name**

Christopher Hughes

**Title**

Assc Prof

**Department**

Music

**Voting Member 2**

**Voting Member 2 Name**

Keith Mandabach

**Title**

Professor

**Department**

Hotel Restaurant and Tourism Mgt

**Voting Member 3**

**Voting Member 3 Name**

J. Tim Query

**Title**

Professor

**Department**

Finance

**Voting Member 4**

**Voting Member 4 Name**

Hiranya Roychowdhury

**Title**

Professor

**Department**

DACC Health Occupation Prm

**Voting Member 5**

**Voting Member 5 Name**

David Twitty

**Title**

Professor

**Department**

DACC Welding Technology Pgm

**Voting Member 6**

**Voting Member 6 Name**

Caitlin Wells

**Title**

Processing Archivist

**Department**

Library Archives and Special Collections

**Voting Member 7**

**Voting Member 7 Name**

Kim Allbright

**Title**

Business Manager,III

**Department**

New Mexico Dept of Agriculture

**Voting Member 8**

**Voting Member 8 Name**

Katrinka Espinosa

**Title**

Program Specialist,Sr

**Department**

Education Research and Budgeting

**Voting Member 9**

**Voting Member 9 Name**

Gregory Block

**Title**

Assc Dir,Housing/Aux Facs

**Department**

Housing and Residential Life

**Voting Member 10**

**Voting Member 10 Name**

Julie Cadena

**Title**

Mgr, Enterprise PC

**Department**

ICT Technology Support Center

**Voting Member 11**

**Voting Member 11 Name**

Rosa De La Torre-Burmeister

**Title**

CC Dir, Career Devt/Placemen

**Department**

DACC Ctr Career & Student Success

**Voting Member 12**

**Voting Member 12 Name**

Teresa Diaz

**Title**

Admin Asst, Sr

**Department**

Agricultural Experiment Station

**Voting Member 13**

**Voting Member 13 Name**

Monica Dunivan

**Title**

Student & Vet Affairs Coord

**Department**

Military and Veterans Programs

**Voting Member 14**

**Voting Member 14 Name**

Leslie Gascoigne

**Title**

Asst Dir, Gift & Foun Acct

**Department**

Univ Advancement VP Office

**Voting Member 15**

**Voting Member 15 Name**

William Harty

**Title**

Dir,Procurement Services

**Department**

Procurement Services

**Voting Member 16**

**Voting Member 16 Name**

Monica Lopez

**Title**

Student Program Coord,Sr

**Department**

Engineering College

**Voting Member 17**

**Voting Member 17 Name**

David Schoep

**Title**

Mgr, Radiation Safety

**Department**

FS Environmental Health Safety Off

**Voting Member 18**

**Voting Member 18 Name**

Dario Silva

**Title**

Dir, Employee Assistance Prog

**Department**

Employee Health Svcs

**Voting Member 19**

**Voting Member 19 Name**

Jake Capraro

**Title**

Police Officer

**Department**

Police Department NMSU

**Voting Member 20**

**Voting Member 20 Name**

Regina Franks

**Title**

Admin Asst, Inter

**Department**

Police Department NMSU

**Voting Member 21**

**Voting Member 21 Name**

Linda Beavers

**Title**

Curriculum Services Coord

**Department**

ALCC Alamogordo CC

**Voting Member 22**

**Voting Member 22 Name**

Jesse Haas

**Title**

CC Dir, Student Access Svcs, III

**Department**

Student Accessibility Services

**Voting Member 23**

**Voting Member 23 Name**

Katherine Landers

**Title**

Director, County Program

**Department**

Admin and Pgm Unit McKinley Cnty

**Ex-officio/Non-Voting Member 1**

**Ex-officio/Non-Voting Member 1 Name**



Tammara Chaffee
<b>Title</b>
Assc Prof
<b>Department</b>
DACC Radiologic Technology Pgm
<b>Ex-officio/Non-Voting Member 2</b>
<b>Ex-officio/Non-Voting Member 2 Name</b>
Nirmala Gunapala
<b>Title</b>
Assc Prof
<b>Department</b>
Library Reference and Research Svcs
<b>Ex-officio/Non-Voting Member 3</b>
<b>Ex-officio/Non-Voting Member 3 Name</b>
Sonja Koukel
<b>Title</b>
Ext Specialist
<b>Department</b>
Extensn Home Ec Pgm Unit
<b>Ex-officio/Non-Voting Member 4</b>
<b>Ex-officio/Non-Voting Member 4 Name</b>
Samuel Smallidge
<b>Title</b>
Ext Specialist
<b>Department</b>
Extensn Animal Resources
<b>Ex-officio/Non-Voting Member 5</b>
<b>Ex-officio/Non-Voting Member 5 Name</b>
Roseanne Bensley
<b>Title</b>
Assc Dir, Career Svcs
<b>Department</b>

Career Services

**Ex-officio/Non-Voting Member 6**

**Ex-officio/Non-Voting Member 6 Name**

Maria Gover

**Title**

Accountant, Sr

**Department**

Accounting and Finance

**Ex-officio/Non-Voting Member 7**

**Ex-officio/Non-Voting Member 7 Name**

Jeffrey Harvey

**Title**

Police Commander

**Department**

Police Department NMSU

**Ex-officio/Non-Voting Member 8**

**Ex-officio/Non-Voting Member 8 Name**

Sonia White

**Title**

Multi-Media Spec

**Department**

DACC Learning Technology Center

**Ex-officio/Non-Voting Member 9**

**Ex-officio/Non-Voting Member 9 Name**

Rose Pena

**Title**

CC Dir, Admissions, Md

**Department**

ALCC Student Services

**Ex-officio/Non-Voting Member 10**

**Ex-officio/Non-Voting Member 10 Name**

Karen Reid

**Title**

Assc Prof

**Department**

ALCC Reg Academic Instruction

**Ex-officio/Non-Voting Member 11**

**Ex-officio/Non-Voting Member 11 Name**

Naveen Puppala

**Title**

College Assc Prof

**Department**

Ag Science Ctr at Clovis

**MEETINGS & ADMINISTRATIVE SUPPORT**

**What university office/function provides administrative support to this board?**

Not applicable. The Council is self-supporting.

**What are the requirements for the number of meetings to be held annually?**

There are no required minimum meetings. Typically 10 meetings per year, with one meeting per month (second Thursday) except for May and June.

**Was the requirement for the number of meetings met?**

Yes

**List of Meeting Dates**

July 9, 2015  
August 13, 2015  
September 10, 2015  
October 8, 2015  
November 12, 2015  
February 11, 2016  
March 8, 2016  
April 14, 2016  
May 12, 2016

**Major Accomplishments**

Over the past year, NMSU Employee Council has supported (planned, coordinated, and participated in) events related to employee recognition, such as the annual service awards ceremony, the employee picnic, Founder's Day, and the Employee Council Tailgate party.

The Council also held open forums to help inform the employees regarding important organizational updates, including the Deloitte Study forum (March 21st), Employee Satisfaction Survey (February 18), Health Insurance Presentation (March), Budget Presentation (April).

Members of employee council are also active with many different university committee, including: Alcohol Use Committee, Athletic Council, Building Naming Committee, Bookstore Innovation Committee, Campus Planning Committee, Communicable Disease Preparedness Committee, Corbett Center Student Union Board,

Emergency Action Committee, Employee Emergency Fund, Food Service Advisory Committee, Human Resources Appeals Board, Sick Leave Bank Committee, Sustainability Council, Transportation and Parking Services Steering Committee, and University Budget Committee.

Finally, Employee council selected recipients for the 'A' Mountain Staff Award and the Stephen W. and Robert E. Roberts Memorial Staff Award and coordinated activities to honor the recipients.