

University Boards Annual Update Form 2017 : Entry # 122**CONTACT INFORMATION****Name**

Adam Cavotta

Email - Submittercavotta@nmsu.edu**INFORMATION ABOUT THE BOARD****Official Name of the Board**

NMSU Employee Council

Board Website (if applicable)<https://empcouncil.nmsu.edu>**Do you know the specific date of establishment?**

No

Effective date of establishment

11/1949

Authorizing Body or Official

BOR Policy

Type of Board

Standing

Scope of Impact

System

Purpose

University Boards Annual Update Form 2017 : Entry # 122

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 2016-17 Academic Year**Name**

Adam Cavotta

Email

cavotta@nmsu.edu

Was there a co-chair for 2016 - 2017?

No

Chair for 2017-18 Academic Year**Name**

Cassie McClure

Email

cmcclure@nmsu.edu

University Boards Annual Update Form 2017 : Entry # 122**Is there a co-chair for 2017 - 2018?**

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.

University Boards Annual Update Form 2017 : Entry # 122

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 2016-17 academic year:**Number of voting members**

20

University Boards Annual Update Form 2017 : Entry # 122**Number of ex-officio/non-voting members**

9

Voting Member 1**Voting Member 1 Name**

Sonia White

Voting Member 1 Title

Multi-Media Spec

Member 1 Department

DACC Learning Technology Center

Voting Member 2**Voting Member 2 Name**

Keith Mandabach

Voting Member 2 Title

Professor

Member 2 Department

Hotel Restaurant and Tourism Mgt

Voting Member 3**Voting Member 3 Name**

Shawna Arroyo

Voting Member 3 Title

IT Project Manager,Sr

University Boards Annual Update Form 2017 : Entry # 122**Member 3 Department**

ICT

Voting Member 4**Voting Member 4 Name**

Stephanie Carter

Voting Member 4 Title

Government Documents Coord

Member 4 Department

Library Reference and Research Svcs

Voting Member 5**Voting Member 5 Name**

Jennifer Chandler

Voting Member 5 Title

Program Specialist

Member 5 Department

ICT Student Technology & Planning

Voting Member 6**Voting Member 6 Name**

Thaddieus Conner

Voting Member 6 Title

Asst Prof

University Boards Annual Update Form 2017 : Entry # 122**Member 6 Department**

Government

Voting Member 7**Voting Member 7 Name**

Kim Allbright

Voting Member 7 Title

Business Manager,III

Member 7 Department

New Mexico Dept of Agriculture

Voting Member 8**Voting Member 8 Name**

Julie Correa

Voting Member 8 Title

College Asst Prof

Member 8 Department

Hotel Restaurant and Tourism Mgt

Voting Member 9**Voting Member 9 Name**

Tim Darden

Voting Member 10 Title

NMDA, Asst Division Dir

University Boards Annual Update Form 2017 : Entry # 122**Member 9 Department**

NMDA Feed Seed and Fert Bureau

Voting Member 10**Voting Member 10 Name**

Bertha Gomez

Voting Member 10 Title

Dual Credit Coord

Member 10 Department

Academic Support Section CA

Voting Member 11**Voting Member 11 Name**

Samantha Lish

Voting Member 11 Title

Mgr, UAR

Member 11 Department

University Accounts Receivable

Voting Member 12**Voting Member 12 Name**

Craig Ryan

Voting Member 12 Title

Police Ofcr

University Boards Annual Update Form 2017 : Entry # 122**Member 12 Department**

Police Department NMSU

Voting Member 13**Voting Member 13 Name**

Monica Dunivan

Voting Member 13 Title

Student & Vet Affairs Coord

Member 13 Department

Military and Veterans Programs

Voting Member 14**Voting Member 14 Name**

Louis Sandoval

Voting Member 14 Title

Mgr, Athl Equip (Football)

Member 14 Department

Athletics

Voting Member 15**Voting Member 15 Name**

Dario Silva

Voting Member 15 Title

Dir, Employee Assistance Prog

University Boards Annual Update Form 2017 : Entry # 122**Member 15 Department**

Employee Health Svcs

Voting Member 16**Voting Member 16 Name**

Samuel Smallidge

Voting Member 16 Title

Ext Specialist

Member 16 Department

Extensn Animal Resources

Voting Member 17**Voting Member 17 Name**

Regina Franks

Voting Member 17 Title

Admin Asst, Inter

Member 17 Department

Police Department NMSU

Voting Member 18**Voting Member 18 Name**

Linda Beavers

Voting Member 18 Title

Curriculum Services Coord

University Boards Annual Update Form 2017 : Entry # 122**Member 18 Department**

ALCC Alamogordo CC

Voting Member 19**Voting Member 19 Name**

Tammara Chaffee

Voting Member 19 Title

Assc Prof

Member 19 Department

DACC Radiologic Technology Pgm

Voting Member 20**Voting Member 20 Name**

Katherine Landers

Voting Member 20 Title

Director, County Program

Member 20 Department

Admin and Pgm Unit McKinley Cnty

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

Igor Dolgov

Non-Voting Member 1 Title

Assc Prof

University Boards Annual Update Form 2017 : Entry # 122**Non Voting Member 1 Department**

Psychology

Ex-officio/Non-Voting Member 2**Ex-officio/Non-Voting Member 2 Name**

Claudia Estrada

Non-Voting Member 2 Title

Professor

Non Voting Member 2 Department

CACC Nursing Pgm

Ex-officio/Non-Voting Member 3**Ex-officio/Non-Voting Member 3 Name**

Tamara Gantzer

Non-Voting Member 3 Title

Professor

Non Voting Member 3 Department

Curriculum and Instruction

Ex-officio/Non-Voting Member 4**Ex-officio/Non-Voting Member 4 Name**

Miley Grandjean

Non-Voting Member 4 Title

Instructional Consult,Ld

University Boards Annual Update Form 2017 : Entry # 122**Non Voting Member 4 Department**

Instructional Innovation & Quality

Ex-officio/Non-Voting Member 5**Ex-officio/Non-Voting Member 5 Name**

Roseanne Bensley

Non-Voting Member 5 Title

Assc Dir, Career Svcs

Non Voting Member 5 Department

Career Services

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

Lynn Lewis

Non-Voting Member 6 Title

Asst Prof

Non Voting Member 6 Department

DACC Early Childhood Education

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

Jeffrey Harvey

Non-Voting Member 7 Title

Police Commander

University Boards Annual Update Form 2017 : Entry # 122**Non Voting Member 7 Department**

Police Department NMSU

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

Robert Macy

Non-Voting Member 8 Title

College Prof

Non Voting Member 8 Department

Management

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

Naveen Puppala

Non-Voting Member 9 Title

College Assc Prof

Non Voting Member 9 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.

University Boards Annual Update Form 2017 : Entry # 122**Was the requirement for the number of meetings met?**

Yes

List of Meeting Dates

July 14, 2016

August 11, 2016

September 8, 2016

October 13, 2016

November 10, 2016

January 12, 2017

February 9, 2017

March 9, 2017

April 13, 2017

May 11, 2017

June 8, 2017

Major Accomplishments

As part of the standard activities of NMSU Employee Council we coordinated the Employee Appreciation Picnic (Oct. 14, 2016) and Founders Day celebration (April 26, 2017). This year we partnered with University Advancement on the Founders Day celebration to also mark the public launch of the "Ignite Aggie Discovery" campaign. This year the theme of the Founders Day picnic was "The Rich Culinary and Agricultural Tradition of New Mexico Chile". We coordinated speakers, such as Paul Bosland and Martha Andrews to speak about the researchers Fabian Garcia and Roy Nakayama. Also, NMDA and the Chile Pepper Institute provide informational materials and chile products (including a salsa bar).

In addition, NMSU Employee Council held a series of Open Forums where administrators presented on various topics. Topics included:

Vision 2020 and the Budget (April 13th, 2017)

Transforming NMSU into a 21st Century University (December 5th, 2016)

Legislative Updates (November 15th, 2016)

Fair Labor Standards Act (September 20, 2016)

In addition to the Fair Labor Standards Act (FLSA) open forum, Employee Council leadership attended various FLSA informational sessions where employees heard about potential changes that might affect them and had the opportunity to ask questions. In all, Employee Council leadership attended 20 sessions so that we could hear the concerns from employees.

In our regular monthly meetings we heard from Scott Eschenbrenner about Campus Planning, Shelly Stovall about the Burrell College of Osteopathic Medicine and an Accreditation Update, and Lauri Millot regarding Campus Violence.

University Boards Annual Update Form 2017 : Entry # 122

Approved?

- Final