

NMSU Employee Council

Employee Council Meeting Minutes

September 14, 2017

Milton Hall Rm. 85 at 2:30PM

Members Present: Kim Allbright, Shawna Arroyo, Adam Cavotta, Stephanie Carter, Monica Dunivan, Keith Mandabach, Louis Sandoval, Sonia White

Alternates Present: Miley Grandjean

Members Online: Tammy Chaffee, Gina Franks, Thaddieus Conner, Tim Darden

Alternates Online: Naveen Puppala

Ex-Officio: Toni Lavor, Cherri Lambeth

1. Call to order
  - By Adam Cavotta
2. Welcome to members and guests
  - Welcomed guests and alternates in attendance.
3. Approval of August minutes
  - Motion made and approved.
4. Benefits updates
  - Open enrollment happening next month and they will be holding meetings. Opened from Oct. 2<sup>nd</sup> to the 27<sup>th</sup>.
  - Asked Toni to see if there was someone from HR that would be willing to be a member of the Fringe and Benefits Committee.
5. Participation at Commencement/Recognition of Employees
  - Adam asked if EC had a role in commencement and because they need about 150 people to execute this event, they have said that we could volunteer in some of those jobs. There are more formal roles where regalia is worn and could do those. Adam had an idea of having stoles for employees that are graduating. Other ideas were certificates.
  - Do we want a formal role where we are part of the processional and have a seat on stage, is it a good idea?
  - Trying to find out how many employees are actually graduating. If we see a lot of people maybe we could have an award. This will evolve as we determine how many staff are graduating.
  - Adam will be distributing an email to EC where someone could sign-up to volunteer. He was

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asked to do this.

6. Election Committee

- Elections are coming up and we start sending information out in November. The people that were doing our election system are no longer doing it and it has been moved to ICT. Shawna is going to reach out and find out more about it. The committee needs 3 people. You cannot be running for re-election and be on the committee. Stephanie, Shawna and Adam have volunteered. Need to do a demographic study to make sure that we are representative of the population. Terms expiring: Roseanne Bensley, exempt staff alternate; Gina Franks, non-exempt staff voting, Jeffrey Harvey, exempt staff alternate; Keith Mandabach, faculty voting; Naveen Puppala, faculty alternate outside of LC. Those whose term is expiring can go up for re-election.

7. Recognition Committee

- Responsible for the selection of the recipients of the EC awards. Roberts Awards nomination end on the 22<sup>nd</sup>. Members: Adam, Monica, Roseanne, Tammy, Bill. Need a replacement for Mary Langford as she submitted a nomination. Question about what the rules are about keeping Bill on the committee as he has retired.

- It was moved and passed to keep Bill Harty on the committee.

- Shawna volunteered to replace Mary on the committee.

- We need to get nominations out the "A" Mountain Award pretty quickly. Adam would like for the committees to remain the same.

8. Employee Appreciation Picnic Update

- Picked out a date with the Chancellor's Office and Adam has not checked out whether or not the venue is available. Historically it has been held on the horse shoe. There have been comments about the amount of shade that is available in that venue. Preciado Park was suggested as an alternate. Confirmation October 19<sup>th</sup> as the date of the picnic. There is a hold on Pride Field just in case. Need volunteers for this committee.

9. Football Tailgate Party Update

- There were about 150 people attend the UNM tailgate. The only attendees from up north was a family of three. Adam feels communication could have been better.

- Talked about a UTEP tailgate. The Exec Committee met and looked at the budget.

- EC to buy tickets to the Troy game and disburse.

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10. Announcements

- UComm is doing a "Flat Pete". Justin was thankful for all of the ideas that he received from EC.

11. Committee Reports

Adam Cavotta – Team 6, Campus Planning, Strategic Planning, UAC, Board of Regents

- Insurance Committee met twice and recommended the administration that we accept BCBS proposal for retiree health insurance rates with a 6.6% increase.
- Team 6 met September 7<sup>th</sup>. Most of the groups are batting around ideas for changes in policy to make things more efficient. There are no recommendations put forward yet. Because the reorganization of departments is such a big deal the Provost and his team will going to ASU because they have recently gone through something similar.
- UAC meeting: On a regular basis the general council put out a document that explains who can really sign documents. There are only 4 people that can sign contracts. If you don't know if you can sign, then don't sign. If you do sign and don't have authorization then you are liable.
- Strategic Planning: This has been table for the last two BOR meetings. Still have the same documents that have been up there for a while. Hoping to get that on the next agenda so it can be changed.
- Hoping that there will be representation from EC on the Chancellor search committee.
- Motion made and approved to have Keith Mandabach take the EC seat on the Diversity Council.

12. Adjournment

Next Meeting: Thursday, October 12, 2017.