

NMSU Employee Council
Employee Council Meeting Minutes
February 8, 2018
Milton Hall Rm. 85 at 2:30PM

Members Present In Person: Kim Albright, Shawna Arroyo, Linda Beavers, Adam Cavotta, Monica Dunivan, Anne Hubbell, Keith Mandabach, Louis Sandoval, Dario Silva, Ex Officio: Eva Hernandez

Members Present Online: Karla Volpi, Kathy Landers, Sam Smallidge, Sonia White, Ex Officio: Gina Franks

Alternates Present In Person: Milen Bartnick, Letty Gallegos, Miley Grandjean, Marisela Marquez, Vandeen McKenzie, Denise Rodriguez-Strawn,

Alternates Present Online: Naveen Puppala

Guests: 6

1. Call to order – Adam called the meeting to order
2. Welcome to members and guests – Adam welcomed the new members and alternates. Information will come out via Hotline as well. New members and alternates as well as continuing members introduced themselves.
3. Approval of December minutes – Approval of the minutes was moved and seconded and approved. One small edit was the removal of a duplicate of Louis' name.
4. Benefits updates - Updates were provided by HR representatives. 1095 Cs to document health insurance coverage will be going out soon. Adam added that there is a need for nominees for the Fringe Benefits Committee and is further down on the agenda. Adam also mentioned pending changes to the Lottery Scholarship.
5. Introduction to Employee Council – Member, officer, and alternate roles and expectations. Robert's Rules are the general operating procedures for the council. Adam did check to make sure 2:30 was still a good time for the meeting and there were no motions to change.
Adobe Connect is used for the online/streaming technology. David Chavez provided an overview of Zoom (easier to use talk feature and to schedule). Adam asked if anyone wanted to change the format. There were no motions to change the online/streaming/recording format. Adam provided an overview of all the information available on the Employee Council website: empcouncil.nmsu.edu
Shawna brought up that there was a member resignation during the elections period and she motioned that Denise Rodriguez – Strawn be moved from alternate to member. Motion was seconded and approved.
Adam asked for approval to send a calendar invite to all members and alternates. Everyone agreed.

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Adam explained the member/alternate structure and that if a member was going to be absent they should reach out to an alternate from their area (faculty/exempt or outside LC) first and then another alternate if one their area is not available.

6. Employee Council Officers – Elections for Council Officers – Adam explained the structure of the officers. There is not currently a Chair Elect (person has left NMSU) so that will change the process of elections.
Floor was opened for discussion since the by-laws do not cover this. Someone suggested Adam stay as Chair for another year. Another person suggested a Past Chair be Chair. Adam's idea was to nominate Monica as Chair due to her past leadership with the Council and university. Motion was made to put forward Adam and Monica as the nominees for vote for Chair. The motion was seconded and approved. Quorum was confirmed. Dario moved that the outcome of the vote be used to determine both the Chair and the Chair Elect, with the Chair being the winner and the runner-up being the Chair-Elect. The motion was seconded and approved. A secret ballot was held and Shawna counted the votes. Outcome: Monica Dunivan was elected as Chair and Adam Cavotta will be the Chair Elect for 2018.
7. Employee Council Committees – Adam mentioned the several university committees that EC members can participate. Adam said that he will send out the list to the members and elections will be held if there are multiple volunteers for any committees. Adam described the 2 events and committees sponsored by the EC. All committees will be open to all and then we will sort out assignments.
8. Fringe Benefits Committee Nominations/Elections – 2 active employee slots and one retiree spot are available for 3 year terms. Nominations are online and do not have to be EC members. Information will be sent out asking for nominees.
9. Insurance Committee Nominations/Elections – the process for these nominees is similar to the Fringe Benefits Committee, but there is only one active employee slot for a 3 year term.
10. Founders Day Update (April 20, 2018) – There is only one committee member and Adam is asking for more volunteers. Keith, Letty and Marisela volunteered for the committee. If anyone else wants to volunteer they can email Adam or Monica.
11. Announcements:
Louis talked about the Pack the Pan Am game and other athletic events coming up as well as some of the game ramifications. He encouraged everyone to support the athletic teams.

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12. Committee Reports – Anyone on a committee should send reports to the Chair for distribution to the rest of the members.

Adam talked about some of the committees he is on including Team 6 and a current proposal from the committee for cross-collaboration with faculty and departments. There was some discussion about the proposal and its wording.

Someone asked about the discussion of the Lottery Scholarship at the legislature. The discussion in the legislature has been temporarily table. There was some discussion about what was entailed in the 30% change.

Monica brought up that we had not voted on Secretary-Treasurer in the officer voting. Adam explained the other 3 other positions of Marketing, Secretary-Treasurer and Recording Secretary. These are year-long appointments and all are part of the Executive Team. The ET meets on a monthly basis and a quarterly basis with the Chancellor. Adam asked for nominees for Secretary-Treasurer and nominated Kim Albright. A motion was made and seconded and approved to elect Kim. Adam asked for nominees for the Web/Marketing position and nominated Shawna Arroyo. A motion was made and Shawna asked that the motion be tabled. Adam asked for nominees for Recording Secretary. Letty volunteered. Adam moved to make Letty the nominee and the motion was seconded and approved to elect Letty.

Adam gave an update on the Board of Regents meeting and mentioned that there was another meeting up-coming. He also mentioned the public comment time at each BOR meeting.

13. Adjournment – Motion was made, seconded and approved to adjourn.