

**University Boards Annual Update Form New for
2018 : Entry # 210**

CONTACT INFORMATION

Name

Adam Cavotta

Email - Submitter

cavotta@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

Authorized by

Regents Policy Manual (RPM)

Type of Board

Standing

Scope of Impact

System

Purpose

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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 2017-18 Academic Year

Name

Monica Dunivan

Email

morascon@nmsu.edu

Was there a co-chair for 2017 - 2018?

No

Chair for 2018-19 Academic Year

Name

Adam Cavotta

Email

cavotta@nmsu.edu

Is there a co-chair for 2018 - 2019?

No

Additional Membership Details

What university function/office is responsible for appointments?

Membership is determined by elections.

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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?

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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 2017-18 academic year:

Member List

Name	Title	Member Type
Kim Allbright	Business Manager	Voting Member
Shawna Arroyo	Project Manager	Voting Member
Linda Beavers	Curriculum Services Coord	Voting Member
Adam Cavotta	Training Specialist	Voting Member
Tammara Chaffee	Assc Prof	Voting Member
Jennifer Chandler	Program Specialist	Voting Member
Thaddieus Conner	Asst Prof	Voting Member
Julie Correa	College Asst Prof	Voting Member
Tim Darden	Division Dir, NMDA Lab	Voting Member
Igor Dolgov	Assc Prof	Non-voting Member
Monica Dunivan	Admin Asst	Voting Member
Claudia Estrada	Professor	Non-voting Member
Tamara Gantzler	Assc Prof	Non-voting Member
Bertha Gomez	Dual Credit Coord	Voting Member
Miley Grandjean	Instructional Consultant	Voting Member
Katherine Landers	Director, County Program	Voting Member
Lynn Lewis	DACC Early Childhood Education	Non-voting Member

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Name	Title	Member Type
Samantha Lish	Manager	Voting Member
Robert Macy	Management	Non-voting Member
Keith Mandabach	Professor	Voting Member
Naveen Puppala	College Prof	Non-voting Member
Louis Sandoval	Mgr, Athl Equip (Football)	Voting Member
Dario Silva	Dir, Employee Assistance Prog	Voting Member
Sam Smallidge	Ext Specialist	Voting Member
Sonia White	Multi-Media Specialist	Voting Member
Anne Hubbell	Professor	Voting Member
Denise Rodriguez-Strawn	College Instructor	Non-voting Member
Karla Volpi	VP for Bus & Finance CACC	Voting Member
Marisela Marquez	Event Planner	Non-voting Member
Letty Gallegos	Acad Advisor	Non-voting Member
Vandeen McKenzie	Dir, Financial Aid	Non-voting Member
Milen Bartnick	Student Program Coord	Non-voting Member
Karena Pirtle	Supv, Emergency Dispatcher	Voting Member
John Miers	CC Dir, Library Svcs	Non-voting Member
Juanita Garcia	CC Chief Student Affairs	Non-voting Member

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

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This is a list of meetings that occurred during the reporting period.

May 10, 2018

April 12, 2018

March 8, 2018

February 8, 2018

December 14, 2017

November 9, 2017

October 12, 2017

September 14, 2017

August 10, 2017

July 13, 2017

Major Accomplishments

Employee Council planned and supported the Employee Appreciation Picnic in October and the Founders Day celebration in April. For each of the events, over 2000 employees attended. During this period of time, transitions in leadership lead to much activity on the council to support the points of view expressed by membership and employees that voiced their opinions to Employee Council. The council supported several proposals that were forwarded to the Board of Regents, including a proposal to retain Chancellor Carruthers as Chancellor for an additional two years, a request to serve on the selection committee for the new Chancellor, a proposal that cautioned against I & G transfers to Athletics, and a proposal for \$1000 flat compensation increase for staff making less than \$50,000 and a 2% increase for all others.

Approved?

- Final