

## NMSU Boards and Committees

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### CONTACT INFORMATION

For the person completing this report.

Name Ralph Lucero

Email [ralucer@nmsu.edu](mailto:ralucer@nmsu.edu)

### INFORMATION ABOUT THE BOARD

Official Name of the Board Human Resources (Exempt & Non-Exempt) Board

Board Website (if applicable) <https://hr.nmsu.edu/elr/>

**Effective date of establishment**

2001

**Authorizing Body or Official**

BOR Policy

**Type of Board**

Standing

**Board Reports To (if applicable)**

Director, Employee & Labor Relations

4.05.11: The Human Resources Board may be convened to address: terminations, suspensions, demotions, and related issues resulting in reduction/loss of wages and/or appeals of overall unsatisfactory, needs improvement, or does not meet expectations performance evaluation ratings for regular non-probationary staff employees.]

**Purpose**

If the complainant does not agree with the assistant vice president for human resource service decision in STAGE TWO, a request to convene the Human Resources Board may be submitted in writing to the Office of Employee Management Services within 5 working days of receiving the decision from the assistant vice president of human resource services. The complainant and party charged will be required to provide all documentation to be reviewed by the Human Resources Board according to procedures cited herein. The Human Resources Board will hold a hearing and issue a recommendation to the executive vice president and provost (or designee) within 5 working days of said hearing. Should the Human Resources Board require additional time, the chair will notify the complainant, party charged, and executive vice president and provost. The executive vice president and provost (or designee) will issue a final decision in writing to both complainant and party charged within 5 working days of receiving the Human Resources Board's recommendation. STAGE THREE concludes the appeal process for non-probationary staff employees at the university.

**Scope of Impact**

System

**Authority**

Decision-making

# Chair for 2016- 17 Academic Year

## MEMBERSHIP

Name	Elizabeth Titus
First	Elizabeth
Last	Titus
Email	<a href="mailto:etitus@nmsu.edu">etitus@nmsu.edu</a>

# Co-Chair for 2016-17 Academic Year

Was there a co-chair for 2016 - 2017?	Yes
Co-chair Name	Don Pope Davis
First	Don

Last Pope Davis

Co-chair Email [dpd@nmsu.edu](mailto:dpd@nmsu.edu)

Name Elizabeth Titus

## Chair for 2017-18 Academic Year

First Elizabeth

## Co-Chair for 2017-18 Academic Year

Last Titus

Email [etitus@nmsu.edu](mailto:etitus@nmsu.edu)

Is there a co-chair for 2017 - 2018? Yes

Co-chair Name Don Pope Davis

First	Don
Last	Pope Davis
Co-chair Email	<a href="mailto:dpd@nmsu.edu">dpd@nmsu.edu</a>

## Additional Membership Details

What university  
function/office is  
responsible for  
appointments?

Employee & Labor Relations

Members are appointed  
by

Combination

Position appointment  
description

F. Nonexempt Human Resources Board: The Nonexempt Human Resources Board members are restricted to two consecutive terms of 3 years each. The Nonexempt Human Resources Board will hear grievances from nonexempt employees only. Representatives include:

1. Chair: Dean selected by the executive vice president and provost to serve for 3 years. The previous chair will serve as alternate and assume all duties of the chair in case of absence. [Note: The same chair will serve on both nonexempt and exempt boards.]
2. Member: Nonexempt employee and alternate selected from and by the NMSU Employee Council to serve for 3 years.
3. Member: Nonexempt employee and alternate selected from

and by the Institutional Equity/EEO Advisory Committee to serve for 3 years.

4. Member: Nonexempt employee and alternate appointed by the Chancellor to serve for 3 years.

5. Member: The Office of Employee Management Services (or designee), permanent, ex officio member.

6. Member: Assistant Vice President for Human Resource Services permanent, ex officio member.

G. Exempt Human Resources Board: Exempt Human Resources Board members are restricted to two consecutive terms of 3 years each. The Exempt Human Resources Board will hear grievances from exempt employees only.

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6. Member: Assistant vice president for human resource services, ex officio member.

The Office of Employee & Labor Relations (or Designee) is responsible for ensuring that:

1. The Human Resources Board has been notified in writing of the hearing.

2. The parties charged, complainant(s) and Human Resources Board members are advised in writing of the date, time, and location of the hearing.

3. The complainant and party charged are informed in writing of time constraints of 2 hours each to present material, including witness testimony and rebuttal. (Additional time may be considered, if requested).

4. Grievance procedures and exchange of statements are provided to both the complainant and party charged at least

48 hours prior to the hearing.

5. A pre-hearing orientation is provided to the Human Resources Board for purposes of receiving documents, instructions, and appropriate policies and procedures.

6. An agenda is prepared for the hearing and time constraints are monitored.

7. An official tape recording of the hearing is available, upon written request, to the complainant and/or party charged.

8. Reasonable accommodations are made, upon request.

D. The Chair is Responsible for ensuring that:

1. An open or closed hearing is stated for the record during the hearing.

2. Instructions at the hearing are recorded for the record.

3. The nature of the charge is clearly understood.

4. All issues presented during testimony are relevant to the charge. It is the chair's prerogative to determine when issues have been clarified and may terminate the process accordingly.

5. Additional documentation (if provided by either party after documents have been submitted) is pertinent and reasonable.

6. Both parties are extended an opportunity for an executive Session at the end of the Human Resources Board hearing (not recorded). An executive session provides the complainant and party charged with an opportunity to present any relevant extenuating or mitigating matters after closing statements, not to exceed 5 minutes each. During an executive session, only the voting board members and party requesting executive session will be present.

E. The Human Resources Board is responsible for ensuring that:

1. An open or closed hearing is designated after considering the sensitivity of the issues, in conjunction with any specific requests from the complainant or party charged.

2. A conflict of interest situation is called any time a Human Resources Board member's relationship or association (personal or business) with either the complainant or party charged may interfere with the process.

3. A written Human Resources Board recommendation is forwarded to the executive vice president and provost within 5 working days following the hearing.



## Is membership representative?

Yes

## What are the terms of appointment?

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

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**Are terms staggered?**

No

**Are members subject to reappointment?**

No

**List board members for the 2016-17 academic year:**

For each member, provide name, title and college/department affiliation under the appropriate heading below (i.e. voting member OR ex-officio/non-voting member).

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

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## What is the process for selecting a chair?

Number of voting members

4

Number of ex-officio/non-voting members

2

## Voting Members

### Voting Member

1

**Voting Member 1 Name** Ysela Chavarria

**First** Ysela

**Last** Chavarria

**Title** Senior Admin Assistant

**Department** Dean of Students

**Voting Member 2 Name** Lydia Ponce

## Voting Member 2

**First** Lydia

**Last** Ponce

**Title** Business Operations Specialist

## Voting Member 3

**Department** University Financial Aid & Scholarships

**Voting Member 3 Name** Jay Venegas

**First** Jay

**Last** Venegas

**Title** Intermediate Admin Assistant

## Voting Member 4

**Voting Member 4 Name** Rosie Martinez

**Department** Language & Linguistics

**First** Rosie

**Last** Martinez

**Title** HR Ops Unit Coordinator - DACC

**Department** DACC Human Resources

**Voting Member**

**5**

**Voting Member**

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**Voting Member**

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# Voting Member 68

## Ex-officio/Non- Voting Members

## Ex-officio/Non- Voting Member 1

First

Patricia

Ex-officio/Non-Voting  
Member 1 Name

Patricia Leyba

Last

Leyba

Title

Sr Human Resources Specialist

## Ex-officio/Non- Voting Member 2

**Department** Employee & Labor Relations

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

**First** Andrew

**Last** Pena

**Title** AVP for Human Resources

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

**Department** Human Resources

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

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

**Ex-officio/Non-  
Voting Member  
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**Ex-officio/Non-  
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Voting Member  
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**Ex-officio/Non-  
Voting Member  
24**

# MEETINGS & ADMINISTRATIVE SUPPORT

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

Human Resource Services - Employee & Labor Relations

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

Meet as needed

Was the requirement for the number of meetings met?

No

List of Meeting Dates

Not Applicable

Please explain why the requirement for the number of meetings was not met:

Meet as needed

Major Accomplishments

The Board met once during the 2016-2017 year

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