

# Operations Manual

## New Mexico State University Alamogordo (NMSU-A)

All NMSU system campuses comply with two guidance documents: the Regents Policy Manual and the Administrative Rules and Procedures of NMSU. These documents are available at <http://manual.nmsu.edu/policies-and-procedures/>.

### Introduction

NMSU-A was founded in 1958 with the first classes for the college held at Alamogordo High School. In 1968, NMSU-A was provided a permanent location at 2400 N. Scenic Drive. Currently, the college serves the educational needs of over 1800 unique students per year and is accredited by the Higher Learning Commission.

### Mission Statement, Vision Statement, and Core Values

#### *Mission Statement*

The mission of New Mexico State University at Alamogordo is to provide quality learning opportunities for individuals in the diverse communities we serve.

#### *Vision Statement*

New Mexico State University at Alamogordo provides support, inspiration, and intellectual challenge for the students in the diverse communities we serve. We prepare students to be critical and creative thinkers, effective communicators, goal-oriented, socially conscious, prepared for academic and career success, and lifelong learners.

#### *Core Values*

- We Value Excellence in education as a lifelong opportunity to increase productivity, expand visions, and encourage enjoyment of learning.
- We Value Integrity in education through responsible teaching and honest interaction with students, colleagues, and community in an atmosphere of mutual respect.
- We Value Innovation as it applies to meeting the individual and changing needs of students, faculty, staff, and community.
- We Value Diversity and Globalization in education to prepare learners to be effective in a global society.

Chapter 1  
Governance, Authority, Organizational Structure, and Policy Changes

1.0.2.5 President of NMSU-A

The President of NMSU-A is the chief executive officer for the college and is directly responsible to the Chancellor of the New Mexico State University system. The President of NMSU-A is responsible for execution of such measures for NMSU-A as defined by the Chancellor of the New Mexico State University system and the Board of Regents. All key administrative decisions for NMSU-A are made by the President in consultation with the appropriate administrators. The NMSU-A President and/or the appropriate administrators at NMSU must sign any contracts for the college.

1.0.2.6 NMSU-A Organization Chart

See Appendix A for summary chart.

1.0.2.7 Advisory Board

The Advisory Board for NMSU-A is the Alamogordo Public School Board (APS). At least every other year, the NMSU Board of Regents and the Advisory Board sign a Memorandum of Understanding (MOU). The members of the Advisory Board and the NMSU-A administration meet at least once during fall and spring semesters.

In accordance with Chapter 21, Article 14, Branch Community Colleges, the duties and responsibility of the Advisory Board in relation to NMSU-A are:

1. Enter into a written agreement with the Regents, subject to biennial review by all parties concerned and the review and commentary of the New Mexico Higher Education Department.
2. Act in an advisory capacity to Regents' matters pertaining to the conduct of NMSU-A.
3. Approve the annual operating budget of NMSU-A for recommendation to the Regents.
4. Certify to the City Commissioners the tax levy.
5. Conduct the election for tax levies for NMSU-A.
6. Approve and recommend to the Regents for approval the Statement of Mission and Purpose of NMSU-A.

1.0.2.8 Councils

The following Councils assist with the governance of NMSU-A:

1.0.2.8.1 Administrative Council

At the discretion of the President of NMSU-A, Administrative Council is composed of the President (Chair), Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Success, and Chair of Faculty Assembly. The President chairs the Council. The functions of Administrative Council are:

1. To communicate information fundamental to central administrative decisions;
2. To coordinate administrative decisions to enhance the leadership effort of the college;
3. To advise the President in the decision-making process.
4. To approve Academic Council recommendations.

Administrative Council meets weekly or as needed. Administrative Council also meets with Division Heads, Assistant Division Heads, Allied Health Director, and Online Quality Assurance Director once a month, as Administrative Joint Council. After approved, minutes are posted on the network drive.

1.0.2.8.2 **President's** Advisory Council (PAC)

At the discretion of the President of NMSU-A, the membership of PAC consists of the following:

- President (Chair)
- Vice President for Academic Affairs
- Vice President for Business and Finance
- Vice President for Student Success
- Division Head for Career and Technology
- Division Head for Arts and Sciences
- Associate Vice President of Extended Programs
- Institutional Researcher
- Facilities Services Manager
- Marketing Representative
- Accessibility Services Coordinator
- Systems Analyst
- Library Services Director
- AE/ASC Director
- Faculty Assembly Chair
- Allied Health Director
- Online Quality Assurance Director
- Curriculum & Assessment Director
- Human Resources Coordinator
- Small Business Development Center Manager
- Non-Exempt Staff Consortium Chair
- Student Government President or designee
- Executive Assistant to President

The function of PAC is to provide advice from the major areas of the college to administration. PAC meets twice monthly or as needed. The President serves as Chair. After approved, minutes are posted on the network drive.

1.0.2.8.3 Academic Council

At the discretion of the Vice President for Academic Affairs (VPAA), Academic Council is composed of:

Voting Members (6)  
VPAA (Chair)  
Division Heads  
Faculty Assembly Chair  
Director of Online Quality Assurance  
Director of Assessment

Non-Voting Members (10)  
VPAA Administrative Assistant (Recording Secretary)  
VPAA Curriculum Services Coordinator  
Faculty Assembly Vice Chair  
Director of Allied Health  
Coordinator of Institutional Research  
Vice President for Student Services (VPSS) or designee  
Academic Advisor (appointed by VPSS)  
Chair, Curriculum Committee  
Chair, Assessment Committee  
Chair, Teaching and Learning Committee

With VPAA approval, guests may attend Academic Council.

The primary functions of Academic Council are:

- To make recommendations to the VPAA about academic issues. When appropriate, the VPAA will forward recommendations to Administrative Council for consideration.
- To discuss college and university administrative policies, rules and procedures.
- To review curriculum proposals presented by Division Heads. Upon approval, the VPAA will advance them to the next approval authority consistent with NMSU-system policies and procedures.
- To discuss and consider recommendations from faculty presented by the Faculty Assembly Chair.
- To coordinate instructional activities among educational disciplines.
- To provide a forum for faculty committee reports. Consistent with approved committee structures, chairs will be asked to periodically provide oral or written reports to Academic Council.

When advancing recommendations to other councils or committees, the VPAA may ask for either a vote or a consensus recommendation. Curriculum proposals will receive a recorded vote.

Meetings are normally held bi-weekly during fall and spring semesters, and as needed during the summer. When approved, minutes are archived electronically.

#### 1.0.2.9 Faculty Consortium and Student Government

The following organizations provide recommendations to administration to assist with the efficiency of the college operations:

##### 1.0.2.9.1 Faculty Consortium

The purpose, as well as all by-laws for the Faculty Consortium, are posted on the nmsua.edu website.

#### 1.0.2.9.2 Student Government

The purpose of the Student Government is to represent the interests of all students through the election of at-large and student organization senators to the student government organization. The student government organization also monitors the student budget and makes decisions regarding uses/disbursements of 50¢ of the credit student fee.

#### 1.0.2.10 Committees

A listing of membership and purpose of all college committees are included in Appendix B.

#### 1.0.2.20 Changes in Operations

This manual contains approved operations that are essential to the efficient operation of NMSU-A. The President of the college or the President's **designee** will have the responsibility of maintaining and updating this manual on an annual basis.

## Chapter 2

### General Operating Procedures

#### 2.0.2.1 NMSU-A Library

The primary purpose of the NMSU-A Townsend Library is to support the academic goals of the college. In doing so, the library strives to meet the information needs of NMSU-A students, faculty, and staff.

##### 2.0.2.1.1 Library Privileges for NMSU-A Students, Faculty, and Staff

NMSU-A students, faculty, and staff have the ability to borrow and utilize both library-owned materials and subscription-based electronic resources. In addition, students, faculty, and staff may make requests for specific books, articles, and other types of materials not immediately available at the library (Interlibrary Loan).

##### 2.0.2.1.2 Library Privileges for the Community

Community members not affiliated with NMSU-A may use all library-owned and licensed resources during visits to the library, including library public computers and subscription-based electronic resources. Community members may apply for a **“Community Borrowers Card”** which will allow them to check out a limited number of books at a time. Community members do not have access to Interlibrary Loan or subscription-based electronic resources from off-campus.

#### 2.0.2.5 Emergency Preparedness

##### 2.0.2.5.1 Emergency/Disaster Spokesperson

During an emergency or disaster, the spokesperson for the college will be the administrator in charge. Other university employees shall refrain from discussing the emergency situation or university responsibilities with the media unless given express written or verbal permission.

The marketing representative will prepare, on the direction of the administrator, media releases which will be the official statement of the administration. The marketing representative will also handle the direct contact with the media,

arrange press conferences, and respond to telephone interviews/requests from the media.

#### 2.0.2.5.3 Emergency Policy

In the event of an emergency involving danger to life or property, call 8-911. Indicate the nature and location of the emergency. Please use this number for emergencies only. For non-emergencies, call College Security at 439-3634.

#### 2.0.2.5.5 Emergency Action Plan

Safety is a high priority at NMSU-A. The college has established a comprehensive plan that ensures every person on the Alamogordo campus has the opportunity to exit quickly and safely in the event of a catastrophe.

NMSU-A has one plan for the entire college, modified to fit each building. Each building will have a primary and a secondary Emergency Action Coordinator to orchestrate the Emergency Action Plan.

#### 2.0.2.5.7 Pre-Emergency Actions

1. Emergency Evacuation Coordinators are trained on the use of fire extinguishers;
2. Emergency Evacuation Coordinators are trained on what to do if an emergency occurs;
3. Emergency escape route signs are posted in every building on the NMSU-A campus;
4. Signs are posted by elevators stating, "Do not use elevator in case of fire or emergency evacuation of building";
5. Buildings are continually inspected to ensure passageways are kept clear;
6. Administrative assistants update an employee roster for each department/building each semester. The updated roster will be turned into the Coordinator for Facilities Management for distribution to the Emergency Evacuation Coordinators and Building Monitors;
7. Special shutdown procedures will be posted and given to the appropriate people for critical equipment;
8. All mobility impaired or special needs persons shall be identified for each building.

#### 2.0.2.5.9 Reporting an Emergency

1. Call 8-911.
2. Contact Security, President and/or Senior Officer in Charge (SOiC).
3. Campus alert(s) with directions is sent by the Campus Alert Team.
4. Vice President for Student Success informs 911 personnel of any persons with disabilities.
5. Faculty account for students in their classes.

#### 2.0.2.5.11 Emergency Notification System

The Campus Alert Team is responsible for relaying information to the campus. The President, SOiC or marketing representative is responsible for communication with the media.

#### 2.0.2.5.13 Violence in the Workplace

If individuals become threatening or violent, call 8-911.

Refer to the NMSU-A Safety and Security manual for procedures specific to Fire, Utility/Power Outage, Hazardous Chemicals, Earthquakes/Flash Floods, Bomb Threats, Violent People, Gun/Knife Possession, Alcohol/Drug Misuse, and Suspect Mail.

#### 2.0.2.5.15 Fire Safety, Prevention and Emergency Services

The Alamogordo Department of Public Safety (DPS) serves as the primary response agency for emergencies at NMSU-A.

**The New Mexico State Fire Marshall's Office** performs fire safety inspections for all facilities located at NMSU-A. The inspections are conducted for the purpose of identifying and recommending corrective action to eliminate or reduce the potential for loss of life or property due to fire. NMSU-A adheres to the standards set by the National Fire Protection Agency (NFPA).

##### Procedures

1. If the fire alarm sounds, remain calm and immediately evacuate the building by the nearest exit.
2. If you observe smoke or a fire and the alarm is not sounding, leave the building immediately, closing doors behind you if possible and safe to do so. Shut down any hazardous operations quickly if it is safe to do so.
3. If it is not safe to use the nearest exit, go to the next nearest available exit. Do not use elevators!
4. Contact DPS by dialing 8-911 as soon as possible. Remain calm, do not run! **Go to your building's** assigned meeting area (at least 50 feet away from building) so an accurate count of building occupants can be made.
5. If you can do so safely, assist any person(s) with disabilities with their evacuation. If you know of anyone who may possibly be trapped inside, notify College Security or DPS and provide the trapped person(s) last known location.
6. If a minor fire is controllable and a fire extinguisher is available, immediately direct the exhaust of the fire extinguisher to the base of the fire. Pull, Aim, Squeeze, Sweep.

#### 2.0.2.5.17 Environmental Health and Safety

NMSU-A does not have its own EH&S department but does have a safety officer. NMSU-A utilizes the NMSU system EH&S procedures.

### 2.0.2.7 NMSU-A Information Technologies Procedures

#### 2.0.2.7.1 Student Computer Accounts

All NMSU-A students are eligible for a student network account. Students are required to have an active Banner ID before an account can be created.

- 2.0.2.7.2 Computer Account Purge  
Former employees who have separated from the university but have not retired from the university, and former students without pending financial obligations, must have their NMSU-A account purged. Once separation from NMSU-A occurs, the NMSU-A account shall remain active for one year. Under certain circumstances, at the direction of the President or VPAA, the NMSU-A account may be terminated immediately.

Student network accounts are purged after the end of the academic year, which runs from August through May, and at the end of the summer term.

- 2.0.2.7.3 NMSU-A Official E-mail Address  
All employees are required to have a valid NMSU email address as a viable communication medium at NMSU-A. The official email address for NMSU-A is [nmsu.edu](mailto:nmsu.edu).

- 2.0.2.7.4 Social Media  
The Social Media Guidelines outline the use of NMSU-A affiliated social media accounts by faculty, staff and students. The complete version of the Social Media Guidelines may be located on the K:\ drive under Social Media.

- 2.0.2.10 Contingency Fund Balance  
NMSU-A will maintain a reasonable budget reserve for the efficient operation of the college. The benchmark for the community colleges in the system is a minimum 10% contingency fund balance.

## 2.8.0.1 Campus Communications

- 2.8.0.1.1 Website Guidelines  
NMSU-A **faculty and staff can request an official webpage on the “nmsua.edu”** domain that is within the framework of the official website template. An account can be created that will allow each department and/or individual the ability to maintain and create content on their own webpages.

While faculty and staff who request use of the official NMSU-A website will be given as much freedom as possible for content development, it must be noted that all web content is under NMSU-A jurisdiction and must comply with all federal, state, and local laws as well as NMSU and NMSU-A policies, rules, and regulations. Furthermore, as the reputation and image of NMSU-A is determined in part by information seen on the official website, the college webmaster or campus president retains the right to adjust or delete web content as determined by a variety of factors, including those of accuracy and consistency.

- 2.8.0.1.2 External Communications  
The marketing representative and the campus president coordinate news, publicity, information, publications and institutional marketing for NMSU-A. The campus does not suppress bad news or unfavorable publicity. However, this type of information will be released to the press through the marketing



representative as soon as factual and detailed information can be obtained. The campus does not ask external professional writers to submit proposed copy for review and clearance.

All campus information or advertising that is released to the public must comply **with the system's General Use Policy**. In order that all information conforms to the General Use Policy, all external information must first be reviewed by the marketing representative or the campus president before it is released.

#### 2.8.0.1.3 Use of E-Mail

Only NMSU email accounts will be used for campus communications to faculty, staff and students. Personal email accounts will not be used for campus communications.

#### 2.8.0.1.4 Netiquette

- Always be courteous and polite to students, faculty and staff; always treat others with dignity and respect.
- Respect user privacy – do not use employees' **work or students' work** outside the class without their permission.
- Do not use language inappropriate to the classroom or the professional workplace.
- Threats and cyber bullying are never appropriate and will not be tolerated.
- Putdowns, insults or verbal slamming are never appropriate in an academic environment.
- Be careful when using sarcasm or sarcastic humor.
- Please do not type in ALL CAPS – the use of all caps is regarded as shouting and is not acceptable in class.
- Carefully proofread your work before sending/posting.

*Note: All faculty teaching online courses should use netiquette guidelines. If a member of the faculty wishes to use additional guidelines for their particular course, they are welcome to do so.*

#### 2.8.0.1.5 Publication of Student Costs and Financial Aid

The Vice President for Business and Finance will ensure that current NMSU-A student costs (tuition and fees), as approved by the NMSU Board of Regents, are published on the website. The Vice President for Student Services will ensure that all promotional materials contain current student costs and financial aid information.

#### 2.8.0.1.6 Academic Information

The Office of the Vice President for Academic Affairs will ensure that all published academic information is current. This includes the NMSU-A catalog and associated campus policies and procedures, dual-credit policies, and academic program plans.

2.8.0.1.7 Proctoring and Testing  
The Coordinator of the Academic Support Center (ASC), with oversight from the Vice President for Academic Affairs, will ensure that the services provided by the ASC are appropriately documented on the website and on all materials distributed to students.

2.8.0.1.8 Assessment  
The Director of Assessment, with oversight from the Vice President for Academic Affairs, will ensure that appropriate assessment information is available to the public through the website.

2.8.0.1.9 Procedure for Updating NMSU-**A's Email Distribution Lists**

It is the responsibility of supervisors at the college to ensure that the employees they supervise are kept up to date on important information that affects their ability to complete their job duties effectively. To this end, the campus email distribution lists must be maintained and regularly updated. It is the shared responsibility of faculty, staff, and administration at all levels to help maintain email distribution lists by encouraging new faculty and staff members to participate. The Systems Analyst has requested that updates of names to be added to the email distribution lists come from a division head, assistant division head, or other appropriate supervisor.

New Faculty and Staff

It is the responsibility of the supervisor to provide instructions to new employees to get their NMSU email account. It is the responsibility of new employees to inform their supervisor when their NMSU email account is active and to ensure that their supervisor has their NMSU email address. Within 2 working days of receiving that information from the employee, supervisors must email the Systems Analyst with the following information:

- Name of employee to add to email lists
- Email Address
- Set of email distribution lists to which the employee needs to be added (see below)

Annual Review

Division heads are responsible for updating the regular faculty list and must verify the accuracy of said list within the first two weeks of Fall and Spring semesters each academic year. Similarly, assistant division heads are responsible for updating the adjunct faculty list and staff supervisors are responsible for updating the staff list on the same timescale.

## Email Distribution Lists

All NMSU-A Faculty and Staff: [all-nmsua@nmsu.edu](mailto:all-nmsua@nmsu.edu)

All NMSU-A Regular Faculty: [faculty@nmsu.edu](mailto:faculty@nmsu.edu)

All NMSU-A Adjunct Faculty: [adjfac@nmsu.edu](mailto:adjfac@nmsu.edu)

All NMSU-A Staff: [all-staff@nmsu.edu](mailto:all-staff@nmsu.edu)

## Chapter 3

### Codes of Conduct, Permissible Activities

#### 3.0.2.1 Smoking

Two gazebos, one located behind the Science Center and the other behind the Student Center, **are labeled “Designated Smoking Areas”**. The CB patio is a designated No Smoking area. All interior space are also non-smoking areas. However, smoking is permitted anywhere on campus if it is at least 25 feet away from an entryway.

#### 3.0.5 Alcohol at NMSU-A Including Sanctioned Events

NMSU-A operates under the NMSU Policy Manual 3.05 Alcohol at NMSU Including Sanctioned Events which policy is administered by the Office of the NMSU President. Under authority granted by the policy, the NMSU President has delegated review and approval authority to the NMSU-A President to be administered under the procedures outlined below. The decision by the Office of the NMSU-A President is final.

The procedures outlined below shall apply to every function or event, including but not limited to receptions, banquets, dinners, picnics, or any outdoor event, social event, and campus-wide activity sponsored by organizations or individuals associated with NMSU-A. NMSU-A does not possess an alcohol license; therefore, a licensed alcohol distributor must be used to serve or sell alcohol at any event on the NMSU-A campus and comply with all applicable laws.

An NMSU Alamogordo Application to Serve or Sell Beer and/or Wine ([http://nmsua.edu/documents/AL-alcohol-app\\_ap\\_12-3-2012.pdf](http://nmsua.edu/documents/AL-alcohol-app_ap_12-3-2012.pdf)) must be submitted to the NMSU-A President’s Office **no later than 15 calendar days prior to the scheduled event**. Upon receiving tentative approval from the President, the special dispenser license holder must obtain the appropriate **permit in accordance with the state’s liquor licensing laws**. **A copy of the distributor’s alcohol license, special dispenser permit and server’s permits should be attached to the tentatively approved application and resubmitted to the NMSU-A President’s Office for final approval.**

The NMSU-A Business Office will be responsible for maintaining permanent events files to include a copy of the **distributor’s alcohol license, special dispenser’s permit, server’s permits,** and the fully approved application for all events approved to serve or sell alcohol.

## Chapter 4

### Human Resources – General Policies

All Human Resources policies can be accessed in the NMSU Business Policies and Procedures Manual.

## Chapter 5 Faculty Policies

During AY 09, common tenure and promotion procedures for full-time faculty at the community colleges were implemented. Tenure and promotion procedures for the community colleges are listed on the nmsua.edu website.

### 5.8.4.1 Office Hours

Office hours will be determined in a ratio of 1 office hour for each 1.5 course credit hours, or their equivalent up to a maximum of ten (10). Fifty (50) percent of office hours will be held in the format of the credit hours, i.e. face-to-face class meetings must have face-to-face office hours, online class/online office hours, etc. Office hours must be clearly posted and listed on course syllabi. Faculty members must be present during the scheduled office hours. Up to 50% of office hours can be by appointment. Individual faculty exceptions can be recommended by Division Heads for approval by the Vice President for Academic Affairs.

## Chapter 6 Academic Related Policies

All academic related policies can be accessed in the NMSU Policies and Procedures Manual.

## Chapter 7 Benefits

All benefits policies can be accessed in the NMSU Policies and Procedures Manual.

## Chapter 8 Staff Policies

All staff policies can be accessed in the NMSU Policies and Procedures Manual.

## Chapter 9 Facilities and Services

### 9.0.2.1 Transportation Services – Rental/Lease

NMSU-A has a limited number of vehicles available in the college motor pool. Therefore, travel will be based on the following options:

#### Option One:

Enterprise Rental Service (including National rentals): If an employee is traveling more than 130 miles round trip, they are encouraged to rent a car from Enterprise Rent-A-Car. Midsized standard or compact cars are preferred unless there are extenuating circumstances requiring an upgraded vehicle.

When an employee uses Enterprise, an approved Travel Request Form must be submitted to the Business Office prior to renting. The employee will then proceed to make their reservation with Enterprise and provide index number (same as on travel request form) to complete the transaction (as Direct Billing will be used).

It is the **employee's responsibility to refuel** the rented vehicle and bring in fuel receipts for personal reimbursement.

When renting or leasing a vehicle for official purposes within guidelines of Enterprise contract, NMSU-A employees should not purchase the loss damage waiver.

There are three ways to make a reservation:

- Employee may book online at [www.enterprise.com](http://www.enterprise.com) or [www.enterprise.com/ga](http://www.enterprise.com/ga). For online reservations – just type in the Rental ID number at the bottom of the green reservation box on the first screen, click and search. You will be prompted to type the PIN number.
- Employee may call 1-800-593-0505 or 1-800-847-3722.
- Employee may call the local Alamogordo branch at 575-434-9010. The Alamogordo office is open M-F (8 AM to 6 PM).

Option Two:

Motor Pool: If a vehicle is available through the motor pool, employees are strongly advised to use these vehicles for round trips less than 130 miles.

Option Three:

If neither Option One nor Option Two is possible (due to unavailability), employees will be reimbursed at the current state rate used by NMSU per standard mileage (subject to change due to yearly rate changes) for their personal car. Employees must work closely with their supervisors for permission to use this option.

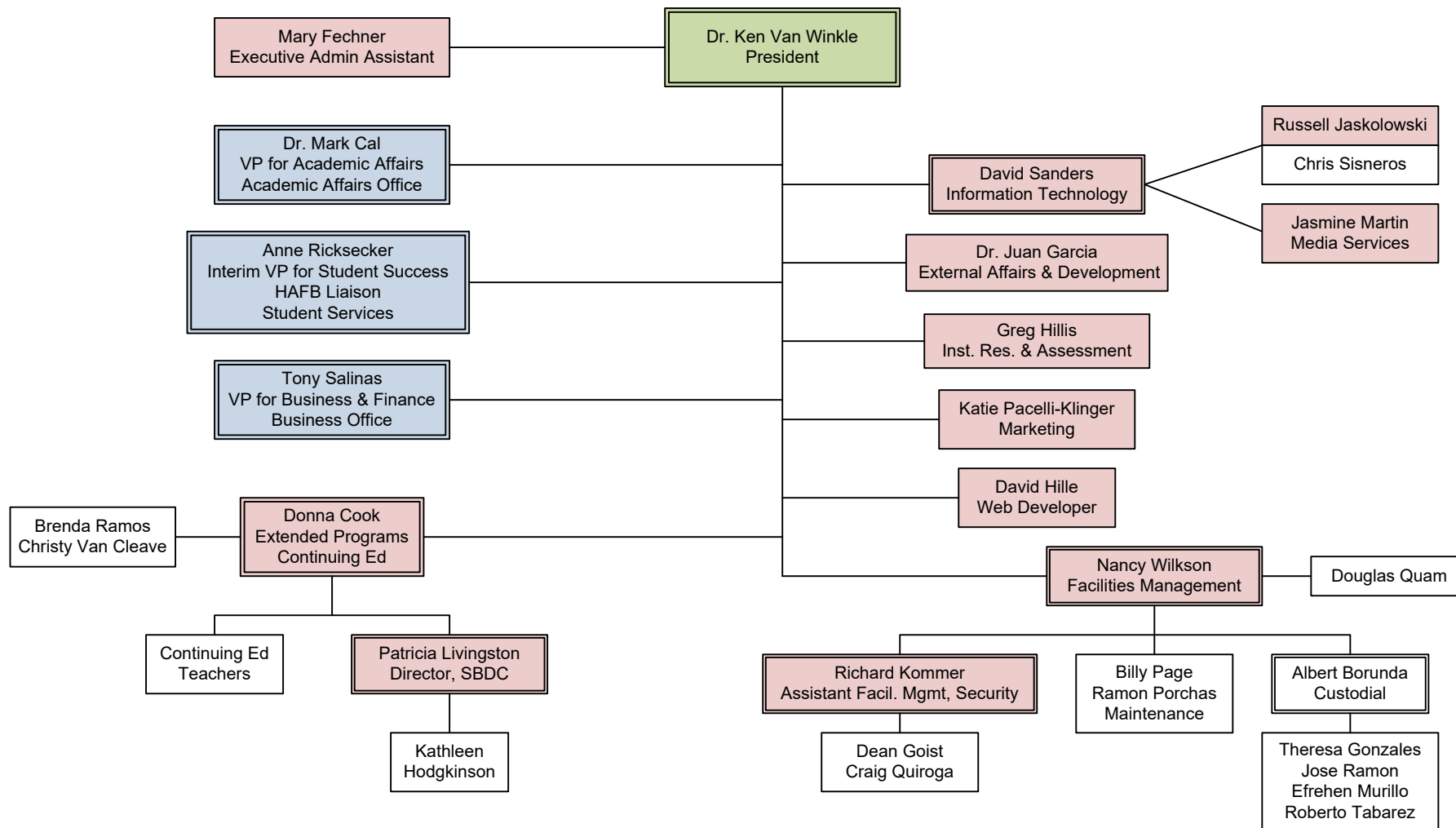
*Important Notes:*

In order to be eligible to operate an NMSU-A vehicle or Enterprise/National Rental vehicle, you must complete a University approved 8-hour defensive driving course (or locally through the county) and obtain a University Defensive Driving card from the Las Cruces college or via online. If you need information regarding the schedule for upcoming defensive driving courses, contact 575-439-3798. University vehicles can be reserved by calling 575-439-3798 or e-mailing [problemnmsua@nmsu.edu](mailto:problemnmsua@nmsu.edu).

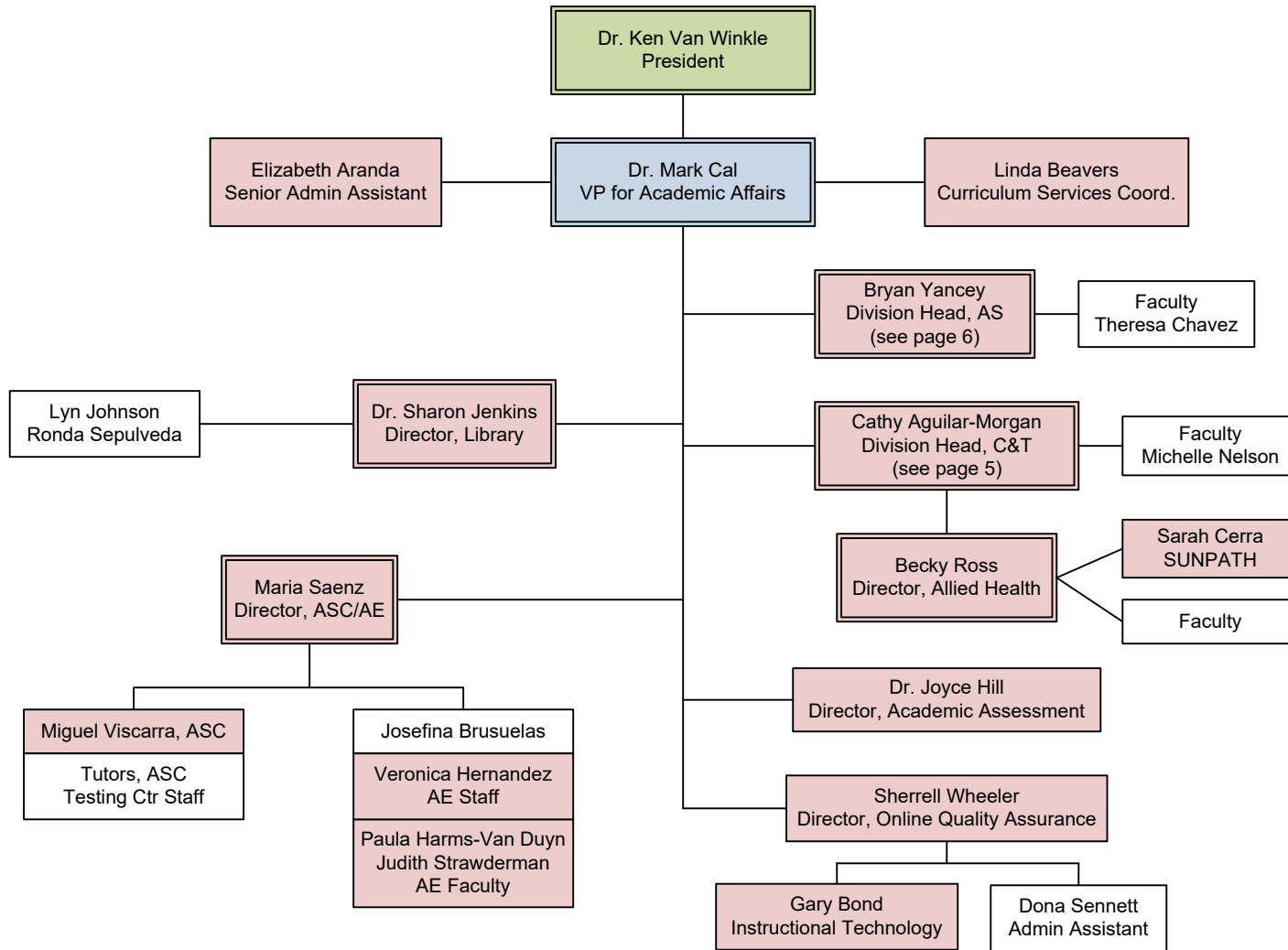
9.50.10 Use of Facilities (Special Events and Community Activities)

All use of NMSU-A facilities for special events and/or community activities must be approved by the President of NMSU-A, and all contracts for use of college facilities must be approved by the President or designee. All proceeds (rental fee, personnel costs, equipment rentals, etc.) charged for an event must be deposited with the NMSU-A Business Office.

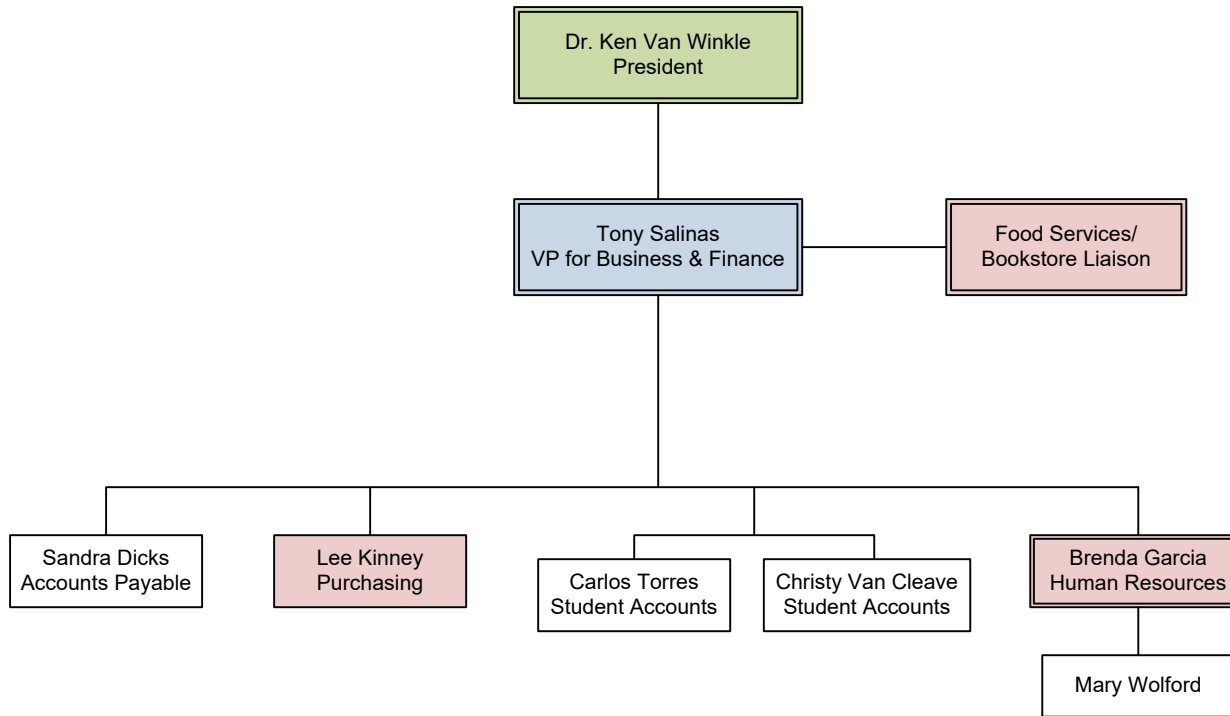
**NMSU-A OPERATIONS MANUAL  
APPENDIX A  
New Mexico State University Alamogordo  
Organization Chart - President**



**NMSU-A OPERATIONS MANUAL**  
**APPENDIX A**  
**New Mexico State University Alamogordo**  
**Organization Chart - Academic Affairs**

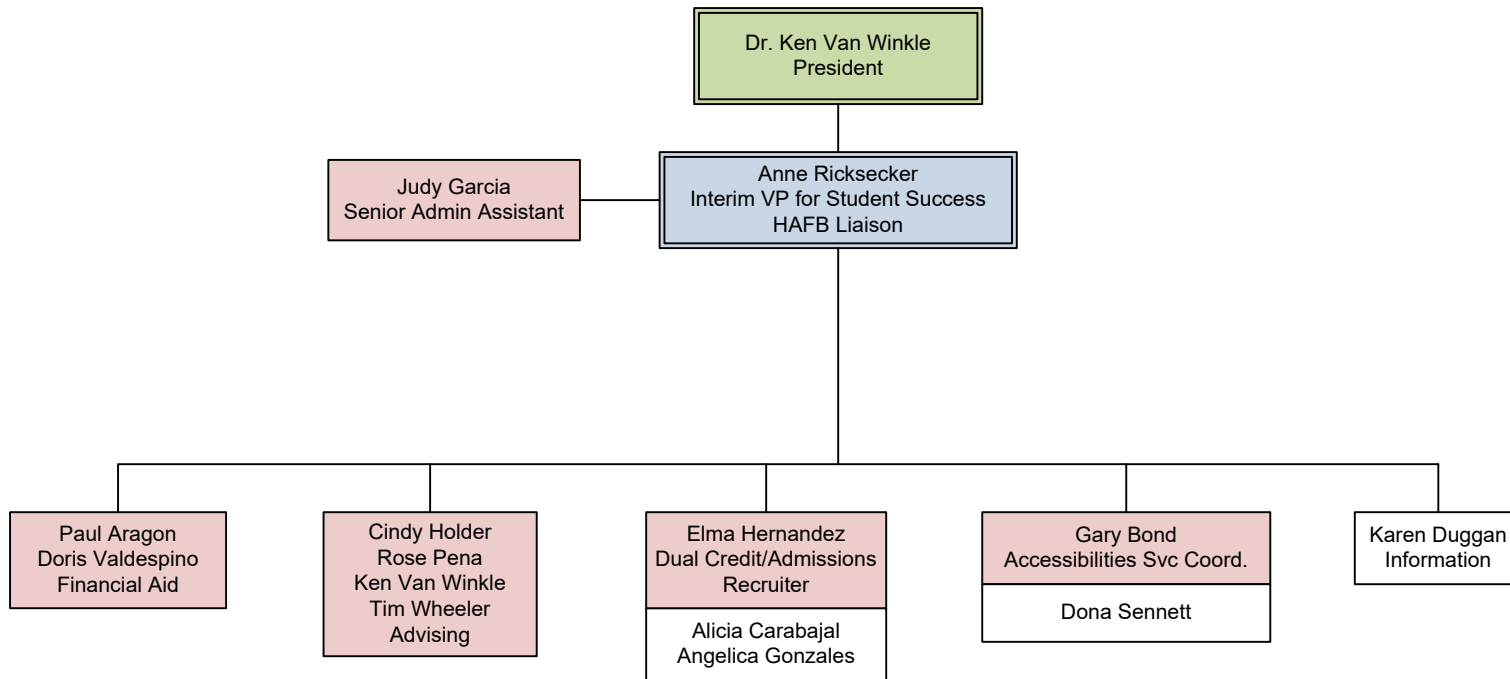


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**Organization Chart - Business & Finance**

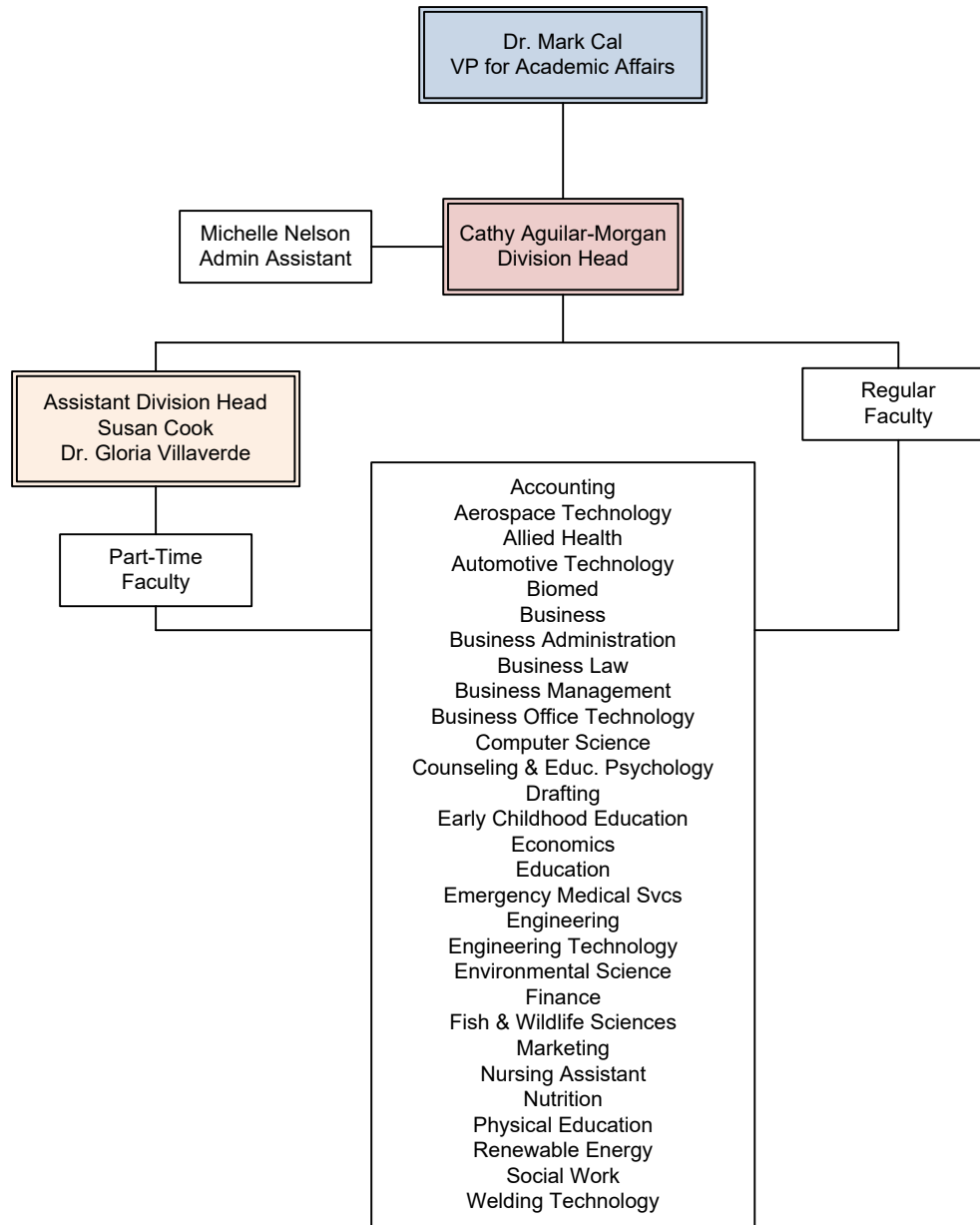




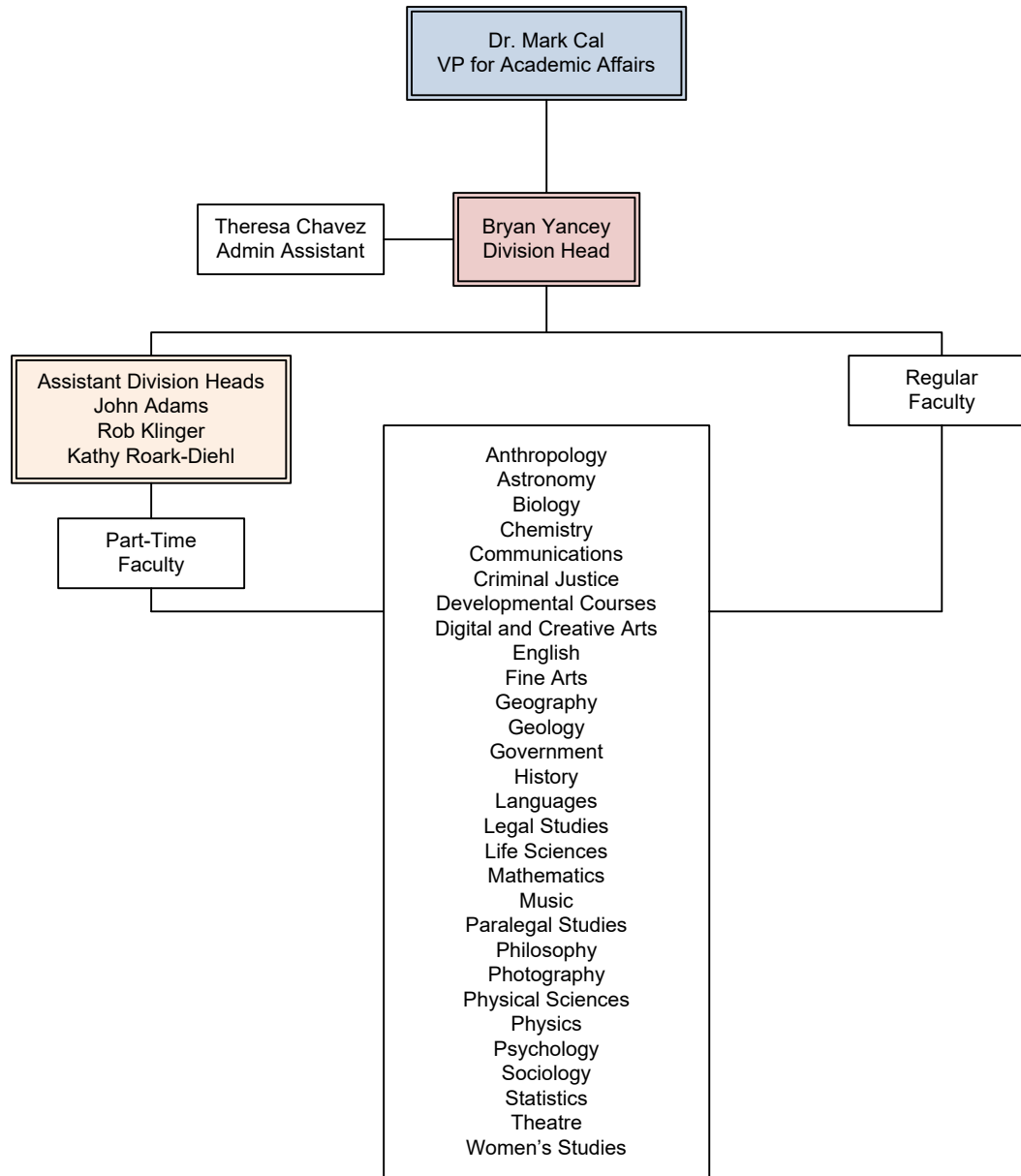
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**Organization Chart - Student Services**



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**Organization Chart - Career and Technology (C&T)**



**NMSU-A OPERATIONS MANUAL  
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New Mexico State University Alamogordo  
Organization Chart - Arts and Sciences (A&S)**



NMSU-A OPERATIONS MANUAL  
APPENDIX B  
New Mexico State University Alamogordo Committees

The NMSU-A committees have been established to provide college-wide participation in activities that affect the institution and to facilitate the administrative decision-making process by providing needed information and viewpoints. Any change to the membership of an administrative committee must be submitted to and approved by Administrative Council; any change to the membership of a faculty committee, including the creation of new committees, subcommittees or ad-hoc committees, outside of the existing committee structure, must be submitted through Faculty Assembly for approval by a majority vote from all regular faculty.

All regular and temporary part-time faculty are eligible to vote for both regular and temporary part-time faculty representatives to the committees. Regular committee members are allowed to vote as part of the full committee. Advisory non-voting members of committees may provide input and may be asked to participate in subcommittee work, but they are non-voting members of the full committee. Committees are required to post membership and minutes into the proper folder on the network drive.

Curriculum Committee (Established 1/07; Revised 1/13; 2/17; 10/17)

General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to curriculum.
- To oversee the planning, development, revision, and elimination of for-credit course offerings and programs at NMSU-A. This committee reports its recommendations to Academic Council.

**Meetings are conducted in accordance with simplified Robert's Rules of Order.**

Specific Charge(s):

- To review, assist and recommend actions regarding new programs and certificates to be offered at NMSU-A.
- To review and recommend actions regarding division of degree or certificate plans currently offered at NMSU-A.
- To review and recommend actions regarding Course Action Forms (CAFs).
- To review and recommend actions regarding other curricula issues.
- To suggest appropriate procedures for curriculum issues for insertion into the catalog.

Membership:

- Director of Assessment (voting)
- Division Heads (voting)
- Director of Online Quality Assurance (voting)
- Two regular faculty members elected from each division (voting)
- One temporary part-time faculty member elected from each division, if available (voting)
- Curriculum Services Coordinator (voting)
- Vice President for Student Success or designee (non-voting)
- Institutional Research representative (non-voting)
- Accessibilities Services Coordinator (non-voting)
- Secretary (non-voting)

Officers:

The Chair is elected by all voting committee members for a two-year term.

The Vice Chair is elected by all voting committee members for a two-year term. The two-year term allows the individual to prepare to take over as Chair and then to assure continuity in the succeeding year's committee.

Both the Chair and Vice Chair must be voting members.

Secretary is selected by the VPAA, and records minutes and distributes, develops and distributes agenda, maintains status table.

Term:

Each division will have one temporary part-time and two regular faculty members elected by the division faculty. Regular faculty members will be elected to a three-year term, with a maximum of two consecutive terms, with the elections rotated such that both regular faculty members are not replaced at the same time. Temporary part-time faculty members are elected by the division for a one-year term.

Meetings:

Twice a month or as needed to conduct committee business. Committee does not normally meet during the summer.

Reporting Structure:

This committee chair must send all approved items to the Office for Academic Affairs for presentation at the next Academic Council meeting. The committee chair shall provide frequent updates to Academic Council as appropriate. The committee chair presents a summary report to Academic Council a minimum of once per semester. A record of information will be updated and maintained by both Curriculum Committee and Academic Council secretaries.

Assessment Committee (Established 1/08; Revised 1/09, 1/13, 1/17)

General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to assessment.
- To assess the Institutional Learning Outcomes of NMSU-A.
- To recommend to the Academic Council methods, processes, and procedures that will promote course- and program-level student learning outcomes assessment.
- To oversee ongoing implementation and evaluation of institution-wide assessment at NMSU-A, to include General Education assessment.
- To evaluate program reviews and program assessment reports and to make recommendations toward improvement of quality of programs.
- To review program reviews and progress reports (annual updates), instruments and procedures, at least every three years, and to make recommendations to improve the program review process.

Specific Charge(s):

To coordinate the process of program reviews, academic program assessments, annual program updates and other assessment processes involving academic programs and areas.

#### Membership (voting):

- Director of Assessment
- Vice President for Student Success or designee
- Coordinator of ASC/AE or designee
- A minimum of six Regular Faculty members\*
- A minimum of one Temporary Part-Time Faculty member from each division, if available

\*While not required, it is suggested that each division share equally in this membership and hence provide three Regular Faculty members when possible; with a minimum of one faculty member from each division.

#### Advisory Membership (non-voting):

- Vice President for Academic Affairs
- All Division Heads
- Institutional Research representative
- Members of the Quality Assurance Team
- Students

#### Officers:

The Chair is elected by all voting committee members for a two-year term. The Recording Secretary is a member of the committee and is elected by the committee members every year.

#### Term:

Regular faculty members are elected by all faculty for three-year terms, with two members elected every year. \*\* Staff are elected by all staff members for three-year terms, with one member elected every year. \*\* The Temporary Part-Time Faculty member is elected by all faculty for a one-year term. Others serve, as long as in position.

\*\*This rotation will be fully implemented in year three of this new committee structure so that this committee can have a full population of six regular faculty starting the first year. There needs to be an election of six faculty members in year one, with two members rotated off of the committee each year.

#### Meetings:

The full committee meets as required to conduct business, but no less than once per month during the fall and spring semesters. The subcommittees meet as required to conduct subcommittee business.

#### Reporting Structure:

The committee chair presents a summary report to Academic Council a minimum of once per semester. All reports from this committee will be sent to the recording secretary of Academic Council and receipt of the report will be acknowledged within two working days by the secretary. Academic Council will then respond to the report within 45 days from the date the report was received by the secretary. Subcommittees report to the full committee, the Assessment Committee, every month during the fall and spring semesters.

## Teaching and Learning Committee (Established 1/08; Revised 1/09, 1/13, 1/17)

### General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to teaching, learning and the instructional mission.
- To review and approve applications for hardware and software that will be used for instruction in computer labs and/or other classroom environments.
- To consider ways and means of improving academic quality and other aspects of the institution, including proposals dealing with academic policies and programs.
- To recommend to Academic Council plans and procedures that will promote quality in teaching and learning.
- To offer professional development activities as described in the Learning Signature Implementation Plan – yearly Engagement Conference, Brown Bags, and Lecture Series.
- To ensure that service learning opportunities are provided for all students.
- To advise the NMSU-A administration in matters related to the instructional mission.
- To arrange on campus presentations/workshops for professional development and that will promote quality in teaching and learning.

### Specific Charge(s):

- To oversee that there is adequate technology support in regards to teaching and learning.
- To provide and oversee professional development for faculty.
- To provide and oversee service learning opportunities and resources for faculty and students.
- To host the annual Developmental Discussion Day event.
- To organize the NMSU Round-Up when it is to be hosted on the Alamogordo campus.
- To determine the distribution of available professional development funds for faculty and staff.

### Membership (voting):

- A minimum of six Regular Faculty members\*
- One Temporary Part-Time Temporary Faculty member from each division, if available
- A minimum of three Staff members
- One student appointed annually in the fall by Vice President for Student Success
- Coordinator of ASC/AE

\*While not required, it is suggested that each division share equally in this membership and hence provide three Regular Faculty members when possible; with a minimum of one faculty member from each division.

### Advisory Membership (non-voting):

- Vice President for Business and Finance
- Vice President for Student Success
- Vice President for Academic Affairs
- All Division Heads
- IT Director
- Director of Curriculum and Assessment
- Institutional Research representative
- Members of the Quality Assurance Team
- Additional Students

### Officers:

The Chair is elected by all voting committee members for a two-year term. The Recording Secretary is a member of the committee and is elected by the committee members every year.

#### Term:

Regular faculty members are elected by all faculty for three-year terms, with two members elected every year. \*\* Staff are elected by all staff members for three-year terms, with one member elected every year. \*\* The Temporary Part-Time Faculty member is elected by all faculty for a one-year term. Others serve, as long as in position.

\*\*This rotation will be fully implemented in year three of this new committee structure so that this committee can have a full population of six regular faculty starting the first year. There needs to be an election of six faculty members in year one, with two members rotated off of the committee each year.

#### Meetings:

The full committee meets as required to conduct committee business, but no less than once per month during the fall and spring semesters. The subcommittees meet as required to conduct subcommittee business.

#### Reporting Structure:

The committee chair presents a summary report to Academic Council a minimum of once per semester. All reports from this committee will be sent to the recording secretary of Academic Council and receipt of the report will be acknowledged within two working days by the secretary. Academic Council will then respond to the report within 45 days from the date the report was received by the secretary. Subcommittees report to the full committee, the Teaching and Learning Committee, every month during the fall and spring semesters.

### Student Success Committee (Established 11/10; Revised 1/13, 1/17)

#### General Charge(s):

- To establish subcommittees, ad-hoc committees and groups in areas related to student success.
- To develop and implement strategies that will increase student retention and completion.
- To advise the NMSU-A administration on matters related to student success, including (but not limited to) student retention and completion.
- To identify needs for students with disabilities.
- To assess the impact of the Learning Signature on student enrollment, engagement, success, and retention.

#### Specific Charge(s):

- To make recommendations to the NMSU-A Financial Aid Coordinator regarding scholarship awards.
- To develop and update the Enrollment Management Plan annually.
- To advise the NMSU-A administration in matters regarding college and programmatic accessibility.

#### Membership (voting):

- A minimum of three Regular Faculty members\*
- One Temporary Part-Time Faculty member from each division, if available
- A minimum of three Staff members (not including those listed below)
- Vice President for Student Success or designee
- Accessibilities Services Coordinator
- Director of Institutional Effectiveness
- Coordinator of the ASC/AE
- One student representative appointed by Vice President for Student Success or designee



\*While not required, it is suggested that each division share equally in this membership; with a minimum of one faculty member from each division.

Advisory Membership (non-voting):

- Vice President for Academic Affairs
- All Division Heads
- All External Grant Directors
- IT Director
- Institutional Research representative
- Members of the Quality Assurance Team
- Additional Students

Officers:

The Chair is elected by all committee members for a two-year term. The Recording Secretary is a member of the committee and is elected by the committee members every year.

Term:

Regular faculty members are elected by all faculty for three-year terms, with two new members elected every year. \*\* Staff are elected by all staff members for three-year terms, with one new member elected every year. \*\* The Temporary Part-Time Faculty member is elected by all faculty for a one-year term. Others, as long as in position.

\*\*This rotation will be fully implemented in year three of this new committee structure so that this committee can have a full population of three regular faculty starting the first year. There needs to be an election of three faculty members in year one, with two members rotated off of the committee each year.

Meetings:

The full committee meets as required to conduct committee business, but no less than once per month during the fall and spring semesters. The subcommittees meet as required to conduct subcommittee business.

Reporting Structure:

The committee chair presents a summary report to Academic Council a minimum of once per semester. All reports from this committee will be sent to the recording secretary of Academic Council and receipt of the report will be acknowledged within two working days by the secretary. Academic Council will then respond to the report within 45 days from the date the report was received by the secretary. Subcommittees report to the full committee, the Student Success Committee, every month during the fall and spring semesters.

Faculty Assembly (Established 2002; Revised 1/06, 5/07, 5/13, 1/17)

General Charge(s):

- To act as the central body in all matters related to faculty involvement in Shared Governance.
- To establish subcommittees, ad-hoc committees and groups in areas related to the instructional mission as related to Shared Governance.
- To provide a responsive, and efficient forum for faculty involvement in the college community.
- To make recommendations to NMSU-A administration regarding budget and planning.
- To articulate the faculty position on matters concerning the rights and responsibilities inherent to the academic and intellectual freedom policies of NMSU as listed in the Regents Policy Manual.

- To facilitate communication between faculty and the administration by creating a forum for the exchange of ideas about faculty interests, issues, and needs.
- To enhance faculty involvement in decisions which influence the instructional mission.
- To provide an entity for the dissemination of information, the ready pooling of ideas, and to serve as a testing ground for matters of concern to the faculty.
- To consider ways and means of improving academic quality and other aspects of the institution, including proposals dealing with academic policies and programs.
- To receive, review, and provide input to reports of the subcommittees of the Assembly.
- To monitor currency and provide input for the college website (e.g. updated photos of staff and campus, YouTube links, faculty and student projects, etc).
- To recommend to the Academic Council methods, processes, and procedures that will enhance non-supervisory aspects of course evaluation.
- To foster communication among the various college units and faculty committees.

Specific Charge(s):

- To oversee the administration of various NMSU-A awards and make recommendations to the NMSU-A President.
- To maintain and regularly update the NMSU-A Faculty Handbook.
- To create and oversee a Subcommittee for Budget and Planning that has the charge to advise and make recommendations concerning alignment of the budget to the strategic plan; and to recommend to the Academic Council and Administrative Council budgetary plans and procedures that will promote quality in teaching and learning while being responsible stewards of institutional funds.
- To coordinate and facilitate the committee structure.

Membership (voting):

- Faculty members as specified in the Faculty Assembly by-laws
- NMSU-A Representatives to the Faculty Senate
- Parliamentarian (at the request of the chair and is a non-voting member)

Advisory Membership (non-voting):

- Vice President for Business and Finance
- Vice President for Student Success
- Vice President for Academic Affairs
- All Division Heads
- All External Grant Directors
- Coordinator of ASC/AE
- IT Director
- Director of Institutional Effectiveness
- Members of the Quality Assurance Team
- Students

Any other person or persons, hereinafter called Visitor(s), may attend meetings.

Officers:

The Chair and Vice Chair are elected by all committee members for a two-year term in alternating years. The Recording Secretary is a member of the committee and is elected by the committee members every year.

#### Term:

One regular faculty member will be elected from each division each academic year, on rotation. Temporary part-time faculty members will be elected on rotation as well, with no more than one temporary part-time faculty member elected from each division per year. All of these faculty members are elected for three year terms and shall be called Assembly Representatives. Election of division representatives shall be held prior to the last regularly scheduled meeting of the spring semester each year. New Assembly Representatives will assume their responsibilities at the last regularly scheduled meeting of the spring semester, and their duties will expire in three years when their successor has been elected by majority vote of those eligible to vote for each position.

The Assembly members will hold election of officers during the last regularly scheduled meeting of the spring semester. The Assembly will elect the Chair during even years, the Vice Chair during odd years and the Recording Secretary every year. The senior Faculty Senate Representative will conduct the elections.

#### Meetings:

The Assembly shall meet at least once a month during the fall and spring semesters. Subcommittees, ad-hoc committees and groups will meet as necessary to conduct their business.

#### Reporting Structure:

This committee submits reports and requests to Academic Council once per month or as needed to conduct Assembly business. All reports and requests from this committee will be presented to Academic Council at their regular meetings. Any reports or requests that are supported by the Council and then need a response made by Administrative Council will be sent by the recording secretary of Academic Council to the recording secretary of Administrative Council. All Faculty Assembly reports and requests sent to Administrative Council will be acknowledged and either responded to or be reported on within 45 days from the date the report or request was received by the recording secretary. Subcommittees report to the full committee, the Faculty Assembly, every month during the fall and spring semesters.

#### Other:

The by-laws for the Consortium are located at <http://nmsua.edu/faculty-assembly/bylaws>.

Promotion and Tenure Committee (Established 1/86; Revised 4/00, 8/08, 8/10, 5/13, 11/16)

#### General Charge(s):

- To advise the NMSU-A administration on issuance of temporary and/or continuous contracts to tenure track faculty and promotions of regular and part-time faculty.
- To advise administration on the evaluation of annual performance of pre-tenure faculty.
- To assist faculty on preparing promotion and tenure documents.
- To advise tenured faculty on how to improve performance when said performance leads to two **consecutive “does not meet expectations” ratings.**

#### Specific Charge(s):

To review faculty promotion and continuous contract documents.

#### Membership:

- Three senior tenure-track faculty from each division; if three senior tenure-track faculty are not available, then one may be Junior Faculty to serve in this place).
- One senior college-track faculty from each division; if one senior college-track faculty is not available, then Junior Faculty may serve in its place.

Note: Divisions Heads are not eligible to be voting or non-voting members. The Secretary is a member of the Committee and is elected by the Committee members.

Officers:

Chair, Vice-Chair, and Recording Secretary. Elected every two years by the committee.

Term:

Three years. Faculty members elected to the Promotion and Tenure Committee may serve no more than two consecutive terms. Members are elected from each division in the spring semester, with terms beginning the following fall semester. The election is the responsibility of the Chair of the Promotion and Tenure Committee.

Meetings:

As required to conduct committee business.

#### Non-Exempt Staff Consortium (Established 3/87; Revised 9/97, 3/07, 6/10)

General Charge(s):

- To promote development of NMSU-A non-exempt staff through communication and in-service training.
- To foster harmonious working relations, and to make recommendations regarding non-exempt staff development to the President through the Administrative Council at least once a year or as requested.

Specific Charge(s):

To advise the NMSU-A administration in matters related to non-exempt staff.

Membership:

- All regular, non-exempt staff
- All part-time, occasional, non-exempt staff
- Secretary is member of Consortium and elected by Consortium

Officers:

Two-year terms with staggered elections, positions of Chairperson and Treasurer on even numbered years and Vice-Chairperson and Secretary on odd numbered years. The Officers are elected by the membership.

Term:

Duration of regular, non-exempt staff employment.

Meetings:

Twice a semester.

Reporting Structure:

The committee chair presents a report to Administrative Council a minimum of once per year. All reports from this committee will be sent to the recording secretary of Administrative Council and receipt of the report will be acknowledged immediately by the secretary. Administrative Council will then respond to the report within 45 days from the date the report was received by the secretary.

Academic Appeals Board (Established 2/91; Revised 9/97, 8/10, 9/11, 11/16)

The charges and membership for the Academic Appeals Board must be consistent with the NMSU Student Handbook and the NMSU Administrative Rules and Procedures manual.

General Charge(s):

To conduct, within a reasonable time, hearings to reach a recommendation regarding the resolution of the grievance.

Membership:

- Three faculty members appointed by the Vice President for Academic Affairs as needed
- Two students appointed by the Vice President for Student Success as needed
- Secretary (non-voting): Administrative Assistant from the Office for Academic Affairs

Officers:

Most senior faculty member serves as Chair.

Term:

Length of resolution of the grievance.

Meetings:

As required to conduct committee business.

Reporting Structure:

Upon completion of the hearing(s), the Board will forward a written recommendation to the Vice President for Academic Affairs. This document should include findings of fact and the basis for the recommendation.

External Advisory Boards:

Established

Adult Education Literacy Board	1987 (revised 4/14)
Alamogordo Small Business Development Center Advisory Board	1989
New Mexico Small Business Development Center Statewide Advisory Council	1989

Program Advisory Boards:

Established

Business and Computer Science Advisory Board	2015
Legal Studies Advisory Board	1997 (revised 2/09)
Electronics Technologies Program Advisory Board	1982
Emergency Medical Services Program Advisory Board	1980
Photographic Technologies Program Advisory Board	1992
Automotive Advisory Board	2011
Biomedical Equipment Technology Program Advisory Board	Separated from ET Program Advisory Board in 2011
IT Advisory Board	Separated from ET Program Advisory Board in 2011
Renewable Energy Advisory Board	2013