



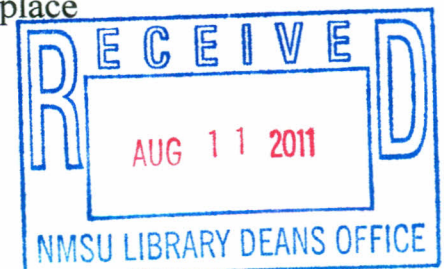
# New Mexico State University Library

## **Social Activities Committee Annual Report**

*July 1, 2010–June 30, 2011*

### *Executive Committee*

Chairperson	-	Cecelia Carrasco
Secretary	-	Dotty Ormes
Treasurer	-	Annette Esqueda
Historian	-	Jennifer Chavez
Branson Building Coordinator	-	Cecelia Carrasco
Zuhl Building Coordinator	-	Rebecca Romero
Event Coordinator	-	Rebecca Romero
Member at Large	-	Leticia Phetteplace



## **Social Activities Committee:**

The Social Activities Committee (SAC) organizes and promotes social activities for library personnel. SAC also sends flowers and cards to NMSU Library employees and their families on special occasions, celebrates birthdays with monthly donations to charities and acknowledgements, and coordinates community services initiatives on behalf of the library.

## **Social Activities Executive Committee:**

The Social Activities Executive Committee consists of 6 members: 1 each from access services, administration/systems, archives, reference, and technical services departments and 1 member at large from any department. Members from each department can be faculty, professional, and/or classified. All departments are represented and each department head is responsible in appointing their departmental representatives. The SAC Chairperson will notify department heads at the beginning of the fall semester if they need to elect a new representative for the new term beginning on September 1. The member at large can be any eligible member from any department.

Committee members serve two-year terms, beginning September 1 with alternating terms so there would always be someone on the board with prior experience. One year there will be 3 new members and then the next year 3 new members. Each department is responsible for maintaining their representation for this committee. SAC EXE Committee members will not pay dues while serving on the committee as long as they serve their full commitment. Full commitment is a 2 year term.

Committee members regulate dues for the membership part of SAC. Membership dues are paid to be part of the group that acknowledges life events of fellow staff members.

In addition, this committee is responsible for organizing social activities and community service projects for the library staff. Membership dues are not used for these events and staff does not have to be a SAC member to participate in these events.

## **Social Activities Membership:**

Membership dates are from October 1 to September 30.

During the 2010-2011 fiscal year, the Committee encouraged membership and participation in the Social Activities Committee and its sponsored activities. Each full-time library employee, custodial staff, and any staff from other NMSU departments that are housed in the library facilities were invited to join SAC.

New employees were given welcome letters, a calendar of events, information about SAC and how to join.

Dues are \$15.00 per year, to be paid to the Treasurer. All new employees are given a pro-rated amount based on time of hire. Dues are used to pay for acknowledgement of life events. All funds provided by the library administration are used to pay for social activities that focus on support, appreciation, and encouragement to the library staff and faculty.

As of July, 2011, there are 52 members in SAC: 47 are library personnel, 2 library custodians, 3 Student Success employees joined SAC this year. 40 members opted to have their birthdays acknowledged.



## **Activities/Functions:**

The Social Activity Fund covers the purchase of flowers or cards for library staff, SAC members and library student employees who are ill, bereaved, and new baby arrival. The food and paper products cost for staff events sponsored by SAC events are paid for by a set amount of money from the library administration fund. SAC must follow Library Foundation fund guidelines in spending this money. SAC fundraisers are another way to help supplement the cost.

### **Flower and/or Card Acknowledgments**

One very important way in which SAC encourages library personnel is through the sending of flowers/plant or a card during life events. These times included both sorrow and of celebration (births, deaths, marriage, serious illness, surgery). Flowers or cards are sent to all library personnel, as needed, not just those who are members of SAC. Memorial donations may be sent in lieu of flowers upon the staff person's request. A large portion of SAC's membership dues are used for this purpose. It is a very meaningful and well-appreciated service to all library personnel and the main purpose behind SAC's membership.

Another acknowledgement is birthday cards to employees who marked yes to birthday acknowledgement on their SAC membership envelope.

This fiscal year, 4 cards and 8 bouquets or plants were sent for special occasions.

### **Social Functions**

All library personnel/students and staff from other departments that are housed in our facilities were invited and welcomed to attend all events hosted by SAC.

September 23, 2010 ¡Bienvenidos! fiesta

October 28, 2010 Halloween Party

- SAC organized a pumpkin decorating/carving competition between each dept. The winner (Systems) received a cauldron full of candy.

November 1, 2010 - December 14, 2010 Winter Wear Departmental Challenge

- Collected winter wear items for charity. (La Casa)
- Department that donated the most items received a breakfast party.
- Access Services were the winners.

December 14, 2010 Holiday Party

- Leftover food was delivered to Gospel Rescue Mission.

February 8 - 10, 2011 Secret Valentine Exchange

- Cancelled due to snow storm (campus shutdown).

February 10, 2011 Valentine's Day Party

March 16, 2011 Silent Auction/Bake Sale

- Auction cancelled due to lack of donations.
- Bake sale not cancelled.

May 10, 2011 End of Semester Party/BBQ

- Grilling done in front of Branson Library.
- Food set up inside Branson lounge due to high winds.

June 27, 2011 Roving Bake Sale (2<sup>nd</sup> of the year)

July 21, 2011 Ice Cream Social

## Monthly Birthday (Birthday cards and Charity Nominations)

- Individuals who chose for their birthdays to be recognized will have the opportunity to select a local charity of their choice and submit it to either Dotty Ormes at Branson or Annette Esqueda at Zuhl. The deadline to submit your local charity will be every 15th of the month. In the case where there are multiple birthdays, a charity will be drawn. The winning charity will receive a \$40 donation in honor of SAC member's birthday! An announcement will be sent and posted online declaring the winner. A reminder will be sent out monthly to remind you to submit your charity.
- A birthday card was sent out to each SAC member celebrating a birthday during their birthday month.

*Note: Due to lack of funds in the SAC account the charity donations ended in May 2011. No donations were sent out June – August.*

## Community Service

- Winter Wear Challenge:
  - Collected winter wear items for charity. (La Casa)
  - Department that donated the most items received a breakfast party.
  - Access Services were the winners.
- Holiday Party
  - Leftover food was delivered to Gospel Rescue Mission.
- Silent Auction: cancelled this year due to lack of donations.

## SAC Webpage

The SAC EXE Board contact information, annual reports, events, event photos, and announcements are included on this page. The link to SAC's webpage is <http://lib.nmsu.edu/sac/>

## **Financial Report:**

**Balance Forwarded (9/30/10)** **\$286.04**

### **INCOME**

Membership proceeds	\$616.25
Bake Sale proceeds (both included)	157.55

### **EXPENSES**

Monthly Birthday Charity Donation	\$360.00
Flowers/Plants/Memorial Donation	387.84
SAC Supplies	16.48
Winter Wear Challenge Breakfast	34.52
Misc. Expenses	74.51

Balance as of 6/30/11

\$50.23

**Social Activities Committee Members**

**2010-2011**

**ACCESS SERVICES**

Norice Lee  
Donna Burkholder  
Yolanda Chacon-Valle  
Mary Chavarria  
Paula Kilgore  
Deborah Parker  
**Rebecca Romero**

**ADMIN**

**Annette Esqueda**  
Veronica Gomez  
Kristina Martinez  
Jeanette Smith  
Lorena Ramos  
Elizabeth Titus  
**Leticia Phetteplace**

**ARCHIVES**

Larry Creider  
Cassie McClure  
Cary Osborne  
Kimberly Miller  
**Cecelia Carrasco**  
Dean Wilkey

**REFERENCE**

Sarah Baker  
Susan Beck  
Alisa Gonzalez  
Nirmala Gunapala  
Paula Johnson  
Leilani Horton  
Molly Molloy  
**Dorothy Ormes**  
Luci Ortiz  
Sylvia Ortiz  
Cindy Pierard  
Wendy Simpson  
Kathy Sowa  
Cindy Watkins  
Theresa Westbrook

**SYSTEMS**

Carol Boyse  
Alice Granado  
Teresa Roberts

**TECHNICAL SERVICES**

Linda Baldwin  
Elizabeth Flores  
Ingrid Schneider  
Grace Gonzales-Small  
**Jennifer Chavez**  
Jenny Lockwood  
Graciela Martinez  
Liz Miller  
Dora Morales  
JoAnne Vincenti  
Sherry Ward

**CUSTODIANS**

Francisca Cardiel  
Lucy Jimenez

**STUDENT SUCCESS SERVICES**

Alina Haro  
Terry Cook  
Lisa Kirby

**\*\*Note: Names in bold are SAC Executive Committee Members\*\***