



Faculty Senate Transmittal and Administrative Action Routing Form

To: Office of the President
From: Faculty Senate Chair, Julia Parra *JP*
RE: **Proposition: 21-20/21**
Date: May 10, 2021

Please find enclosed Faculty Senate Legislation [No. 21-20/21](#) entitled "[A Memorial in Honor of Karen Duggan, NMSU-Alamogordo](#)", approved by the Faculty Senate on [May 6, 2021](#).

Please Route for Approval:

Faculty Senate Request	<input type="checkbox"/> Your review and approval. Based on Policy 1.70 B. 2. b., your action is due within 40 working days from receipt of this transmittal, or July 7, 2021 . <input type="checkbox"/> A previous veto of legislation affecting academic policy has been overridden by 2/3 vote of the Faculty Senate; pursuant to the timeline provided in Policy 1.70 B. 2. c., your action to rescind that veto is requested within five business days of receipt. <input type="checkbox"/> Please indicate your availability to meet with Faculty Senate leadership to discuss. <input checked="" type="checkbox"/> For your review and acknowledgement, approval/veto not required (memorial).
Administration Action	<input type="checkbox"/> I acknowledge receipt of the above. <input type="checkbox"/> I will respond further at a later date. <input type="checkbox"/> I approve this legislation, and will process according to NMSU Rules & Policies. <input type="checkbox"/> I approve this legislation on a provisional basis. It will become effective immediately, and I will place it on the Agenda for a future meeting of the Board of Regents. <input type="checkbox"/> I veto this legislation. <input type="checkbox"/> Other:
	<p>_____ Date: _____ Carol Parker, NMSU Provost</p> <p>_____ Date: _____ John D. Floros, NMSU President</p> <p>_____ Date: _____ Dan E. Arvizu, Chancellor</p>

Please return form to:
Gloria Podruchny
Faculty Senate Recording Secretary
Email: glopodru@nmsu.edu / Phone: (575)646-2593

Proposition: 21-20/21

Title: A Memorial in Honor of Karen Duggan, NMSU-Alamogordo

Date Submitted: 27 April 2021

Sponsors: Cavalcante (NMSU-A), Villaverde (NMSU-A), Roark-Diehl (NMSU-A), Lopez-Gallagher (NMSU-A), Gallagher (NMSU-A), Ricksecker (NMSU-A), Beck (Library), Parra (EDUC)

Proposed Committee Assignment: Emergency Legislation

Proposal Type (please check one):

Memorial

Proposition to change policy (please include ARP/RPM reference(s) from <https://arp.nmsu.edu/>)

Proposition for curriculum addition/change (please include all curriculum change forms and signature pages as outlined here: <https://provost.nmsu.edu/forms/>)

Other (please describe below)

Whereas, New Mexico State University Alamogordo has lost a beloved friend and colleague with the passing of Karen Duggan;

Whereas, Karen was a dedicated, loyal, talented and ever helpful member of the NMSU-Alamogordo community; to many, she was the Face of Student Services at NMSU-A and was a tremendous advocate for the school and its teaching mission;

Whereas, Karen served the NMSU-Alamogordo campus since 2005, starting as a Records Technician at the bookstore helping students, faculty, and staff; she managed all mail services, copy services, and the switchboard;

Whereas, in 2008, Karen relocated to the Facilities and Maintenance Department continuing with many similar duties as well as taking on new responsibilities related to the facilities department.

Whereas, Karen moved to Student Services in 2015 as Administrative Assistant where she oversaw the Information Desk, ran the switchboard, maintained the calendar for all Student Services departments; she trained work-study students and provided them with needed guidance and assistance, always with a smile;

Whereas, while Karen's primary responsibility was to help students and visitors navigate our campus, she was also integral to the image of NMSU-A as an artist; she created commencement and convocation programs and many visual marketing materials used to represent NMSU-A to our community; she also created special graphics projects for the NMSU-Alamogordo president;

Whereas, Karen was so important as an artist that it became a part of her job description; when Karen was involved in a project, everyone knew that the end product would be of professional quality;

Whereas, Karen was always ready to help; she served as the staff representative on many committees, would help anyone out with a fax or an errand, was a patient and kind listener, and she knew everyone, knew where everything on campus was located, and never sent a student in the wrong direction for help;

Whereas, Karen Duggan leaves a remarkable legacy and will forever be remembered by our university family;

The NMSU Faculty Senate extends its deepest condolences and sympathies to the family, friends, students, and colleagues and all others who knew and admired her. Karen will be forever remembered by her welcoming smile as you entered NMSU-A Student Services, her soft-spoken guidance to the visitors on our campus and her remarkable artistic talent, and her presence will always be with us in her countless creative contributions.