

University Administrative Council Minutes
Tuesday, August 13, 2013 @ 8:30 a.m. – 10:00 a.m.
Corbett Center, Colfax Room 210

Members Present: Kevin Boberg, Judy Bosland, McKinley Boston, Kathy Brook, Tina Byford, Tammie Aragon Campos, Vimal Chaitanya, Roberta Derlin, Monica Dunivan, Bill Eamon, Greg Fant, Lori Gobble, Norma Grijalva, Maureen Howard, Ricardo Jacquez, Michael Jasek, Ross Justus, Bruce Kite, Cornell Menking, Bernadette Montoya, Michael Morehead, Andrew Pena, Luis Reyes, DAnne Stuart, Elizabeth Titus, Jeff Witte, and Ben Woods. (Substitutes are welcome when members cannot attend.)

Guests and Substitutes: Joe Tomaka, Ken Van Winkle, Steve Loring, Dorothy Anderson, Katrina Doolittle, Tim Dobson, John Shen

I. Call to Order – Dan Howard PhD, Executive Vice President and Provost opened the meeting. He explained the absence of the President and others that are taking part in the HED Capital Outlay Hearings. He next welcomed Dr Joseph Tomaka, new Associate Dean in HSS to the group.

II. Approval of July 9, 2013 Meeting Minutes – Motion to approve made by Dean Morehead and second by Dean Titus. Passed unanimously.

III. Old Business

None

IV. New Business

a. Policies 7.26 Retirement, Educational & 7.27 Re-Employment of NM ERB Retirees –

Dorothy Anderson brought this item forward for first read and approval –it is a compliance issue with ERB policy – currently on the agenda for the August BOR meeting – HR is working with general counsel at NMSU and ERB to correct the situation– our policies were an interpretation of statute – ERB did not like our attempt to explain their regulations as part of our policy manual – in correcting we have taken the opportunity to clarify current practice – substantive wording changes to the policies are depicted with mark up to delete our interpretation and replacing with reference to state statute – clarification for return to work versus reemployment after retirement – corrected errors in return to work –

Dean Titus inquired regarding alternative retirement being subject to ERB restrictions on return to work – Alternative retirement is not lost or changed – it is simply placed elsewhere in the policy document –

Bruce Kite stated that we may wish to take a similar approach for other policies that are driven by other statute of regulations outside of our control

Dean Morehead moved for approval, VP Chaitanya seconded. Motion approved unanimously.

b. Request to Change name of the Durango Microfilm Collection – Tina Byford

VP Byford reported out the actions and recommendations of the Naming Committee.

The first recommended action was to change name of Durango Microfilm Collection to the Mary Daniels Taylor Durango Microfilm Collection. Dean Titus moved and Dean Morehead seconded action to approve. The motion passed unanimously.

The second recommended action was to name the atrium of Pete V Domenici Hall in

honor of Dr Stan Fulton. Dean Morehead moved for approval and Dean Titus seconded. Motion passed unanimously.

V. University-wide Information/Announcements

a. Admin and Finance Strategic Plan Update - DAnne Stuart

DAnne presented the Admin Finance strategic plan. Utilized the seven goals for success – need to realign to Vision 2020 - Discussed the process used - Handout summarizes the four objectives that emerged

b. Fall Safety, Health & Security Initiatives - Katrina Doolittle –

Katrina stated that electronic notice will flow to all employees from ICT regarding the upcoming safety initiative. We do this as a reminder each year to stress the importance we place on safety. All new employees should come to Employee safety training. This is a specific responsibility for faculty and grad students - Safety culture that each division needs to promote - Document tells folks how to get information on alerts and how to prepare for emergency situations – it also includes links to policies and procedures. Disaster preparedness exercise will be done each year – this past summer the exercise was a scenario of food contamination – community impressed by our use of social media – our planning committees will continue to act on improvement – NMSU FD will do drills on some academic and all residential first week September One area that we want to improve on is information flow on pedestrian and driver training safety - Reminded folks of the pedestrian fatality last year near the start of school - Distracted driving awareness to be focus of effort Refresh and review on emergency action plans

c. Winter Complete Electrical Outage

John Shen of OFS described a the upcoming campus wide electrical outage – all buildings not on turbine will be off line from 10:00 pm Sat Jan 4 to 1:00 am Sunday Jan 5th - 3 hour total

Several companies will be working at this time – testing switchgear – installing new switches – electricians will be working in support – switching loads – cleaning of breakers and boxes

A handout was provided that shows buildings affected – crew will follow up when power returns to insure everything comes back on line properly

A question was asked whether we have back up for all ultracool freezers. Not at this time but OFS is working a plan– can last 4 to 8 hours in a power outage if not opened – do not have generators for all on campus – OFS working to put together a list of needs that exist

d. Facilities and Services Turbine Outage for Controls Replacement –

John Shen next presented on the effort aimed at improving reliability of existing gas turbine –funded at \$650K. In order to make these improvements it is required that the turbine be taken off line from Sun Nov 24 to Friday Dec 20th – not really an outage – turbine down and reliability is on EPECO –

Dean Titus commented that this is a very bad time of year to lose power – Concern is with impact on academic time of year –

Bruce Kite asked if there are any plans for temp or stand by generators – yes all taken into consideration (just in case EPECO goes down) What happens when Computer

Center goes down? 26 Min stand by to drop safely – if we lose Computer center you lose everything –

Provost Howard asked that OFS follow up on Beth's concern – Seems that a winter break would be best time – asked if that time might be possible for consideration –They have to get back to review the timing and decision made –

e. Data Tidbits – Judy Bosland

Data Snippets – overview of degrees – gone up over past 20 years but not much – we used to award many more associate degrees – recent dip reflects enrollment – surveys being analyzed – mentioned comments from students – graduating student survey ask students regarding the employment plans and search – degree counts by at risk definition –

Dean Morehead asked why at risk student population decreased? 300 in last year alone – concerned but not sure if this is methodology or true decrease? Count at risk if the students file FAFSA year they graduate – attracting fewer and fewer of the low income students so the decrease does appear to be true

UNM stated that their increase was due to more of their students completing their FAFSA

Discussion concerning the possible elimination of graduation fee if they fill out a FAFSA – Judy replied the student must have received a financial aid award. Even if they fill it out but do not receive an award they would not qualify.

f. NMSU Alumni Update – Tammie Aragon Campos

Tammie handed out maps regarding presence of alumni -Each quarter will share the number of living alumni – Also break down by college source of degree -Pointed out that this is on line at the Alumni website in pdf format

Pilot mentoring of students and recent graduates by alumni volunteers mentioned

There was a question regarding our definition of alumni (alumni and past students) anyone attending for one semester or more – 113000 living – 87 to 88K finished bachelor's degree

It was questioned if there is an initiative to track pockets of international alumni = 4% of unknown is international alumni – Terra Van Winter working to identify those alumni at this time

Dean Morehead thanked Tammie for her efforts – He inquired regarding the fact that 50% of our graduates select to stay in NM – how does this compare to other schools? Tammie stated that most see greatest percentage of alumni within 50 to 100 miles of their institution – thus we are not unusual in this regard

Further comment on brain drain – 50% stay in NM – may wish to use this data to argue the brain drain issue – is there misinformation – Warned that we should look at the graduates over the past ten years – way we roll in the alumni data is off of the parents records – records may not reflect the true final resting part of graduates –

Judy mentioned career services survey – 45% of the NMSU LC campus replies were taking job out of state –

Homecoming brochure handed out– draft – 20 to 30 reps from across campus working since February – asking for input – want to insure that no one is left out – planning for increase in participation – 25% increase last year

VI. Updates

- a. President – None due to absence
- b. Executive VP / Provost

Made group aware of messaging to roll out at convocation – students arrive shortly – encourage everyone to take time and not allow a single bad experience – one of things we must remind ourselves is that we are here to serve them – our students – must consistently be what we want to be a caring community – protect that perception

c. Faculty Senate – No report made

d. Employee Council

Monica reported on EC planning open forum in September – communications. To follow - will be on athletic funding – will meet with Dr Boston –

Planning employee appreciation picnic–

Meeting with admin and finance to see how they can assist with the service awards –

Trying to get financial wellness briefings for faculty and staff – Roseanne Bensley financial planning for campus –

Roberts's awards deadline Aug 15th

e. ASNMSU – No report

f. Graduate Student Council – No report

VII. Other Business

Mac Boston announced that at 1:00 pm this afternoon press conference to announce \$1.5 M gift to support improvements at baseball – all invited –

Luis Reyes announced that new grad assistants' orientation will start Aug 19th to be offered modularly –

Next Monday afternoon we will hold the student convocation =

Tuesday we will host the faculty convocation –

Michael Jasek briefed the group on leadership programs for students – leadership retreat to Cloudcroft – students arrive Sunday and residence halls open

Norma Grijalva mentioned the upcoming test of the emergency notification system –

She mentioned that all new faculty / students routed thru notification system – mass notification as well as notifications - September test is to remind folks and will ask that they update information – in last notification that went out Monday lots of non NMSU

folks also want to be on the notification system – there is a mechanism for affiliates –
Reminder Aug 28th Fall Study Abroad fair –

Next Meeting: **Tuesday, September 10, 2013, 8:30 a.m.**, Corbett Center, Colfax Room #210