

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

Tilahun Adera, Judy Bosland, McKinley Boston, Kathy Brook, Andy Burke, Tina Byford, Tammie Aragon Campos, Garrey Carruthers, Felicia Casados, Vimal Chaitanya, Greg Fant, John Gratton, Norma Grijalva, Glen Haubold, Maureen Howard, Ricardo Jacquez, Michael Jasek, Cheri Jimeno, Sharon Jones, Ross Justus, Bruce Kite, David Maestas, Cornell Menking, Bernadette Montoya, Michael Morehead, Andrew Pena, Ricardo Rel, D'Anne Stuart, Angela Throneberry, Elizabeth Titus, and Ben Woods. (Substitutes are welcome when members cannot attend.)

Unable to attend: Kevin Boberg, Lowell Catlett, Dennis Clason, Roberta Derlin, Monica Dunivan, Steve Hottman, Dan Howard, Romina Pacheco, Christa Slaton, Jeff Witte

Guests: Jeff Brown, Jon Boren, Anthony Parra, Stu Munson McGee, Gerard Nevarez, Shawna Arroyo, Anna Price, Katrina Doolittle, Stephen Lopez, Ophelia Watkins, Jacobo Varela, Jean McKeever

I. Call to Order – Garrey Carruthers, PhD President

II. Approval of September 10, 2013 Meeting Minutes

Minutes were approved without comment

III. Old Business

a. Revision to 2.95 Parking and Traffic Regulations (2nd Read) – Ophelia Watkins

After a brief presentation where Ophelia reminded the group of the changes proposed the motion to approve was passed. These changes will go to the Regents at the October 21 meeting for formal adoption.

b. Naming Opportunity in Honor of El Paso Electric – Classroom 104 within the Pete V. Domenici Hall (Pull from Table) – Tina Byford

Tina Byford presented the recommendation of the Naming Committee to name Classroom 104 of Pete V Domenici Hall in honor of El Paso Electric Company to recognize their significant ongoing contributions to the facility. The gift enables state of the art distance education equipment to be placed in the classroom. This particular classroom is associated with Center for Public Utilities and is utilized as part of a program they deliver to local utility companies.

IV. New Business

There was none.

V. University-wide Information/Announcements

a. UAC Representative (Volunteer) to serve on the Benefits Advisory Committee (BAC) – Rene Yoder

Rene asked for a volunteer from the UAC to serve on the Benefit Advisories Committee –. This ad hoc committee was established in 2010 to help HR review benefits and they wish to continue to use such a group to assist. Dean Mike

Morehead volunteered. The President asked that Mike McGonnigle, a faculty member in the College of Business be contacted to see if he might volunteer as well as his expertise in insurance matters.

b. Information regarding Benefit Eligibility and Dependent Coverage for State Plans
Memo – Rene Yoder

Due to recent changes with state all state participants had to reenroll. Our HR negotiated an exception for NMSU based upon a recent effort we had undertaken to verify dependents. HR recently learned that the backup documentation we provided is not acceptable to state. To resolve our HR will contact employees that are affected. The state is mandating that dependents be verified solely thru the use of either a birth certificate or a marriage license. Our HR is going thru to compile list of employees that will be contacted. The original deadline given was Nov 8th but it is not possible and will require us to go into spring. The risk to the employee is that employees stand to lose coverage for dependents. Potentially impacts 1500 to 2000 enrolled with dependents – if you submitted the tax form as proof you now must send marriage license or birth certificates for children. Greg Fant asking everyone to remind staff that this is not the university, rather it is a state legal decision. President offered to assist if needed. Mike Morehead asks that we restate that state mandate is driving factor and 30 to 40% of people can be affected

c. Update on Affirmative Action – Gerard Nevarez

Gerard briefed the group of the current and proposed requirement to survey our work force to insure we meet federal requirements for race and gender. Recently new regs are being promulgated that include requirement for individuals to self identify disabilities and veterans status. Regulations take effect in March – getting word out now. Some ask why do I have to self identify. The answer is to comply with federal regulations. Our HR will resurvey shortly after March 2014 when these rules take effect. If employees fail to self identify then we must ask supervisors to do a visual per OFCP regulation. Our hope is that we can encourage people to reply. This affects all employees. President wants to encourage and get good message out well before the survey –

d. Update on Office of Military and Veterans Programs – Jacobo Varela

Jacobo Varela –office of military and veterans programs briefed the group on the great gains we have made in these programs over the past several years. In last 3 years we have grown and expanded our office in Garcia Annex, grown staffing to 4 FTE, all to better serve our current campus population of – approximately 600 veterans, 760 students receiving some type of benefit. They serve anyone that is part of this campus population. They recently began a veteran specific welcome orientation. He stressed that this is a unique population and our role is to fill a gap to help them out. Such activities as Veterans Day picnic – Nov 7th at 1100 at back of Garcia annex – (all are invited) afford a chance for the veterans and military to gather. Other examples include commencement cords given at graduation and veteran priority registration. One other really big thing is the creation of an identifier in Banner which is how we are hoping to be better able to identify the population. Our 794 students assisted under this program create \$3.5 M in tuition and fees with direct pay to university. Their average age is 31 years

with a 3.12 average GPA. For the future we are now placing staff at Fort Bliss to assist in recruitment, beginning an honor society, beginning a mentorship program, hoping to expand training to faculty and staff on the needs of this population.

Bernadette Montoya thanked Jacobo for he has excelled. David Maestas also echoed thanks for a fantastic job. The President reiterated that this is but one example that we truly are a caring community. Further, he hopes the next campaign might assist us in raising private funds to assist in meeting the needs of this population.

e. Information Item on Policy Change to 4.65 – Bruce Kite

Bruce explained the proposed change to 4.65 deals with security issues at PSL. Our federal guidelines mandate that our policies are reflective and up to date with the specific requirements they impose upon access at PSL. This proposed action is to insure we meet those requirements by updating our policy with regards key personnel to reflect the recent organizational structure changes.

f. Information Item on Run Hide Fight Video release – Stephen Lopez

Stephen Lopez described the desire to provide safety education for our university community regarding active shooter training. We intend to distribute a video out to the entire university community. We have done similar such educational outreaches in the past. Anticipate a message in October to all –with the Run Hide Fight video link. We extend the offer to provide extend individual presentations to talk more min depth on issues. The President thinks this 7 minute video is instructive and asked that we encourage everyone to take a look at it.

g. Establishment of the NMSU Marketing Committee – Ben Woods

Ben briefed the group on the formation of a new Presidential committee that will look at university wide marketing. The President added his desire to cast the broad effort in a collaborative spirit by leading the gathering of the various offices each actively engaged in marketing of some type on campus. He mentioned that at the next meeting Maureen will brief on consulting activities and what we have done. He added that as a result we have put funds into marketing locally.

h. Campus Vehicle Access – Glen Haubold, Katrina Doolittle, Stephen Lopez, Rennette Apodaca, Ophelia Watkins

Controlled access policy has existed for some time but there is a need for more frequent enforcement. It primarily affects controlled access buildings with no apparent loading dock. There is far too much use of sidewalks as travel paths for vehicles. The discussion turned to use of golf carts. The president asked if there was an inventory and how we have reached out to better inform and train those individuals that use these carts. Dean Titus expressed that we need to address pedestrian and bicycles as well –look at total safety plan. Bruce Kite expressed concern about the east side of Hadley – anyone backing out is potentially having pedestrians or bicyclists in danger area – speed bumps were suggested. Bike control was reiterated. Letters to be handed to certain drivers so that service personnel understand the rules. Bruce Kite recommends that letter go out to local offices of Fed Ex and others that make frequent deliveries to campus. This will

be done.

Finally Katrina Doolittle will send out informational notices to all golf cart license holders.

i. Data Tidbits – Judy Bosland

Data Tidbits handed out by Judy Bosland updated the group on retention and graduation rates. Judy explained the unique requirements to be counted as part of the graduation rates. The traditional numbers do not reflect the entire universe. President Carruthers mentioned the interest from regents on retention and graduation rates adding that this is one of major things we need to focus on.

j. Upcoming University Events – Ben Woods

The following five items were highlighted:

- TETWP week is next week – wear your pink Aggie gear.
- The Employee Council is next week. Shawna provided in depth information.
- The BOR meeting is Oct 21 at DACC East Mesa campus
- Homecoming activities are the week of 21 October
- NMSU Carlsbad is having their AQIP site visit October 22-25

VI. Updates

a. President –

He is currently focused on how we best project our funding needs to the pending legislative session. There is currently an accepted formula. President Carruthers is supporting a different model, developed by NMSU in response to the higher ed community concerns. It incorporates performance funding model endorsed by schools and pays you for what we understand the state wants from us. The effort was to simplify. It represents base funding plus rewards for growth in other areas. However, not all agree with the approach. HED want 5% of base funding at risk each year in the belief that this will stimulate improvements. If we can solve the at-risk then we may have a chance to make the new approach happen.

Angela mentioned that along with this effort HED is working a modified version of their funding formula but we have not seen their revised model

In further news the President briefed us on recent visits he has had with donors and some of the potential gifts that may occur.

b. Executive VP / Provost

The Provost is on a business trip to West Virginia and was unable to join us.

c. Faculty Senate

Stu Munson McGee briefed the group on one piece of legislation; a proposition to change the name for the bachelor in community health to bachelor of public health. In upcoming legislation the senate is considering implementation of satisfactory performance guidance. The issues concern whether satisfactory performance is a clearly articulated grade that is consistently applied in all guidance and catalog language.

President Carruthers thanked the FS for inviting him to visit – Spoke to faculty affairs committee regarding the number of associate professors that go into administration. Currently there is not sufficient clarity regarding promotion to full professor in those situations. He has asked FS committee to consider role of leadership in such situations.

d. Employee Council

Shawna mentioned a number of ongoing initiatives being planned by EC. These include hosting open forums for the campus. The first will be on athletics. The transition team will share their information / report. Expect to see information and invitations – Oct 17th 3 to 430 at HSS annex 101a or see the link at empcouncil@nmsu.edu

Employee picnic – next Friday Oct 18th on Horseshoe – We encourage all to attend and supervisors are asked to insure they make provisions so that employees are able to attend.

EC is partnering with ASNMSU for Halloween – Oct 31st at Halloween Hallow behind the activity center in the evening –

EC will be holding elections this year in November – trying to get greater representation and participation from all walks of the university community.

President wants the EC to sponsor more forums to explain the university – session on Budget 101 for university is next on the list. He has asked Angela to align budget with strategic plan. He has also asked Angela to move the process up time wise so that we are proactive with the session. End goal of the forum is for our community to better understand how the budget works.

e. ASNMSU – David Maestas

David Maestas is working hard to interact with as many student organizations as possible. One example coming up is “coffee with the president” on I mall

ASNMSU also just agreed to cooperate with funding support for the Z Trans between Alamogordo and Las Cruces

He reported on President Frank’s lottery proposal. ASNMSU has problem with the proposal and support their alternative proposal –

He mentioned excitement about the consideration of the extension of food providers into the student tailgate lot. Food vendors at tailgates would be much appreciated as students sometimes simply leave because they are hungry.

He mentioned the ongoing discussions regarding the status of bond payments regarding the Center for the Arts.

f. Graduate Student Council

VII. Other Business

Angela Throneberry asked that we recognize Anna Price. Anna has accepted a new position as Associate VP for Budget and Finance and will assume the duties of controller. In addition a business services officer will serve under D Anne – Leland Kiehne will move into that position.

Next Meeting: **Tuesday, November 12, 2013, 8:30 a.m.**, Corbett Center, Colfax Room #210