

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

Tilahun Adera, Kevin Boberg, Judy Bosland, McKinley Boston, Kathy Brook, Andy Burke, Tina Byford, Tammie Aragon Campos, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Dennis Clason, Roberta Derlin, Monica Dunivan, Greg Fant, John Gratton, Norma Grijalva, Glen Haubold, Steve Hottman, Dan Howard, Maureen Howard, Ricardo Jacquez, Michael Jasek, Cheri Jimeno, Sharon Jones, Ross Justus, Bruce Kite, , David Maestas, Cornell Menking, Bernadette Montoya, Michael Morehead, Romina Pacheco, Andrew Pena, Anna Price, Ricardo Rel, Christa Slaton, D'Anne Stuart, Angela Throneberry, Elizabeth Titus, Jeff Witte, and Ben Woods. (Substitutes are welcome when members cannot attend.)

**I. Call to Order – Dam Howard, PhD Provost**

**II. Approval of October 18, 2013 Meeting Minutes**

Motion made by Dean Titus, seconded by Dean Adera to adopt minutes as presented.  
Passed without dissent.

**III. Old Business**

None

**IV. New Business**

- a. Second Read for Policy 3.06 Assistive, Service and Companion Animals on University Premises – Bruce Kite / Lisa Warren

Lisa Warren introduced those that worked with her in development of the proposed policy; Karen Schaefer, Julie Weber, and Gerard Nevarez formed the core group. Policy being presented is a revised pet policy that overhauls the approach we will take on campus. Last month the draft was distributed electronically as a first read.

Purpose is to help the university comply with federal and state law. Scope will apply throughout the system and community colleges were represented in the crafting of what is before us. Folks named will be policy administrators as well as an advisory body. A sturdy definition section is included to clarify terminology that we will use. Section E is divided into 10 elements and as the meat of the policy Lisa reviewed briefly each of these ten.

There continues to be some debate across the country in regards to access of emotional support animals and the group added flexibility to allow under certain circumstances subject to individual review and approval. There have been changes to statute that are taken into consideration in the rewrite. The group developed approaches for conflict resolution in the implementation and execution of the actions envisioned under this policy

Moved by Ben Woods and seconded by Loui Reyes. Passed.

- b. Request for Naming Rooms as part of the IPP-Branson Library Renovation and Addition Project in honor of Pete V. Domenici - Tina Byford

Tina Byford presented. Motion to approve made by Dean Morehead and seconded by Dean Titus. Passed.

- c. Request for NMSU-Alamogordo Building name change from Tays Special Events Center to Tays Center – Tina Byford

Tina Byford presented. Motion to approve made by Dean Morehead and seconded by Dean Titus. Passed.

- d. Request for NMSU-Alamogordo name change from Student Union Building to Student Center – Tina Byford

Tina Byford presented. Motion to approve made by Dean Morehead and seconded by Dean Titus. Passed.

## V. University-wide Information/Announcements

- a. Presentation of Exempt Compensation Guidelines – Andrew Pena / Dorothy Anderson

Andrew Pena opened comments by describing the years worth of effort on exempt employee compensation guidelines. The final product was created by by Dorothy Anderson and Kathy Agnew with input along the way Dorothy Anderson made the following comments with support from a handout. Much of the info and actions in guidelines are already being done – this memorializes those to print. There have been extensive levels of review and approval prior to this reading. It was shared with HR Liaisons in February – feedback incorporated when possible – out and about for 6 to 8 months – some in use at this time. It is now time to formalize the process.

Dorothy explained that the attempt is to gain transparency – One item that may be controversial is the new use of the red circle. A red circle indicates an exempt employee above the max of the range. There are currently 70 such employees. This situation should not occur without specific thought as it limits the ability of these positions to gain merit increases in future. The red circle is to annotate that these employees are in this type of situation.

Appeal process mentioned – proposing to form an appeal committee to hear the information taken outside of HR.

Encourage all to look let them know of questions let your staff know – share The current plan is to roll out as pilot in spring

The question was raised whether we anticipated like changes for non exempt employees. Dorothy answered no – due to their bargaining unit.

Project looking at classification seniority date – very manual process to review every personnel file – will look at this in spring

A question was raised regarding pay adjustments when folks assume either acting or interim duties. Specifically, why the rule limits adjustments to 10%. The response was that if they serve as interim and they assume the entire role then they are allowed to be compensated at entry level of salary range or 10% above current if greater (if they assume full responsibility) Distinct difference between acting and interim – interim musty go to the minimum entry – acting is where they are not taking on the authority of the position, simply assuming some of the duties Question arose concerning some of the duration time periods – Bruce asked that these be reviewed – This is a tool to meet the needs and add flexibility for decisions made in the departments –

Green circle is where someone is brought in at a lower level and is a reminder to develop a plan for incremental advancement into the position

Comments are welcome in any manner by email to Dorothy Anderson or Kathy Agnew

It was determined that we would accept comments until mid January with February soft roll out

b. Update on Tobacco Free Campus Initiative – Dean Tilay Adera / Susan Wilson

Dean Adera began by stating that last year a senate memorial passed adopting tobacco free campus language and which required an analysis and report by July 2014. He mentioned UNM's efforts and stated that any number of institutions have adopted tobacco free policies

Dr Sue Wilson stated that she realizes it might be controversial but there are no safe levels or forms of tobacco use. It is the leading preventable cause of death. What will a tobacco free NMSU do for you?

Reviewed the hand out

UNM staged in over 5 years

Reviewed the current NMSU policy versus the ACHA recommendations

Proposed draft language presented for a policy –

Bruce Kite – added comments regarding the senate memorial and mentioned a concern with enforcement.

Discussion of the policy followed with focus on enforcement-. It was set up primarily as self enforcement. Some mentioned where other campuses successfully use peer pressure as a means of enforcement.

Other issues raised were the impact on neighborhoods surrounding the campus, the pros and cons for adoption, the potential impact on funding from tobacco companies,

People can comment – [Wilsonsl@nmsu.edu](mailto:Wilsonsl@nmsu.edu)

c. Construction Report – Glen Haubold

Glen Haubold reported that the Institute for Public Policy project is completing work in the archives area of the library.

He made the point of specifically requesting assistance and help from all over the holidays by reporting open doors and unlocked facilities so these can be addressed.

Please help FS and police to insure doors are locked

d. Establishment of the NMSU Student Tailgate Committee – Ben Woods

Ben Woods reported on the formation of the Student tailgate Committee.

e. Report on Annual University Boards – Ben Woods

Ben Woods reported and handed out the review of the university boards with special comment on the dissolution of several university boards to include the Game Day task Force, the Research and Economic development Committee, the Effectiveness and Efficiency Committee and the Vision 2020 Committee.

f. Data Tidbits – Judy Bosland

Data snippets this month reviewed employee data head count since 1990, primarily the growth in exempt staff lines while other type of employee counts have dropped or remained stagnant.

Dan Howard made a few comments on data. This data confirmed that we have stagnation regarding the growth of our faculty. Growth that has occurred has been in staff as opposed to faculty – we must reverse that trend – we must grow the revenue producing part of this campus – no part of revenue not tied to faculty. Our challenge is to figure out how to better use I&G money regarding faculty.

**VI. Updates**

a. President – Not available

b. Executive VP / Provost

Dan Howard updated the group on several of the issues currently being worked prior to the session. These include the status of the lottery scholarship, the debate over formula approaches to funding higher education in New Mexico, upcoming commencement and investiture activities.

c. Faculty Senate

Dennis Clason briefed the group that a student catalog change verifying C- as a passing grade passed the senate. Memorial to support ASNMSU lottery position also passed. Upcoming – prop in committee to restrict *add dates* without permission. The FS received a request from Council on Intercollegiate Athletics for information regarding policies on traumatic brain injuries.

d. Employee Council

Shawna Arroyo updated the council on the activities of the EC this past semester highlighting the completion of 2 open forums, and the annual employee picnic. They are currently seeking input on topics desired for spring forums and are looking at the legislative process, human resources and enrollment management.

e. ASNMSU

David Maestas updated the council on several ASNMSU activities. Those include the successful completion of fall elections, the chartering of a multicultural Greek organization, and the hiring of a new ASNMSU adviser. He added that the student Fee review Board will begin meeting in February.

f. Graduate Student Council – Not Available

**VII. Other Comments and Information**

Next Meeting: **Tuesday, February 11, 2014, 8:30 a.m.**, Corbett Center, Colfax Room #210