

University Administrative Council Minutes
Tuesday, February 11, 2014 @ 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 – Dan Howard, PhD Executive Vice President and Provost

II. Approval of December 10, 2013 Meeting Minutes

Minutes were approved with edits to 3.06 as recited by Ben Woods

III. Old Business

IV. New Business

a. NMSU Draft Policy 3.25 EEO and Diversity on Campus

Draft policy presented by Gerard Nevarez. Mr. Nevarez commented that current federal guidance is to have one policy and process for all components of EEO and Diversity that in turn covers all employees' students and staff. This policy change consolidates 4 policies into one. He stated that adoption will bring NMSU into compliance with new federal regulations and statutes. He further wishes to thank Dean Morehead, Dean Titus and President Jimeno for their suggested edits. Question was presented on who is responsible for Title IX. The response was that the Campus Save Act is directly related to Title IX and an enhancement. Title IX coordinator is established within this policy. A concern was voiced regarding listing of internal offices but those are resources as opposed to reporting requirements. Further education on this will be addressed thru educational and training (which is mandatory for all under Campus Save Act). There is a requirement that these units be listed. Ultimately IEO is destination of any issue.

Dean Morehead moved adoption. Dean Titus seconded. Draft Policy 3.25 passed and will be placed on BoR agenda for next meeting.

b. NMSU Draft Revision Policy 4.30.10 Hiring Definitions

Amendment to policy 4.30.10 was presented by Dorothy Anderson and Rene Yoder. They explained that the proposed change to hiring definitions is brought forward to amend to broaden categories to meet needs expressed since policy was initially adopted. A true need for seasonal employees has been realized to allow NMSU to hire for 90 days without need to request exception to policy. Specific language in the amended policy details the types of employees impacted by this rule. This was a first reading and the policy will be brought back to the UAC at the next meeting for action.

Contact HRS@nmsu.edu with comments or questions

c. NMSU Draft Revision Policy 7.04 Domestic Partners

Amendment to Policy 7.04 Domestic Partners was presented by Dorothy Anderson and Rene Yoder. Since the original adoption of this policy there have been a myriad of changes at both the state and federal level that impact the policy. This amendment brings it into compliance and up to date. They explained that there was a tremendous amount of procedure within original policy. This rewrite removes procedure. The policy states that we will honor domestic partners but that ways to prove domestic partners will be a procedure as opposed to policy. This brings us in line with current formatting being used. This is a first reading and will be brought back to the next UAC meeting for action.

Comments to HRS @nmsu.edu

V. **University-wide Information/Announcements**

a. Inventory Status Report – Renette Apodaca

Inventory Status report was presented by Renette Apodaca. The annual inventory process kicked off in September 2013. At this meeting Renette provided an inventory status report hand out. Five units are reporting at 100%. Emails are to roll out shortly to those units that still have work to do to complete the inventory. Renette added that we are definitively on schedule with prior years.

b. University Fire Department Update – Glen Haubold / Johnny Carrillo

Glen Haubold introduced Chief Carrillo and provided him the opportunity to introduce his staff and update the council on the University Fire Department. The chief focused from the outset on their goal of fire prevention. Emergency response is not the only thing they do. A flyer handed out detailed the broad array of services provided and includes goals of 2014. He asked that folks look to new web site and their annual report with statistical breakdown. There has been a lot of change in 2013 with a new chief, new deputy and assistant chiefs plus the addition of 2 career firefighters. Each new staff member rose and introduced themselves and briefly explained their duties. Comments included updates on the fire prevention master plan underway, new

building
campus as safe
are. The Chief
issues also are a
multiple

inspection program being put in place with the end goal to make the
as possible. Provost Howard asked what the major concerns on campus
responded regarding storage within numerous facilities. Electrical
concern. He specifically mentioned overloaded electrical outlets with
extension cords.

c. Data Snippets – Judy Bosland

Today's data snippets included a map of the state indicating home locations for first time entering students who attend NMSU. In addition with census date a week ago Friday we now have a chart on spring enrollment which was included. Included is a graph that depicts the students that are taking courses on campuses other than their
Also included is a chart on grades and fractional grading. It was stated that there is evidence of difference due to this recent change. Another chart showed the significant level of grants. As a general rule our students pay less in loans when compared to peers.

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VI. Updates

- a. President – No presentation due to absence
- b. Executive VP / Provost

The Provost began by providing a report on status of the legislative session. HB 2 (general appropriations bill) failed on the House floor on Friday. Folks are busy trying to resurrect at this time. He mentioned the roll of the Governor in establishing expectations of final budget with special focus on below the line issues for public education. Lottery Scholarship bills are very much in play this year.

Bernadette reported on her trip to Santa Fe on the prior day to testify on the lottery scholarship. She stated how much she admires the work that Ricardo and Vicente do. In addition students Jeremy Witte and Sage Peterson do excellent work and she is very proud of our students. At this time there are 11 bills aimed at addressing some aspect of the lottery scholarship. Yesterday they did not report out on any of these bills. There will be a committee substitute. NMSU assisted the staff in interpreting the other types of financial aid. On the House side, one bill passed and another is to be substituted. Bottom line – this is still up in the air. Lottery scholarship issues of great concern to NMSU are:

- o Spring semester funding
- o Timing for fall 2014 commitments
- o Solvency long term
- o Issues related to current students

The Provost commented that all NMSU scholarships are impacted by what happens with the lottery adding “We have commitments in place at this time that we will meet”. Covering this commitment is of significant strategic importance as we plan for the future. He added his kudos to David Maestas and the entire ASNMSU team. David commented –that he also is proud of the good work by the students engaged. The Provost next updated the group on the effort underway regarding new admission standards. This is progressing and the Faculty Senate is engaged at this time. In addition student affairs is now engaged to fine tune the language. Our policy statement includes the guaranteed track and the end goal of all of this is to make a NMSU degree accessible to everyone. “We want people to come here and get a degree”. We need to insure that this is reflected in our language to make it welcoming to all students.

Provost Howard next raised the issue of a possible tuition guarantee. He reminded those present that we have been talking about a tuition guarantee for 4 years. We recognize that this will be an administrative challenge but other institutions do this successfully. We are busy reviewing policies in place elsewhere at this time. This remains very tentative at this time.

Dean Mike Morehead asked about the current status regarding raises for faculty and staff in the budget at this date. Provost Howard reported that the LFC recommended 1.5%. Others in the legislature desire it to go to 3%.

Bruce Kite commented on the tuition guarantee under consideration. He asked if we are going to consider requiring freshmen to live on campus. The Provost replied that while this was not currently a topic of discussion it would be a good thing to place on the table

c. Faculty Senate

Dr. Dennis Clason updated the group on the Faculty Senate. Nominees for FS chair are now in place. Candidates are David Barney, Department of Social Work and Paul Andersen, Department of Chemical Engineering. Dennis next announced his pending move to Cincinnati in August of this year to reunite with his wife and assume a new faculty position at the University of Cincinnati. .

He announced that the change in student add policy passed and forwarded to President's desk. Pending legislation includes:

- Name change of Chemical Engineering to Chemical and Material Science Engineering
- Admissions – great progress and draft document in hands of faculty senators Limited feedback has been cautiously positive. However he is waiting on final language before it gets entered into Faculty Senate debate.

Provost Howard commented on his many years of knowing and working with Dennis Clason while praising his past service to NMSU. That was warmly amplified by applause from the entire council.

d. Employee Council

Monica Dunivan, outgoing chair of the Employee Council thanked the Administrative Council for the opportunity provided to her and the Employee Council to become such an important part of the NMSU community. The Provost recognized and praised Monica for her leadership and efforts in the past year.

e. ASNMSU

David Maestas opened by providing the graduate student report on behalf of Romina Pacheco who was teaching. Their major focus is the graduate arts symposium. E-mail invites should be out to all shortly. Please mark the dates of Mar 10 – 12, 2014.

David's comments were next directed at ASNMSU. The student fee review board met last week and have made their recommended to the President. The final version is being developed at this time. Next he commented on the proposed change to admission standards. As President of ASNMSU he will look to comments from students in forming ASNMSU's position. He is working with Dean Titus to find a way for the NMSU Library to remain open longer evening hours. Hours would be expanded until 2:00 am. He also mentioned his recommendation that NMSU display flags of international students at graduation ceremony out of respect for international students graduating. The ASNMSU search for an advisor continues. David also announced that Chief Justice Alex Mendoza is now hired and confirmed by the ASNMSU senate. He mentioned that fractional grading talks continue on campus. The Big Event on Mar 14 is coming up. Elections for ASNMSU President are fast approaching. David will not run for reelection. Campaigning begins Feb. 24th and results will be posted March 14th.

f. Graduate Student Council

VII. Other Comments and Information

Admin and Finance will kick off a new efficiency and effectiveness process review focusing on travel procedures. Procedures on travel advances and IRS regulations are

areas that need to be improved.

Tammy Aragon Campus announced that alumni maps by state and county in NM are now posted on the Alumni web site and available after every quarter. Their next step is to break out the maps by college and degree level.

Upcoming Alumni Events are:

- March 25 El Paso Alumni
- March 27 Denver
- Apr 22 DC
- Coming NYC

She added that the electronic alumni newsletter is seeing an open rate in excess of 6000. Other news included that they are working with firms that employ large numbers of Aggie graduates to host in mini chapters in their facilities

Provost Howard commented on the exceptional quality of the recent Santa Fe event. Tammy extended her thanks to Sandy Zane for her ongoing support in hosting the event.

Mac Boston informed the Council that for the past 2 weeks NMSU players have been the male and female WAC student athletes (Mullings / Williams). He added that our scholar athletes were recently recognized. 344 out of 450 student athletes are scholar athletes. Mac stated his pride in Coach Martin's recruiting efforts. 23 out of 25 are freshmen. He added thanks for the willingness of our faculty to assist in recruiting on weekends. This effort made a significant difference.

Greg Fant announced that Kevin Boberg has agreed to provide leadership in submitting an application to obtain the Carnegie Classification for Community Engagement. Greg asked that when he calls please respond.

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