

**University Administrative Council Minutes**  
**Tuesday, March 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 – Garrey Carruthers, PhD President**

President Carruthers recognized Norma Grijalva as our new Assoc VP / Chief Information Officer.

**II. Approval of February 11, 2014 Meeting Minutes**

The minutes of February 11, 2014 meeting were a moved and seconded for approval as presented. Voice vote passed unanimously

**III. Old Business**

**a. NMSU Draft Revision Policy 4.30.10 Hiring Definitions – Dorothy Anderson**

Item presented for second read by Dorothy Anderson. There were no comments. Dean Titus moved and Dean Morehead seconded passage as presented. Voice vote passed unanimously

**b. NMSU Draft Revision Policy 7.04 Domestic Partners – Dorothy Anderson**

Item presented for second read by Dorothy Anderson. There was one comment that the change should be from legal spouses to legally recognized spouses.. Dean Morehead moved and Dean Titus seconded passage as presented. Voice vote passed unanimously

**IV. New Business**

**a. NMSU Draft Policy 3.98 Tobacco Free NMSU – Susan Wilson**

Susan Wilson presented this draft for first read. The proposal restricts smoking and smokeless tobacco on all university property. It excludes interior of automobiles. It prohibits sale or advertisement of tobacco products. The proposed implementation is Jan 1 2015.

Questions and Comments

- Concerns regarding the ability to enforce a policy when it applies across the entire university property

- Request for policy administrators to be heard from as they will administer
- EHS wants to comment
- Comment that university premises includes leased lands
- Asked to review with auxiliaries
- Questions start date of Jan 1 –students thoughts regarding entry into student handbook and code of conduct
- ASNMSU does not understand the need
- Concern about enforcement
- Compliance issue
- Engagement ASNMSU SM 63
- Questions the right of minority – a new condition of employment
- Issues with others that come on the campus
- ASNMSU – concern with overarching governance
- We do promote values all the time regarding healthy lifestyles to students
- Is there anything regarding educational programs?
- University health center prepared to provide programs
- President believes we are moving in this direction

## V. University-wide Information/Announcements

### a. Data Snippets – Judy Bosland

Information was presented regarding how our students look compared to our peer institutions. Trending can go back 20 years. President wants to share this with regents. Some asked for ratio comparisons as opposed to average. All information is posted on web.

### b. Vehicle Assignment Report – Ophelia Watkins

The goal of NMSU is to reduce its fleet to an average of 10 FTES per vehicle. This is based on a survey of land grant peers with average of 10 (we were at 4). CACES is working on revised proposal to address their unique needs. This is part of E&E efforts that were implemented in 2010 and we have already made a significant reduction. Current consideration is whether or not we should do a second phase.

While there she also briefed on a recent RFP for contracting out fleet services. The review team is evaluating RFps on Thursday this week. The RFP was specific to Las Cruces

### c. Formation of the Companion and Assistive Animals Committee – Trudy Luken

The committee was announced to the council. Trudy Luken will chair with Andy Bowen as co-chair. Brief discussion followed concerning the impetus in forming this committee and establishing revised policy in this area. A brief discussion followed:

- Is there a legal definition regarding companion animals
  - Service animals
  - Emotional support animals for housing

- Issue is how to prove service animals
- Issues that will have to be addressed address raised
- There are no real rules in place nationally at this time so all are attempting to meet the intent of these new federal laws regarding companion and service animals

d. Update on Veterans and Military Programs – Jacobo Varela

A presentation was made regarding a new software program being purchased (Cognito Interactive) that will assist in training faculty and staff on military cultures while providing techniques and tactics to approach topics with veterans. Once veterans make it beyond the first semester or two they are very good students. They need understanding in their first semesters. They deserve and need some consideration. We should promote that we value our veteran students

e. Legislative Recap – Ricardo Rel

Ricardo handed out numerous sheets depicting the outcome of the legislative session with special attention on funding formula revisions, the student lottery scholarship and capital outlay. All major initiatives and goals of the university were achieved.

## **VI. Updates**

a. President –

President Carruthers briefed the council on major outcomes from the session. He recently met with the Governor to discuss NMSU specific legislation. He noted her general concerns regarding add-ons. He also mentioned the continuing issue of what funding should be annually placed “at risk”. David Maestas was asked to comment on student fee recommendations. The upcoming 2 April convocation was mentioned where the administration will openly explain its budget approach. The President made the statement that we intend to commit to a “guaranteed tuition rate” beginning in 2015. The President also took the opportunity to mention the upcoming WAC basketball tournament.

b. Executive VP / Provost

The Provost mentioned a student success training he recently attended the goal was to recognize and address impediments to graduation. It stressed the importance of good advising. There may be ample reason to move towards prescriptive degree maps. Aggressive intervention is needed to get seniors to graduate. There is also a need to utilize the Early Warning System for entering students. There is a need for faculty to engage and intervene with these students. He recognized efforts by Jim Libbin in ACES and Andy Burke in DACC in these regards.

c. Faculty Senate

d. Employee Council

Shawna Arroyo updated the council on several initiatives including; merit pay protocols, forums, service on campus, employee appreciation as well as the upcoming service awards ceremony.

e. ASNMSU

David Maestas briefed the group on the upcoming graduate research and arts symposium, efforts to fund the library to increase service hours, establishment of the Student Athletic Advising Committee, Model UN, the Big Event, and election results. Wesley Jackson is the sole remaining candidate for President of ASNMSU

f. Graduate Student Council

**VII. Other Comments and Information**

The following were mentioned

- Start of the Summer Golf League
- Status of inventory
- Live broadcast of tournament games on campus
- Upcoming Greek Sing on Sunday
- March 19<sup>th</sup> International festival at LCCC

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