

University Administrative Council Minutes

Wednesday, January 12, 8:30 a.m.

Corbett Center, Colfax Room 210

Barbara Couture, Tilahun Adera, Mark Andersen, Fred Ayers, Tom Bagwell, Steve Loring, McKinley Boston, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Shaun Cooper, Travis Dulany, Candice Guzie, Russell Hardy, Glen Haubold, Maureen Howard, Margie Huerta, Cheri Jimeno, Ricardo Jacquez, Jay Jordan, Bruce Kite, Linda Lacey, Delano Lewis, Bernadette Montoya, Mike Morehead, Thasha McVey, Mike Morehead, Dennis Prescott, Ricardo Rel, Christa Slaton, D'Anne Stuart, Angela Throneberry, Elizabeth Titus, Susan Waldo, Wendy Wilkins, Ben Woods, Ross Justus (ex-officio); (Substitutes are welcome when members cannot attend)

I. Call to Order

II. Minutes of December 14, 2010

The Minutes of December 14, 2010, were approved as distributed.

III. Old Business

No items.

IV. New Business

A. Revisions to 2.03 and 2.04 Art Policies [Ben Woods] *Attachments*

A draft revision of policies 2.03 and 2.04 governing art and library archival acquisitions was presented for a first reading. Please submit your comments, suggestion, and edits to Ben Woods and Lisa Warren.

B. Las Cruces Convention Center - No Charge Events [Angela Throneberry]

New Mexico State University's ground lease with the City of Las Cruces for the LCCC contains a clause within the agreement that provides seven free-of-charge rental events to be coordinated through the President's Office. One event includes use of a ballroom and the others are specific to meeting rooms only. Angela provided a floor plan of LCCC. If you plan on using LCCC for a high-profile event and would like to be considered for one of the free-of-charge events, please forward event information to Anne Comeau-Phillips in the office of the Senior Vice President for Administration and Finance. She will compile a list of possible events to be hosted at LCCC to be sent to President Couture for her review and selection. In addition to the seven free-of-charge uses of LCCC, NMSU receives a discounted rental rate. Angela will send additional information on rental rates.

V. University-wide Information/Announcements

A. Introduction of new personnel in new positions:

Dennis Prescott – Vice President of University Advancement

Bernadette Montoya – Interim, Vice President for Student Success

Ross Justus – Chief Auditor Executive

Greg Fant – Assoc. Vice President and Deputy Provost

Dorothy Anderson – Interim Asst. VP for HR

- B. Introduction of Steve Loring [Roseanne Bensley]
Dr. Steve Loring will be the new chair of the Employee Council, effective February 1. He is the Associate Director of Agricultural Experiment Station where he coordinates and administers research in the College of ACES. He was the chair of the Sustainability Council from 2008-2010. Dr. Loring also worked in the Biology Dept. and PSL. His research background is in soil and ecosystem ecology.
- C. Notification of Engagement with Statewide Boards or Commissions [Ben Woods]
As we go through this transition in state government, the administration would like to ask for your assistance in informing us if you have been asked to serve in a statewide board or commission. We do need to have knowledge as to who is serving and at what capacity. We will provide this information to our Board, so they are aware. Please forward this request to your employees; if they are asked to serve in some capacity, they can provide Ben with that information. President Couture added that it is important for us to be aware so that we can ensure we are being consistent in the messaging we have with our state about the priorities of the university and also factual information about the university. We would like to offer to anyone who is asked to serve on a commission or other state body the assistance of the President's Office in coordinating some opportunity for information to assure the information is accurate or the information that is officially on record. There are different entities that collect information. We want to ensure what individuals are reporting actually does tie back to what we understand to be an official record. President Couture also understands and expects personnel to be involved in volunteer service; however, the issue arises when at times it may count as consulting. Please make that judgment call to ensure that other agency covers expenses related to that service and not the university. This is a cost-savings measure in our part. We encourage you to be involved, but we do expect other agencies to cover expenses if appropriate.
- D. Scheduling of Official University Functions with President's Office [Ben Woods]
There are numerous activities on all our campuses that deserve appropriate recognition and scheduling which may involve our senior administration, elected officials, and/or our Board of Regents. To properly schedule these events in a timely matter and so they don't inadvertently compete or detract from one another, please forward any celebratory event such as ribbon-cutting, groundbreaking, agreement signing, etc. that your department is hosting to the Office of the Chief of Staff or the Office of Presidential Events. They will ensure proper coordination of scheduling the event on the calendar of the appropriate administrator or elected official. Ben will send additional information electronically.

VI. Updates

- A. Executive Vice President/Provost Update [Wendy Wilkins]
Dept. Heads are working on a documentable annual evaluation process. This afternoon, there will be a faculty forum hosted by faculty senate. The Provost will talk about how the academic budget is handled.

- B. Faculty Senate Update [Mark Andersen]
Mark mentioned faculty forum as well. Senate will have its first meeting of the year and present propositions to amend the constitution and waiting for other policy manual changes that are working their way through the system. They are also working on a Memorial on support of the work of the Sustainability Council.
- C. NMSU Employee Council Update [Roseanne Bensley]
Roseanne thanked everyone for the opportunity and privilege to serve on the Employee Council. She reiterated that our staff are dedicated to the success of the university and put the best interest of university in their day-to-day lives. President Couture thanked Roseanne for serving ably and well.
- D. ASNMSU Update [Travis Dulany]
Travis informed everyone of ASNMSU's role in Santa Fe during the legislative session. He said they are advocates for the institution.
- E. Graduate Student Council Update [Lisa Jo Elliot, VP]
Thasha McVey was not present. No update.

Other updates:

President Couture announced that Dr. Boston is at the NCAA meeting. President Couture will also attend the NCAA meeting.

Glen Haubold announced the groundbreaking event for the new Chamisa Phase II.

Roseanne announced the Career Connection on Feb. 2 at the Las Cruces Convention Center Assc. Vice President Fant announced that the Spring Summit will be Monday, April 25 at the Las Cruces Convention Center.

Other:

President Couture invites you to take a look at the convocation address. It will be in the Newsletter.

We have received the Legislative Finance Committee's and the Department of Finance Administration's first draft of their budget. Our analysts—Offices of Finance and Admin. and Government Relations—are looking at how these budgets compare. There are a couple of things that stand out and do concern us—Nursing budget's separate lines and all campuses and Athletics was also hard hit.

Please send an email to president@nmsu.edu if you have a specific question about the budget.

Staff new reclassification system has been completed. No funding was taken from faculty lines or college budgets to complete this process.

President Couture is aware there has not been a compensation increase for our faculty. This spring she will seriously consider doing a compensation for excellent performance among faculty and will work with the Provost's Office to determine how this will be done. President Couture is committed regardless to doing something of some measure for our faculty, however, not likely for all faculty. She wants a compensation package that does make a difference, enough to reward excellent performance. President Couture has asked Provost Wilkins to work with deans and faculty to ensure that faculty evaluations procedures are completed in a timely manner, so that a fair evaluation from our

departments of excellent performance of our faculty. If we do provide a compensation program for faculty this year, an appropriate evaluation system must be in place and evaluations completed for all faculty.

President Couture will keep you posted on the Legislative Session.

Our deans are not required to be in Santa Fe for Las Cruces Day in Santa Fe. If other events bring deans to Santa Fe (e.g., committee work, donor meeting), attendance at LCDSF is welcome.

Governor has announced a new policy toward lobbying from state agencies. She expects all state agencies to report their lobbyist. Ricardo Rel, Vicente Vargas, Scott Scanland (official outside lobbyist) will represent NMSU. We do not expect to see other NMSU agencies hiring their own outside lobbyist. If you have issues that need the attention of a lobbyist, please contact our Government Relations Office, Office of Chief of Staff or President's Office.

Next Meeting: Tuesday, Feb. 8, 2011, 8:30 a.m., Corbett Center, Colfax Room #210