

## University Administrative Council Minutes

Tuesday, February 8, 2011 8:30 a.m.

Corbett Center, Colfax Room 210

### I. Call to Order

*President Couture thanked everyone for their patience during the winter storm closure on February 2-4.*

### II. Minutes of January 12, 2011

*The Minutes were approved as distributed.*

### III. Old Business

#### A. Revisions to Policy 2.05 Art.

*This matter was deferred to the next UAC meeting, upon staff's recommendation.*

### IV. New Business

#### A. Revisions to Policy 1.05.70 Shared Governance [Mark Andersen]

*First reading of this policy. The purpose of the revision is to clarify that policies are now effective upon Board approval and the president has 45 days **from receipt** to take action. Prior to that, Faculty Senate legislation would become effective on July 1 following the signature by the president. Depending on the timing, the Board didn't always approve before it went into effect. That, along with the issue of the signature of president, made the timing delicate-- the constitution said the president had to act within 45 days **from passage**. This change will help avoid confusion on timelines in regard to review these policies. This policy will be presented again at the next UAC meeting.*

#### B. Revisions to Policy 2.05 Athletics [Lisa Warren]

*This policy was previously presented to UAC as part of the policy manual rewrite project. It is being re-submitted to UAC (first reading) for a recommendation regarding formal approval and insertion into the current policy manual. The new material included the mission statement, athletic programs offered, gender equity/Title IX compliance, NCAA and conference participation and compliance. The existing policies relating to the Athletics Council, media relations, fundraising, and ticket sales were reformatted and updated to match established practice.*

*Steve Loring asked that on 2.05.15(3) to change from "One staff member from the Administrative Council..." to "One staff member from the Employee Council..."*

*2.05.15.8 will be corrected and other corrections will be made to match our current circumstances.*

#### C. Revisions to Policy 2.69.1 International Travel [Delano Lewis]

*This is the first reading of this policy. A subsection 2.69.2 has been added to separate the provisions that apply to all international travel from those that address only travel to countries subject to travel warnings. The revisions provide flexibility to allow travel to countries subject to travel warnings, under certain circumstance, and as determined to be prudent. Another major revision is the creation of the NMSU Risk and Security Assessment Committee (RSAC). This committee will serve in an advisory capacity on issues relating to allowing student travel in countries subject to travel warnings. Prior to this, the dean would approve all official international travel for students. A process for requesting an exception from the general prohibition of student travel to countries that are subject to a travel warning, which includes a recommendation from either the dean of international borders and programs or RSAC to the*

*executive vice president and provost, who will in turn recommend to the president, who will make the final decision.*

*You can access travel forms on the Business Office website*

*<http://www.nmsu.edu/~booffice/forms/>. Please submit questions/comments to Dean Lewis.*

D. Revisions to Policy 3.99 Student Hazing [Lisa Warren]

*This is the first reading of this proposed revision. The revision broadens the policy to also prohibit hostile misconduct (other than hazing) in the workplace and to apply to students and employees. Please take a close look at this proposed policy and submit questions to Lisa Warren. Provost Wilkins indicated that there is a potential interaction between this policy and the promotion & tenure policy. If we have a specific statement on conduct, she asked that the Faculty Senate look at faculty conduct or collegiality when we look at questions of tenure.*

E. Revisions to Policy 5.94 Research [Vimal Chaitanya/Bill Harty]

*This is the first reading of these proposed revisions. The policy was revised to comply with federal law in the area of research involving human subjects. During this process, it was evident that a complete rewrite was necessary.*

*Please review the policy and submit any recommendations to Bill Harty. A final draft of the proposed changes will be presented at the next UAC.*

F. Revisions to Policy 8.60 Resignations [Angela Throneberry]

*This is the first reading of the proposed revisions. The two clarifications in the revisions include 1) specific language regarding notice requirement for position changes within the university and 2) guidance on requirements once resignation has been submitted and employee wants to withdraw.*

G. Building the Vision [Wendy Wilkins/Bobbie Derlin/Natalie Kellner]

*This item was moved from university-wide information. President Couture stated that at the faculty convocation she announced her intention to start a strategic planning process to build on the work of the Living the Vision (LTV). The new Seven Strategies for Success Goals will correlate with LTV to establish Building the Vision (BTV).*

*Provost Wilkins explained the process we will adopt to establish BTV. They recommend the creation of Building the Vision Committee, an advisory committee to the president, in which she will be the chair. They will develop the academic strategic plan and will ask each college to engage in a planning process that brings into harmony their college and department plans with what is developed as the academic strategic plan.*

*Provost Wilkins introduced Natalie Kellner, Director of Business Intelligence, will work very closely with her on keeping this process on track.*

*They hope to have a draft of BTV by the end of the semester. The results of the BTV process will then guide the academic units in fine tuning their strategic goals.*

*The BTV Committee membership was reviewed. The suggested changes in the success goals were to make graduation goal #1, and in goal #2-Diversity change the word tolerance to inclusion. For each success goal, there will be objectives within the success goals.*

*At this time, LTV is still effect and anticipate adoption BTV until fall. This will be presented at*

*the next Board of Regents meeting.*

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

- A. Automation of Exempt Performance Evaluation [Dorothy Anderson]

*The nonexempt process has not been changed. The automated exempt performance evaluation will be mandatory. To assist in filling out forms, HR is providing open labs, 15-minute presentation (by request), and a step-by-step manual is also being developed. They anticipate roll out of March 1.*

- B. United Way 2011 Co-chair Volunteer/Selection [Shaun Cooper]

*Shaun asked for volunteers to serve as a co-chair who will then be the chair in 2012.*

**VI. Updates**

- A. Executive Vice President/Provost Update [Wendy Wilkins]

*No update*

- B. Faculty Senate Update [Mark Andersen]

*No update*

- C. NMSU Employee Council Update [Steve Loring]

*No update*

- D. ASNMSU Update [Travis Dulany]

*No update*

- E. Graduate Student Council Update [Thasha McVey]

*Not present.*

**Other:**

*President Couture expressed our condolences to Regent Conniff for the passing of her mother.*

*Update on Facilities during Closure during Winter Storm on February 2-4.*

*Glen said most of the water leakages have been repaired; however, there were a few air conditioning pipes that were still in need of repair. Please submit an email to Glen with any other problems with your building due to the freeze.*

*Angela indicated that HR sent out a notice to extend the deadline to submit timesheets and will send out some guidelines on how they will account for the three days.*

*Provost Wilkins will visit with deans to allow individual instructors to make a decision on how their students will make up the time lost. She asked that each department keep track as to what the instructors are planning to do. They will make sure the students are not unduly burdened.*

*Ben complimented Glen and his staff on their work during the closure due to power outage. Ben provided information regarding the meeting with El Paso Electric (EPE) and the community. He indicated that EPE will bring in national consultants to help them review and study their operations plan to determine a prevention measure. They haven't been able to find any evidence of a similar weather condition. Since most of their generation facilities froze and they were down to one generator, they were dependent on imported power and this power was lost due to low pressure of gas; therefore, blackouts were implemented to avoid a potential crash of their system.*