

**New Mexico State University
Administrative Council Minutes
February 9, 2010**

1. Minutes of January 13, 2010

The minutes of January 13, 2010 were approved as distributed.

Old Business

No items

New Business

2. Policy 7.05 Educational Opportunities for Employees & Families [D'Anne Stuart]

D'Anne Stuart said the only change to this policy is the removal of the sentence that indicated when forms were due in the Benefit Services Department since this is procedural. The due date and where to submit the form are indicated on the form. The policy was approved as presented.

3. Policy 7.03 Deferred Compensation (457 Program) [D'Anne Stuart]

D'Anne Stuart said the changes to this policy are the result of IRS changes that went into effect this year and changes made by Lisa Warren that made the policy easier to read. The sentence requiring a company to enroll 20 employees at one time and the due date were also removed. The policy was approved as presented.

4. Policy 5.15.40 Non-tenure Track Temporary Faculty [D'Anne Stuart]

D'Anne Stuart said the change to this policy is to insert a temporary employment period policy waiver for non-tenure track temporary faculty. This change allows the deans to carry their temporary faculty beyond the two, consecutive academic year limit since due to budget restrictions, permanent positions are not available. The policy itself is being reviewed by a committee. Their recommendation will be brought to Administrative Council for approval.

Chris Erickson said it is extremely critical that the policy be approved by Faculty Senate. He asked if Faculty Senate was asked to provide members for the committee. He said the purpose of the original non-tenure track temporary faculty policy that was passed by the Faculty Senate in the early 1970s was to ensure that our full-time faculty are eligible for benefits.

Garrey Carruthers moved to table the policy change subject to the findings of the committee since the EVP/Provost has the authority to modify policy on a temporary basis and the Faculty Senate had not had an opportunity to review it. Bruce Kite recommended the Council modify the policy rather than waiving the policy. Mike Morehead recommended approval of the revised policy to avoid submitting memos to the provost for faculty teaching one or two classes. Jennifer said the proposed change protects the faculty by putting the waiver in policy. This is especially important with the current budget situation.

Dr. Couture said past practice has allowed the EVP/Provost to waive the policy requirement on an individual basis. She said due to budget constraints, there will likely be broad use of this waiver this year. Chris said the Faculty Senate probably would not be able to review this policy until the fall. Jay Jordan said the permanent policy change may involve some lengthy deliberation to look at the whole idea of temporary faculty and workload. Chris said he thought the policy being considered today was not too outrageous since it has a set time limit. Dr. Couture said approval of the policy would cover us legally and would also be uniformly applied. The motion to table the policy was disapproved. The policy was approved as presented. D'Anne will forward the committee membership to Chris through Dr. Jordan. All three policies were reviewed by the President's Council for consistency with other policies.

University-wide Information/Announcements

5. Santa Fe Update [Barbara Couture]

President Couture said it is absolutely clear that this is going to be a very, very difficult Legislative Session. She thanked our students who have been in Santa Fe visiting with Legislators about the importance of keeping tuition affordable. One item of discussion has been a tuition credit which gives the Legislature the right to credit the tuition that is paid by students against our budget appropriation. Dr. Couture said she spoke with everyone in Santa Fe she possibly could. She was introduced on the floor of the house and senate. She also spoke to the Legislative Finance Committee along with the other members of the NM Council of Presidents (CUP) regarding how to handle the budget reductions. The difficulty of the state legislators in meeting the current state budget is enormous. The CUP recommendations include workload funding and flexibility in handling our own budget cuts. We have asked that higher education not share so much of the budget cut burden. Increases in workload need to be accommodated even though NMSU-Las Cruces campus did not have a workload increase the past year. Some of our community colleges and other four-year institutions did, so we are asking our two-year institutions to help us have a more balanced approach to this.

In her remarks to the Legislative Finance Committee, President Couture stressed the following: We don't want a tuition credit. We don't want salary reductions. She stressed the importance of higher ed salaries competing on a national scale not on a local scale. If our salaries are reduced, we not only have difficulty competing and retaining faculty, we gain a national reputation that hurts us in the national market. We need to preserve budgets in our three core, constitutionally-appropriated research and public service programs of NMDA, Cooperative Extension and Agricultural Science Centers. Seventy-eighty percent of their budgets are in the research and public service. This is a tactical move in an effort to gain funding where the appropriation percentages are the largest.

Dr. Couture distributed a handout of NMSU's Legislative Priorities. She said it is extremely important that our message is consistent. Dr. Couture will attend another CUP meeting tomorrow to continue these discussions.

Dean Lacey said we need to start thinking about how we can collaborate among universities to offer degree programs. Dr. Couture said Jennifer provided a list of central administrative efficiencies in response to questions from Legislators. Dr. Couture asked members to provide information on any academic efficiencies. If we can share these kinds of efficiencies with our Legislators, it helps the Legislators help us. Felicia Casados said one of the strengths of the community colleges is reaching out to rural communities.

6. Legislative Update [Ricardo Rel]

No update since Ricardo was in Santa Fe for the Legislative Session.

7. University Budget Planning [Barbara Couture]

President Couture distributed a document titled "FY11 NMSU-Las Cruces I&G Budget Recommendation Process" describing her suggested process on how NMSU plans to handle the inevitable budget reduction. The core criteria that will direct our budget decisions are: a) protect strategic priorities in instruction, research and outreach; b) preserve core programs and functions; and c) maintain academic quality. She urged the Council to look at their units and determine what their strategic priorities are and how they plan to protect them. She asked the deans to visit with their faculty about this. Our general education programs, degree programs, the ability to register our students in classes, to provide student services, and to maintain strength in our research programs are examples of core programs we need to protect. Each unit will have their own core programs and functions. She also asked the Council to think about

what the public would expect of them as university leaders and what is needed to move our state forward. Academic quality is job one.

Strategies will include prioritizing resource allocations rather than “across the board” cuts; sharing reduction impacts across multiple sources; identifying and securing new revenue sources; full involvement of colleges and units in building the budget plan; ensuring input from impacted units; and allocating resources to advance strategic priorities.

President Couture discussed the role of the Budget Office, deans, vice presidents, Jay Jordan, Jennifer Taylor, University Budget Committee and the President’s role in this process.

She also asked for the Council’s input on the timeline as distributed. If a permanent budget reduction plan is not ready by June 15, we may need to look at temporary measures to come up with a reduction plan until a permanent plan is in place. Some temporary measures might include the use of central nonrecurring stimulus funds to help “step down” the impact of recurring cuts in FY11. The position posting moratorium might be extended with vacant faculty and staff position salary savings held centrally. All I&G carryforward dollars above a fixed percentage on June 30 might revert to the central administration. Dr. Couture said she realizes these measures are not popular but may need to be done, and she asked for the Council’s suggestions on this.

Jennifer said the alternative is a flat cut to both operating and salary budgets. They have tried to shield departments from cuts to their salary budgets by taking the brunt of cuts centrally. If the cut is too large, they will not be able to do this anymore. Dr. Couture stressed the importance of including faculty in this discussion.

Some general principles that Dr. Couture would like to preserve are: to avoid salary reductions; to avoid layoffs if possible; to look at ways to do our work more efficiently and at ways to reorganize; to preserve current positions; to avoid furloughs, not only because they are extremely difficult to manage, but because it is very difficult to do this in a way that is equitable and fair since some individuals have research, foundation and/or grant and contract dollars to help protect their salaries while others are paid on state dollars.

Research and public service projects and our community colleges will draft reduction/reallocation plans together with Jay Jordan and Jennifer Taylor.

The issue of whether or not current open faculty lines are available to the deans to meet budget reductions or are already considered part of the central pool will be clarified at the February 23 Administrative Council meeting.

Three reduction plans should be prepared: one at the target amount, one less than target, and one above target. Garrey Carruthers recommended the deans get together to see how they can achieve efficiencies by consolidating classes. Jennifer said Dr. Jordan plans to take a holistic view of the way we approach instruction.

Dr. Couture said at least three processes will be proposed: some central cuts, collaboration among the deans and provost to create some efficiencies, and finding reductions in their own units. She said they are looking at ways to reward units if they come up with a proposal for more dramatic cuts that might require some new investment dollars.

President Couture asked the Council to forward any recommended changes to the suggested process. These will be discussed at the Administrative Council meeting on February 23.

8. Internal Audit Planning Survey [Brenda Shannon]

Brenda Shannon said the draft Audit Services Risk Survey was distributed to the Council last week and that a link to the final electronic survey would be emailed to top-level administrators and others with system-wide responsibilities. She asked Council members to complete the survey to help Audit Services maximize its resources by determining areas of highest risk on which to focus resources. The survey results, in summary form, will be shared with the Council. The survey will be open until the end of the month.

Updates

9. Interim Executive Vice President/Provost Update [Jay Jordan]

Jay Jordan reminded Council members to coordinate any visits to the Legislature with Ricardo Rel. Dr. Couture said this is absolutely necessary to avoid doing damage to ourselves by sending mixed messages about our funding priorities.

10. Faculty Senate Update [Chris Erickson]

Chris Erickson said the Faculty Senate passed a change in how summer salaries are calculated. The change is budget neutral but allows faculty to earn more from external sources. The prop was amended to take into account differences between summer teaching loads at the community colleges. The Legislation will be brought forward to this group. Dr. Erickson said he appreciates President Couture's transparency in this difficult budget year.

11. NMSU Employee Council Update [Roseanne Bensley]

Roseanne Bensley said the Employee Council was concerned that the new employee evaluation form may not have been adequately distributed. They requested that everyone affected by the document have a chance to review it prior to its implementation. D'Anne said they have asked supervisors to review the new form with their employees during this year's evaluation. Use of the new form will be required next year. D'Anne said there has been a lot of communication with pilot groups who used the new form last year. Dr. Couture asked D'Anne to work with University Communications to get information out to everyone about the new form.

12. ASNMSU Update [Travis Dulany]

Travis Dulany said the Student Review Board meetings are underway. They hope to have a proposal that is sensitive to the fiscal climate soon. Travis said he and his staff have enjoyed working as a team with President Couture and our Government Affairs staff in Santa Fe.

13. Graduate Student Council Update [Paul Kuhns]

On behalf of Paul Kuhns, Linda Lacey said the Graduate Research and Arts Symposium will take place the first week in March. They are still looking for faculty judges. They have invited students from other universities to participate and present their research.

14. Athletics Update [Mac Boston]

Mac Boston said they finished the fall semester with 445 student athletes – 55 percent women and 45 percent men. Fifty-nine percent of the student athletes had a 3.0 cumulative gpa. Twenty-three student athletes had a 4.0. Their current graduation rate is 63 percent. They finished the semester in second place in the WAC commission's Cup, which is a ranking of success in all of the sports compared to the other WAC schools.

Next Meeting: Tuesday, March 9, 2010, 8:30 a.m., Corbett Center, Colfax Room #210

Minutes recorded by Barbara Dickenshied.