

University Administrative Council Minutes

Tuesday, April 12, 2011 8:30 a.m.

Corbett Center, Colfax Room 210

I. Minutes of April 12, 2011

Minutes of April 12, 2011, were approved as distributed.

II. Old Business

- A. New Policy 5.47, Faculty Discipline and Appeals Processes, superseding portions of Policies 5.98 and 4.05.50 [Greg Fant]

Second reading of policy. No changes were submitted. A Motion to Approve the policy as written as presented was seconded. All were in favor. Policy approved as written.

- B. Efficiency & Effectiveness Report [Barbara]

President Couture discussed the five major projects—Redundancy, Student Book Costs, Expense Standardization, Utility Costs, and Academic Organization—the E&E committee selected. The two student oriented recommendations—Student Book Costs and Academic Organization—will be a high priority. A vice president will be named as a project manager for each project. Please submit your comments and recommendations. The report is available on the president’s website under *Goals for Success* link for your review.

III. New Business

- A. Non-substantive revisions to Policy 2.95, Traffic and Parking Regulations [Angela Throneberry]

Non-substantive revisions are changes such as departmental name change and clarification of language in terms of policies and the practices.

Dean Titus suggested removal of the parking fees table within the policy or any reference to the year. Bruce suggested a separate insert in the parking brochure with the fees table.

A motion to recommend approval of the proposed revisions as amended to remove the fee table (2.95.16), as well as specific years was made and seconded. All were in favor.

- B. Non-substantive revisions to Policy 7.05, Educational Opportunities [Angela Throneberry]

Non-substantive revisions (clarification changes) are proposed.

Shaun recommended use of the words electronic self-service instead of Banner, since we may not always have Banner.

A motion to recommend approval of the revisions with the recommended word change was made and seconded. All were in favor.

- C. New Policy 3.100, Protocols in Event of Missing Residential Student [Lisa Warren]

First reading of policy. The focus of this policy is to maximize the use of all available university resources and information, in order to facilitate and expedite the search for a residential student reported or suspected to be missing; to provide policy and procedures, in compliance with the federal Clery Act, as amended by the Higher Education Opportunity Act of 2008.

Please review this proposed new policy. This policy will be presented for a vote at the next UAC meeting.

- D. Revisions to Policies in Chapter 9 [Angela Throneberry]
- a. **9.04 – Office of Facilities and Services – Clarifies the definition of “construction.”**
 - b. **9.95 – Campus Planning – Emphasizes the requirement for the Board of Regents to approve all master plans.**
 - c. **9.10 – Capital Projects – Updates the policy to cross reference the real estate policy which delegates certain real estate transactions to the president; updates the provisions to be consistent with NM law regarding the selection of architects, engineers, landscape architects and surveyors.**
 - d. **9.15 – Funding and Costs – Clarifies the current work order and billing system for routine and non-routine maintenance and will insert a link to the Schedule of Billable Services.**
 - e. **9.20 – NMSU Real Estate – Add the Office of Facilities and Services as an office that should be consulted for real estate transactions.**
 - f. **9.34 – Fleet Asset Management Program – Non-substantive revisions were made. A form is referenced within as opposed to adding some procedural information.**
 - g. **9.55 – Utilities – Updated the policy to reflect current legal requirement for all persons excavating or preparing plans for excavation on NMSU property to obtain utility locates. Adds a reference to the existing Office of Facilities and Services procedures which are applied in the event of an anticipated outage. Other minor editing revisions.**
 - h. **9.60 – Wayfinding and Signage Policy – Minor editing revisions and clarifications were made.**

IV. University-wide Information/Announcements

- A. Extension of waiver deadline in Policy 5.15.40, Appointments-Nontenure-Track [Greg Fant]
A proposal to extend the waiver of the limitations on hiring part-time faculty, previously extended through Spring 2011, through Fall 2012 will be presented to Board of Regents in the near future.
- B. Summit Update [Greg Fant]
Dr. Fant invited the members to the Summit on Monday, April 25 at 8:00 a.m. at the Las Cruces Convention Center. The Summit will include a luncheon, Presidents’ Round Table and will end with Breakout Reports of the sessions.
- C. Inventory Status Update [Mike Abernethy]

The number of items missing has decreased to 1231. Mike and Angela strongly encourage everyone that has departments with missing items to locate as many items as possible.

V. Updates

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

Dr. Fant invited everyone to visit the Provost's website that is currently being updated. He said that some of you will be contacted regarding a STEM study regarding minority males in the STEM disciplines. The Provost's Office will also meet with CORC to update on the international transcript evaluation process.

B. Faculty Senate Update [Mark Andersen]

Things are winding down for Faculty Senate. At the last meeting, two propositions were presented. One was an emergency legislation—reorganization of the Industrial Technology Division at NMSU Dona Ana Community College. They can now advertise the position. The other proposition was the name change in Economics and that has gone to committee unanimously recommended that it pass and will be presented at the last meeting on April 28.

C. NMSU Employee Council Update [Steve Loring]

Dr. Loring announced the "A" Mountain Staff Award recipient is Christine Quay from Communication Studies.

D. ASNMSU Update [Travis Dulany]

They are working with the Provost's Office and Faculty Senate on the GPA issue to find some middle ground if it does go to the Regents. On April 29, in conjunction with the rodeo, Emerson Drive will perform.

E. Graduate Student Council Update [Thasha McVey]

Dean Lacey announced that Mike Kirk is the incoming president of the Council.

President Couture reminded everyone of the Faculty/Staff forum on Thursday, April 14 at 11:00 a.m., Corbett Center Auditorium.

Next Meeting: **Tuesday, May 3, 2011, 8:30 a.m., Corbett Center, Colfax Room #210**