

**New Mexico State University  
Administrative Council Minutes  
May 3, 2011**

**I. Call to Order**

**II. Minutes of April 12, 2011**

The minutes of April 12, 2011, were approved as distributed.

**III. Old Business**

**A. New Policy 3.100 Protocols in Event of Missing Residential Student (Lisa Warren)**

Lisa Warren noted that new policy has been made necessary because of an amendment to the Clery Act (federal statute that requires disclosure of crime on/near college campus.) The amended Act allows a residential student to identify a confidential contact who must be notified within 24 hours if the student has been missing from a university residential facility. This new policy was introduced at the April UAC meeting. No comments were received. In discussion, the question was asked about the University's policy for non-residential students who have been missing for a similar period of time. Ms. Warren and others explained that working protocol essentially mirrored that process contained within this new policy. The policy was approved as presented.

**B. Revisions to Policies in Chapter 9 (Angela Throneberry)**

Angela Throneberry introduced Glen Haubold and Tammy Anthony to discuss specific modifications to the following policies: 0.04, 9.05, 9.10, 9.15, 9.20, 9.34, 9.55, and 9.60. The modifications to these policies and the plan to consolidate them all under Chapter 9 were presented at the April UAC meeting. No comments were received. The policy was approved as presented.

Dean Carruthers asked about progress in implementing the recommendations of the way-finding policy. Mr. Haubold provided an update and requested input from the group on the proposed next phase of the project. President Couture asked that the details of phase two of the project be published to the university community. She noted that we will work to continue the project, given the realities of the budget.

**IV. New Business**

None.

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

**A. Capital Outlay Request (Glen Haubold)**

The President asked Glen Haubold to discuss the University's Capital Outlay Request that will be presented to the Board of Regents at its May 6<sup>th</sup> meeting. Mr. Haubold began his remarks by noting that he and others have been working on a process by which requests for capital projects could be submitted and vetted in a standardized procedure. The policy development process has included visits with most of the deans. He expects to present the proposed

process to the UAC at one of its upcoming meetings. He noted that although there has not been a formalized process in place, the Capital Outlay Request has been built on known needs that carry-over if not funded. Mr. Haubold mentioned that the list does not include any projects that add square footage.

Dean Carruthers inquired about the status of planning for the proposed Domenici Institute. Mr. Haubold responded that planning continues on the facility with a budget of \$9 million. Dean Carruthers mentioned the possibility of securing service tax bond funds for additional resources for the project. President Couture endorsed the efforts to pursue this type of revenue for this project.

Dean Titus mentioned that the Library has substantial structural issues but that her facility/needs were not on the current request. Both Dean Titus and Mr. Haubold noted on-going conversations about the structural issues. Mr. Haubold acknowledged that changes/additions/modifications can be made to the request. Ms. Throneberry added that the project proposal process currently under development will aid in the development of the Capital Outlay Request.

Dean Lacey noted that at current, the Graduate School is “homeless.” She asked about how to request new space. Mr. Haubold and others will work with the Grad School leadership to find a permanent housing solution.

**B. Chilled Water Disruptive Activities (Mr. Haubold)**

Mr. Haubold reminded the group that the central chilled water plant does not have the capacity to support continued facility growth on the campus and introduced plans to build a satellite chilled water facility that will be located behind the natatorium. The plant will provide supplemental production for the main plant. During the construction phase, scheduled for the summer months, there will be some temporary street and parking lot closures. Mr. Haubold highlighted the various street and parking lot closures. He is working with University Communications to develop a plan to publicize the various closures to the campus.

When completed, Mr. Haubold announced the overall capacity of the student lot adjacent to the new plant will have ten less parking places than its current capacity. (The actual plans call for an addition of a net of one space, but because of the need to reserve a certain number of spaces for OFS employees, the number of spaces available to the students will be ten less than currently available.)

**C. CCSU Needs Assessment (Tammy Anthony and Kate Fahrbach)**

Ms. Anthony presented an update on activities to assess the need for additional space in the Corbett Center. Ms. Anthony described the process that had been put in place to ascertain the various needs, including the use of an outside firm to conduct focus groups and surveys with the students. From that input, four concepts have been developed:

Concept A augments student work space and student activity space at Corbett. Concept B involves a combination of student activity space and retail space (to replace the lost revenue associated with the departure of the campus bookstore.) Concept C would combine student activities, retail and I&G functions in the vacated bookstore space. Concept D places all I&G functions in the vacated space as a means to provide a “one stop shopping” place for student support services. Concept A and D have strong student support. Ms. Anthony also reviewed

the estimated cost of each proposal. She reminded the group that the Concepts are only that – just concepts and asked for input from UAC. (Lydia Duran will send an email to UAC with specific directions about how to submit comments.)

Travis Dulany acknowledged that Option A would require student fee revenue

Additional questions and comments involved the impact of Las Cruces Convention Center on meeting requests/revenues at the Corbett Center, and whether the graduate students had been surveyed as part of the efforts to ascertain student needs.

Ms. Anthony noted that the Corbett Center staff is monitoring the meeting activities and that an opportunity for graduate students to participate had been made available.

**D. EAI Portal (Shaun Cooper)**

Mr. Cooper reviewed with UAC the plans to move the campus to new portal engine and to convert the email system effective May 16, 2011. He and members of his staff demonstrated the new “my.nmsu.edu” system. He also highlighted the significant efforts made to alert the campus community to the various changes.

**VI. Updates**

President Couture announced that she was departing UAC to attend a Council of University Presidents meeting. The purpose of the meeting is to continue to refine the group’s recommendations to the Governor and the Legislative Finance Committee’s mandate to revise the university funding formula. CUP and others are working with HED Secretary Garcia to help inform the revision process. President Couture feels that the efforts have begun in a good direction for NMSU, i.e., a three-tiered approach that would recognize the distinctions of a research, comprehensive and two-year institution. She will continue to inform the campus of developments in this effort and solicit input along the way from UAC and other relevant groups.

The President offered her best personal regards to a safe and productive summer. She also announced the Regents’ retreat on June 22 and her plans for a leadership retreat in August.

President Couture asked Mr. Woods to continue the agenda in her absence.

**A. Executive Vice President/Provost Update (Wendy Wilkins)**

There was no report from EVP/Provost who was in Grants on university business.

**B. Faculty Senate Update (Mark Andersen)**

Dr. Andersen announced that the new Faculty Student Chair had not yet been named. Mr. Woods recognized Dr. Andersen for his significant contributions during his year as head of the Senate.

**C. NMSU Employee Council Update (Steve Loring)**

Mr. Loring reported that the Employee Council would continue to meet throughout the summer.

**D. ASNMSU Update (Travis Dulany)**

Mr. Dulany provided an ASNMSU Update. He highlighted a recently passed resolution on the matter of the GPA proposal. The resolution articulates two desired amendments to the current proposal: (1) that a grade point of 4.3 be awarded for a grade of A+; and that (2) the implementation date of the proposal, if approved by the Board of Regents be delayed until 2014. Dr. Andersen expressed his favorable view of these amendments.

Mr. Dulany also introduced Austin Graham as the new ASNMSU President. Mr. Woods recognized Mr. Dulany for two years of outstanding service as the President of ASNMSU.

**E. Graduate Student Council Update**

There was no graduate student representative present.

**VII. Other Business**

Mr. Woods introduced Judy Bosland as the new Assistant Vice President for Institutional Analysis.

Dean Carruthers announced a presentation by Richard Fisher, President and CEO of the Federal Reserve Bank of Dallas and a member of the Fed's Open Market Committee. Mr. Woods noted that the President's Office would send a campus reminder about the presentation.