

**New Mexico State University
Administrative Council Minutes
July 13, 2010**

1. Minutes of June 8, 2010

The minutes of June 8, 2010, were approved as distributed.

University-wide Information/Announcements

2. Introduction of Susan Waldo, Interim Dean of Students [Carmen Gonzales]

Carmen Gonzales introduced Susan Waldo who will serve as Interim Dean of Students. Susan had been the Associate Dean of Students and Director of Campus Activities.

3. Regents Retreat [Barbara Couture]

President Couture distributed the agenda for the Regents Retreat. She said the Regents had expressed a desire to have a more extended conversation with our executive officers on topics of mutual interest at this year's retreat. Some members of Administrative Council will not be obligated to attend the Regents Retreat. Those who have been invited and expected to participate in the Regents Retreat include the President's Council, University Executive Committee, Academic Deans Council, and our community college presidents.

In preparation for the Regents Retreat, President Couture scheduled a staff retreat with President's Council and University Executive Committee to explore the following four topics: Achieving Diversity, Increasing Graduation Rates, NMSU -- An International University, and Benchmarking Efficiency and Effectiveness. The panelists who will lead the topic discussions are listed on the handout. Those who have not been asked to participate in this year's Regents Retreat will be invited to participate in future discussions. These topics will be discussed with Administrative Council throughout the year. Achieving these topics will involve the entire campus community.

4. 2010 General Obligation Bonds for Education [Ricardo Rel & Aggie Saltman]

Ricardo Rel reminded members about the upcoming General Obligation Bond election in November. Aggie Saltman reviewed the projects for NMSU that are included in the bond election. They asked for the Council's help in getting the word out about these projects and encouraging voters to exercise their right to vote.

Old Business

5. Policy 5.94 Research [Bill Harty]

Bill Harty said no additional changes had been brought to his attention since the item was presented last month. The Council approved the policy as presented.

New Business

6. Naming Request [Nick Franklin]

Nick Franklin said the Naming Committee had just met and approved the request of the College of Education to name the audiology suite in the Edgar R. Garrett Speech and Hearing Center the Sertoma Hearing Suite. Dean Morehead said the Sertoma Club of Las Cruces has been a very strong supporter of the Communications Program for approximately 20 years. In addition to their financial support, they are strong supporters of the program in the community. The Council approved the naming as presented.

7. Revision to Tailgating Section of Alcohol Policy 3.05 [Steve Macy]

Steve Macy said the revisions to this policy are the result of paving a parking lot previously used for tailgating. Staking tents in this lot would damage the newly paved surface. Instead

of re-designating permissible lots for tailgating, the revised policy delegates the authority to designate approved tailgating lots jointly to the Athletics Director, Director of Facilities and Services, and the NMSU Police Chief. For clarification, the revision also proposes to move two paragraphs currently under the tailgating heading that do not relate to tailgating. Jennifer asked that Glen Haubold's title be corrected to Assistant Vice President for Facilities. She also requested that the Director of Special Events be added as a fourth position within the joint approval group. The Council approved the policy with the above revisions.

8. Revision to Policy Adoption Process in Sections 1.05.20 & 1.10 [Lisa Warren]

Lisa Warren said the revisions to this chapter are to streamline the policy adoption process, consistent with recent direction from President Couture. The revisions will consolidate in Policy 1.10 various provisions relating to policy adoption currently located in the Preface, Policy 1.05.20 and Policy 1.10. The revision will also eliminate confusion about when policies become effective. If approved, policies approved by Administrative Council and/or Faculty Senate and approved by the President will be placed on the next Board of Regents meeting agenda for consideration and approval. Policies will become effective following Board approval, unless the provisional policy exception applies which gives the President authority to modify current policy to ensure effective operation of the university, as long as such modification is presented to the Board at its next regular meeting, or until such meeting as the Board is able to consider it.

President Couture said our current practice of sending policies for approval by the Regents at the end of the year had the effect of implementing policies before they were formally approved by the Board of Regents. She asked to modify that practice so that we secure ratification of the Regents before we implement a policy. The annual ratification of approved policies by the Regents also caused concerns for them due to the volume of material presented at one time and also caused delays in implementation. She informed the Council that policies would now be forwarded to the Regents for approval on a continuing basis. She also noted that the modification to the "provisional policy exception" removes the approval of the chair of the Board of Regents since the chair cannot speak on behalf of the board.

Jennifer Taylor said a separate document outlining the procedures for bringing policies forward is being developed by Jay Jordan and will be brought to this Council for approval.

The Council approved the policy as presented.

9. Revision to Community College Reporting Structure 1.05.95 [Lisa Warren]

Lisa Warren said the proposed changes to this policy are mainly to reflect that our community colleges now report to the President. Academic issues are administered by their respective campus president, with oversight by the NMSU Executive Vice President and Provost. The Council approved the policy as presented.

10. Revisions to International Travel Policy Sections 2.69 [Jay Jordan & Bruce Kite]

Jay Jordan said President Couture recently issued a memo precluding student travel to countries with travel warnings issued by the U.S. State Department, as have some other universities. Faculty or staff who choose to travel to a country under a travel warning must now sign a liability waiver. The revised policy addresses these issues. In response to a question from Carmen Gonzales, Dr. Couture said the purpose of the statement under item B.1.d. is to clarify that if an NMSU student should travel to a country under a travel warning, no academic recognition for activities in those countries will be awarded. Delano Lewis said the Study Abroad Office has had a travel notification form in place since 2006. The notification form has been updated to include the travel warnings, reimbursement issues, and requires 30 days advance notice. The form requires the approval of the Dean of International

Programs. Dr. Couture said it will be important for the form to be automated in order to handle this issue effectively and efficiently. Interim Dean Lewis said he supports the revised policy. In response to a question from Mac Boston, Bruce Kite said the policy will not affect recruitment of international students. Athletic coaches would be required to sign a waiver to travel to a country under a travel warning. Athletic teams would not be allowed to travel to countries under travel warnings. Jennifer Taylor said two questions to consider are: Are the faculty/students being paid by our university? Are the students intending to get academic recognition from NMSU? If the answer to either of these questions is yes, then the new International Travel policy applies. Bill Harty recommended the words “NMSU sponsored” be added to item B.1.d. as follows: There shall be no academic recognition for **NMSU sponsored** activities . . . The policy was approved with the above revision.

11. Revisions to Inclement Weather Policy 2.94 [Shaun Cooper]

Shaun Cooper said they reviewed the current Inclement Weather Policy after inclement weather in December caused some of our community colleges to close. The current policy was written to apply to the main campus. The revised policy extends the decision to close a facility/campus to the appropriate community president or provost/campus academic officer based on input from the police, facility directors and other support staff. It also clarifies closure and re-opening notifications.

Dean Titus said closure notifications to news agencies are not issued early enough to prevent some employees from venturing out on dangerous roadways. Maureen Howard said the best way for employees to learn about possible closures is on our website or through our email notification. She said we lose control when we rely on the news media to get out our information since they may have many entities contacting them.

Russell Hardy said they have a secure logon with a state news media that allows them to select whether their campus will be closed, delayed in opening, affects only evening classes, etc. The information they input is automatically distributed to the media.

Dean Titus said it is a timeliness issue. An earlier decision needs to be made so an announcement can be made. Shaun said he thinks this is a procedural matter rather than something that needs to be in the policy.

Dr. Couture asked Shaun and Maureen to bring back to the Council an elaboration of how the procedure will work.

Dr. Couture asked the Council to review the policy and be prepared for further discussion at the August meeting acknowledging the points expressed.

Updates

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

Dr. Jordan thanked everyone for the support they gave him as Interim Executive Vice President. Dr. Couture thanked Jay for the wonderful support he provided to her.

13. Faculty Senate Update [Mark Andersen]

Mark Andersen did not have any updates.

14. NMSU Employee Council Update [Roseanne Bensley]

Roseanne Bensley said the Employee Council would like to have a central place where people who have changed jobs, retired, or new staff who have been hired can be identified so everyone is aware of the changes. Dr. Couture said some changes were communicated as a result of the budget reduction process. But she said we do need to do a better job of communicating

changes. A list would be helpful in communicating changes and also in welcoming new employees. Jennifer Taylor offered to assign someone from HR to work with Roseanne and University Communications to provide this information.

Dr. Couture said she noticed in the Employee Council newsletter that they are working on an employee recognition program. She said this is an excellent idea.

15. ASNMSU Update [Travis Dulany]

Travis was not able to attend the meeting.

16. Graduate Student Council Update [Thasha McVey]

Thasha was not able to attend the meeting.

17. Athletics Update [Mac Boston]

Mac Boston said conference realignment has been stalled.

Pervis Atkins will be enshrined this weekend into the National College Football Hall of Fame. He is our only inductee. This is a great recognition as not many schools our size are even considered.

As part of their strategic plan to support outreach activities across the state, our men's volleyball coach, Mike Jordan, and our men's basketball coach, Marvin Menzies, recently facilitated clinics in the Grants area, including students from Albuquerque. Approximately 300 youngsters, mostly from Laguna Pueblo, participated. The event was very well received.

Dr. Couture said she wanted to be sure we recognize the academic performance of our athletic teams. A report from NCAA indicates that we are making excellent progress. She also encouraged council members to purchase their football tickets.

Other:

President Couture asked the Council to **welcome Dr. Wendy Wilkins**, our new Executive Vice President and Provost.

Dr. Couture thanked the Council, and especially the University Budget Committee, for their good work in getting through the first round of **administrative budget cuts**. The academic budget reduction process will be reviewed in the fall. We continue to hear from our Legislative Finance Committee, the Governor's Office and related offices that another across-the-board cut is very likely this fall.

Next Meeting: Date changed to Tuesday, August 24, 2010, 8:30 a.m., Corbett Center, Colfax Room #210.