

**New Mexico State University
Administrative Council Minutes
August 24, 2010**

1. Minutes of July 13, 2010

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

Old Business

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

Shaun Cooper said the only change to this policy from the last meeting was the addition of the sentence in quotes below under Employee Leave: Employees affected by inclement weather who cannot come to work, when the university remains open, may request annual leave from their immediate supervisor (see Policy 7.20). “In these instances, employees in non-leave earning positions will be placed on a leave without pay status.”

Shaun will work with University Communications to try to make an announcement by 6 a.m. or as soon as possible following an announcement of a delayed closure by the Las Cruces Public Schools. The announcement will be posted on our homepage and sent via email. They will also communicate with TV and radio stations, but it will be up to the station to decide when to air the announcement. Maureen Howard said they will also post a message on our website about closures at other NMSU locations around the state.

The policy was approved as presented.

New Business

3. Naming Request [Nick Franklin]

Nick Franklin said the College of Engineering requested approval to name room 282 in Jett Hall the John C. Galassini AICHE Office. The room currently serves as the office for the American Institute of Chemical Engineers (AIChE) student chapter. Ricardo Jacquez said Mr. Galassini received his B.S. in chemical engineering from NMSU in 1986. He has made personal gifts to the College of Engineering and was instrumental in obtaining a gift of \$1.5 million from Phelps Dodge to establish a state-of-the-art water quality laboratory in the College of Engineering. His personal gifts and pledges exceed the amount required for this naming. The Naming Committee approved this request this morning. The Council also approved the request.

Nick said the Naming Committee also just approved a request to modify the previous naming of Arrowhead Road to Arrowhead Drive, since Arrowhead Road already exists within the Las Cruces city limits. The Council approved the request as presented.

4. Revision to Leaves – Compassionate 7.20.30 [D’Anne Stuart]

D’Anne Stuart said the revision to policy 7.20.30 on Compassionate Leaves is to expand the definition of immediate family to include a spouse, a domestic partner as defined in Policy 7.04, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father-in law; half or step siblings). The Council approved the policy as presented.

5. New Policy on Domestic Abuse Leave 7.20.90 [D’Anne Stuart]

D’Anne Stuart said the new policy on Domestic Abuse Leave will bring the university in compliance with the New Mexico Promoting Financial Independence for Victims of Domestic Abuse Act. The policy extends domestic abuse leave for up to fourteen days per

calendar year due to the domestic abuse of an employee or an employee's family member as outlined in the policy. Unless the employee opts to use accrued sick or annual leave, compensatory time or other available paid time off, domestic abuse leave shall be leave without pay. The Council approved the policy as presented.

University-wide Information/Announcements

6. Efficiency & Effectiveness Committee [Barbara Couture & Garrey Carruthers]

Dr. Couture said most universities have a committee to look at how the institution as a whole operates to see if there are ways to merge services or offload services to help save money and time. The Efficiency and Effectiveness Committee will take a top-level view of what we are doing as an institution, evaluate ideas, and propose them to the administration for possible implementation. The committee will prepare reports twice a year. The committee will not be charged with policy change or changing the direction of the university. These will continue to go through the normal approval channels. The committee has been reviewed by the President's Council and the University Executive Committee. One of the hazards of going down this path is that individuals may get nervous when the committee starts to look at their operations. At the same time, we need to look at every corner to see if we can do things differently to save money so we can put that money toward the mission of providing academic programs for our students and to support the research and teaching missions of our faculty.

Garrey Carruthers, who chaired a committee appointed by Governor Richardson to look at state governmental efficiencies and effectiveness, has been asked to chair the committee. Garrey said the charter is very broad. There will be a sixteen member committee as identified in the charter. Members will be expected to actively participate in all meetings and to maintain confidentiality regarding the work of the committee until public disclosure is deemed appropriate. The Office of the Senior Vice President for Administration and Finance will serve as the administrative manager for the committee, ensuring regular meetings are scheduled, coordinating with the work of other bodies, and providing access to appropriate external and internal resources.

Wendy Wilkins recommended staggered appointment terms so there is not a complete turnover of the membership every two years. Roseanne Bensley asked to have a representative from Employee Council on the committee. Dr. Couture recommended that both Employee Council and Administrative Council nominate staff members to serve on the committee. Travis Dulany asked about an estimate of the time commitment involved. Garrey said for the first month or two, there will probably be one meeting per week to develop a work plan. Ross Justus offered the support of Audit Services in an advisory capacity. Elizabeth Titus asked if the results of the committee's work would be known. Dr. Couture said ideas will be brought before this group and UEC. We will also need to consider a one-, two- and/or three-year evaluation check to see how the process has worked.

7. Campus EAI Portal Grant Award [Shaun Cooper & Mrinal Virnave]

Shaun Cooper said the current platform for the "MyNMSU" portal is SCT. There have been a lot of problems with this product since 2007. Usage of this portal for email and calendaring is low. In 2012, the current platform will no longer support email and calendaring features.

Mrinal Virnave referred Council members to the handout that listed some of the current problems with the email and calendaring functions in this portal. The handout also listed various options available. Google and Microsoft are the only two platforms that can handle our volume. Since many employees already use Microsoft Exchange, which has a lot of administrative features not supported with Google, this is the preferred platform. Email features would be different for those who use the MyNMSU portal for their email and calendars. Other portal users would not see much change, since the change would be to the

architecture engine underneath. Email and calendaring on Microsoft Outlook would remain the same. Only 492 faculty and staff use the MyNMSU portal for their email and calendars, and it does not work that well.

Campus EAI will provide a grant of in-kind labor service to make the change in portal engines. The yearly maintenance cost with Campus EAI is \$60,000 versus \$95,000 currently with SunGard Luminis. Since we are experiencing problems with the current portal, ICT recommended that we change portal engines between this coming spring and summer sessions which would have the least impact on users. The goal is not to replace the functionality or look and feel of the portal.

Since Council members did not express any concerns, ICT will proceed to make the switch in portal engines in May of 2011. They will contact each of the 492 users who currently use the MyNMSU portal for their email and calendar. Their email and calendar features will be transferred to the new portal engine. The new portal will be an improved system and will have additional features not currently supported by the old portal.

8. Emergency Preparedness Portal [Minerva Baumann]

Minerva Baumann, Director of Media Relations, gave a brief presentation on NMSU's emergency preparedness portal. This is a one-stop location where emergency preparedness information can be easily found. A request was made to add a link for hazardous critters and a link with information for families with small children. Dr. Couture complimented Minerva and University Communications for putting all this information in one convenient location. The information provided on the website will help prepare for a possible emergency. In the event of an actual emergency, call 911. The website address is <http://www.nmsu.edu/emergency>.

9. Business Ethics Handbook [Jay Jordan]

Jay Jordan said there are a number of federally mandated codes of conduct. Up until recently, they were confined mainly to defense contracts held by the Physical Science Laboratory. PSL has a code of ethics and standards of business conduct handbook, approved by the Board of Regents, which all PSL employees sign. These requirements are expanding beyond defense contracts as more federal agencies throughout the research community are starting to require a similar code of ethics and business conduct agreement be signed by employees. NMSU's principal governing policy is 3.19.20. What is currently missing is an annual reminder to employees about the various applicable policies. Beginning this year, the electronic Conflict of Interest form will have a link to NMSU's Business Ethics Handbook and all employees will be required to acknowledge that they have read and agree to all NMSU code of ethics/conduct policies and procedures. This will not be a change in policy but just a change in procedure to put us in compliance with current federal policies.

Updates

10. Executive Vice President/Provost Update [Wendy Wilkins]
Wendy Wilkins did not have an update due to time constraints.

11. Faculty Senate Update [Mark Andersen]

Mark Andersen said Committee on Committees will meet today to consider a non-binding memorial on the athletics budget. He said Athletics and the Business Office have been very helpful in providing figures on the budget. Dr. Couture and Jennifer Taylor will attend the Faculty Senate meeting on September 2.

The Faculty Senate is looking at the policy on hiring post doctoral researchers. Also, since last fall the Faculty Senate leadership of NMSU, UNM and NM Tech have been in

communication about how nominations to the Board of Regents are selected. The Faculty Senate at UNM will vote today about setting up a process for the Faculty Senate to provide three names of potential Regent nominees per vacant position to the Governor. NM Tech will vote on a similar process in September. The Governor's Office plans to issue a press release today endorsing the process. This will also be a topic at today's Committee on Committees' meeting.

12. NMSU Employee Council Update [Roseanne Bensley]

Roseanne Bensley said she will meet with Maureen Howard later this week to continue the discussion about an employee recognition program.

13. ASNMSU Update [Travis Dulany]

Travis Dulany said one of their lobbying priorities will be a non-emergency transport vehicle to take students to urgent care facilities. They are also looking into grants for renewable energy that could help keep costs low for students since, for example, student fees pay for the lights in Corbett Center.

14. Graduate Student Council Update [Thasha McVey]

Thasha McVey was not able to attend the meeting.

15. Athletics Update [Mac Boston]

Mac Boston was not able to attend the meeting.

Other:

President Couture said she will meet with the Faculty Senate on September 2 to talk about the financial situation in our athletics department. We will also post information on the website about the athletics budget which will show that the budget they submitted and completed successfully last year, with more money going to the payback of the deficit than in previous years, has contributed to our overall success. We will also discuss how our support to our athletic programs compares with other institutions. Mac Boston will send a memo to faculty and staff with additional information on the current situation with the Western Athletic Conference (WAC). Dr. Couture said we have long-standing commitments to the WAC, so we will have to weather this one way or another while maintaining our academic priorities. We have fiduciary responsibilities to the WAC and have a potential for significant costs by making contrary decisions. Dr. Couture expressed her personal disappointment in the decisions that were made by the University of Nevada-Reno and Fresno State which were contrary to agreements they had already made with the WAC about stabilizing the conference. It is a disappointing outcome and one that we will have to deal with as a conference. The financial situation in athletics is not a new story. The athletics program is operating within the budget that was approved by the Board of Regents. In fact, they performed better than was expected last year. We will hold them to continuing that performance and to continue to successfully get us out of the financial situation that was created long before Dr. Couture became President. .

Garrey Carruthers encouraged Council members and their faculty and students to attend the **Domenici Conference** next week.

Ricardo Rel asked Council members to mention the upcoming **GO bond election** when speaking with various groups.

Next Meeting: Tuesday, October 12, 2010, 8:30 a.m., Corbett Center, Colfax Room #210. (September 14 meeting was canceled.)