

**New Mexico State University
Administrative Council Minutes
November 10, 2009**

Minutes of September 8, 2009

The minutes of September 8, 2009 were approved as distributed.

Old Business

No items.

New Business

2. Tuition Remission Policy [Rene Yoder]

Rene Yoder said the Tuition Remission Policy had been clarified to make it easier to understand. The word “general” was deleted when referring to tuition and fees to avoid confusion with other fees charged. Tuition remission forms are due in Benefit Services by the Thursday before classes begin to avoid cancellation of classes due to nonpayment. Changes in class schedules require a new tuition remission form to ensure the classes are covered by the tuition benefit. Students must be New Mexico residents to be eligible for the Dependent Children Reduced Tuition Program.

The Council approved the revised policy as presented.

3. Family and Medical Leaves [Rene Yoder]

Rene Yoder said new Federal changes have been incorporated into the revised policy which now includes family members of active duty service members rather than just family members of the reserves or the national guard. The caregiver leave provision now includes veterans who are undergoing medical treatment, recuperation or therapy for a serious health condition incurred any time during the five years preceding the date of treatment. Exempt employees taking a partial day leave without pay under FMLA are allowed to go into a negative leave balance until they are able to catch up on their next pay cycle. Holiday hours which occur during a full week of leave will count toward the 12-week FMLA period.

In order to comply with recent law changes, Jennifer Taylor moved that the revised policy be approved today. The Council approved the revised policy as presented.

4. Inclusion of Diversity Council in Policy Manual [Ricardo Jacquez]

Ricardo Jacquez said the first request is to change the name of the Minority Recruitment and Retention Committee, co-chaired by the Associate Provost, to the Diversity Council. The second request is to elevate the Council to an advisory body (listed in the NMSU Policy Manual under section 1.05., Governance/Authority/Organizational Structure) such as the Academic Deans Council, NMSU Employee Council, and the Branch Faculty Council. This action will recognize the value that diversity represents and will help to establish cohesiveness for diversity initiatives such as searches, retention and recruitment programs, and academic programs.

The membership consists of over 20 individuals from representative groups and has 5 functions as identified in the policy. The associate provost meets with the Council on a regular basis and establishes yearly missions and goals. Elizabeth Titus asked that the chair of the President’s Commission on the Status of Women be represented on the Council. She also said staff had been omitted in item one of the handout and asked for clarification of item five. Chris Erickson said he is very supportive of the Council’s

goals. But several similar committees have been established, and in some ways, it dilutes their voice because instead of having one voice, there are several. Bruce Kite asked if the intention of item two was to be included on search committees. He said no other group has this in writing that he could recall, not even Faculty Senate. Chris said Faculty Senate has the right to request to be added to search committees. Christina Chavez Kelley said the intent was not to automatically be added as a member of a search committee but to provide the Diversity Council with an opportunity to meet separately with finalists. Bruce said other groups could make the same request which would require additional meetings with candidates.

Jennifer requested that Human Resources be included on the Council since they deal with recruitment of employees. She also recommended changing actively “participate” to actively “advise” in item two. Linda Lacey said we may need a definition of diversity because it means different things to different people. She said most other university diversity councils are chaired by the provost or the president. Ricardo said being under the Office of the Provost would take care of that. Greg Fant asked if community colleges are included, and Dr. Jacquez confirmed they are.

A motion was made to table approval of the request to consider the concerns expressed. Christina asked that any additional comments or concerns be sent to Dr. Jacquez so that the Council might be considered for approval at the next meeting. Dr. Pacheco said he appreciated the concerns expressed and did not feel in any way that this should be viewed as negative but rather an attempt to make this council better.

Dr. Pacheco reminded the Council to be sure all relevant groups have an opportunity for discussion before bringing an item forward to this group for approval. He also said he is uncomfortable with the way that policy and procedures are often intermingled. When approving a policy that includes procedures, you are asking the Board of Regents to also approve procedures. He said that distinction, though difficult, needs to be made.

University-wide Information/Announcements

5. New NSF Responsible Conduct of Research Training Requirements [Vimal Chaitanya]

Vimal Chaitanya said beginning January 4, any proposal submitted to the National Science Foundation will require certification that the submitting institution has a plan to provide responsible and ethical conduct of research training and oversight of all students involved in the research. A committee is putting together a core training module that will be available before January 4, so we can certify that we have a plan in place. Faculty and staff will also be able to go through the training, and faculty will have an opportunity to add additional training modules to the core.

Jay Jordan said we also need to look at the Federal Acquisition Regulation that deals with the code of ethics and standards of business conduct and awareness program. Jennifer Taylor said we may want to have all employees sign an ethics code of conduct document every year. She offered to look into this more broadly with Jay, Vimal and Bruce Kite.

6. Records Management and Retention [Diane Madrid]

Diane Madrid gave a presentation on records management and retention. She said retention is the length of time that documents need to be maintained as required by Federal or State guidelines and how long the information is needed for business purposes. Certification of NMSU’s records imaging system by the State of New Mexico has allowed us to destroy documents that have been retained in the imaging system. Diane said statistics indicate individuals spend up to five percent of their time reading a piece of paper and 15 percent looking for that piece of paper. Having the information in electronic

retrieval format saves a lot of time. The website for the Records Management and Retention Office is <http://rmr.nmsu.edu/>. Elizabeth Titus asked that Diane visit with the Library's Archives Office about their archival retention system.

Updates

7. **Executive Vice President/Provost Update [Waded Cruzado]**

No report since Dr. Cruzado was out-of-town.

8. **Faculty Senate Update [Chris Erickson]**

Chris Erickson said the Faculty Senate passed proposition 04-09/10, Amendment to Section 5.96 regarding Searches for Academic Administrators. The Board of Regents tabled proposition 11-08/09 based on concerns that it would limit the Board's freedom to negotiate provisions in the contract of an interim president. The following sentence was added to clarify the role of the Board of Regents in hiring an NMSU president: **The provisions of this policy do not limit the Board of Regents when negotiating a contract for Interim President.** The default would be to allow interim presidents to apply for president, which has been the practice at NMSU.

Chris said the Faculty Senate will meet after the last presidential candidate interview to prepare an evaluation of the presidential candidates to be presented to the Regents.

9. **NMSU Employee Council Update [Kelly Brooks]**

Kelly Brooks said her term as NMSU Employee Council Chair ends in January. Roseanne Bensley with Career Services will be the new chair. Kelly said most of the issues they have been working on over the past several months have been related to benefits and a perceived erosion of some of those benefits.

10. **ASNMSU Update [Travis Dulany]**

Travis Dulany said they added the College of Extended Learning to their senate. A meeting will be held tomorrow to discuss potential Student Health Center modifications to include employee and faculty health. Travis said student turnout for the presidential candidate interviews has been low, but online participation has increased.

11. **Graduate Student Council Update [Paul Kuhns]**

Paul Kuhns said the next Graduate Student Council meeting will be Mon., Nov. 16. The deadline for graduate student funding requests is the following day.

12. **Athletics Update [Mac Boston]**

Mac Boston said for the first-time ever NMSU's women's cross country team won the WAC championship. Sixteen out of seventeen of our teams met the NCAA Academic Progress Rate (APR) grade of 925. One team was at 900. If the APR grade is not met, it can result in a loss of scholarships. We have made a lot of progress in this area. We expect that our women's soccer team will finish 11th in the country in attendance.

Next Meeting: Tuesday, December 8, 2009, 8:30 a.m., Corbett Center, Colfax Room #210.

[Note: The December meeting was canceled due to a lack of agenda items.]