

**New Mexico State University
Administrative Council Minutes
December 14, 2010**

1. Minutes of November 9, 2010

The minutes of November 9, 2010, were approved as distributed.

Old Business

2. Revision to Policy 1.05.50 re Administrative Council [Bruce Kite]

Bruce Kite said the revisions to Policy 1.05.50 were to simplify the description of the membership of the Administrative Council. Several position titles were added to the membership from the revision distributed at last month's meeting: Assistant VP for Human Resources; Assistant VP for Facilities Services; General Counsel; Community College Presidents; and Chief Audit Executive (ex officio member). Wendy Wilkins recommended that assistant vice presidents not be listed but could be added at the discretion of the president. The Council agreed with this recommendation. The policy was approved with the changes as indicated above.

3. Revision to Policy 1.05.90 re Councils & Committees in Policy Manual [Ben Woods]

In Ben Woods' absence, Bruce Kite said Lisa Warren had not received any changes to the revised policy that was distributed last month. University councils and committees will be updated by the Chief of Staff and posted on the President's website. The Council approved the revisions as distributed at the November meeting.

New Business

No items.

University-wide Information/Announcements

4. Results of Mercer Staff Salary Study [Barbara Couture]

President Couture said one piece of unfinished business was the salary study that was initiated two years ago, first to involve faculty salaries and second staff salaries. Faculty salaries were examined, benchmarks were established, and adjustments were made in January 2009 as far as funding would allow. This plan was mutually agreed upon by the Faculty Senate, the University Budget Committee and other administrators. A similar process, called the Mercer Staff Salary Study, was established for staff. The purpose of the review was to look at our job descriptions to see how they align with national benchmarks for appropriate minimum and maximum salaries within the job categories. That process is now complete, and we are ready to implement the staff salary study findings. This will involve adopting the new salary classifications and bringing anyone whose salary is below the minimum of their new pay grade up to the minimum salary. The new classification does not adjust for years of service, merit or equity. Every staff member will receive a memo indicating that the new staff salary classification has been implemented, what their new classification is, and whether they will receive an adjustment in their salary if they are not at the minimum salary for their new classification. The cost to implement the staff salary study came from centrally accrued I&G salary savings from vacant positions and centrally accrued I&G savings from the Position Management Plan (retirement incentive offering for staff). Administrators with positions funded externally, by grants, or in other non-I&G budget categories had to fund the increases needed to bring their staff salaries up to the minimum.

Dr. Couture distributed a document that provided discussion points about the Mercer Staff Salary Study to assist administrators in their discussions with their supervisors. Human Resources will respond to any questions. Dr. Couture said she felt it was very important to complete this process

that had been promised and to have our compensation structure rightly compared to national standards. Over time, this should help us to continue to hire competitively and to continue to compensate our existing faculty and staff competitively.

In April, President Couture said she hopes to be able to reallocate funds to put new faculty positions into academic areas and to provide additional funds for faculty compensation. If our state revenue picture remains the same as it currently is, the state will need to make an across the board cut to all of its agencies of 5-7 percent, if it does the cuts equitably across all agencies. Of course, we do not know if the state will take this approach. We need to do something about compensation to help maintain an excellent faculty. If we are facing double-digit budget cuts at the end of this Legislative Session, then we will be in a different position in April.

5. Upcoming Legislative Session [Barbara Couture]

Dr. Couture said the New Mexico Council of Presidents (CUP) made a presentation to the Legislative Finance Committee on December 4. They asked the Legislature for fairness across the agencies; to protect their investment in higher education; to look carefully at the Formula Task Force recommendations to adjust the formula, eliminate the enrollment band and to use a rolling average of enrollment as the basis on which universities are funded; to adopt a tiered formula to recognize the difference in mission among the higher education institutions; to eliminate the tuition credit; and to not create another layer of governance for higher education. The two-year higher education institutions also presented a slightly different set of recommendations.

The CUP also signed a resolution asking the Educational Retirement Board to reconsider its initial proposal and to listen to the voices of its membership. A copy of that resolution will be posted on our website.

Updates

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

Wendy Wilkins said the deans will soon be sent a three-year academic calendar for their review and approval. The deans and the Provost Office senior staff will attend a retreat this afternoon that includes a conversation led by a member of the Education Advisory Board. They will look at different models for offering continuing and professional education which NMSU does very little of compared to other public institutions. We need to start thinking in an entrepreneurial way about what we can do locally to raise funds for re-investment in our academic programs given the reality of what is happening to investment in public education.

7. Faculty Senate Update [Mark Andersen]

Mark Andersen said now that the Educational Retirement Board firestorm appears to have passed, the Faculty Senate can get back to the work of revising the Faculty Senate Constitution and policy that defines the Faculty Senate. These changes are currently in committee along with a couple of academic-related propositions involving Viewing a Wider World courses and + or – grades in the calculation of student grades. The next meeting of the senate will be on January 13.

8. NMSU Employee Council Update [Roseanne Bensley]

Roseanne Bensley said Employee Council had completed its recent round of elections. Those selected will serve a term from February 1, 2011 through January 1, 2014. The newly elected individuals can be found on their website at <http://www.nmsu.edu/~acap>. Individuals interested in serving on the Insurance Committee or the Fringe Benefits Committee should submit their intent to Employee Council. Ballots will be sent in January to select individuals to serve on these two committees.

9. ASNMSU Update [Travis Dulany]

Travis Dulany was not able to attend the meeting.

10. Graduate Student Council Update [Thasha McVey]

Thasha McVey said things are moving forward on the Graduate Research and Arts Symposium. The call for papers deadline has been extended from December 31 to January 15 to allow students to continue to fill in their abstracts. Numerous abstracts have already been received.

11. Athletics Update [Mac Boston]

Mac Boston said in the spirit of the holiday season and because many students will have already left for the holiday break, he invited members of Administrative Council and their families to attend Saturday's men's basketball game and to bring canned goods and teddy bears for children.

Next Meeting: **Wednesday**, January 12, 2011, 8:30 a.m., Corbett Center, Colfax Room #210

Minutes recorded by Barbara Dickenshied.