

**New Mexico State University
Administrative Council Minutes
Tuesday, April 14, 2009**

1. Minutes of March 10, 2009

The minutes of March 10, 2009 were approved as distributed. The Council was in favor of a recommendation by President Cruzado that future minutes of the Council be more succinct and reflect only the substance of any discussion and action taken.

Old Business

2. IT Policies [Shaun Cooper]

Shaun Cooper distributed two documents to the Council. Additional procedures have been removed in response to comments received. Copyright violations and a paragraph from section 3.75 of the Policy Manual dealing with pornographic materials on university computers have been included in the General Use Policy. Employees should access NMSU computers remotely rather than storing institutional data on home computers or on removable media to ensure the security of the data. The Council approved the policy as presented.

New Business

3. Fire Prevention Practices and Guidelines [Darrell Smith]

Darrell Smith said the Fire Prevention Practices and Guidelines were emailed to Council members earlier. Additional comments should be sent to firechief@nmsu.edu. The guidelines will be linked in the Policy Manual under fire prevention and also from their website. The policy will return for approval at the next meeting.

4. Faculty Senate Proposition 11-08/09: Remove Prohibition of Interims From Competing for Academic, Administrative Positions [Joe Pfeiffer]

Joe Pfeiffer said Proposition 11-08/09 has been approved by ADAC, ADC and Faculty Senate. The proposition states that all academic, administrative positions at the department head or associate dean level (or equivalent) require either an internal or external search to fill a vacant position permanently. Searches for all positions for deans (or equivalent) or above require an external search. Internal candidates, including interims, are allowed to apply for any position and all applicants will be treated equally. For clarity, this policy explicitly applies to the university president, even though it is not clear it should be considered an academic position. The Council approved the policy as presented.

5. Red Flags Policy [Robert Scaling]

Jennifer Taylor said per Bruce Kite, approval of the draft policy will not require a resolution of the Board of Regents as was originally thought. Robert Scaling said the Fair and Accurate Credit Transactions Act of 2003 requires that effective May 1, 2009 certain financial institutions and creditors implement an identity theft prevention program. The policy requires that lenders or creditors anticipate incidents that may lead to identity theft. Comments may be shared with Robert at rscaling@nmsu.edu. The policy will return to the Council for approval next month.

6. Regent Travel & Compensation [Jennifer Taylor]

Jennifer Taylor said this change would correct the current language in our Policy Manual dealing with per diem and mileage reimbursement of our Board of Regents. It would also add a paragraph that deals with compensation of our Regents. Both of these changes are consistent with current practice. The Council approved the policy as distributed.

University-wide Information/Announcements

7. Community Foundation of Southern New Mexico [Patsy Duran & Ammu Devastahli]

Patsy Duran & Ammu Devastahli briefed the Council on the Community Foundation of Southern New Mexico (CFSNM). The foundation serves as a charitable resource linking donors with community needs. CFSNM manages 30 endowments for nonprofit agencies within Southern New Mexico. The current economic situation has resulted in more individuals requesting services and a decrease in funding. A nonprofit economic crisis campaign for half a million dollars will be

announced on April 30. Council members were encouraged to help by making a donation or by volunteering their services.

- 8. University Equipment Inventory Status Report [Jennifer Taylor]**
Jennifer Taylor said Mike Abernethy is working with a couple of units who have not yet completed their equipment inventory listings. There are currently 423 items missing. We need to work diligently to locate as many items as possible prior to the May Regents meeting.
- 9. Cost Containment Survey [Jennifer Taylor & Steve Loring]**
Jennifer Taylor introduced Diane Madrid who gave a presentation of a new cost containment website (<http://www.nmsu.edu/~fsa/CostContainment/>). Jennifer also said at the President's request, a committee has prepared a survey relating to sustainability and cost containment that will be sent to all employees and students shortly.
- 10. Sustainability Activities Update [Steve Loring]**
Steve Loring highlighted some of the activities and accomplishments of the NMSU Sustainability Council and other sustainability-related efforts.
- 11. Public Meeting re Master Planning & Capital Outlay [Michael Rickenbaker]**
Michael Rickenbaker invited the Council to a public forum on the NMSU master plan on Tuesday, April 28 in Corbett Center. Additional forums will be scheduled at our community colleges.

Updates

- 12. Faculty Senate Update [Joe Pfeiffer]**
Joe Pfeiffer highlighted some of the propositions that have been passed by the Faculty Senate this semester.
- 13. ACAP Update [Kelly Brooks]**
Kelly Brooks indicated that ACAP will submit a recommendation to President Cruzado regarding the recently approved policy related to interim applicants for academic positions submitted by Faculty Senate. ACAP is recommending that this policy be extended to include administrative positions as well. She also reported that the Wellness Committee, in conjunction with the City of Las Cruces, is forwarding a proclamation to President Cruzado to establish May as National Bike Month at NMSU and the week of May 11-15 as Ride Your Bike Week.
- 14. ASNMSU Update [Justin O'Connell]**
Justin O'Connell introduced Travis Dulany, new ASNMSU president. Travis said his priorities will be to seek additional funding for work-study positions and to strengthen ASNMSU services.
- 15. Graduate Student Council Update [Chas Miller]**
Chas Miller said approximately 120 participants, including some UTEP and UNM students, and 24 faculty judges are scheduled to attend the Graduate Research and Arts Symposium on April 22-23. Graduate Council elections will be held today.
- 16. Community Colleges' Update [Ramon Dominguez]**
Ramon Dominguez said the invitation to NMSU's Community College Roundup on April 24 will be going out soon. On April 23, community college academic officers will meet with student services areas. The promotion and tenure policy document has been sent to the faculty for a vote.

Next Meeting: Tuesday, May 12, 2009, 8:30 a.m., Corbett Center, Colfax Room #210