

**New Mexico State University
Administrative Council Minutes
Tuesday, June 9, 2009**

1. Minutes of May 12, 2009

The minutes of May 12, 2009 were approved as distributed.

Old Business

2. Red Flags Policy [Lori Gobble]

Lori Gobble distributed the proposed Red Flags Policy. A draft of the procedures had been shared with the Council previously. The implementation date has been extended from May 1 to August 1. The next couple of months they will be working on implementation and training. Additional information will be available on HRs website. Since concerns were expressed that the policy was simply a statement and not an actual policy, it was tabled. Elizabeth Titus recommended we review Tulane University's red flags policy as our procedures are developed. Bruce recommended that he or Lisa Warren be consulted for additional guidance in preparing the policy.

New Business

3. Fire & Emergency Services Policy 2.30 [Ben Woods]

Ben Woods said the proposed revision to the Fire and Emergency Services Policy was distributed to the Council last week for their review. Ben said the approval last month of the Fire and Prevention Guidelines prompted the review of the Fire and Emergency Services Policy. Questions or comments should be sent to Ben at bwoods@nmsu.edu. The policy will return for approval next month. President Pacheco requested that revisions to existing policies be presented in redline format so that it is easier to review the changes.

4. HR Practices in University State of Emergency Policy [Katrina Doolittle]

Katrina Doolittle said this policy is being brought forward from the Communicable Disease Preparedness Committee. The policy relates to human resource practices that would be implemented in a university state of emergency, such as an unexpected catastrophe or outbreak of pandemic illness, as declared by the NMSU President or his/her representative. The policy identifies essential, alternate and standby employee positions based on essential functions as determined by the director or dean, their designees, or higher level. Designations should be communicated to the employees in advance; however, any position may be designated as essential at any point during a state of emergency. Departments will determine if there is meaningful work for employees to do during an emergency. Prior approval must be given for employees to work from home or another location. Katrina said an important consideration is how people will be compensated and the leave guidelines. A Continuity of Operations Planning Template is available on the Environmental Health and Safety webpage. President Pacheco said with a policy such as this, it is important that everyone understands the procedures as well as the policy. He recommended the procedures be removed after the policy is developed. Comments should be sent to Katrina at kadoolit@nmsu.edu. The policy will go to ACAP this week.

5. Vehicle Policy [Angela Throneberry]

Angela Throneberry said approximately 1,040 vehicles are owned by the university. Approximately 16 percent of the vehicles are driven home nightly. The annual expense for these vehicles exceeds \$2.7 million per year. Compared with our peers and other land-grant universities, NMSU exceeds others in the number of university-owned vehicles. The draft policy targets reducing the number of vehicles on campus as well as use of the vehicles for commuting to and from work. The policy also defines vehicle assignments. Each division

would be allowed to submit a plan identifying departmental vehicle needs and vehicle assignments by the identified categories. The plans would be approved by the Senior Vice President for Business, Finance and Human Resources and the EVP\Provost. There will be an annual review process. Three divisions are already implementing departmental vehicle reduction plans. Please send any comments or questions to Angela at athroneb@nmsu.edu.

Dr. Pacheco asked if we had looked at contracting with a leasing agency on an as-needed basis. Angela said they are drafting an RFI (Request For Information) to rental agencies.

University-wide Information/Announcements

6. Sustainability Council Update [Steve Loring]

Steve Loring said this month's Sustainability Council Status Report had been emailed to the Administrative Council members. The Council is not meeting during the summer.

7. Worker Injury & Illness Annual Report [Katrina Doolittle]

Katrina Doolittle provided a PowerPoint presentation of the Worker Injury and Illness Annual Report. She said NMSU is self insured through the state Risk Management Division. We are continuing to see a significant reduction in the number of injuries reported, the number of lost work days, and the number of restricted work days. Our medical claim losses are half of what they had been in previous years. This is important since our insurance premiums are based on our losses from the previous five years. Our new workers' compensation coordinator, as well as additional safety training, inspections and improvements in facility safety initiatives, has helped reduce our claims.

8. 2009 MALCS (Mujeres Activas en Letras y Cambio Social) Summer Institute – July 22-25, 2009 [Christina Chavez Kelley]

Christina Chavez Kelley said NMSU is hosting the MALCS/Women Active in Letters and Social Change Summer Institute on July 22-25. We are anticipating approximately 300 women from the United States, Mexico and Canada to participate. Council members were invited to attend the plenary sessions, which are open to the public. Information will be provided to Council members in early July.

Updates

9. Executive Vice President/Provost Update [Bob Moulton for Waded Cruzado]

Bob Moulton said the move to our new facility in Albuquerque is going well. The deans have been asked to work with Carmen Gonzales to increase our course offerings and the size and scope of what we are currently doing in Albuquerque, although programs cannot be in direct competition with other higher ed institutions in the area. A new task force has been formed to look at "swirling" or "campus hopping," the national trend of distance delivery students to switch enrollment from one institution to another. Regarding dean searches, Robert Rhodes will chair the search for a dean of engineering. Elizabeth Titus will chair the search for a dean of education. Dr. Tilahun Adera, our new dean of Health & Social Services, begins July 1. Summer session enrollment is up 15 percent.

10. Faculty Senate Update [Chris Erickson]

Chris Erickson said the Faculty Senate had not met since the last Administrative Council meeting, so he did not have anything to report at this time.

11. ACAP Update [Kelly Brooks]

Kelly Brooks said ACAP will forward a revised recommendation to President Pacheco requesting that dependents be allowed to take both undergraduate and graduate courses under the reduced tuition plan.

12. ASNMSU Update [Travis Dulany]

Travis Dulany said ASNMSU is expanding their efforts to reach out to new students through increased participation in the New Student Orientations.

13. Community Colleges' Update [Ramon Dominguez]

Ramon Dominguez said last week our Alamogordo and Grants community colleges began a piloted test of the four-day compressed work week. Both Cheri Jimeno and Felicia Casados said the compressed schedule seems to be going well so far.

14. Athletics Update [Mac Boston]

Mac Boston said the Western Athletic Conference Board met last week. Among the items of consideration were conference expansion and to host tournaments at neutral sites to eliminate any advantage to the host school.

Next Meeting: Tuesday, July 14, 2009, 8:30 a.m., Corbett Center, Colfax Room #210

Minutes recorded by Barbara Dickenshied