

**New Mexico State University
Administrative Council Minutes
May 13, 2008**

1. Minutes of April 8, 2008

The minutes of April 8, 2008 were approved as distributed.

Old Business

No items.

New Business

No items.

University-wide Information/Announcements

2. Presentation by Mercer Consultants [Jennifer Taylor]

Jennifer Taylor said they asked Mercer Consultants to give Administrative Council a brief overview of the employee classification and compensation review project. She introduced Dorothy Anderson, Associate Director of Human Resource Services, who is leading the project for NMSU. Dorothy said NMSU has partnered with Mercer, a global leader in HR consulting, to develop and implement a new job classification and compensation program for all employees by the beginning of 2009. Questions about the project should be emailed to comp@nmsu.edu. Human Resources will meet with individual departments if requested.

Charles Sterling and Jeff Haynes with Mercer Consultants briefed the Council on the project objectives and timeline. The project will provide a consistent process for documenting and classifying jobs, a systematic process for evaluating jobs to ensure competitive levels of pay, and a consistent framework and procedures for administering pay. The compensation study for faculty positions has already started. They have begun to look at compensation data and interview NMSU key stakeholders. In June, Mercer will conduct training sessions for HR liaisons who will coordinate with managers regarding the documentation process. Web-based job documentation templates for staff positions will be sent to managers for completion. The compensation study for faculty positions should be completed and findings shared with the administration. In July and August, managers will complete job documentation and employees will be asked to review the documentation for accuracy. HR will also review the job documentation and submit it to Mercer to begin the compensation study, including the collection of comparable market data. In September and October, Mercer will develop a pay structure, evaluate jobs, and will work closely with HR to place the jobs into the new pay structure. In addition to market analysis, they will also look at internal equity. In December, they will report their findings to the administration and develop program implementation materials. By January 2009, all salary adjustments based on the study should be approved.

Jennifer clarified that the amount of recommended salary adjustment will be based upon multiple factors related to the individual employees impacted, including but not limited to market data compiled at the position level. She said the plan for funding the salary adjustment is being separately developed and will impact the recommendation drawn from the Mercer study.

Templates will not be provided for faculty positions because their duties vary substantially by discipline, rank, and from faculty to faculty. Jennifer said the main reason we are reviewing job descriptions for staff is that there are a wide variety of titles and job descriptions. We need a standardized set of job descriptions if we are to fit into a true market study. We can keep our own working titles. We are also looking at staffing levels.

Garrey Carruthers asked if the consultants would look at faculty workloads. Jennifer said that is outside the scope of this project. She did ask them to give us some bench marking data on staffing levels because one of the ways we will be able to pay for the salary adjustments will be to determine if we have the right number of people in the right places.

In response to a question from Larry Creider about the possibility of a reduction in salary, Jennifer said the intention is not to lower anyone's salary. But those hired at a later date might begin at a lower salary. Larry asked if the study will have any impact on the union contract salary structure. Jennifer said we are in negotiations with the union about how this study might impact their members. Bruce Kite said even if the study were to indicate that all nonexempt employees should get a salary increase, we cannot mandate that without negotiating with the union. Jennifer said we will look at all titles because separate from the equity adjustment part of the study, we are still trying to clean up the compensation classification system. Larry also asked how positions will be affected in areas where NMSU sets the market. In those cases, two fundamental sources of data will be considered: a custom compensation survey of the Las Cruces area and commercially available compensation surveys. If the hiring firm is the dominant player in the local market, they may need to use national data.

3. OFS Update [Bill Mack]

Bill Mack said after the past 4 ½ months of management turnaround at OFS, they realized that the challenge was bigger than previously realized. Much is already being done and they are moving forward with lessons learned. Their top initiative is compliance with completion and full resolution of the 2007 audit findings. They continue to uncover some accounting issues. The department leadership is being reorganized to focus primarily on engineering and project management. They are now focusing on much needed preventative maintenance. The entire rate structure is being rebuilt. They are approaching the building renewal and renovation process earlier, with transparency, and are working with each building monitor to identify needs. They are redefining priorities and supervisor responsibility, including knowledge of their budget.

Two priority initiatives are customer relations and employee relations. Service agreements are being developed with various units focusing on how facilities management is being done within risk management, safety, productivity, and efficiency guidelines. They are currently working with Auxiliary Services. PSL will be next, then Ag Services, DACC, and Athletics. The agreements should help to minimize very time consuming communications problems. They also have a Facilities Advisory Board which is comprised of 10 building monitors who will help clarify the role of building monitors. The intent of customer relations is to help OFS understand how to do business better with their customer and vice versa.

Employee relations has been a problem in the department. Three grievances were recently filed but after working with the employees, the grievances were withdrawn. They are implementing communications workshops to get input from OFS employees and to find ways to make their lives easier in a respectful and partnering manner. NMSU Dona Ana Community College is offering English as a Second Language at OFS for their employees.

Jennifer Taylor said Bill Mack and others in OFS are doing a great job in energy optimization, preventive maintenance, and making sure our rate structures are consistent.

4. Update on Domenici Conference [Garrey Carruthers & Christina Chavez Kelley]

Christina Chavez Kelley distributed three handouts: Proposed Program Agenda for Domenici Legacy Conference as of 5/12/08, Conference/Concert Sponsorship Options, and Conference Sponsorship Contract. She asked the Council's help in getting sponsorships for the conference, the picnic, and the concert by Country Music Star Randy Travis. The domenici.nmsu.edu website should be available tomorrow. She asked that members help market the event and forward the information to members of their professional associations and others so we can have a great turnout. Please forward any questions to pdl@nmsu.edu.

Garrey Carruthers said Senator Domenici would like to have a faculty member help write his biography. Garrey is working with a faculty member in our history department.

President Martin said the Domenici Conference will be one of the biggest events to be held on our campus for decades. Not only will it bring very positive attention to NMSU, it will kick off the Domenici Library collection, hopefully the Domenici building, and ultimately, a Domenici Institute.

5. Provost's Update Including HLC Report [Waded Cruzado]

Waded Cruzado thanked everyone who participated in the reaccreditation preparation and interview sessions. The stakes were very high. We accomplished a lot: Las Cruces and Grants campuses were recommended for reaccreditation for a ten-year period with no progress reports, no interim reports, and no need for follow up visits. They asked that we pay special attention to our strategic planning and our assessment processes. DACC's request for independent accreditation was approved with a recommendation to strengthen the relationship between Board of Regents and their Advisory Council and a recommendation regarding instructional resources. Our distance education change request was approved. And an evaluation of a special emphasis of the First Year Experience Program was approved. NMSU is the only university in the nation that has undertaken a special emphasis evaluation while undergoing reaccreditation. We expect to receive the final report in three-to-four weeks.

Waded recognized Jozi DeLeon who has been overseeing our general education program, community colleges, articulation, student issues, and chairing the Diversity Council. Ramon Dominguez has agreed to serve as Interim Associate Provost for Academic Affairs and Community Colleges upon Jozi's departure to accept a position at UNM effective July 1.

This month's star goes to our Division of Student Success, particularly our Admissions and Registrars Office, and especially Mike Zimmerman and Bernadette Montoya for their excellent work recruiting and admitting students and overseeing our commencement ceremonies. President Martin said our commencement ceremonies are always fun but complicated for those who have to make it work behind the scenes. It is always well orchestrated. Because so many first generation students graduate, it is always a huge family affair. He also congratulated Waded for inviting faculty to be on the stage to be recognized and to help congratulate the graduates. Christina Chavez Kelley said Ed Foreman's speech at the 2 p.m. ceremony would be a great recruiting tool.

Other:

President Martin **introduced Nick Franklin**, new Vice President for University Advancement, **Justin O'Connell**, new ASNMSU President, and **Joe Pfeiffer**, new Faculty Senate Chair.

Joe Pfeiffer said the **Faculty Senate had passed all of the Viewing a Wider World propositions**. The proposition regarding the acceptance of military credits passed. Joe said there were some concerns that academic credit would be given for nonacademic training, but the legislation is very conservative. President Martin said the legislation is in line with what other institutions are doing.

Tim Nesbitt said ACAP had asked if the **Administrative Council minutes could be posted on the web**. He offered to post them on ACAP's webpage. (The President's Office is working with ICT to post them on the President's webpage.) The New Mexico Higher Education Staff Association will be meeting on our campus this month.

President Martin said Ricardo Rel would like to remind Council members to **notify Ricardo's Office when Legislators will be on campus or if they have been invited to an NMSU event**.

Next Meeting: Tuesday, June 10, 2008, 8:30 a.m., Corbett Center, Colfax Room #210

Minutes recorded by Barbara Dickenshied.