

**University Administrative Council**  
**Tuesday, April 9, 2013 Minutes**  
**Corbett Center, Colfax Room 210**

Tilahun Adera, Dorothy Anderson, Judy Bosland, McKinley Boston, David Brockmeyer, Tammie Aragon Campos, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Shaun Cooper, Roberta Derlin, Greg Fant, Lori Gobble, John Gratton, Glen Haubold, Steve Hottman, Maureen Howard, Margie Huerta, Ricardo Jacquez, Michael Jasek, Cheri Jimeno, Ross Justus, Tim Ketelaar, Bruce Kite, Linda Lacey, Cornell Menking, Bernadette Montoya, Michael Morehead, Manuel Pacheco, Dennis Prescott, Ruth Prescott, Ricardo Rel, Christa Slaton, D'Anne Stuart, Breeana Sylvas, Angela Throneberry, Elizabeth Titus, Tia Upchurch, Jeff Witte, and Ben Woods. (Substitutes are welcome when members cannot attend.)

**I. Call to Order**

Executive Vice President and Provost Jordan convened the meeting.

**II. Approval of March 12, 2013 Meeting Minutes**

The minutes were approved as submitted.

**III. Old Business**

- A. Consideration of 2.64 Security Camera Policy – Dr. Cooper presented the proposed policy as a second reading, originally presented to Administrative Council at the February meeting. Comments and suggestions have been incorporated. Upon a motion and second, the policy was unanimously approved.
- B. Consideration of 3.07 Awareness, Assessment and Response to Behaviors of Concern – Dr. Jasek presented as a second reading. He noted that various procedural concerns voiced at the initial reading of the proposed policy have been addressed. Upon a motion and second, the policy was unanimously approved.

**IV. New Business**

- A. Consideration of 8.28 – Creation of Doctoral Internship Program – Dr. Pena presented a proposal to create a Doctoral Internship Program. The program is designed to address issues associated with a particular cohort of graduate students. After much discussion, Dean Lacey asked that the proposed policy be presented to the Graduate Council for consideration by that body prior to a second reading at Administrative Council.
- B. Consideration of 2.35.1.3.5 Internet Services Provided To Employee's Home – Dr. Cooper presented the proposed policy for a first reading. The proposed revisions are designed to bring the existing policy into alignment with current practice. Following discussion regarding issues associated with the exception approval process, the need to clarify "going rate," and other concerns, Council members were asked to forward any

comments or questions to Dr. Cooper for consideration prior to the presentation of the revised policy for a second reading.

- C. Consideration of Modifications to 2.69.2 Foreign Travel Restriction – Dr. Cornell Menking presented a proposal to modify the existing policy regarding foreign travel restrictions. The suggested modifications are designed to modify administrative approval for student travel to Mexico. Under the revision, that authority will reside at the Provost-level and will not require Presidential approval. Dr. Menking also noted that certain institutional forms would need to be modified to align with the proposed modification. Comments or questions regarding the proposed modification should be forwarded to Dr. Menking. The policy will be presented to the Council for a second reading at the May meeting.
- D. Consideration of Reestablishment of NMSU System Diversity Council – Mr. Woods announced the President’s intention to reestablish the diversity council consistent with past practice. A formal announcement will be sent to the campus.

**V. University-wide Information/Announcements**

- A. Revisions to Policy 1.05.20 and Appendix 1-G – Mr. Kite briefed the Council on changes directed by the Chair of Board of Regents to enable the appointment of community members to serve on standing Board committees. This proposed revision will be considered by the Board at the May 10 meeting.
- B. Revisions to Policy 9.20 – Mr. Kite updated the Council on the need to amend Policy 9.20 to ensure consistency with proposed revisions to Policy 1.05.20. Comments regarding the benefits of having outside participation were noted. Mr. Kite also noted issues associated with the five-member Board composition and the sheer volume of work that resulted from such a small board. The proposed amendment, he noted, allows development of critical participation level to relieve the current level of demands. Dr. Ketelaar requested a wording change to clarify that ex-officio regents can serve and are not inadvertently excluded by the language of the proposed policy.
- C. Legislative Update – Mr. Rel briefed the Council on the results of the legislative session. He noted recent action by the executive and commented on several new outgrowths of the session including a new method of calculating compensation as a ratio to I&G funding. He reviewed capital outlay results. He also discussed the action on Lottery Scholarship where the addition of tobacco trust funds provides a short term subsidy to maintain solvency but he mentioned that more action is needed. The solvency bill for ERB did pass. Additional information is available on the OGR home page.
- D. NMSU Nursing Council – Dr Jordan briefed the group on the formation of a NMSU Nursing Council. He noted that NMSU Alamogordo nursing program requires action in response to recent accreditation visits. The NMSU Carlsbad nursing director has recently departed so action is needed in Carlsbad as well. Dr. Jordan reported that Dr.

- Derlin is participating at the HLC annual meeting and that there is some indication that HLC representatives are interested in obtaining a better understanding regarding the NMSU “system” definition and that attention will need to be devoted to this arena in the months to come. Dr. Derlin will report on the HLC meeting at the May Administrative Council.
- E. Tobacco-Free Campus – Dr. Jordan discussed the Faculty Senate memorial regarding a tobacco-free campus and Dean Adera addressed the health impact of tobacco and presented statistics on continued use by adults and teenagers noting that tobacco use is the leading preventable cause of death. He mentioned that significant efforts are underway across the nation to discourage young people from tobacco use and that numerous universities have adopted policies to establish a tobacco-free campus. Questions regarding the status of peer institutions were discussed. Dean Adera also mentioned a survey conducted by the NMSU campus health center where 71% of the respondents indicated that NMSU should take the necessary steps to become a tobacco-free campus. Dean Adera volunteered his college to take the lead if NMSU desires to adopt a tobacco-free policy. The memorial requires a report in July 2013 that documents efforts to move toward a tobacco-free campus. Dean Adera indicated that he will present a suggested modification to the current NMSU smoking policy for introduction to the Administrative Council. Significant support of moving in this direction was expressed though some concern regarding enforcement was voiced.
- F. Update on Communication Rate Charges – Dr. Cooper distributed a new telecommunications rate recovery policy in which the rate will be based upon the number of positions in the billing unit. Dean Morehead asked how the charges would relate to employees who do not work on campus. Dr. Cooper responded that the policy imposes no tax on employees who work off campus. Additional information revealed that graduate assistant positions will be included in the FTE determination. The implementation plan will reallocate the I&G funds currently paying for these services from the units to a central pool. Additional questions regarding how the reallocation amount would be determined revealed that Administration and Finance will select a point in time and reallocate that amount of I&G to the central pool. There will be an adjustment in the budget to reflect the reallocation but there will be no further billings. Non-I&G units will continue to be billed based upon the number of staff. Long distance and special devices are not affected by this change.
- G. Health Care Reform Act/Implications for NMSU – Ms. Anderson briefed the Council on the impact of new federal requirements to offer benefits to those employees that work 30 hours or more per week. Kathy Agnew noted that new employment categories are being developed to meet the requirements of the new health care legislation. One significant action made necessary by the legislation requires NMSU to move away from overarching use of the term “temporary employee”. Time sheets will now be required of temporary employees so that documentation of the number of hours worked can be accurately recorded. For faculty, an application of FTE effort as opposed to hours worked will apply. The only difference between application at the community colleges and the Las Cruces campus will be the basis under which the

course loads count towards FTE. Ms. Anderson and Ms. Agnew stressed the importance of clearly defining the percent of effort worked in the hiring papers. July 1, 2013 will be the date on which temporary employees will be “terminated” (subject to rehire) and the dates from which hours will be tracked. Additional information was discussed and a handout distributed that further discussed the various issues.

- H. Update on ERB – Ms. Yoder briefed the group on SB 115 that addresses changes to ERB. Current employees will see change in their July 1 contributions. A summary of the changes follows: in 2013, the rate goes to 10.1 % from 9.4%; in 2014, the rate moves to 10.7%; 10.7% is defined to be the contribution rate from 2014 forward. For future members, 55 will be the minimum retirement age, the “Rule of 30” remains in effect but benefits will be reduced if the retiring employee is under 55 years of age. SB 115 also modified the age at which COLAs go into effect, moving from age 65 to age 67. Modifications to the calculation of the COLA were also included in the legislation.
- I. Final Report on Inventory – Ms. Gobble reported that the annual inventory has been finalized.
- J. Commencement Participation – Mr. Woods reported that the NMSU System representatives at the various commencement ceremonies would be: NMSU Grants – Dr. Greg Fant; NMSU Carlsbad – yet to be determined; NMSU Alamogordo - Dr. Shaun Cooper; NMSU DACC - Bruce Kite.
- K. Presidential Search Update – Mr. Woods announced the planned on-campus interviews for the presidential candidates and asked that members consult the search web site for specific information regarding campus events.

## **VI. Updates**

- A. President Update – There was no presidential update.
- B. Executive Vice President/Provost Update – There was no provost update.
- C. Faculty Senate Update – Dr. Ketelaar provided an update of Faculty Senate activities. A summary of that report is attached to this document and is submitted as part of the official minutes.
- D. NMSU Employee Council Update – Ms. Dunivan reported that Ms. Shawna Arroyo has been elected as Chair-Elect of the Employee Council.
- E. ASNMSU Update – Ms. Sylvas reported that David Maestas has been elected as the incoming ASNMSU President. Wesley Jackson has been elected as ASNMSU Vice President. She thanked the Deans for their contributions to the student scholarship fund and for the support of the Administrative Council during her terms as President of ASNMSU.

- F. Graduate Student Council Update – Ms. Upchurch reported that the allocated funding for graduate student travel has been extinguished. She also noted that the Graduate Student Council will be presenting its major goals to the President and EVP/Provost in the coming days.

## **VII. Other Business**

VP Bernadette Montoya announced that Fall registration begins on Thursday April 11.

Dean Morehead expressed appreciation to the College of Arts and Science for its cooperation in the dance event at the CFTA and noted the recent national awards won by the NMSU dance program.

**Faculty Senate Update for UAC  
(April 9<sup>th</sup>, 2013)**

**Current Senate Policy Activity**

**Since our last UAC Meeting, the faculty senate met on April 4<sup>th</sup>. At this meeting we debated and PASSED the following legislation:**

- a. Proposition 16-12/13:** A Proposition to change the timeline for evaluating of Academic Administrators, in the NMSU Policy Manual, section 5.06, from every five years to every three years. (Sponsors: Ron McNeel, Richard Gutierrez).
- b. Proposition: 18-12/13.** Proposal to amend the Faculty Senate Constitution to specify the re-election policy for the Faculty Senate Chair. (Sponsors: Larry Blank; Rani Alexander)
- c. Proposition: 19-12/13.** Proposal to amend the Faculty Senate Constitution to redefine the role of the Senate Committee on Committees and to change its name to the Senate Leadership Committee. (Sponsors: Liz Miller, Meg Goehring)
- d. Proposition 20-12/13.** A proposal to change current policy pertaining to promotion-related salary increases (Sponsors: Gary Rayson, Liz Miller)
- e. Proposition 21-12/13.** A memorial in support of Library funding (Sponsors: Liz miller)

**We also passed the following pieces of Emergency legislation:**

- f. Proposition: 26-12/13 (Emergency).** A memorial commending the New Mexico Legislature and Governor Martinez for adopting Senate Bill 115, modifying the state's educational retirement plan (Sponsors: Larry Blank, Gary Rayson).
- g.** Two memorials supporting the creation of graduate certificates.

**The senate has also introduced the following legislation that has been assigned to committee:**

- a. Proposition 24-12/13.** A Resolution to Endorse the Dissolution of the College of Extended Learning and the Creation of the Department of Interdisciplinary Studies within the College of Arts & Sciences (Sponsors: Soum Sanogo, Gary Rayson, Jinfa Zhang). **Assigned to University Affairs (Chair Senator Miller), which will meet on April 18.**
- b. Proposition 25-12/13.** A proposition to introduce language into the NMSU policy manual describing the functions and membership of the Associate Deans Academic Council (ADAC) as a standing university board within the framework of Policy 1.05.90 of NMSU Policy Manual. **Assigned to Long Range Planning (Chair Senator Rayson), which will meet on April 11.**
- c. Proposition 27-12/13:** A memorial in support of ASNMSU resolution to recommend the use of a single clicker (Sponsors: Michael DeMers and Ann Bock). **Assigned to Scholastic Affairs which will meet on April 16.**

**Our Final Faculty Senate meeting for the year will be Thursday May 2nd at 4 PM**

## **Other Senate Activities**

### **Faculty Senate Elections**

The Faculty Senate will be holding three sets of elections this month:

First, the election of next years Faculty Senate chair will be announced in the next 7-10 days, and will be conducted by an electronic ballot. Recently our Vice Chair, Dr. Soum Sanogo withdrew as a candidate for chair. At our last senate meeting, a call for a new nominee to replace Dr. Sanogo was conducted and I am happy to say that Dr. Dennis Clason from the COB was nominated as our second candidate for Faculty Senate Chair. Dr. Clason joins senator Larry Blank, also from the COB as our two candidates for next years Faculty Senate chair.

Second, in the next week or so, the Faculty senate will be announcing an electronic ballot for faculty to vote on three Constitutional amendments, these include:

- 1) an amendment to the Constitutional policy for re-electing the faculty senate chair, making it possible to re-elect a chair who has completed their term as a senator,
- 2) an amendment to Change the name of the Senate COC to the Senate Leadership committee and to re-define its duties to emphasize leadership, and
- 3) a constitutional amendment to create a new standing committee on Governmental Affairs, to advise the senate on legislative activities of interest to NMSU faculty

Finally, each college and electing group should currently be conducting their own elections of faculty senators to replace members whose terms expire this Spring, the Vice Chair of the Senate is supervising the election of senators.

### **Faculty Salaries**

The Faculty Senate remains as committed as ever to the long-term goal of bringing the average salary of all NMSU faculty members in good standing up to the median salary of our peers. We believe that bringing faculty salaries up to the median salary of our peers is a reasonable long-term goal. We want to thank the President for all of his efforts this past year to make progress on the issue of Faculty Salaries.

### **Las Cruces Sun News**

Finally, I want to say that one of the best decisions that I've made as FS Chair has been to load a copy of the Las Cruces Sun News application to my iPhone. In the past few weeks, I had read a number of NMSU related stories with great interest, including the following:

The Las Cruces Sun News recently featured an article on an NMSU faculty member, portraying her as "Jet Set biology Professor," referring to her Frequent Flyer award earned by racking up miles crossing the globe on American Airlines as part of her Marine Biology research which takes her to a variety of exotic locations. I thought that this portrayal of an NMSU Faculty member as a Jet-setter dovetails nicely with the efforts of the Faculty Senate to draw attention to the fact that NMSU Full Professors are among the worst paid compared to our official peer institutions.

I also read on the Front page of yesterdays Las Cruces Sun News an article about an NMSU Regent commenting on his hopes concerning a possible internal candidate in our Presidential Search. I found this article quite interesting.