

University Administrative Council
February 12, 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

II. Approval of January 8, 2013 Meeting Minutes

Approved as submitted.

III. Old Business

- A. Revisions to Policy 2.35.1.1.8 Emergency Notification – Ms. Warren noted that feedback from the first reading of the proposed revisions had been incorporated into the revised policy. The revised policy was approved as submitted.
- B. Revisions to Policy 2.25 Emergency Preparedness – Ms. Warrant noted that feedback from the first reading of the proposed revisions had been incorporated into the revised policy. The revised policy was approved as submitted.
- C. Consideration of Policy 3.07 Awareness, Assessment and Response to Behaviors on Campus and in the Workplace – Ms. Warren reported that the revised policy incorporated feedback received following the first reading of the proposed policy though after much discussion a motion to table the proposed policy was made and approved. Dr. Pacheco asked that questions, concerns, and comments on the proposed policy should be forwarded to Lisa Warren or Michael Jasek.

IV. New Business

- A. Security Camera Policy – Dr. Cooper introduced the proposed new policy for a first read. He highlighted a key aspect of the policy that articulated a requirement for cameras independently installed by a college/department to be maintained in a manner that is consistent with the requirements of the proposed new policy. Comments and concerns regarding the administration of the proposed policy should be forwarded to Dr. Cooper.

V. University-wide Information/Announcements

- A. Inventory Report – Ms. Gobble provided a brief update of the status of inventory effort. Dr. Pacheco noted the achievement of Dean Slaton and the College of Arts and Science to complete their work.
- B. OSHA Injury and Illness Log – Ms. Doolittle presented the OSHA injury and illness log and highlighted the decrease in number of injuries and lost days. She expressed pleasure with the very positive results. She also reported on actions taken in aftermath of the fatality of the NMSU/DACC faculty on campus. (Ms. Doolittle explained that the fatality was not job-related so is not considered an OSHA-related injury.)
- C. Communicable Disease Preparedness Committee – Ms. Doolittle discussed the responsibility of the Communicable Disease Preparedness Committee to develop continuity of operation plans and coordination of key personnel. A strategic planning team and response team are also part of the committee’s responsibility. The committee is co-chaired by Lori McKee of the Campus Health Center. Mr. Brockmeyer offered a suggestion to add representative from Employee Council to the Committee.
- D. “HR Presents” – Ms. Anderson announced the kick-off of “HR Presents,” an on-going program that will meet quarterly to discuss current human relations-related issues to facilitate communications between HRS and the colleges/departments on human resources issues.
- E. Quarterly Report on Living Alumni – Dr. Prescott distributed an updated report of alumni that more accurately accounts for international alumni and “lost” alumni. The updated document will be available on Alumni web page. Dr. Pacheco complimented the efforts of the Santa Fe and Albuquerque alumni chapter events for their efforts to incorporate “service components” into their respective alumni events.
- F. Plans for Homecoming 2013 – Dr. Campos announce that the 2013 Homecoming Week will be October 21 through 26 and the kick-off of a planning group that will meet monthly to develop and coordinate plans for the event. She mentioned that Homecoming plans will incorporate the celebration of the University’s 125th anniversary.
- G. HLC Liaison Visit and General Accreditation Updates – Dr. Derlin reported the new HLC Liaison, Dr. Tim Gallimore, would be on campus on February 13 and 14 to become more acquainted with the University and key personnel. She mentioned that Dr. Gallimore would likely be interested in understanding how the system is organized, relationships with the NMSHED and issues associated with nursing accreditation. Dr. Derlin also reported on a meeting with various individuals to discuss the organization of a Nursing Council, a specific recommendation of the Commission on Nursing Accreditation Oversight.

Dr. Derlin also mentioned the progress associated with the Quality Initiative proposal designed to align the open pathways accreditation process to the HLC. She also reported on efforts to establish a system-wide accreditation office whose responsibilities would include effective communication and oversight of the accreditation processes while serving as an advocate for the faculty-centered accreditation processes located across the system campuses.

VI. University-wide Information/Announcements

A. President Update – Dr. Pacheco provided an update on legislative activities, specifically mentioning the reduction in the revenue forecast that will likely have a significant effect on capital outlay though a minimal affect on higher education institutions. He also reported on the “unraveling” of administrative roadblocks within the institution and feels that accomplishment has yielded greater transparency in overall operations; however, he mentioned the responsibility of the Administrative Council members to communicate data/information as received.

Dr. Pacheco also discussed his plans to propose a modification to the process by which the Administrative Council agenda is developed. He is interested in finding ways to focus the Council’s attention on significant issues facing the institution but he mentioned that for such a proposal to be successful, all members would need to be committed to preparing for each meeting.

B. Executive Vice President/Provost Update – Dr. Jordan reminded the Council of the upcoming Community College Summit planned for March 8 and the kick-off reception on Thursday, March 7. Dr. Fant briefly discussed the proposed agenda for the Summit. Dr. Jordan also mentioned his efforts to graphically depict the proper flow of policy formation/adoption with the deliberative process highlighted.

C. Faculty Senate Update – Dr. Ketelaar provided an update on Faculty Senate Activities. A summary of his report is attached to these minutes.

D. NMSU Employee Council Update – Mr. Brockmeyer reported President Pacheco had approved an Employee Council resolution that establishes the Council as the appropriate representative body for all regular staff other than those represented by a bargaining unit. Mr. Brockmeyer also reported that at its February meeting, the Council would elect a Chair-Elect. He also mentioned work underway to develop a strategic plan to better align the Council’s efforts to achieve short-term and long-term goals with its constitution.

E. ASNMSU Update – Ms. Sylvas reported that ASNMSU elections are scheduled for March. She also mentioned plans for an endowed scholarship banquet to be held in April. She mentioned work to develop educational material on the new fractional grading system. Other items of interest include continuing updates to the ASNMSU web site and plans for landscaping the student tailgating area.

F. Graduate Student Council Update – No update.

VII. Other Business