

**University Administrative Council Minutes**  
**Tuesday, June 14, 2011 @ 8:30 a.m.**  
**Corbett Center, Colfax Room 210**

Barbara Couture, Tilahun Adera, Fred Ayers, Judy Bosland, McKinley Boston, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Shaun Cooper, Travis Dulany, , Russell Hardy, Glen Haubold, Maureen Howard, Margie Huerta, Cheri Jimeno, Ricardo Jacquez, Jay Jordan, Bruce Kite, Mike Kirk, Linda Lacey, Delano Lewis, Steve Loring, Bernadette Montoya, Mike Morehead, Stu Munson-McGee, Mike Morehead, Dennis Prescott, Ricardo Rel, Christa Slaton, D'Anne Stuart, Angela Throneberry, Elizabeth Titus, Susan Waldo, Wendy Wilkins, Jeff Witte, Ben Woods, (ex-officio) Ross Justus and Ruth Prescott (Substitutes are welcome when members cannot attend.)

**I. Call to Order**

**II. Consideration of Minutes from June 14, 2011**

The minutes of the June 14, 2011 meeting were approved as distributed.

**III. Old Business**

No items.

**IV. New Business**

- **Revisions to Policy 5.06.10 – Administrative Review of Deans.** Dorothy Anderson presented revisions to Policy 5.06.10 for a first reading. She described the revisions as minor - an update of the community college titles and clarification of the current reporting structure for the community college presidents. She noted that there was no suggested change to the policy as it relates to the administrative review of the deans.
- **Revisions to Policy 9.10 – Capital Projects.** Glen Haubold presented revisions to Policy 9.10 for a first reading. He noted that the modifications are necessary to ensure consistency with HED procedures for seeking approval of increases in the budget of capital improvement projects. The change will require Board of Regent approval for those increases that exceed 10 percent of the total amount budgeted for the project.

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

- **Administrative Name Change** – Executive Vice President and Provost Wilkins reported that the internal search for a Vice President for Student Success had successfully concluded with the selection of Dr. Bernadette Montoya. Provost Wilkins also announced a change to Dr. Montoya's administrative title to Vice President for Student Affairs and Enrollment Management. There will be no replacement named for the

Director of Enrollment Management, Dr. Montoya's previous position. Instead, the associated salary savings will be used to enhance the work of the division.

- **Construction Project Update** – Mr. Haubold reviewed the status of construction projects with total budgets of \$500,000 or greater. Provost Wilkins asked Mr. Haubold for an update on the potential for rolling black-outs associated with fires burning in Arizona and western New Mexico. Mr. Haubold reported that the fires appeared to be contained and the threat of rolling black-outs greatly diminished. Katrina Doolittle noted that the emergency management webpage had been updated to include a protocol on power outages. The Provost mentioned a concern about the lack of a centralized scheduling ability – one that would allow officials to ascertain the whereabouts of all campus activities in the event of an emergency. She will put together a team to consider ways to address the issue. At a minimum, the team will include representatives from the Faculty Senate, Registrar, and Campus Activities.
- **EHS Annual Report** – Ms. Doolittle provided a report to the group on the progress of Environmental Health and Safety group. She noted that the group had just completed its first year of being a unit within the Office of Facilities and Services. During that time, the group has updated its mission statement and reviewed its training programs. A significant milestone of the last year was the presentation of 262 training sessions resulting in 8,000 contact hours with researchers and staff. Goals for the coming year and beyond include continual improvement in the delivery of safety training to remote locations and plans for a seamless transition to a new learning management system (with a transfer of 23,000 training records to the new site).

Ms. Doolittle noted that NMSU has experienced a 50% reduction in the number of work-related injuries and days out of the office over the last three years. She mentioned that the trend is significant as it directly impacts the negotiated rate for the university's workers compensation premium.

Other items mentioned included the temporary addition of personnel to conduct office inspections, the renovation of a 90-day storage facility with high velocity air flow and temperature control, efforts to enhance radiation safety, and continued efforts to improve communications as follow-up to inspections.

## VI. Updates

- **Executive Vice President and Provost** – Dr. Wilkins reported on recent visits to the Agricultural Science Centers and her efforts in conjunction with Jon Boren and Dave Thompson to develop ways to acquaint new faculty with these university assets.
- **Faculty Senate Update** – the Faculty Senate did not have a representative present.
- **NMSU Employee Council Update** – Steve Loring reported that the Employee Council executive committee is in the process of planning various events scheduled for the fall semester. He mentioned that the group is coordinating dates with Human Resources.

- **ASNMSU Update** – Provost Wilkins welcomed the new ASNMSU President, Austin Graham, to the group. Mr. Graham reported that ASNMSU is working to consolidate the student activity calendar. He also noted that the Visual Media Board is now operational.
- **Graduate Student Council Update** – the Graduate Student Council did not have a representative present.

## **VII. Other Business**

- Mr. Cooper announced that the planned email system move had occurred with only minor issues.
- Dean Morehead reported that the College of Education is hosting 200+ teachers on campus for Advanced Placement training. He thanked the Registrar Office for making classrooms available across the campus for the various sessions.
- The Provost adjourned the meeting at 9:15 a.m.