

University Administrative Council Minutes
Tuesday August 8, 2011 @ 8:30 a.m.
Anderson Hall Conference Room

Barbara Couture, Tilahun Adera, Judy Bosland, McKinley Boston, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Shaun Cooper, Roberta Derlin, Austin Graham, Russell Hardy, Glen Haubold, Maureen Howard, Margie Huerta, Cheri Jimeno, Ricardo Jacquez, Bruce Kite, Mike Kirk, Linda Lacey, Steve Loring, Bernadette Montoya, Mike Morehead, Stu Munson-McGee, 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 July 27, 2011 Meeting

The minutes of the July 27, 2011, meeting were approved as distributed.

III. Old Business

- a) Table of Councils, Boards and Committees. In a second reading, Mr. Woods presented a list of known university councils, boards and committees with the underlying authority noted along with the institutional reporting structure for each. He noted receipt of many comments following the first reading at the July Administrative Council but none of the comments took issue with the efforts to present the councils, boards and committees in a consolidated fashion. A motion to approve the policy as presented was made, seconded, and approved.

IV. New Business

- a) **Revisions to Policy 3.65** – Protection of Sensitive Information. Mr. Harty introduced modifications to the existing policy that were made necessary by the recently completed PSL audit. He noted that the recommended changes included moving the policy into Chapter Three (code of conduct section). He highlighted two proposed additions – (1) that units will have the responsibility to develop procedures to safeguard defined sensitive information as well as responsibility for training the affected faculty/staff and (2) that employees (faculty/staff) have a distinct responsibility to protect the defined sensitive material. Following discussion, Mr. Harty asked that comments be forwarded to him or Lisa Warren. A seconded reading of the proposed policy changes will be made at the September Administrative Council.
- b) **Naming Requests.** Dr. Prescott presented three requests from the University Naming Committee: (1) the Naming of the Foreman Engineering Complex, Room 334 as the Martin J. Small Best Robotics Laboratory; (2) the naming of the Science Hall, Room 107 in honor of Drs. Carol and Elbert Walker, and (3) the naming of the Natatorium facility to the Aquatics Center. He noted that all requests are consistent with the naming policy. A motion to approve the three recommendations was made, seconded, and approved.

V. University-wide Information/Announcements

- a) **Domenici Conference.** Dr. Carruthers announced the upcoming conference scheduled for August 31 and September 1 and urged all to consider attending as much of the conference as possible.
- b) **Construction Report.** Mr. Haubold provided a status report of the on-going campus construction projects. He mentioned that there had been significant interest in the chilled water loop and that in response OFS would go to a daily update for the Hotline.
- c) **Way-Finding Signage.** Mr. Haubold also provided an update on the way-finding project and asked that any specific signage problems be brought to his attention.
- d) **Capital Project Proposal Process.** Mr. Haubold presented a proposed process for capital projects. He asked the Administrative Council to review the proposal and provide comments back to his office by August 23. The proposed process would apply to projects that exceed a \$500,000 budget (without regard to funding source).

VI. Updates

- a) **Executive Vice President and Provost** – Dr. Wilkins reported that the organizational meeting for the Senior Vice President for Administration and Finance search had occurred. Present at that meeting was Jan Greenwood of the search firm Greenwood and Associates, the firm that will assist the search committee in the development of the prospect pool. Dr. Wilkins mentioned that there would be periodic updates on the status of the search made to the campus.
- b) **Faculty Senate Update** – the Faculty Senate has not met over the summer.
- c) **NMSU Employee Council Update** – Steve Loring reported that the Employee Council would have its August meeting later in the week.
- d) **ASNMSU Update** – No update.
- e) **Graduate Student Council Update** – No update.