

**University Administrative Council Minutes
Tuesday, September 13, 2011
Corbett Center, Colfax Room**

I. Call to Order

II. Consideration of Minutes from August 9, 2011 Minutes

The minutes of the August 9, 2011 meeting were approved as distributed.

III. Old Business

- a) **Policy 3.65 – Protection of Sensitive Information – (B. Woods and B. Harty).** Mr. Woods and Mr. Harty presented Policy 3.65 for a second reading. They reported no comments following the first reading at the August 9, 2011 meeting. A motion to approve the policy as presented was made, seconded, and approved.

IV. New Business

- a) **Naming Request – (Dennis Prescott).** Upon the recommendation of the University Naming Committee, Dr. Dennis Prescott presented three naming requests:
- (1) To name the Mora Forestry Research Center “The John Harrington Forestry Research Center at Mora;”
 - (2) To name the theatre in the Center for the Arts in honor of Professor Mark Medoff (with the exact name to be determined after consultation with the Medoff family);
 - (3) To name a portion of Locust Street in honor of Dr. Andrew Wall (with exact language and location to be determined at a later date).
- b) **Dining Services Master Plan – (Tammy Anthony).** Ms. Anthony presented a master plan for university dining services. The master plan is the result of a process, begun in 2008, undertaken in consultation with an external consultant. As part of the process, the consultant conducted significant survey activities including focus groups with faculty/students/staff, stakeholder interviews, and web-based surveys. In addition, various benchmarking activities were undertaken and included off-campus market assessments. The recommendations resulting from the process were made in consideration of other relevant master plans, e.g., campus housing master plan and Corbett Center mast plan. Ms. Anthony entertained questions about the process and recommendations. Sodexo entertained the Council with a variety of bagels and other breakfast delicacies. The dining services master plan will be presented to the Board of Regents for its consideration and approval at the October 10 meeting.

V. University-wide Information/Announcements

- a) **Policy 2.90.40 – Inspection of Public University Records – (Bruce Kite).** Mr. Kite presented modifications to Policy 2.90.40 made necessary by new legislative mandates. The draft policy will be presented to the Board of Regents for its consideration and approval at the October 11 meeting. During discussion, President Couture asked Mr. Kite to make certain that the institution is moving toward a standardization of charges applied to open records requests (\$1.00@ day for administrative charges). She also asked Ms. Throneberry to lead the effort to establish a reasonable way of assessing costs.
- b) **Policy 4.65 – Security Clearance Policy. (Jay Jordan).** Dr. Jordan introduced a policy that outlined the institutional chain of command as required by research regulatory mandates. He also noted that when the individuals occupying the chain of command change, federal regulatory requirements require a change in university policy. The draft policy will be presented to the Board of Regents for its consideration and approval at the October 10 meeting.

VI. Updates

- a) **Executive Vice President/Provost Update - (Wendy Wilkins).** Dr. Wilkins thanked the campus for its support of the Hispanic Leadership Summit. She also reported that the process for distributing the Faculty Salary Enhancement Pool continues to be discussed.
- b) **Faculty Senate Update - (Stu Munson-McGee).** Dr. Munson-McGee reported on two Faculty Senate Memorials – (1) to honor Dr. John Harrington; and (2) a recommendation to delay the fractional grading system until 2013-14 academic year. He also reported on two pieces of legislation under consideration that would update existing Senate by-laws: (1) an update of ex-officio members; and (2) an update to the allocation of college senatorial representation.
- c) **NMSU Employee Council Update - (Steve Loring).** Dr. Loring reported on the plans for the Employee Council-sponsored picnic on October 19 planned in conjunction with the President's State of the University's Address. He also reported that there will be another open submission process for the "A" Mountain Staff Award.
- d) **ASNMSU Update - (Austin Graham).** Mr. Graham reported on the ASNMSU's effort to develop a new mission statement; efforts to assist with the grand opening of the Barnes and Noble Book Store; work on revised tailgate policies; efforts to react to proposed changes in the Lottery Scholarship legislation; efforts to better focus the food service delivery of Sodexo; work to develop a proposal for the vacated Corbett Center space; distribution of 2011 Homecoming packets; plans to enhance the Aggie/Lobos football weekend activities; plans for the "Keep State Great" community service project; the creation of an Athletics' liaison position; and the hosting of several forums to discuss the fractional grading system.
- e) **Graduate Student Council Update - (Mike Kirk).** Mr. Kirk reported that the Arts and Sciences Research Symposium will be held on March 12-13, 2012, and that a committee to study the issue of tuition and graduate assistants' stipends has been created.

VII. Other Business.

- a) President Couture reported on the Statewide Formula Task Force. She indicated that a first draft of the proposal will be published on September 14. Four-year institutions will meet with HED on September 26. She outlined three principles that guided the recommendations: (1) begin with the base budget of FY12; (2) assumed no new money; and (3) if plus factors included, delayed implementation until new money available at state level.
- b) The President expressed concern about the impact of a drop in graduate student enrollment at NMSU in light of new factors in formula. She also noted two additional issues: (1) the viability of the six-hour waiver – the Provost will undertake a study of the advisability of the practice; and (2) how to improve the degree production (three-year rolling average).
- c) The President also mentioned efforts to develop working papers to address various issues expected to be of concern in the upcoming legislative session. She also reported that the research processes website is now available on the VP Research website.
- d) Dr. Boston reported on the successes in football, volleyball, and soccer. He also reported on proposed NCAA regulations.