

**New Mexico State University
Administrative Council Minutes
Tuesday, June 8, 2010**

The meeting was chaired by Interim EVP/Provost Jay Jordan in President Couture's absence.

1. Minutes of May 11, 2010

The minutes of May 11, 2010, were approved as distributed.

2. Update on Employee Assistance Program [Dario Silva]

Dario Silva, Director of the Employee Assistance Program (EAP), said they take care of the behavioral health component of employee health. Some of the areas they deal with include personal counseling involving anxiety and depression, occupational issues with coworkers and supervisors, other relationship issues, and phase of life situations involving change of careers and developmental issues. They typically schedule five sessions with employees per episode or issue. The goal is to keep employees on the job site and to improve their job performance. Services are provided at no cost to the employee. They see approximately 100-150 new employees per year. This number has increased approximately 10 percent yearly, partly due to additional stress. Last year was a banner year for visits. They also offer consultations for supervisors, departments, and Human Resources as well as prevention programs for stress management, smoking cessation, diet and nutrition. Many employees are referred to the Employee Assistance Program from our Employee Health Department. Supervisors are encouraged to refer employees to EAP for assistance. Employees can also self refer.

3. Audit Risk Survey Results [Diana Hidalgo]

Diana Hidalgo, IT Audit Manager, gave a presentation on the Audit Risk Survey conducted in February 2010. Eighty-six NMSU administrators across all campuses were invited to participate in the survey, and of those, thirty-eight participated. Participants were asked to identify their top three challenges in the coming year. Twelve challenge categories were identified based on the input received. The breadth and nature of the challenges identified suggests that an increased risk of fraud is possible. Removal of the "opportunity" element of fraud provides the most actionable route to deterrence of fraud. Audit Services encouraged Council members to review the "challenges" information provided and to think about ways to reduce the likelihood of fraud within their respective areas. Participants were also asked to identify units or processes within the nine functional areas presented that would benefit from an audit and why. Many responses listed "management turnover" as the reason for suggesting an audit in a particular area. The areas receiving the highest responses were hiring process/procedures and financial aid. Audit standards require the application of a risk-based approach that focuses on the highest system-wide risk to determine which audits are conducted. As such, the Office of Audit Services cannot perform all of the suggested audits but can provide additional guidance for NMSU managers to help them self-assess their operations. In the absence of an audit, managers are responsible for managing risk within their respective areas of responsibility. Audit Services will provide additional information to Council members on the audits suggested by the survey participants in a manner that does not jeopardize the confidentiality of the respondents.

Old Business

4. Faculty Senate Propositions [Mark Andersen]

a. 11-09/10 Amend Undergrad Catalog for Student Participation in Extracurricular Activities while under Academic Warning & Academic Probation: This proposition amends the undergraduate catalog by clarifying that students on academic warning or probation I or II remain eligible for all extracurricular activities as governed by the rules of

the specific activity. The proposition does not change or minimize the eligibility requirements of the NCAA.

- b. 14-09/10 Modify the Faculty Grievance Policy to Replace University Appeals Board & Review Board of Faculty Salary Increase/Performance with Faculty Grievance Review Board:** This proposition combines the two existing faculty grievance boards into a single faculty grievance board.
- c. 19-09/10 Non-work Related Use of University Resources:** This proposition corrects deficiencies in the current policy including clarification that non-work related use of university resources does not involve the viewing, displaying, downloading, printing, procuring, or transmitting of sexually explicit material nor of any other material that would violate university policy or the law, including but not limited to, those relating to sexual harassment, fraud, hostile workplace, obscenity, libel, defamation, or hate/violent misconduct.

The Council approved all three propositions as presented.

- 5. Policy 2.95 Parking & Traffic Regulations [Angela Throneberry/Tammy Anthony]**
Angela Throneberry said the only additional changes from the May presentation include clarification of the language following meetings with our legal counsel and removal of specific fee amounts from within the document to a table at the end of the document.
- 6. Policy 9.33 Vehicle Assignment Policy [Angela Throneberry/Tammy Anthony]**
Angela Throneberry said no additional comments were received since the May presentation.
- 7. Policy 9.34 Fleet Asset Management Program [Angela Throneberry/Tammy Anthony]**
Angela Throneberry said no additional comments were received since the May presentation.
- 8. Policy 9.35 Transportation Services-Rental/Lease [Angela Throneberry/Tammy Anthony]**
Angela Throneberry said no additional comments were received since the May presentation. In response to a suggestion from Elizabeth Titus, Angela said they will include a link in the Policy Manual from the Parking Policy to the section on benefits for retirees to explain how retiree permits are handled.

The Council approved all four of the above policy revisions as presented.

New Business

- 9. Policy 5.94 Research [Bill Harty]**
Bill Harty said most of the changes in this policy involve rearranging the information into new sections for clarification: The Council of Research Centers has been moved into a new section under 5.94.05, the University Research Council is now in section 5.94.06, and the Institutional Review Board is in section 5.94.12, "Human Subjects in Research." Review by the course instructor (level 2) has been removed from the acceptable levels of IRB review as suggested by the Office for Human Research Protection. This policy will return next month for approval.

University-wide Information/Announcements

- 10. Administrative Budget Reduction Plan [Jay Jordan & Jennifer Taylor]**
Jennifer Taylor said a memo will be sent to all faculty and staff regarding the Administrative Budget Reduction Plan. She said President Couture had authorized the University Budget Committee (UBC) to review proposals for budget reductions at three cut levels (2, 6 and 10 percent) for the administrative side of the Las Cruces Campus FY11 I&G budget. The UBC

reviewed all of the proposals and administrators were asked to meet with the UBC to explain their proposal if there were questions. Additional central budget reductions identified by the central administration were also presented to the UBC for a final recommendation to the president. The necessary budget cut is approximately \$5 million and is somewhat over-weighted on the instruction side. The UBC was asked to identify more cuts than were required to meet the target of four percent of administrative reductions. Excess funds above four percent will be put into a reallocation pool to address further state mid-year budget reductions and for consideration of a reallocation process through formal budget hearings to relieve either the academic or administrative side of some of the cut burden. The plan is to strategically prioritize where we allocate our reduced funding.

The UBC took a tier-factor approach rather than a percentage approach. They tried to limit the impact on filled positions and to focus on tier 3 budget cut proposals, central reduction proposals, and reorganizations. Upon the approval of President Couture, Jennifer will ensure that every dean and vice president has a copy of the UBC's recommended cuts to their reporting areas before the summary information is posted on the website. The goal is to post the decisions today if possible. One week from today, the UBC will host internal hearings open to the university community regarding the impact of the proposed reductions on the core missions of the university. On or about June 22, President Couture will make a final decision based on the recommendations of the UBC following the internal hearings. The reduction plan addressed 1) non I&G expense that has been funded by I&G; 2) program reductions identified by the dean or vice president as tier 3 or in some cases tier 2; 3) reorganizations and the elimination of vacant and filled positions and moving positions to non I&G funding in part or in full; and 4) operating budgets. It is anticipated that all impacted employees can be placed in other vacant positions. Employees in impacted positions will not be contacted until the President has given her final approval. If the recommended plan is accepted by the President, the recommendation is that the freeze on staff positions be lifted on July 1.

Jay Jordan said the deans will meet on Friday to discuss their highest priority faculty needs and to identify a prioritization of at least 10 faculty positions. Jay has asked President Couture to consider releasing at least 10 faculty positions to the deans. This has not yet been approved by Dr. Couture. Our new provost, Wendy Wilkins, will be here on Friday to meet with deans and her other reporting areas. By November, we hope to have a final academic reduction plan.

Jennifer thanked the UBC for their hard work during this difficult process. Jay said President Couture asked him to acknowledge the UBC on her behalf as well.

11. President Couture's Inauguration [Bob McNiel]

Bob McNiel said the inauguration of President Couture will take place on Tuesday, August 17 at 9 a.m. in the Corbett Center Ballrooms. The inauguration will be held in conjunction with the fall convocation and other campus activities already planned for incoming students that week. The inaugural theme is "A New Era of Excellence Through Partnership." Janet Green is the chair of the inaugural committee. In response to a question from Travis Dulany, Bob said many of the events planned around the inauguration have already been budgeted since they are yearly events. They have also been fairly successful in seeking donations to cover some of the inauguration-specific events.

12. Deadline for President's Signature on Faculty Senate Legislation [Bruce Kite]

Bruce Kite removed this item from the agenda.

Updates

13. Interim Executive Vice President/Provost Update [Jay Jordan]

Jay Jordan did not have any additional information to share.

14. Faculty Senate Update [Mark Andersen]

Mark Andersen did not have any additional information to share.

15. NMSU Employee Council Update [Roseanne Bensley]

Roseanne Bensley said that all of the items presented today had been discussed with Employee Council. Roseanne thanked D'Anne Stuart and her Human Resources team for their time and assistance in helping the Employee Council be a conduit between the staff, Administrative Council, and the resources that are available at NMSU. She said the stress employees are feeling is due to the unknown. Roseanne said Employee Council has been asked to come up with some simple ways to recognize our employees. Suggestions may be sent to Roseanne at rbensley@nmsu.edu or to the Employee Council email at empcouncil@nmsu.edu.

16. ASNMSU Update [Travis Dulany]

Travis Dulany said screens have been added at various locations around campus to promote ASNMSU and university-wide events and to provide a news service. He thanked ICT for their help with this. A policy is being drafted regarding use of the screens. Sheltered bus stops have also been added. Lobbying priorities will include lobbying for a minimal tuition credit. Elizabeth Titus announced that issues of the RoundUp through 1999 are now digitized. This was funded in part by ASNMSU in conjunction with the Library.

17. Graduate Student Council Update [Thasha McVey]

Thasha McVey was not able to attend the meeting.

18. Athletics Update [Mac Boston]

Mac Boston said the majority of the discussion at yesterday's meeting with WAC presidents and athletic directors was about conference alignment. NMSU finished third in the WAC Commissioner's Cup, which is a broad-based point system that each sport earns based on how they finish the season. Five years ago when we first joined the WAC, we finished ninth. The spring academic highlights for our student athletes were just released and 59 percent are considered scholar athletes having a 3.0 gpa or better. The combined gpa of all of student athletes is 3.0 or higher. The NCAA will soon release the Academic Progress Report (APR). A score of 925 on a rolling four-year average is the threshold of acceptance. Five years ago less than half of our teams met that threshold. Mac said NMSU inherited one of the lowest APR scores in the country following the departure of seven basketball players when Lou Henson stepped down from coaching due to illness. This year all but two teams have met the threshold.

Next Meeting: Tuesday, July 13, 2010, 8:30 a.m., Corbett Center, Colfax Room #210