

**New Mexico State University  
Administrative Council Minutes  
January 14, 2009**

The meeting was chaired by Provost Moulton in President Cruzado's absence.

**1. Minutes of December 9, 2008**

The minutes of December 9, 2008 were approved as distributed.

**Old Business**

No items.

**New Business**

**2. Emergency Notification Policy [Shaun Cooper, Norma Grijalva, Mrinal Virnave & Stephen Lopez]**

Shaun Cooper said today's presentation is the first step in the approval process. The proposed policy was distributed with the agenda and also handed out at the meeting. Norma Grijalva said we already have an emergency notification system in place, but it is not a centralized system. The proposed policy requests that students, staff, and faculty provide emergency contact information such as text and cellular numbers. The policy describes the procedures for collection of the data and the formation of an Emergency Communications Committee that will be charged to serve as the gatekeeper of the information collected. Stephen Lopez said there are two components to the policy: One component is for mass notification of some sort of emergency on campus. The other is for specific individual emergency contact information (i.e., who they would like us to contact in the event of a personal emergency).

Bruce Kite asked who would make the decision to trigger a mass notification. Norma said an incident commander and several others would decide to can make that call. Stephen said at the main campus the decision will typically fall on Environmental Health and Safety. At our community colleges, it may be the CEO or others. Shaun said we can add language to indicate that each campus will develop a procedure to determine who will make the decision. Bruce also recommended that the sentence under "Process and Management" dealing with abuse of the system be removed. Since top-level managers will be making the decision to trigger notification, the statement seems unnecessary. Concerns can always be addressed should it prove necessary.

Elizabeth Titus asked what we could do if an individual refuses to provide the information requested. Shaun said we will use their NMSU email address. Dr. Moulton said we should move forward to collect the best information we can rather than to be concerned if a few individuals refuse to give us this information. Shaun asked the Council to review the proposed policy and provide any feedback to [security@nmsu.edu](mailto:security@nmsu.edu). The policy will be brought back to the Council for approval.

**University-wide Information/Announcements**

**3. DACC Local GOB Election on February 3 [Margie Huerta]**

Margie Huerta handed out a pamphlet about the February 3 Dona Ana Community College local general obligation bond issue election. The bond election is for \$20 million and passage will not increase the current property tax rate. Passage will help to expand DACC facilities and to acquire equipment and technology infrastructure to accommodate their

continued growth. She also distributed a form for donations to help raise \$20,000 to pay for the bond campaign.

Ben Woods said some of the most significant support for DACC has come from those sections of our county that are least able to afford to support it, like Sunland Park, Santa Teresa, Chaparral, and Anthony. That is a testament for the services provided by DACC. They see the importance of education for their children as an opportunity for a better life than they have had.

A brief video was shown highlighting some of the programs offered at DACC. Margie thanked Ben Woods for his support of the campaign, and she encouraged the Council to exercise their right to vote on February 3.

**4. Equity Study Update [Jennifer Taylor & D'Anne Stuart]**

Jennifer Taylor asked D'Anne Stuart to update the Council on the equity study. D'Anne said the main campus deans and DACC should have received salary equity letters yesterday. Letters to faculty at our other community colleges were sent by overnight mail yesterday. Each faculty member, excluding our Ag special study faculty, should have received a letter, including those who did not receive an increase, those who only received an equity increase, and those who received both an equity increase and a distribution of discretionary funds. The only concerns they have received so far are from a couple of faculty members who are in disagreement with their discipline and may have been inappropriately assigned. HR will work with the dean to resolve this. This completes the first phase of the faculty FY09 allocation, except for Ag Experiment Station and Cooperative Extension Service faculty. The Provost's Faculty Advisory Committee will continue to address ongoing compensation strategy and any policy changes for the Policy Manual. This was our first attempt to try to bring faculty salaries closer to the market. We were \$8 million away from market salaries, and we were able to address 22 percent of that variance. The increases will be reflected in their January paychecks. The salary study website is [salarystudy.nmsu.edu](http://salarystudy.nmsu.edu).

Faculty do not need to go through a formal appeal process if they feel there is a data discrepancy. They should contact HR. The formal appeal process is limited to the distribution of discretionary funds, not on the methodology. An appeal must be filed by the end of January.

Dean Morehead said he thought that the process ran very smoothly. He said one way to make NMSU more competitive is to make promotion dollars more significant in the future. We will fall right back into the same situation in two or three years if we keep promotion dollars at \$2,000 or \$3,000. D'Anne agreed we need to look at this. Jennifer said we also need to look at a policy for starting salaries. We need to get a framework in place even though we do not have the money. If we do not have a plan, it will not get funded. Dr. Moulton cautioned that we cannot look at increasing promotion dollars at the expense of cutting faculty lines, semester credit hours, and growth dollars.

D'Anne said they are running a few weeks behind on the staff salary study. Phase I will look at the benchmarked positions. Following this, they will do a preliminary slotting of all other positions to come up with the initial market variance. From that they will allocate the FY 2009 pool of money. They hope to have this completed by the end of January. Based on negotiations with our union staff on salaries, they are entitled to two meetings with Mercer. They have adopted a different methodology. We adopted the faculty methodology for staff. We also added performance and longevity components. We hope to have the increases in the February 15 paychecks. The adjustments will be retroactive to January 1. Managers will receive a preliminary list before the adjustments are distributed, but there will

be a very short turnaround validation time. Jennifer said this is the first step to get money in people's hands. The lengthy process reviewing staffing titles, staffing levels, and additional review will go on all semester. One third is a very large population of titles that have been benchmarked. We will do a much more thorough review of all role profiles over the next few months. That will be a much more accurate positioning of all positions and some positions may change from the initial slotting. HR worked with Mercer to determine which positions were going to be benchmarked. Positions were broken into job families, such as Business and Finance or IT job families, then different levels were picked within that job family. Mercer helped us to determine if others also use a particular title. Additional information about this process and slotting is available on the website. Jennifer said they will provide a couple of general information sessions and have also offered to visit with staff at their college or unit. D'Anne also said they are willing to meet with any member of Administrative Council on a one-to-one basis to help understand the methodology.

Dr. Moulton said he and President Cruzado received an email yesterday thanking them for undertaking this salary study. His response was that while this took some leadership and courage from President Cruzado, it has turned into a monumental task for Jennifer and her staff, and we owe them a great deal of thanks.

#### 5. **Executive Vice President/Provost's Report [Bob Moulton]**

Dr. Moulton **introduced Robert Rhodes** who will serve as interim dean of Health and Social Services until Dr. Adera's arrival on July 1. We are very pleased that Dr. Rhodes has accepted this very challenging assignment and look forward to Dr. Adera joining us. Dr. Rhodes will work closely with Dr. Adera over the next six months. Robert is also a finalist for an ACE National fellowship.

Dr. Moulton said yesterday President Cruzado announced at Convocation that we have declared this year the **"Year of Sustainability at NMSU."** This will impact all of us. Each unit should think about ways they can adopt this theme for the coming year. Lowell Catlett said the word "sustainability" has no scientific meaning. If you ask researchers in different disciplines what it means, you will get different responses. If you ask researchers in the same discipline, you will still get different responses. Therein lies its weakness. It has no scientific meaning but that is also its strength. In most people's minds, sustainability conjures up something positive, such as something sustainable like water and a wise use of resources. In other people's minds it means something entirely different. So it allows people to craft something different in their own unit that they can be proud of. Dr. Moulton said some of the impetus for the year of sustainability was driven by student groups who approached the President and asked us to do something like this. We also have had a lot of faculty and staff interest. There are lots of opportunities for classes to get involved. This is a universitywide theme, and we are asking for everyone to be creative and to get involved. Lots of other universities are doing something similar.

Dr. Moulton said the **Governor has appointed three new Regents** who have not been confirmed by the Senate yet. We had two half-day orientation sessions for them last week with good presentations and good questions.

#### 6. **Faculty Senate Update [Joe Pfeiffer]**

Joe Pfeiffer said Proposition 08-08/09, a memorial regarding the next presidential search, was presented to the Regents in December without any response from the Regents. Pending legislation includes Proposition 06-08/09, requiring notification to tenure-track faculty of the reason for nonrenewal of their contract upon request, which was approved by the Academic Deans Council with some improvements. It will be considered on Thursday. Proposition 09/08-09, a memorial in support of the Year of Sustainability, will be introduced

on Thursday. They are incorporating comments received on the research faculty proposal, and it will go to ADAC at their next meeting. They are also looking at the policy that bars interim appointees from being considered for permanent positions in favor of a policy requiring a national search. The policy appears to be too rigid. Linda Lacey will discuss the progress of several new graduate program proposals that are coming up at Thursday's meeting.

**7. ACAP Update [Tim Nesbitt]**

Tim Nesbitt said ACAP met on December 11. Due to changes in how our insurance plan currently works and in the interest of improved efficiency and communication from these committees, ACAP is considering if it would be appropriate for the Insurance and Fringe Benefits Committees to be combined. ACAP will vote on the combination at their next meeting. Lydia Quintana has been selected as the Roberts Award recipient. She will be recognized at an award ceremony on February 19. Kelly Brooks has been elected as the ACAP chair replacing Tim Nesbitt. Dr. Moulton thanked Tim for his many years of service as ACAP chair.

**8. ASNMSU Update [Justin O'Connell]**

Justin O'Connell also extended his congratulations to Lydia Quintana for receiving the Roberts Award. Lydia is ASNMSU's fiscal advisor, so they are very pleased with her selection. They are hosting a New Mexico State Leadership Conference which is a large recruiting tool. They will invite six students from the local high schools and the El Paso area to view our student government. The Student Fee Review Board will be getting started soon. There are working with Angela Throneberry on some issues in Corbett Center and are looking at ways to do a study regarding potential expansion and renovation of the Activity Center as a result of the new universitywide wellness initiative.

**9. Graduate Student Council Update [Chas Miller]**

Chas Miller said they donated \$200 in cash and toys for the Salvation Army at their fundraiser in December. The Graduate Research and Arts Symposium is coming up on April 10-11. They are trying to get participation from other universities as well. UNM's graduate symposium is one week before ours. Chas has suggested that we do some sort of cross participation if we can. He asked for help in encouraging graduate faculty to volunteer as judges. They are also looking for nominations for a speaker at their banquet on Saturday, April 11.

Next Meeting: Tuesday, February 10, 2009, 8:30 a.m., Corbett Center, Colfax Room #210