

**New Mexico State University  
Administrative Council Minutes  
October 14, 2008**

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

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

**Old Business**

**2. Hazing Policy [Carmen Gonzales & Scott Moore]**

Scott Moore distributed a copy of the proposed Hazing Policy reflecting revisions made since the previous discussion with Administrative Council. Carmen Gonzales said they took the policy to Associate Deans Advisory Council but they said it did not need to go through them since it was not an academic matter. The council approved the policy as distributed.

**New Business**

No items.

**University-wide Information/Announcements**

**3. U.S. DoE Grant – PRIMOS [Carmen Gonzales & Margie Huerta]**

Carmen Gonzales distributed a handout about the Partnership for Retention and Improvement of Meaningful Opportunities (PRIMOS) in STEM fields. On September 30 they received word that NMSU and NMSU-Dona Ana Community College received a \$1.2 million grant to implement an integrated system of research-based activities to address the gaps in educational attainment for Hispanic and other low-income undergraduates in science, engineering, technology and mathematics (STEM) fields. They are working with DACC to retain freshmen students and to help them transition to the main campus. Margie Huerta said they are very excited about this partnership. This is an excellent example of what we can do together.

Terry Cook, Assistant Vice President of Student Engagement, and Steve Kanim, professor of physics, are co-directors of the project. They are working with faculty through the Teaching Academy. This is a very integrated effort.

President Cruzado thanked them for their hard work and persistence. This is a wonderful opportunity to show how we are sharing resources and strengthening our partnerships with our community colleges.

**4. Tough Enough to Wear Pink Campaign [Margie Huerta]**

Margie Huerta again reminded the council about the Tough Enough to Wear Pink Campaign. The football game is Saturday. A form has been distributed and is posted on the Human Resources website to assist in making a donation through payroll deduction. She asked those who can to support this important cause.

Mac Boston said the campaign kickoff yesterday was very successful. At that event they announced that 300 additional free mammograms will be available for low income women. But the real focus is to find a cure for breast cancer. He said this event has created a greater connection with the broader community. Waded said she hopes to see everyone at this week's events. Christina Chavez Kelley said the public schools are also very involved in the campaign. The local high schools have challenged each other to

raise funds for the campaign, have decorated their front doors with Tough Enough to Wear Pink posters, and are encouraging everyone to wear pink on Friday.

**5. NMSU Content Management for Web Sites [Maureen Howard & Shaun Cooper]**

Maureen Howard said the presentation this morning will provide information that will help everyone to do a better job in managing their websites. MangoCMS is easy to learn and easy to use. Maureen said website content that is managed at the departmental level is usually more accurate and up-to-date.

Shaun Cooper said Mango is a browser-based tool for creating and editing web pages. It is a good tool, it's free, easy to use, and was developed by NMSU. Jim Dryden with ICT Product Development Services presented an overview of the Mango Content Management System. MangoCMS can be used to manage all aspects of web page production including file creating, editing, and updating; control of global navigation settings; safe and secure document publishing to any web server; and is easily accessed through the myNMSU portal. Additional information is available at <http://content.nmsu.edu/learncms>. Jim can be reached at [jdryden@nmsu.edu](mailto:jdryden@nmsu.edu).

NMSU Training Services offers CMS training free of charge. Registration information is available at <http://ict.nmsu.edu/~training/registration> or at 646-2176.

Linda Lacey asked if the Graduate Student Council would be able to utilize this tool. Any fully affiliated student group will have access. Shaun Cooper said if you want something with entertaining content, this may not be what you are looking for. Russell Hardy said an external company manages their website. With proper approvals, they could be given access to this product.

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

Bob Moulton said we have opened the nomination process for two **Regent Professorships** from the Las Cruces campus to replace those who have retired. The professorships will be named in January. The O'Donnell Hall reopening **ribbon cutting** ceremony was a great success, as well as the ribbon cutting ceremony at NMSU-Alamogordo as they begin construction on their new allied health building.

Interviews will be scheduled soon with candidates for a new dean of Health and Social Services. A new **Associate Provost search** will be announced soon for the position currently held by Ramon Dominguez who wishes to return to the classroom. An internal search for an **assistant provost position** will also be announced soon. The individual selected will handle special projects as assigned and will serve no more than a three-year term. This will provide the individual with an opportunity to gain relevant university experience while serving the university community.

We had a very successful meeting at **Holloman Air Force Base**. It was a great opportunity to discuss collaboration and possible partnerships. He said Waded gave a great presentation at a recent meeting with the **Legislative Education Study Committee (LESC)** regarding our K-12 partnerships.

The **Community College RoundUp** was held at our Dona Ana Community College this year. All five NMSU campuses were represented. However, next time we need to have more faculty presentations and participation from our Las Cruces campus. This is a tremendous opportunity for collaboration in which everyone wins. Margie Huerta expressed appreciation to President Cruzado, Dr. Moulton and the deans who attended.

She said there will be another meeting in Las Cruces in April. The RoundUp will be hosted by our Carlsbad Community College next October.

Dr. Moulton said great concern was expressed about getting appropriate representation of **Hispanics in university leadership positions** at the recent Hispanic Association of Colleges and Universities Annual Conference. This is also a national concern. The **Governor's Higher Education Summit** in Albuquerque was well attended. Universities were asked to do a better job of articulation between institutions in the state. A **new faculty organization** chaired by Krista Glazewski from Curriculum and Instruction and Heather Throop from Biology has been established to help new faculty understand the institution, our community, and to provide opportunities for socializing and bonding. Garrey Carruthers helped get this started by hosting a reception for new faculty last year. This year they hope have an even bigger event with some financial help from the Executive Vice President's Office. Please encourage new faculty, or those who want to meet new faculty, to attend.

Last weekend we hosted the **Native American Pow Wow** on our campus. Each year the event gets bigger and better. Dr. Moulton encouraged attendance at next year's event. Eleven percent of the population in our state is Native American. However, our student population is nowhere near that number. We need to continue to work to increase our enrollment of Native American students.

Two faculty groups are working with the administration to make recommendations relative to the roll out of the **Mercer salary study**. They will help with both long- and short-term strategies to address salary equity issues. Dr. Moulton encouraged the deans to utilize Human Resources staff in discussions with faculty about the Mercer study and how we will attack the challenges identified. For continuity, Chris Erickson is chairing both faculty groups. Human Resources and Budget Office staff attend both meetings as resource personnel to help run data and provide models as requested by the groups. Salary adjustments will begin in January.

Tim Nesbitt said ACAP is very involved in the non-union staff salary equity issues. Jennifer said they will work with AFSCME representatives regarding the salary study for collective bargaining unit members.

Joe Pfeiffer mentioned that the faculty groups were not established until after the faculty study was done. Jennifer said that is correct. Now we have some data to look at. Jennifer asked Council members to send an email to [comp@nmsu.edu](mailto:comp@nmsu.edu) if they would like Human Resources to make a presentation about the salary study. Final results for faculty probably will not be ready until December. They will share the results first with the President and Provost, then with the deans, then Faculty Senate leadership, and then with the faculty. D'Anne Stuart said they are adding the high-level, overall analysis to their website so everyone can see what information has been disseminated so far in the process. They will send out information on that link shortly.

## 7. **Direct Deposit of Student Aid [Lorie Gobble]**

Jennifer Taylor introduced Lori Gobble to discuss the direct deposit of student aid, a project that many people have worked on for a number of years. She said we had to wait for Banner to be fully implemented before this could be done.

Lori said beginning November 1, students may elect to have their financial aid disbursements deposited directly into their bank accounts. There is a link on myNMSU that will be activated at that time to sign up for the service. The project included setting up the functionality in both Banner and Cashnet, designing a company notification that is secure and in accordance with FERPA guidelines, and setting up the secure link on the myNMSU portal for the bank information input. Students will be notified via email, hotmail, and announcements on the TV monitors in the Educational Services Building. They will also send the information to our student leadership offices. She encouraged members to spread the word to our students.

In the future, we will be moving toward electronic billing for students and ways to enhance our online payment options.

In response to a question from Linda Lacey about direct deposit of student payroll checks, Jennifer said this is already available. However, not everyone utilizes this option. We are not allowed to require mandatory direct deposit but can strongly encourage it because it is extremely labor intensive and expensive to issue a paper check.

#### **8. Human Resources Update [D'Anne Stuart]**

D'Anne Stuart announced the consolidation of ICT training services and HR training services under a united, collaborative, employee learning department under the direction of Teresa Burgin. Teresa will update the Council soon on the vision and the plan.

An HR Service Center has been established in Hadley Hall room 17 that will provide a one-stop customer service shop for all HR frontline services, such as payroll, employment services and benefit services. Their phone number is 646-8000. Information will be available soon on their website and sent to the HR liaisons and Administrative Council.

#### **Other:**

Carmen Gonzales announced that an NMSU **recruitment video entitled "Aggie Experience"** won second place in the "Use of HD" category in the 29<sup>th</sup> Annual Telly Awards. According to the Telly award notification, the competition "received over 14,000 entries from the finest ad agencies, production companies, TV stations, cable companies, and corporations in the world. It is a tremendous achievement to be selected for recognition."

Russell Hardy announced that **NMSU-Carlsbad received a two-year STEM grant** of \$811,000 each year, totaling \$1.6 million, through the College Cost Recovery Authorization Act to develop and promote three new associate degrees in engineering, engineering technology, and information communication technology. These new degree plans will provide employment opportunities in technical areas for our community and region as well as provide a pathway to bachelor and master degrees in engineering and computer information systems.

Christina Chavez Kelley reminded the Council that the **Danny Villanueva Breakfast** will be held on Thursday, October 30 at 7:30 a.m. in the Corbett Center Ballrooms. She encouraged Council members to attend.

Mac Boston said athletics is currently involved in a **marketing and corporate sales strategy/discussion**. Some corporate sponsors have asked why they cannot get financial credit made to other university programs in their overall athletic corporate sponsorship, i.e., Mt. View Hospital would like to receive credit for a \$50,000 donation made to nursing toward an overall corporate program cost at \$125,000. Nursing would get \$50,000 and Athletics would get \$75,000. The hospital would get an Athletic package valued at \$125,000. Mac said they are exploring this question from many perspectives.

Mac also said they will take basketball coaches to Laguna Pueblo in support of a desire from a corporate partner, Route 66 Casino, who included an outreach component in their agreement. The casino is interested in assisting efforts to bring their students to NMSU to visit with Justin McHorse, American Indian Program Director, about admission to NMSU.

Ricardo Rel asked the Council to help provide information about the **upcoming General Obligation Bond Election** and to encourage everyone to vote.

Christina Chavez Kelley announced that Garrey Carruthers, Miley Gonzalez, Margie Huerta and Don Kidd will be recognized with a **New Mexico Distinguished Public Service Award** at a banquet in Albuquerque on November 6. This is the first time in the history of the award that more than two people from Las Cruces and more than one person from NMSU has received an award in the same year.

Joe Pfeiffer said the **aerospace engineering graduate degrees** passed the Faculty Senate. The **College of Agriculture and Home Economics name change** passed. The request to the registrar to **extend the graduation degree application deadline** passed. The **academic room scheduling memorial** which requests that academic departments that have historically controlled rooms have a first cut at scheduling the rooms has been postponed. The **workload policy** has one last pass at Academic Deans Council and has been introduced to the Faculty Senate. The **Regents Professor Task Force** has requested some policy changes. In particular the right of a tenure-track faculty member whose contract will not be renewed to be given the reason for nonrenewal. This has been through ADAC and will be introduced at Academic Deans Council (ADC) today. The Faculty Senate will not take action on it until it is approved by ADC. The other change requires department heads to inform new tenure-track faculty that nonrenewal of their contract is a possibility. This has also been through ADAC and will go to ADC today.

The **Long-term Salary Task Force** is in place, has met a couple of times, and is still in the information-gathering stage. The **Faculty Ranks Task Force** that will look at research faculty positions has met and will meet again this Thursday. They have noted that college faculty are mentioned in our policy manual but are not defined there.

Justin O'Connell encouraged attendance at our **Homecoming** events at the end of the month. He also encouraged Council members to join with ASNMSU in the "**Help Keep State Great**" campus cleanup effort on Saturday, October 25. They are working with President Cruzado to get the **Crimson Cab** service up and running again by the spring semester. This is a taxi service that provides a free ride to NMSU students anywhere in Las Cruces. They recently had their **On Campus Student Leadership Conference** with Campus Activities and Student Housing and hope to make this an even bigger event in the future.

Tim Nesbitt thanked D'Anne Stuart for establishing an **electronic voting system for ACAP's** upcoming election.

Waded Cruzado said she and Bob Moulton will travel to **Chihuahua, Mexico** tomorrow to participate in a meeting with 15 universities and representatives from the government including the Governor's Office from Chihuahua. There is a lot of interest in NMSU and our programs. This will be a great opportunity to solidify our connections with these institutions and open doors of exchange for our faculty and staff. We will also have a reception for our alums in Chihuahua.

Next week Waded will be in Santa Fe for meetings with the Legislative Finance Committee, the Higher Education Department and the NM Council of Presidents.

**Next Meeting: Tuesday, November 11, 2008, 8:30 a.m., Corbett Center, Colfax Room #210**

Minutes recorded by Barbara Dickenshied.