

**New Mexico State University
Administrative Council Minutes
February 10, 2009**

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

1. Minutes of January 14, 2009

The minutes of January 14, 2009 were approved as distributed.

Old Business

2. Emergency Notification Policy [Shaun Cooper]

Shaun Cooper said they had incorporated the input they received to the Emergency Notification Policy that was introduced at last month's meeting. There were no substantial changes. Based on input from Lisa Warren, the policy was modified to reflect the new requirements for the creation of a new standing committee. Also, the title of the representative from University Communications should be the Associate Vice President (not Vice President) or designee. A representative from Student Services will be invited to attend meetings when issues involving students are being considered. The policy was approved as presented with the title change as indicated above.

New Business

3. IT Policies [Shaun Cooper & Randey Bamford]

Shaun Cooper distributed Chapter IX of the Policy Manual on Information and Communication Technologies and a Summary of the ICT Policy Changes. Shaun said approximately one year ago, a rewrite of IT policies was considered by Administrative Council as part of the Policy Manual rewrite process. However, concerns were expressed that the policies also included procedures. Shaun said Lisa Warren also expressed concern that not all of the IT policies had been approved by Administrative Council. So the approval was tabled. Shaun and Randey Bamford have now collated all of the IT policies from their website as well as other IT general use policies into the revised Chapter IX that was distributed to the Council. Operational and procedural information have been removed. Shaun asked the Council to carefully review the revised policies and to forward any comments or concerns to Randey Bamford at rbamford@nmsu.edu.

University-wide Information/Announcements

4. Introduction of New OFS Employee Jack Kirby [Glen Haubold]

Glen Haubold, Assistant Vice President for Facilities and Services, distributed an organizational chart indicating the positions, functions and major initiatives of the employees who report to him. He introduced Jack Kirby, new Executive Director of Project Development and Engineering. Jack said they have a lot of projects underway, and they are working to bring process consistency, transparency and customer satisfaction to all of their projects. Jack will also manage the building repair and renewal funds for OFS. He encouraged the Council to contact him with any comments or concerns they may have.

5. Update on Science Fair - March 7, 2009 [Christina Chavez Kelley]

Dr. Moulton said Christina Chavez Kelley has been asked to help with this year's Southwestern New Mexico Regional Science and Engineering Fair. Christina said she is working closely with Dr. Avis James from the Biology Department on the fair. They are delighted with the amount of interest they have received from the middle schools and high

schools throughout the southwestern region. The fair will be held on Saturday, March 7 at Corbett Center. They are still looking for additional faculty to serve as judges. She asked the Council to encourage middle and high school students to participate in the fair. Home schooled students are also invited. The state competition will be held at NM Tech. Additional information can be found on their website: <http://scifair.nmsu.edu>.

Joe Pfeiffer said he had served as the Science Fair Director for four years. He was pleased to see the fair get this kind of attention. He said those who participate as judges will have an opportunity to visit with some of the best and brightest middle and high school students. He said since many of the science teachers have backgrounds in life sciences, typically the most pressing need is for people who can judge biology, environmental science, etc.

Dr. Moulton said the funding for the fair of approximately \$40,000 is being provided by the colleges and the Provost's Office. He said the fair brings a great number of high school students to our campus and is a great recruitment tool. He thanked Christina for taking on this challenge.

6. Update on J. Paul Taylor Symposium for Social Justice for Youth - April 14-16, 2009 [Christina Chavez Kelley]

Christina Chavez Kelley said this is the fifth year that NMSU is hosting the J. Paul Taylor Symposium. Lisa Bond-Maupin and Greg Fant are the co-chairs of this year's symposium which will be held April 14-16. This year's theme is Social Justice for Youth. They are working with several state agencies as they plan for this statewide symposium. Lt. Governor Diane Denish has been invited to be the state keynote speaker. Pedro Noguera, who is an expert in social justice for youth, will be the national keynote speaker.

7. Alternative Dispute Resolution [Diana Quintana]

Dr. Moulton said all state agencies have a mandate from Governor Richardson to have an alternative dispute resolution program in place. Diana Quintana said representatives from the New Mexico Alternative Dispute Prevention and Resolution Bureau and the Loss Control Bureau will be on campus February 24. They will meet from 9-11:00 a.m. in the Senate Chambers of Corbett Center to discuss the overall alternative dispute resolution program, how it fits into the loss control program, and how it impacts the university's budget. Members of the Loss Prevention and Control Committee as well as members of Administrative Council are invited to attend. Following the meeting, a training session will be held on Interpersonal Conflicts in the Workplace. NMSU employees and other state agencies in the southern part of the state will be invited to attend the training session.

NMSU's ADR Task Force Members will be meeting with ASNMSU, Faculty Senate and ACAP to review our draft ADR policy which will be presented to Administrative Council next month.

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

Dr. Moulton said he would like to use his time for other administrators to provide updates. He asked **Ben Woods to update the Council on the Legislative Session**. Ben said he would share information from a report that Ricardo Rel presented to the Faculty Senate last week. The first 19 days of the Legislative Session have focused largely on the current budget situation. The December 2008 revenue estimate projected a \$454 million shortfall for FY 2009 and \$293 million for FY 2010. The Legislative Finance Committee plans to reduce the current fiscal year deficit by: 1) increasing revenues, 2) reducing operating and special appropriations, 3) eliminating unspent capital outlay funds, and 4) transfers from general fund reserves. This past week, four pieces of legislation were passed to deal with

the current year budget shortfall: HB 9, HB 10, SB 79 and SB 80. All of these bills have been signed by the Governor with partial vetoes.

HB 10 reduced the general fund appropriations from HB 2, Section 4 (general operating budget) by 2.5 percent and also reduced Section 8 which is the compensation section of the same act by 2.5 percent. Ben recognized Jennifer Taylor, Anna Price, and the President and Provost for their hard work in managing our budget over the past several years. He said NMSU is in a difficult situation with the budget cuts, but we are not in nearly as difficult a situation as some of the other institutions. Jennifer said HB 10 was signed by the Governor, so there is a nonrecurring 2.5 percent budget cut on current year funds. Administrators had previously been asked to submit a plan for a nonrecurring cut to their research and public service line items by 2.5 percent in the current fiscal year. The I&G budget cut of approximately \$3.3 million will be covered centrally from planned contingency funds and reserves, but we will need to replenish the reserve and consider increasing the contingency budget. For FY10, we have qualified for enrollment growth money. This is not a windfall but a reimbursement for the expenses already incurred to recruit and retain students and to operate the institution. Because we have qualified for enrollment growth funding, the FY10 recurring cut that has been proposed by the LFC staff is effectively covered by new money for FY10. We have asked administrators to look at reallocating some funds for FY10 because the central administration will not have any new money to work with. Other institutions who did not qualify for enrollment growth funds start below zero and then have to make cuts. Every I&G budget will be reduced next year.

Joe Pfeiffer asked for clarification on a comment made by Dr. Moulton to Faculty Senate that NMSU had almost cleared the 3 percent growth criteria qualifying us for new growth money in FY11. Dr. Moulton said his understanding is that there are a couple of ways to meet our growth target. One is with semester credit hours, and the other is with dollars generated. In either case, we are close for FY11, but we are not there yet. We are asking the deans to help by offering additional classes mid semester (March 10 - May 8). If we can get sufficient enrollment during this period, it will put us over the next growth target. We should then get additional growth dollars that will help us in subsequent years meeting budget reductions if they occur. Jennifer said enrollment was down by 5 percent in the summer, up in the fall by 2.5 percent, and is up more than 3 percent this spring. It will be worth more than \$4 million in growth money for the Las Cruces campus if we reach our enrollment growth target. Our community colleges all look very good for FY11 so far.

Dr. Moulton said that in addition to the sanding of the research and public service (R&PS) budgets for this year, there is also an expected cut in the R&PS budgets for the next fiscal year. He met with the deans a week ago to come up with some possible scenarios for those cuts. The LFC and the Governor's Office both proposed specific budget cuts for us. We responded that we wanted to decide where to make the cuts. Hopefully, we will know more by the end of the session.

Ben said they are watching HB 2 closely this week which is really coming to grips with what the budget will be the coming fiscal year. He said the severance tax proceeds that were thought to be available in the coming year have already been tapped into for this fiscal year. So one-time money coming out of this session will be very slim, if any.

We are also **tracking the confirmation of our new regents**. The Senate has arranged for background checks through a private company. We anticipate the confirmation hearings will take place within the next several weeks. Dr. Moulton said the stall has been a disagreement between the Governor and the Senate about who would do the background checks and pay for them for all of the Governor's new appointees.

In response to a question from Elizabeth Titus on capital projects, Ben said the initial indication is that we will contribute some monies back but at this point we are in good shape.

Dr. Moulton said there is still a lot of discussion about what the **Federal Stimulus package** might do for the state and its budget. We are hoping that some of that money might help with the **Arts Complex**. Dr. Moulton said the \$19 million in the bond money is still there for the Arts Complex, but the \$6 million we had hoped to get out of this Legislative Session is uncertain.

Nick Franklin said that the Foundation has about \$2 million in gifts and/or pledges for the Center for the Arts. They have approximately \$6 million out in funding requests. The private funding goal is \$12.5 million. With the private money that has already been pledged or received, there is a commitment to break ground sometime this summer. Nick also said at this point in time they have not experienced a downturn in raising private monies. He said studies indicate that charitable giving continues through tough economic times. However, he does believe contributions may flatten as we approach tax season. With regard to our endowment earnings, he reported that they are down like every other university endowment in the country, but fortunately we have had a very good investment policy. So, the payout for 2008-09 has already been set aside. The distribution for 2009-10 will be reviewed in March, but he believes we are in pretty good shape. If the downturn continues through the first quarter of next year, the Foundation Board will have some very challenging decisions to make regarding what we need or what we can do for FY 2011.

Jennifer said the faculty **equity salary study** was a very smooth process. Only a few appeals have been received. All of the staff positions for union and non-union employees below a salary of \$50,000 have been slotted. Next Mercer will provide a variance report indicating the market target for each slotted employee and how far away from the market the employee's salary is. This was also done for the faculty. The employee lists indicating any salary adjustments will then be sent to administrators for final review. A special payroll will be run to issue checks to those who will receive an increase retroactive to January 1.

Dr. Moulton asked **Ramon Dominguez to update the Council on the searches that are underway in the Provost's Office**. Ramon said the search committee is currently reviewing applications for the Assistant to the Provost position previously held by Cynda Clary. This is an internal search for an individual to serve in this position on a three-year rotation. The position description for the Associate Provost for Community Colleges, the position currently held by Ramon on an interim basis, is being reviewed. A national search will be conducted for this position. Council members will be asked to recommend individuals to serve on the search committee.

9. Faculty Senate Update [Joe Pfeiffer]

Joe Pfeiffer said the Faculty Senate met last Thursday. Ricardo Rel gave an update on the Legislative Session, and Dr. Moulton updated them on the budget situation. Proposition 09-08/09, a memorial for the year of sustainability, passed unanimously. Proposition 10-08/09 was introduced which would amend the course catalog to be consistent with common practice in awarding graduation with high honors. Currently, not only the top 1.5 percent of each college's graduates earn this honor (as stated in the policy) but also those students with a 4.0 gpa are recognized. The proposition would change the wording to reflect this. The proposal to create research faculty and define college faculty was passed by ADAC. The proposal to permit interims to apply for permanent positions was also passed by ADAC. Revisions to the graduate academic misconduct policy are now moving forward again.

The nominees for next year's chair of Faculty Senate are Chris Erickson and Mark Anderson.

10. ACAP Update [Kelly Brooks]

Tim Nesbitt introduced Kelly Brooks, newly elected chair of ACAP. Kelly thanked Tim for his many years of service to ACAP. Kelly said the proposal to combine the Fringe Benefits Committee and the Insurance Committee was not approved based on a recommendation from their Bylaws Committee. The Roberts Award Ceremony will be held on February 19 at 3:30 p.m. in the Colfax Room at Corbett Center.

11. Graduate Student Council Update [Chas Miller]

Chas Miller said that the Graduate Student Council had their first meeting of this semester on February 3. The final ASNMSU Senate position was filled as well as some other committee positions. The Graduate Research and Arts Symposium is Friday and Saturday, April 10-11. Chas welcomed ideas for on- and off-campus activities for Graduate Week April 6-9.

Other:

Raul Dominguez congratulated Margie Huerta and her staff for their work on the passage of the bond issue for Dona Ana Community College. **NMSU's Community College Roundup will be Friday, April 24.**

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

Minutes recorded by Barbara Dickenshied.

