

**New Mexico State University
Administrative Council Minutes
April 13, 2010**

1. Minutes of February 23, 2010 and March 9, 2010

The minutes of February 23, 2010 and March 9, 2010 meetings were approved as distributed.

Old Business

2. Security Clearance Policy 4.65 [Jay Jordan]

Jay Jordan said Legal Counsel recommended adding the Senior Director and Deputy Director of the Physical Science Laboratory to the Managerial Group for safeguarding classified information. In response to a question from Brenda Shannon about including someone from Internal Auditing, Jay said they could seek a top-level security clearance, but the process is very tedious. Another option would be to review redacted documents or to contract with a third party that has the necessary security clearance to do the audit. Most of the financial data is on the unclassified side. The Council approved the policy as amended.

New Business

3. Naming of Rooms in Thomas & Brown Hall [Nick Franklin]

Nick Franklin said the College of Engineering had requested to name rooms 201 and 200A in Thomas and Brown Hall the Newtec Capstone Laboratory. The Naming Committee has approved the request. The Council approved the request as presented.

4. Faculty Proposition 09-09/10 re Promotion & Tenure Policy Regarding Scholarship & Creative Activity for Community College Faculty [Chris Erickson]

Chris Erickson said the Faculty Senate approved adding the following language to the Promotion and Tenure Policy as it applies to community college faculty: "At NMSU's community colleges, scholarship and creative activity includes scholarship that is also evidenced by professional development activities that disseminate knowledge to the college's learning communities." He said faculty often attend conferences where they learn technical skills and then disseminate that information at their community college. Chris said the process of documentation for this type of activity is very extensive. The amendment was passed by the Faculty Senate.

President Couture said Administrative Council was asked to review this policy to be sure there were no issues that would affect implementation of the policy. She said the mission of the community colleges differs from the mission of the main campus. The amended policy acknowledges one of those differences. Hearing no concerns from the Council, Dr. Couture said the policy will now go forward for approval from the Regents.

University-wide Information/Announcements

5. Budget Process [Barbara Couture]

President Couture said her recent editorial in several newspapers about our budget situation served to explain 1) why we have a budget reduction and a tuition increase and 2) to show how the tuition increase relates to our budget expenditures next year. The primary reason behind the tuition increase is the 9.8 percent reduction to our I&G budget. The tuition increase was within the policy guidelines agreed to with our students. Out-of-state and international students pay more in tuition than in-state students because in-state students and/or their parents are, or have been, tax payers; and part of our funding comes from the tax payers. Selling an asset would only result in a one-time increase in available funds but would not provide a recurring source of income for future years.

Administrators have been asked to prepare 2, 6 and 10 percent budget reduction plans. These plans are necessary since not all units will be asked to reduce their budgets

equally. Some units will need to contribute 10 percent and other units may only be asked to contribute 2 percent. President Couture said she received a letter from Senators Tim Jennings and John Arthur Smith indicating that an additional 5 percent overall budget cut could be very likely in the fall. Once budget reductions are addressed that do not compromise our commitment to excellence in our core missions of instruction, research and public service, our plan to reinvest in institutional priorities will include the recruitment and retention of students; enhancing merit-based scholarships; addressing high-priority needs to retain faculty and reward faculty and staff performance; addressing student concerns about maintaining faculty, program quality and essential instructional services; and meeting the goals of the university's benchmarking vision to build excellence in all that serves our mission.

President Couture said it is not appropriate to reduce classes in order to meet the 10 percent reduction if we do not meet our obligations to our students. We also cut off our funding source when we reduce classes. Jay Jordan and Dr. Couture are reviewing the summer schedule of classes and have offered their assistance where needed. Dr. Couture plans to establish an emergency enrollment management task force to ensure that we are offering the needed classes in the fall. This will be extremely challenging.

Jennifer Taylor responded to recent comments indicating that \$112 million was available in unrestricted fund balances or reserves. Of this amount, \$57 million relates to renewal and replacement plant funds which are set aside for building maintenance and repairs. Approximately 10 percent of the fund balance belongs to our community colleges. Approximately 10 percent is set up in a quasi endowment to fund such things as the match for regents professorships and lectureships and for scholarships. Twenty percent is non I&G funds which are mostly research balances that are kept in overhead funds, public service funds and auxiliary funds used to run housing, etc. Only \$13 million relate to I&G. These are the only funds that would be appropriate to consider to meet a state I&G reduction at the Las Cruces campus. However, this amount is only 6 percent of our I&G budget and is what the State recommends we hold in reserves. We would need to look very carefully at making recurring commitments from non-recurring sources, although non-recurring sources of funding can be used as a bridge. In response to a question from Dean Morehead, Jennifer said it would be appropriate to use a portion of the college's 6 percent carryforward dollars to temporarily offset some of the budget cuts. However, she cautioned that no unit's carryforward dollars should fall below 3 percent.

In response to a suggestion from Chris Erickson, Jennifer said additional financial statements and personnel versus non-personnel information will be posted on the website.

6. Policy 3.21.29–Retention of Records Concerning Conflicts of Interest in Sponsored Activities [D'Anne Stuart]

D'Anne Stuart said the only change in this policy is a procedural change reflecting that these forms are now kept electronically rather than on paper.

7. Policy 3.20.15–Procedures and Remedies in Cases of Conflicts of Interest and/or Commitment [D'Anne Stuart]

D'Anne Stuart said the change in procedure to this policy is to streamline the process. A second level of approval will not be needed on Conflict of Interest and/or Commitment forms if the employee has indicated that no conflict exists. If any potential conflict is indicated, a comment as well as a second level of approval will be required.

8. Higher Education Items in Reconciliation Act of 2010 [Ricardo Rel]

Ricardo Rel gave a brief overview of the Reconciliation Act of 2010. A staff member from Senator Bingaman's office has been invited to make a more in-depth presentation on the act. Ricardo will invite the Council to attend the presentation.

9. College Assistance Migrant Program [Cynthia Bejarano]

Cynthia Bejarano gave a brief presentation on the College Assistance Migrant Program (CAMP), which is a federally-funded program to help migrant or seasonal farm worker students attend college. All of the students must be U.S. citizens or permanent residents and have dire financial needs. Thirty students can be accepted in the program each year. One hundred ninety-five students have participated in the program. CAMP students are enrolled in every college and NMSU-Dona Ana Community College. Forty-three percent have graduated within four years. One former CAMP student is enrolled in a Ph.D. program in biology. Six students have received master's degrees and thirty-seven students have received bachelor's degrees. Cynthia said the state budget for CAMP was just reduced by half, so the upcoming year will be very challenging.

Updates

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

Jay Jordan invited the Council to participate in the April 22 system-building summit with our community colleges.

11. Faculty Senate Update [Chris Erickson]

Chris Erickson said AAUP had a good presentation last week. The Faculty Senate had a busy year. A lot of propositions will be forwarded to the Council for review next month.

12. NMSU Employee Council Update [Roseanne Bensley]

Roseanne Bensley said beginning on May 13, the Employee Council meetings will be held in Milton Hall to allow for two-way webcasts. She thanked Ricardo Rel and Vicente Vargas for their Legislative Update to the Council, as well as Tammy Anthony for her presentation on transportation and parking services and Dario Silva for his presentation on Employee Engagement/Civility Survey.

13. ASNMSU Update [Travis Dulany]

Travis Dulany was not able to attend.

14. Graduate Student Council Update [Paul Kuhns]

Paul Kuhns was not able to attend.

15. Athletics Update [Mac Boston]

No report since Mac Boston was out-of-town.

Other:

Jennifer asked for the Council's help in locating **missing inventory items** before the list goes forward to the Board of Regents.

Dr. Couture **congratulated Mike Morehead** on being named Dean of the College of Education. The dates for the **Regents Retreat** will be Monday-Tuesday, July 19-20.

Next Meeting: Tuesday, May 11, 2010, 8:30 a.m., Corbett Center, Colfax Room #210