

**University Administrative Council Minutes**  
**Tuesday, March 13, 2012**  
**Corbett Center/Colfax Room**

Barbara Couture, Tilahun Adera, Judy Bosland, McKinley Boston, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Shaun Cooper, Roberta Derlin, Austin Graham, John Gratton, Glen Haubold, Maureen Howard, Margie Huerta, Cheri Jimeno, Ricardo Jacquez, Bruce Kite, Mike Kirk, Linda Lacey, Fred Lillibridge, Bernadette Montoya, Mike Morehead, Stu Munson-McGee, Dennis Prescott, Ricardo Rel, Christa Slaton, D'Anne Stuart, Angela Throneberry, Elizabeth Titus, Susan Waldo, Wendy Wilkins, Jeff Witte, Ben Woods, (ex-officio) Ross Justus and Ruth Prescott (Substitutes are welcome when members cannot attend.)

**I. Call to Order**

**II. Consideration of Minutes from January 10, 2012 Meeting**

- a. The minutes of the February 14, 2012, meeting were approved as distributed.

**III. Old Business**

- a. Policy 8.40.10 – Ineligibility for Rehire – Ms. Anderson presented the draft policy for a second reading. She reported that no comments were received following the initial presentation at the February Administrative Council meeting. A motion to approve the policy as presented was made, seconded and approved.

**IV. New Business**

No new business was presented.

**V. University-wide Information/Announcements**

- a. Dr. Huerta presented an update on the recent DACC Transfer Fair designed to actively promote a student culture that encourages graduation and transfer to upper division coursework with NMSU recommended as a “first choice.” Key DACC personnel involved in this initiative include Brad Mazdra and Frank Smith. Dr. Huerta described the various activities associated with the event and at which community leaders who were DACC alumni were highlighted.
- b. President Couture presented an update on recent efforts to establish a Town/Gown Task Force. Mr. Woods described the proposed membership and activities. He noted that the objective of the group will be to strengthen and facilitate the exchange of information and ideas between the university and the community. Seventeen community leaders will be invited to join the group. The members represent a wide array of external constituents including business, art, civic, government, banking, sports, non-profits, agriculture, public education, and local media. The task force will be established as a presidential committee.
- c. Dr. Cooper updated the group on the planned external review of Information Technology by the firm of Moran Technologies. He mentioned that the external reviewers will likely request interviews with various members of Administrative Council.

- d. Mr. Ron Fisher, Director of Facility Maintenance discussed new a newly implemented key issuance procedure that is designed to (1) ensure greater accountability for physical keys on campus, (2) increase awareness of key holders' responsibilities, and (3) increase the physical security of NMSU buildings by ensuring that only authorized personnel have actual keys. A handout of the new procedures was provided to the Administrative Council members. As part of the overall effort, all exterior doors will eventually be re-keyed.
- e. Dr. Derlin presented a brief update on the Higher Learning Commission's new guidelines, *Committing to Quality: Guidelines for Assessment and Accountability*. The new guidelines are designed to assist colleges and universities in improving the quality of a college degree by asking institutions to establish clear goals for student achievement, regularly gather and use evidence that measure performance against those goals, report evidence of student learning, and continuously work to improve results. New requirements include annual submission of documents to HLS and a separate pathway for quality initiatives. Beginning in the spring of 2013, NMSU will be subject to the new criteria. Primary influences under the new criteria are (1) models of continuous improvement and overall institutional effectiveness with an emphasis on data-driven decision making and (2) increased emphasis on the relationship between the institution and the governing board. She also mentioned that in 2017-18, NMSU will host HLC on campus and commended Sherry Stovall for her leadership in this area.
- f. Ms. Throneberry invited Shelly Duran, Sedexo's District Manager to present an update on the NMSU/Sedexo relationship, a relationship that has been in place since July 1, 2011. Ms. Duran highlighted the Third Floor Bistro at the Danny Villanueva Victory Club and described the dining experience. She also highlighted several upcoming events including a champagne Sunday brunch on April 22, a staff appreciation event on March 30<sup>th</sup> and a Cinco de Quarto event on May 4<sup>th</sup>. Ms. Duran mentioned an on-going effort to ease travel to and from the Fulton Center from points across campus. Long-term plans call for the Third Floor Bistro to add an evening meal service.

## **VI. Updates**

- a. President's Update – the President congratulated the Aggie basketball team for its season and expressed special pride for the manner in which the student athletes represent the university. She feels they are a credit to the coaches, faculty, and other professionals who work closely with them. Next, she provided an update on the legislative session outcome noting that NMSU received increased appropriations and called particular attention to the hard work of Dean Catlett, Dr. Boren, and Jeff Witte in contributing to the successful efforts associated with the agriculture programs. She discussed the issues associated with the RPSP lines. She mentioned the success with capital outlay (with the exception of the Gadsden Center request). Other successes included the passage of HB 23 related to Pan Am activities and the students' efforts vis-à-vis the lottery scholarship program. She also mentioned that efforts to secure passage of the General Obligations Bond package will be forthcoming. The issue of the ERB solvency remains to be addressed in upcoming sessions. Finally, the President discussed several pending Board of Regents issues, including the tuition/fee proposal, approval of the budget, and a re-consideration of the fractional grading policy.
- b. Executive Vice President/Provost Update – Deputy Provost Greg Fant asked the Administrative

Council members to review the Building the Vision plan currently available on the Provost's webpage. He also mentioned that the Associate Provost for International and Border Program search process is on-going. Last, he reminded the group of the Community College Summit scheduled for Friday, April 13.

- c. Faculty Senate Update – Dr. Munson-McGee commended the President for her presentation of the fractional grading proposal at the Board of Regents meeting. He highlighted a variety of activities including: the Senate's work to revise policy related to discrimination claims, a review of TOEFL scores, consideration of a change in departmental name, Senate elections, and the flurry of business associated with the end of the academic year.
- d. NMSU Employee Council Update – Dr. Lillibridge reported that the David Brockmeier has been elected as the new Chair-Elect of the Employee Council. Other activities include the consideration of an emergency fund, enhanced employee recognition, and reinstating an employee golf league.
- e. ASNMSU Update – President Graham reported on the following activities: freshman are participating in Splash and Dash, spring break safety information is being distributed, over 1200 NMSU students participated in the Big Event, 800 individuals attended Aggie Fest (agriculture promotion event), the introduction of an annual memorial event to be held the Tuesday before finals week in May of each year, work to ensure adequate services to NMSU students who have served in the nation's military, and the efforts underway to ease the transition for the new ASNMSU officers.
- f. Graduate Student Council Update – President Kirk reported on the three-minute thesis competition and noted that prize money has been awarded. The event was sponsored by the College of Arts and Sciences. He also mentioned that the Graduate Research and Arts Symposium is underway and encourage everyone to stop by Corbett Center Third Floor to view the exhibits. The luncheon associated with the symposium is scheduled for Wednesday, March 14, and will highlight the research of the graduate students on the NMSU campus.

## **VII. Other Business**

In other business, Mr. Kite reminded the group about the rules related to employees seeking elected office. In particular, he noted that employees cannot conduct campaign-related activities while on university time or using university resources. He reminded the group that policy requires an individual to be on leave without pay during the term of their work.

Ms. Bosland mentioned the university's participation in the "Great Colleges to Work For" survey. She said the survey sample is 600.

Dr. Cooper reported that the learning management system will transition to Canvas during the summer months. There will be enhanced "marketing" efforts to alert the campus community to this change.