

**University Administrative Council Minutes**  
**Tuesday, January 8, 2013 @ 8:30 a.m. – 10:00 a.m.**  
**Corbett Center, Colfax Room 210**

Tilahun Adera, Dorothy Anderson, Judy Bosland, McKinley Boston, Tammie Aragon Campos, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Shaun Cooper, Roberta Derlin, Greg Fant, Lori Gobble, John Gratton, Glen Haubold, Steve Hottman, Maureen Howard, Margie Huerta, Ricardo Jacquez, Michael Jasek, Cheri Jimeno, Ross Justus, Tim Ketelaar, Bruce Kite, Linda Lacey, Fred Lillibridge, Cornell Menking, Bernadette Montoya, Michael Morehead, Manuel Pacheco, Dennis Prescott, Ruth Prescott, Ricardo Rel, Christa Slaton, D'Anne Stuart, Breeana Sylvas, Angela Throneberry, Elizabeth Titus, Tia Upchurch, Jeff Witte, and Ben Woods. (Substitutes are welcome when members cannot attend.)

**I. Call to Order**

**II. Approval of December 11, 2012 Meeting Minutes**

Approved as submitted.

**III. Old Business**

There was no Old Business to consider.

**IV. New Business**

- A. Establishment of Emergency Planning Committee – Mr. Woods presented a request to establish a new university community that will formalize the existing structure for emergency planning activities. The proposal, which includes community college representation, is submitted as a first read and will be reconsidered at the February Administrative Council meeting.
- B. Revisions to Policy 2.35.1.1.8 Emergency Notification – Mr. Woods presented proposed revisions to the Emergency Notification policy that will incorporate the existence of the proposed Emergency Planning Committee. These revisions are presented as a first read and will be reconsidered at the February Administrative Council meeting.
- C. Revisions to Policy 2.25 Emergency Preparedness – Mr. Woods presented proposed revisions to the Emergency Preparedness policy that will bring the policy into alignment with actual practices. These revisions are presented as a first read and will be reconsidered at the February Administrative Council meeting.
- D. Consideration of Policy 3.07 Awareness, Assessment and Response to Behaviors on Campus and in the Workplace – Mr. Woods presented a proposed new policy that will define how the institution responds to situations in which behavior of concern is exhibited by a student or employee. Several members of the Administrative Council

expressed concern about how the “whistleblower,” or the person making the behavior known to institutional representatives can be protected. Others expressed a desire to see educational efforts developed that would inform the campus about the parameters of the proposed new policy. Several deans endorsed offering the educational efforts at new faculty orientation and to community college faculty.

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

- A. Counteracting a Negative Image of NMSU – Dean Adera discussed his concern about a recently released report in which New Mexico State University was labeled as the “second most dangerous campus in the country.” He feels the university must undertake efforts to counteract this negative label and wondered what we could do to recast our image? Mr. Woods reported that data has already been reanalyzed and reveals that the initial analysis was flawed. Talking points that address the issues and flawed analysis will be developed by Chief of Police Lopez and distributed to appropriate members of the university community for their use.
- B. Non-Exempt Performance Evaluation Forms – Ms. Anderson reported that Human Resources Services, together with Union representatives (working under the authority of the collective bargaining agreement) and Employee Council have developed a non-exempt performance evaluation form that mirrors the form used for exempt employees. The non-exempt performance evaluation form was piloted last year in Administration and Finance and the College of Business. The feedback on the piloted form indicated the improvements were well received. Based upon the results of the pilot, the performance evaluation form for all non-exempt employees will be used for the 2012 evaluation cycle. Human Resources Services has developed an on-site training module for any unit wishing to receive more information about the new form and process. In addition to the performance evaluation component of the new form, an optional self-assessment form that allows a more interactive discussion between employee and supervisor has been developed and will be available for use in this evaluation cycle. Ms. Anderson also announced that while plans are underway for an electronic version of the evaluation form, a paper version will be used for the first year.
- C. Status Report on Annual Submission of Conflict of Interest Forms – Ms. Anderson also reviewed the status of outstanding conflict of interest disclosure forms. As of January 8, there are still 95 employees who have not yet completed the forms that were initially distributed to the campuses in September. She will provide the vice presidents and deans individualized listings of employees within their units who have not yet completed the process.
- D. FERPA Training – Dr. Cooper announced that on January 16, the U.S. Department of Education will be on the NMSU campus to conduct two FERPA training sessions. He also indicated that the training sessions will be made available on-line.
- E. Presidential Search Update – Ms. Prescott updated the Council on a variety of activities associated with the presidential search. She reported that the search committee has been established by the Board of Regents; that the Board has retained the services of AGB Search to assist in the search process; and that an initial meeting

of search committee is scheduled for January 22. She also asked that the Council members “hold” the dates of April 22 through May 3 as possible on-campus interviews for the five announced finalists.

## VI. Updates

- A. President Update – Dr. Pacheco expects his activities to rapidly increase as a result of the convening of the legislature and as a result anticipates that his presence on campus and availability for meetings will be diminished although he will continue to be available via email. Next, he provided the Council a report on his trip to India over the holiday break. Dr. Pacheco feels the trip was highly successful and extremely valuable. He reported on his meetings with highly-ranked governmental and university officials that focused on engineering, technology, computer sciences, arts and sciences, and agriculture. In every instance, he noted a high level of interest in developing joint programs with NMSU. Dr. Pacheco indicated that he hadn’t expected the level of enthusiasm for working with us in these areas. He is highly impressed with advances that have been made in the country’s infrastructure and agricultural productive methods – advances that are necessary to address population growth. As an example of the progress, he cited improvements in certain agricultural production methods by more than 100%. Dr. Pacheco believes NMSU students/faculty could benefit from exposure to the manner in which these advances were made. He also learned that partnerships with certain types of institutions could yield funding opportunities for NMSU (funding coming from sources other than U.S.) that offer great opportunities for the expansion of our research revenue. In short, Dr. Pacheco noted that he is extremely optimistic about a variety opportunities and partnership as a result of the trip.

Dr. Pacheco reported on continued efforts to streamline institutional operations. As an example, he cited efforts to address the bureaucracy that has built up surrounding travel requests. He feels the vice presidents and deans don’t need to provide “approval” to do their job but does feel we need notification when leadership/deans are off campus. He cited a two-phased plan being developed on lines of succession for key institutional positions. One aspect of this project involves addressing the essential operations of a division/unit when a key individual is absent from campus. The second portion of the project considers “succession planning” in a more long-term perspective where institutional leadership seeks to identify employees to advance through the ranks and works to facilitate that advancement through professional development. There will be more discussions about both aspects of this project in the coming months.

- B. Executive Vice President/Provost Update – Dr. Jordan reminded the Council members of the upcoming convocation and urged attendance.
- C. Faculty Senate Update – Dr. Ketelaar reported that the next Faculty Senate Meeting is scheduled for Thursday January 17<sup>th</sup> and indicated that Regent Chair Mike Cheney is scheduled to attend the meeting to make a few comments and listen to Faculty Senate concerns. He also reported on the following activities: (1) on Tuesday, January 15<sup>th</sup>, the Senate Committee on Committees will meet to discuss several issues including Proposition 11-12/13 to request that the Employee Council's Chair be considered an ex-officio member of the Board of Regents; (2) a consideration of the creation of a Senate Task force to examine

upper level administrative costs; (3) the possible creation of a several Senate working groups to examine (a) whether to extend the term of service for the Senate Chair from one to two years; (b) revisions to the responsibilities of the Senate's Committee on Committees; (c) creation of a Senate advisory group that would consist of past Senate Chairs; and (d) creation of a Senate legislative lobbying team.

Dr. Ketelaar also commented on the issue of faculty salary noting that two facts are now clear. First, there is consensus among the faculty to be paid at a level that is at least comparable to the salaries of our peer institutions and second, that the price tag for this request stands at \$12.8 Million dollars. He also mentioned that Senate is grateful to the Board of Regents for allowing the Senate to nominate two members for the presidential search committee.

- D. NMSU Employee Council Update – Dr. Lillibridge thanked group for the opportunity to serve as a member of the Council and introduced David Brockmeyer as incoming Employee Council Chair.
- E. ASNMSU Update – No report.
- F. Graduate Student Council Update – Ms. Upchurch reported on plans for the Graduate Research and Arts Symposium and mentioned that the Graduate Council is in process of collaborating with the Graduate School to develop an assessment of university support for graduate student research/conference travel. Also she reported that at an upcoming meeting of the Graduate Student Council, a vice president will be appointed.

In Other Business, Dr. Ketelaar expressed appreciation for Teaching Academy's department head training sessions and wondered about the possibility of offering the Advancing Leaders program to a broader cohort. Dr. Jordan will work with the deans to develop a program to grow "associate deans" sessions. The President suggested a review of the University of Missouri's program as a possible model for these educational opportunities.

Dr. Ketelaar also asked about the likelihood of a compensation package from Santa Fe. Mr. Rel reported that that he is receiving generally good indications from key legislators.

Next Meeting: **Tuesday, February 12, 2013, 8:30 a.m.**, Corbett Center, Colfax Room #210