

University Administrative Council Minutes
Wednesday, July 27, 2011 @ 8:30 a.m.
Anderson Hall Conference Room

Barbara Couture, Tilahun Adera, Judy Bosland, McKinley Boston, Garrey Carruthers, Felicia Casados, Lowell Catlett, Vimal Chaitanya, Shaun Cooper, Roberta Derlin, Austin Graham, Russell Hardy, Glen Haubold, Maureen Howard, Margie Huerta, Cheri Jimeno, Ricardo Jacquez, Bruce Kite, Mike Kirk, Linda Lacey, Steve Loring, Bernadette Montoya, Mike Morehead, Stu Munson-McGee, Mike Morehead, 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 June 14, 2011

The minutes of the June 14, 2011 meeting were approved as distributed.

III. Old Business

- **Revisions to Policy 5.06.10 – Administrative Review of Deans.** D'Anne Stuart presented revisions to Policy 5.06.10 for a second reading. She described the revisions as minor - an update of the community college titles and clarification of the current reporting structure for the community college presidents. She noted that there was no suggested change to the policy as it relates to the administrative review of the deans. Ms. Stuart reported that no comments were received following the first reading. A motion to approve the policy as presented was made, seconded and approved.
- **Revisions to Policy 9.10 – Capital Projects.** Glen Haubold presented revisions to Policy 9.10 for a second reading. He noted that the modifications are necessary to ensure consistency with HED procedures for seeking approval of increases in the budget of capital improvement projects. The change will require Board of Regent approval for those increases that exceed 10 percent of the total amount budgeted for the project. Mr. Haubold reported that no comments were received following the first reading. A motion to approve the policy as presented was made, seconded and approved.

IV. New Business

- **Table of Councils, Boards and Committees.** Mr. Woods presented a list of known university councils, boards and committees with the underlying authority noted along with the institutional reporting structure for each. The presentation of this material is made as a first read. The President believes the document must be as accurate as possible so that any university stakeholder can look to the table and find accurate information about the various councils, boards and committees, e.g., how membership is established, the purpose of the entity. Mr. Woods asked the group to review the draft document and to return any comments to him by Friday, August 5. The Provost mentioned her desire to

undertake a more substantive review of the various academic councils and committees to ensure relevancy and vitality. She will work with the Faculty Senate on this project.

V. University-wide Information/Announcements

- **Rate Changes for Telecommunication Services FY2010** - Anthony Parra presented a proposal to establish a rate change for telecommunication service. He discussed the underlying reasons for the increase. He also mentioned that a task force will be appointed to consider various issues associated with the rapidly increasing cost of delivering telecommunication/IT services to the campus.
- **Magic Jack Requests** - Mr. Parra also discussed recent requests for the use of alternate voice services such as Magic Jack or Vonage rather than the university phone system. He outlined the primary reasons ICT is concerned about the implementation of such services, e.g., 911 calls would be routed to Albuquerque, phone calls would be billed as long-distance calls, and the inability to log phone usage. Various questions followed including whether departments can use VOIP-provided fax services. Mr. Parra will review this question with ICT administrators and provide a response to Administrative Council.
- **Policies 7.03 – Deferred Compensation and Policy 7.34 – Tax Sheltered Annuities** – D’Anne Stuart presented these two policies with modifications made necessary by certain IRS requirements. A university-wide announcement regarding the changes will be developed.

VI. Updates

- **Executive Vice President and Provost** – Dr. Wilkins reported that she will be visiting each of the colleges to provide updates on various academic initiatives including two key initiatives – (1) Building the Vision and (2) a pilot program for academic program reviews. She also mentioned a project to “rationalize” fees charged for certain courses with a primary emphasis on off-site courses and technology-driven fees.
- **Faculty Senate Update** – the Faculty Senate has not met over the summer.
- **NMSU Employee Council Update** – Steve Loring reported that the Employee Council has selected a new chair-elect – Fred Lillibridge of DACC.
- **ASNMSU Update** – No update.
- **Graduate Student Council Update** – No update.

VII. Other Business

- Dr. Boston announced the additions to the WAC and the resulting new alignments. He noted that the Conference's priority will be to add two football members as soon as feasible.
- Mr. Hardy reported that the Carlsbad nursing program had been fully accredited.