

University Administrative Council Minutes
Tuesday, November 8, 2011
Anderson Hall

I. Call to Order

II. Consideration of Minutes from October 11, 2011 Meeting

The minutes of the October 11, 2011, meeting were approved as distributed.

III. Old Business

IV. New Business

- a. Policy 2.36 - Payment Card Industry Data Security – Mr. Cooper described the policy as necessary to bring the university into compliance with payment card industry standards. Comments should be directed to Mr. Cooper.
- b. Policy 3.05 – Alcohol Policy – Mr. Woods presented the proposed revisions to the policy and requested comments be forwarded to him.
- c. Policy 7.45 – Workers’ Compensation – Ms. Anderson and Mr. Parra described the proposed changes to the existing policy as necessary to address the notion of “modified duty.” Comments should be directed to Ms. Anderson.
- d. Policy 2.50 – Naming Policy – Dr. Prescott presented a new policy that outlines naming standards. He noted that the draft policy was developed and approved by the Naming Committee. Any comments should be directed to Dr. Prescott.
- e. Mr. Carruthers recommended forwarding the name of Ms. Roseanne Bensley to President Couture for membership on the Efficiency and Effectiveness Committee. A motion and second were made. All approved.

V. University-wide Information/Announcements

- a. Building the Vision Update – Provost Wilkins presented an overview of the Building the Vision effort. She described the effort as a university-level plan for academic and student affairs and noted that the document is not intended to include the other major divisions. Following the Provost’s presentation, several issues were raised: (1) the need to work on a revised mission statement; (2) the fact that the institution’s vision/values need to be reviewed; (3) more consideration of the timeline for this project, i.e., rolling three-year plan or a five-year undertaking. She acknowledged needing to address outcome assessment plans but feels the working group has made an effort at identifying outcome measures via the key performance indicators included in each section of the plan. Several expressed a desire to reference peer and peer-plus institutions in developing the outcome measures and

additional key performance indicators. The President asked the group to review the document on the BTV website and submit any comments to the Provost by November 11.

- b. Ms. Throneberry and Ms. Stuart presented the guidelines for a new Retirement Incentive Program. Following discussion, issues of concern regarding a 15% reduction in the returning “line” were voiced. The President said that she desires to see a maximum amount of flexibility with the 15% and that further conversation with the deans/division heads would occur. The next step in the process will be to develop a set of guidelines to be used in implementing the plan. These guidelines will be developed in consultation with the Provost and will be shared with Administrative Council.
- c. Dr. Carruthers distributed the Arrowhead Annual Report.
- d. Dr. Carruthers announced the initiation of the Domenici Fellows Program – a competitive program for NMSU faculty that will award financial support for researchers to conduct specific, directed research in areas of strategic interest to the Domenici Institute.
- e. Mr. Justus introduced Mr. Walter Webster as the new Audit Services Assistant Director.
- f. Mr. Kite distributed a Q&A document that addressed issues related to the New Mexico’s Inspection of Public Records statute.
- g. Tammy Anthony and Ophelia Watkins presented a master plan for the transportation and parking services. They detailed the process that had been utilized to produce the recommendations and highlighted the input solicitation process. Comments on the plan are to be submitted to Ms. Watkins and will be incorporated in a revised document. The current plans call for presentation to the Board of Regents for its approval at the March 2012 meeting.

VI. Updates

- a. Presidential Update – the President provided an overview of the State’s draft higher education formula. She highlighted several components of the current draft – (1) there is no longer a tuition credit; (2) degrees are referred to as “awards”, (3) uses the FY 11 funding level as a base for going forward; (4) includes a utility adjustment; (5) includes a credit for first generation college students; and (6) rewards growth in degree production. The President believes the formula to be “fair” but noted that some of the NMSU data is inaccurate and that requests to correct the data have not been granted, to date. She also noted that she does not believe the new formula should be applied in the absence of new state appropriations because to do so simply redistributes appropriations from NMSU and UNM.
- b. Provost Update – No update.
- c. Faculty Senate Update – Dr. Munson-McGee reported that the Faculty Senate has passed a resolution to allow for electronic voting for senators; however, the entire faculty body will need to approve the resolution as it reflects a change in the Senate’s by-laws. He also

mentioned two memorials under consideration – one that relates to the faculty merit incentive program and the other to shared governance.

- d. ASNMSU Update – President Graham reported on the following items: (1) plans are underway for the Big Event and Spring Fling; (2) have begun a review of the current academic appeals policy; (3) undertaking a bench-marking effort to look at senate seat appropriations in an effort to be more representative; (4) announced that the Student Memorial service will be held on November 28 or 29; (5) reported that 1300 students participated in the “Keep State Great” effort; (6) announced that the annual luminaries program will be held on December 4.
- e. Graduate Student Council Update – Mr. Kirk reported on the following items: (1) a graduate student mixer was held to bring together graduate students from across the disciplines; (2) announced an upcoming graduate research/arts symposium that will include NMSU work and to which regional universities will be invited to participate.
- f. NMSU Employee Council Update – Mr. Loring announced that elections to the Employee Council are on-going.

Other business –

None reported.