

Minutes of University Administrative Council
Tuesday, November 8, 2016
8:30 a.m. – 10:00 a.m.
CCSU, Senate Chambers, room 302

I. Call to Order

Chancellor Garrey Carruthers called the meeting to order at 8:31 a.m.

II. Review of Action Items

- A. **COMPLETE** - Request for a summary update on the Energy Performance contract.

Katrina Doolittle discussed the contract with Ameresco. joni newcomer and Dale Harrell followed with an update presentation on project completion and cost-savings, the use of energy conservation measures, successful communication, and YTD energy savings.

- B. **COMPLETE** - ALTA's report on the values statement will be distributed to UAC members. Members will distribute the statement to faculty and staff, and send comments to Melody Munson-McGee, mmunsonm@ad.nmsu.edu, by Wednesday, November 2.

Melody Munson-McGee distributed two versions of value statements compiled from those submissions received from colleges and units. After much discussion, the Chancellor asked members to submit their top five values.

ACTION ITEM: Colleges and Units will identify their top five values and send to Melody Munson-McGee, mmunsonm@ad.nmsu.edu, by Wednesday, November 23, for discussion at the December 13 UAC meeting.

- C. **In Progress** - All employees and student employees must complete the mandatory online training by the December 15 deadline.

Andrew Pena reported the progress on compliance training. Thirty-three percent of employees have completed the training.

III. Approval of Minutes – October 11, 2016

Elizabeth Titus moved, Jim Hoffman seconded the motion to approve the October 11, 2016, minutes as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

IV. Old Business

- A. Recommendation regarding proposal to revise Rule 7.20.42 - Faculty Care Leave

Andrew Pena presented the 2nd read of Rule 7.20.42 - Faculty Care Leave. The purpose of this rule is to authorize university administration to establish a paid leave benefit for regular nine-month faculty to be used for absence from work caused by an FMLA qualifying event. No changes were requested by the review groups during the review/comment period.

Jim Hoffman moved, Dan Howard seconded the motion to approve the revision of Rule 7.20.42 - Faculty Care Leave. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

B. Recommendation regarding proposed new Regents Policy 6.00 - Academic Matters

Liz Ellis reviewed the proposed new Regents Policy 6.00 – Academic Matters reflecting recommendations made by Faculty Senate. This policy is the last major step in the separation of the regent’s policy manual (RPM) and the administrative rules and procedures (ARP) project. With the passage of this policy, it will be a broad general statement of the regents about academic matters in a chapter to be called *courses and curriculum* in the ARP.

Chris Brown moved, Jim Hoffman seconded the motion to approve New Regents Policy 6.00 - Academic Matters. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

V. **New Business**

A. 1st / possible 2nd read: Recommendation regarding Proposal to revise Regents Policy 4.65 - Security Clearance (Department of Defense)

Chris Scott presented the recommended revision to Regents Policy 4.65 – Security Clearance (Department of Defense) as mandated by the Obama Administration. The revision is to list a member identified as the Insider Threat Senior Management Official under Key Management Personnel Group for safeguarding classified information.

Chancellor asked if there was objection to waiving second reading-no objections. Dan Howard moved, Angela Throneberry seconded the motion to approve the revision of Regents Policy 4.65 - Security Clearance (Department of Defense). *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

B. Core Values Statement

See review of action items for details.

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

Andrew Pena announced that approximately 300 conflict of interest forms are still outstanding and overdue. Secondly, November 15 marks the deadline for the second year of addressing a legal mandate settlement regarding the posting of Federal and State posters.

Kevin Boberg announced nominations are being accepted for the Community Engagement Awards now through Wednesday, November 23. The award is open to NMSU's community college campuses throughout the state, as well as the Las Cruces campus.

VII. Updates

A. Chancellor

Chancellor Carruthers discussed the upcoming local elections, NMSU's bond rating status and the Transforming initiatives.

B. Executive Vice President and Provost

Provost Howard spoke about ways NMSU can enjoy revenue enhancement through enrollment and in particular, retention. Efforts include centralized advising, micro-grants, meta-majors, ICT, first-year experiences and CRM advise.

C. General Counsel – General Advice

No additional comments.

D. Faculty Senate

Chris Brown highlighted the Faculty Senate's work such as the passing of the PhD Program in Geography as well as other policies moving through the process. Members were reminded that all policy and rule changes must secure a Faculty Senate sponsor in accordance with Rule 1.10.

E. Institutional Analysis-Data Snippets

Judy Bosland distributed the data snippets on financial aid noting that New Mexico is near the second to the bottom of the amount of undergraduate debt at graduation, which indicates low debt for NMSU students.

F. Employee Council

Monica Dunivan recalled the open forum being sponsored by Employee Council about the "Transforming NMSU into a 21st Century University" project. NMSU administration will provide an update regarding the activities of the project teams and take questions from NMSU Employees. The open forum will be held from 2 to 3:30 p.m. Monday, Dec. 5, at the Corbett Center Auditorium.

G. University Advancement

No comments.

H. ASNMSU

Not in Attendance.

I. Graduate Student Council

Not in Attendance.

VIII. Other Comments and Information

Attendees: G. Carruthers, D. Howard, S. Jones, M. Munson-McGee J. Green, L. Ellis, L. Reddi, M. Torres for R. Scott, C. Brown, K. Van Winkle, H. Sheski, J. Gratton, A. Throneberry, R. Rel, N. Grijalva, E. Titus, E. Pontelli, E. Vasquez for V. Chaitanya, A. Price, D. Stuart, S. Eschenbrenner, J. Esparza, S. Stovall, L. Reyes, A. Pena, G. Haubold, M. Moccia, L. Millot, T. Byford for A. Tawney, M. Dunivan, M. Jasek, L. Levine for J. Witte, C. Scott, M. Chavira, D. Harrell, K. Doolittle, L. Millot

Next Meeting: **Tuesday, December 13, 2016, 8:30 a.m.**, CCSU, Senate Chambers room 302

Approved, December 5, 2016