

**Minutes of University Administrative Council**  
**Tuesday, January 10, 2017**  
**8:30 a.m. – 10:00 a.m.**  
**CCSU, Senate Chambers, room 302**

**I. Call to Order**

Chancellor Carruthers welcomed members back from winter break. He mentioned a proposal to survey members about meetings—e.g. PAC, UAC, ADC, ADAC. The survey will request feedback on how meetings can be improved and whether they are properly structured. Stay tuned.

**II. Review of Action Items**

Chancellor Carruthers asked for updates on pending action items.

**A. Compliance Training**

Rene Yoder and Greg Fant will analyze the non-compliance list at which time an overdue compliance training notification will be sent out to supervisors and employees.

Completed

**B. NMSU Values**

Diversity and Inclusion; Accountability; Excellence; Discovery; and Engagement were adopted as the NMSU values and are posted at [plan.nmsu.edu](http://plan.nmsu.edu).

Completed

**C. University Boards**

**In Progress** - Gena Barela will redistribute the table on university boards to UAC members. Members will review the list in detail and follow up with those committees/boards whose authority fall under their respective college/unit to ensure all outstanding reports for the past academic year (July 1, 2015 – June 30, 2016) are submitted by January 30.

Gena Barela reported on the progress of University Boards and the collection of annual reports. The President's Office is working with deans and VPs to achieve 100 percent compliance for academic year FY15/16 by the January 30 deadline.

**III. Approval of Minutes**

**Elizabeth Titus moved, Greg Fant seconded the motion to approve the December 13, 2016, minutes as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

#### **IV. Old Business**

##### **A. Revised Rule 2.36 – Payment Card Industry Data Security Standards**

Carlos Lobato recalled Rule 2.36 was the presented at the December UAC meeting as a 1<sup>st</sup> read. The addition of an email address to response to questions was the feedback received.

**Angela Throneberry moved, Christopher Brown seconded the motion to approve Revised Rule 2.36 – Payment Card industry Date Security Standards as presented.**  
*[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

#### **V. New Business**

##### **A. New Rule 5.25.15 – Compensation Upon Faculty Promotion**

Liz Ellis stated Rule 5.25.15 – Compensation Upon Faculty Promotion is presented as an introduction to the concept to be brought back as a 1<sup>st</sup> read at the February UAC meeting. Additional work to be done on the rule is the integration of the proposed rule and what currently exists, Secondly, the proposed rule applies to NMSU-Las Cruces campus only—address needs of community colleges. Also, language that provides flexibility if financial conditions warrant is needed. Dr. Howard commented that pay raises for instructors going from assistant professor to associate professor and to professor have been in increments of six percent of the rank leaving. The new rule proposes a 7-7-11 percent approach which calculates the percentage on the rank moving into. The rule is also intended to capture inequities left over from the mercer study.

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

##### **A. HLC Accreditation and Co-Curricular Program Review**

Provost Howard gave an overview of NMSU’s Higher Learning Commission accreditation, and the importance of being present during the team visit on November 13, 14, and 15. The presentation went over the five criteria that must be met by NMSU, assumed practices, and federal compliance. One of the most common concerns voiced by visiting teams centers on criteria 4 and the failure of an institution of higher education to demonstrate a strong program of learning assessment and a commitment to continuous improvement in teaching and learning. Another common concern is associated with criterion 5; namely, that financial weakness threatens the ability of an institution to fulfill its mission and respond to future challenges and opportunities. NMSU should not have a problem in either area. Learning assessment is firmly entrenched at NMSU and faculty members are using assessments to inform curricular changes. Moreover, NMSU is financially stable, due in no small part to the emphasis placed by the Chancellor on recognizing and responding to fiscal realities. Dr. Howard asked timely responses be provided to requests from Shelly Stovall.

#### **VII. Updates**

## B. Chancellor

Chancellor Carruthers asked Ricardo Rel to provide a Legislative Session update. Ricardo mentioned that DFA and LFC are expected to release their detailed budgets very soon and reported deficiencies of \$69 million for FY17 from the latest August Revenue Estimates—equivalent to one percent of the entire state operating budget; FY18 is a different scenario and still indebted. Ricardo gave an overview of the intent and purpose of the Strike Force Committee and provided details on the types and number of bills to be reviewed. The Chancellor will be sending out a memo to all employees specifying keeping the Office of Government Relations informed of issues going on or any legislator requests. Any requests for Fiscal Impact Reports (FIR) need to be priority as the response time is 24-hours which may or may not impact NMSU. Chancellor Carruthers asked that any legislative visit, testimony or other activities be coordinated through OGR. If you are contacted by a legislator, legislative committee, or any such entity, please inform OGR of any communication. This is important to maintain a coordinated and well-organized process and activities by New Mexico State University with our legislators.

## C. Executive Vice President and Provost

No Additional comments from Provost Howard.

## D. General Counsel – General Advice

No Additional comments from Liz Ellis.

## E. Faculty Senate

Chris Brown went over items of the Faculty Senate agenda to be heard on Thursday, January 12.

- New business includes three propositions—new rule 5.14 Faculty Credentials; new regents policy 11.05 Intellectual Property Management; amend rule 5.94.20 with replacement rule 11.05, Intellectual Property Management.
- Old business includes a proposal to modify the Undergraduate Catalog – viewing a Wider World Waiver for Military Experience; a proposal for a name change of Women’s Studies to Gender and Sexuality Studies; a memorial requesting the development of a five-year plan to reestablish NMSU as a Carnegie Classification R1 research institution.
- Other business includes a discussion and review of Rule change 10.00 – Proposed New Regents Policy; move to campus-wide central advising for undergraduates; and experiential learning.

## F. Institutional Analysis-Data Snippets

The Data Snippets focused on Undergraduate and Graduate Grade Distribution for NMSU Main Campus (Fall 2013 – Fall 2016) which tracks the effect of fractional grading implemented a few years ago. Also highlighted were the Fall 2015 FTE Enrollment Counts for NMSU Main and Branch Campuses which served to demonstrate the different formulas that can be applied to enrollment counts. In closing, Judy Bosland was asked to provide an update on Title III and Title V eligibility. NMSU-Las Campus, NMSU-Alamogordo, NMSU-Dona Ana and NMSU-Carlsbad do

have Title III and Title V eligibility; Letters to branch campuses will be ready in February and will be mailed to the presidents then. NMSU-Grants did not meet eligibility based on enrollment and ratio to expenditures.

#### G. Employee Council

Monica Dunivan announced that Employee Council elections begin today, January 17, and will remain open until 11:59 p.m. Jan. 31.

#### H. University Advancement

Justin Bannister stated there will be an email with a request for stories that show NMSU is a caring community sent to this body. The goal is to incorporate these stories in our marketing message.

#### I. ASNMSU

No representation.

#### J. Graduate Student Council

No representation.

### **VIII. Other Comments and Information**

Angela Throneberry announced changes effective January 1 within Administration and Finance. Paula Pierson, formerly director of budget and been with the university for 10 years, assumed her new position as the Chief Budget Officer. Norma Noel who has been with the university almost 25 years assumed her new position as the University Controller. Both changes are related to the announced retirement of Anna Price who held the vice president for Budget and Finance through December 31. Anna is staying on a few months as Special Assistant to the Sr. VP of Administration and Finance to help with the transition.

Janet Green announced Friday, January 20 as the next Board of Regents Meeting; a tree planting ceremony is planned prior to Friday's meeting for Student Regent Amanda Lopez Askin and Regent Mike Cheney whose terms have expired.

Provost Howard acknowledged the efforts by main campus and the community colleges for taking action and reporting which makes it mandatory for all universities to disclose to students the total costs associated with courses taken as required by Higher Education Opportunity Act.

Mario Moccia commented on the men's basketball team being ranked 30<sup>th</sup> in the country by USA Today.

**Attendees:** G. Carruthers, D. Howard, M. Munson-McGee, G. Fant, J. Green, L. Ellis, L. Reddi, R. Scott, C. Brown, K. Van Winkle, H. Sheski, J. Gratton, A. Throneberry, R. Rel, N. Grijalva, E. Titus, E. Pontelli, R. Flores, D. Pope-Davis, K. Brook for J. Hoffman, T. Ketelaar for M. Chaiken, E. Vasquez, K. Kopera-Frye for D. Wagner, A. Price, L. Warren, S. Eschenbrenner, S. Stovall, L. Reyes, G. Haubold, J. Bosland, C. Menking, C. Munoz, N. Noel, M. Moccia, L. Millot, J. Bannister, N. Grijalva, T. Byford for A. Tawney, M. Dunivan, P. Pierson, M. Jasek, A. Parra for J. Witte, L. Millot, C. Lobato, J. Roberts, J. Esparza

Next Meeting: **Tuesday, February 14, 2017, 8:30 a.m.**, CCSU, Senate Chambers room 302

Approved February 14, 2017