

**Minutes of University Administrative Council**  
**Tuesday, March 14, 2017**  
**8:30 a.m. – 10:00 a.m.**  
**CCSU, Senate Chambers, room 302**

**I. Call to Order**

Chancellor Garrey Carruthers welcomed members and called the meeting to order at 8:30 am. The Chancellor asked Andrea Tawney to talk about the fundraising training on April 10 and the Assistant Dean of Development title changes. Although close to reaching full capacity, Andrea encouraged faculty and department heads attend the training that will serve to be a good interactive session. Andrea discussed the work behind the decision to change the *Assistant Dean of Development* title in the colleges to *Director of Development* consistent with aligning all development officers.

The Chancellor spoke of the WAC Tournament acknowledging NMSU was well-represented—in attendance were the Regents, the Pride Band, and the Sundancers to name a few.

**II. Review of Action Items**

Justin Bannister confirmed the article is being worked on and will be out shortly.

- A. **In Progress:** Justin Bannister to draft a story for publication in local newspaper(s) and other outlets on the good news about NMSU's recruiting, admission, and retention efforts.

**III. Approval of Minutes**

**Elizabeth Titus moved, Louí Reyes seconded the motion to approve the February 14, 2017, minutes as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**I. Old Business**

- A. NEW Rule 5.14 – Faculty Credentials – 2<sup>nd</sup> Read

Provost Howard presented the 2<sup>nd</sup> read of NEW Rule 5.14- Faculty Credentials Required of NMSU Instructors of Record adding that this rule brings NMSU in alignment with HLC expectations.

**Chris Brown moved, John Gratton seconded the motion to approve NEW Rule 5.14 – Faculty Credentials as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

- B. Rule 5.25 – Faculty Compensation, Generally - 2<sup>nd</sup> Read

Provost Howard presented the 2<sup>nd</sup> read of Rule 5.25 – Faculty Compensation, Generally which establishes a process for faculty compensation adjustments that address changes in cost of living, reward productivity and achievement, and correct market or equity disparities.

**Beth Titus moved, Sharon Jones seconded the motion to approve Rule 5.25 – Faculty Compensation, Generally as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

C. Rule 5.27 – Compensation-Faculty Promotion – 2<sup>nd</sup> Read

Provost Howard presented the 2<sup>nd</sup> read of Rule 5.27 – Compensation-Faculty Promotion. This rule serves to reward and incentivize faculty progress along the academic ranks, and assist the university with the retention of talented, capable and experienced faculty through the award of promotional increases to base salary. Increases to salaries associated with faculty promotions in cases where funds are available are outlined in the rule. Chris Brown acknowledged that this rule will create opportunities for faculty.

**Beth Titus moved, Angela Throneberry seconded the motion to approve Rule 5.27 – Compensation-Faculty Promotion as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

## II. New Business

A. Proposed New Academic Rule 6.67 – Experiential Learning Component for Academic Programs

Chris Brown presented the 1<sup>st</sup> read of proposed New Academic Rule 6.67 – Experiential Learning Component for Academic Programs which formalizes a requirement that many students are already doing. The rule directs each undergraduate bachelor’s degree offered by NMSU-Las Cruces to include an experiential learning requirement. Experiential Learning is defined as learning which occurs as a result of personal experience applying knowledge and conceptual understanding to a real or simulated situation associated with an academic program. Liz Ellis suggested looking at the approach used for the 120-credit hour change—where it’s a recommendation and starts encouraging departments to adopt department by department to address the concerns on the difficulty for some colleges to meet this requirement. Provost Howard stated he will look for faculty’s perspective on the proposed rule for better direction.

Comments should be addressed to Lisa Warren, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu) within the six-week period.

B. Proposed Revised Rule 6.26 – Credit Hour Calculation; Class Schedules and Catalogs

Shelly Stovall presented the 1<sup>st</sup> read of proposed Revised Rule 6.26 – Credit Hour Calculation; Classes Schedules and Catalogs. The revised rule brings us in alignment with HLC and in federal compliance.

C. Rule 2.69 revised as New Rule X.XX – University Academic and Business Travel

Liz Ellis presented the 1<sup>st</sup> read of Rule 2.69 revised as New Rule X.XX – University Academic and Business Travel. Rule 2.69 will be broken up into three parts, numbering is still being worked out—University Academic and Business Travel X.XX, Requirements for University Related International Travel Y.YY, and Education Abroad Z.ZZ. New Rule X.XX – University Academic and

Business Travel provides the requirements and restrictions for domestic and international travel by NMSU students, faculty and staff for university academic and business purposes.

Liz briefly discussed the work being done on Rule 2.69 - Requirements for University Related International Travel to be revised as New Rule Y.YY to be brought to UAC at a future meeting. This rule addresses obtaining appropriate approvals through International & Border Programs and the Travel Office prior to travel. Angela Throneberry commented that the automation solutions in terms of the shared service center model move to a solution that is an advance authorization which will expedite the process.

Address comments to Lisa Warren, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu), and Cornell Menking, [cmenking@nmsu.edu](mailto:cmenking@nmsu.edu), within the six-week period.

#### D. Rules 2.69.1 and 2.69.2 revised as New Rule Z.ZZ – Education Abroad

Liz Ellis presented the 1<sup>st</sup> read of Rule 2.69 revised as New Rule Z.ZZ – Education Abroad. This rule outlines responsibilities, requirements and restrictions relating to international education abroad programs with which NMSU is associated.

Comments should be sent to Lisa Warren, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu), and Cornell Menking, [cmenking@nmsu.edu](mailto:cmenking@nmsu.edu), within the six-week period.

Chancellor Carruthers praised Liz Ellis and Lisa Warren for their effort and commitment to separate the rules & procedures from the policy manual.

### III. University-wide Information/Announcements

#### A. “It’s On Us – Sexual Awareness Month” in April

Lauri Millot spoke about the “It’s On Us” initiative, an important awareness campaign designed to help end sexual assault on college campuses. “It’s on Us” is meant to create a cultural shift in the way we think about, talk about, and act around sexual assault by establishing a sense of ownership to the problem and our community and providing tools, tips, and the inspiration to empower everyone to make a difference every day. Collaboration includes ASNMSU, Greek Organizations, SACC, Faculty Senate, Employee Council, Army ROTC, Office of Institutional Equity, and Aggies against Violence. The first 1,000 individuals to make the “It’s on Us” will receive a free t-shirt. Donations are being accepted to cover cost of the t-shirts. Chancellor Carruthers challenged UAC members who donate to "It's on Us" campaign with a dollar-for-dollar match up to \$500 to be managed by NMSU Foundation.

#### B. Affirmative Action Plan requirements in faculty recruitment

Lauri Millot presented the Affirmative Action Plan requirement in faculty recruitment and getting in compliance; an area where improvement to recruiting a more diversified pool is needed. Topics covered were NMSU’s Vision2020 goal to diversify our workforce and student body, executive orders prohibiting federal contractors from discrimination, underutilization, how to achieve affirmative action, OIE considerations, and protective steps.

### C. Loss Prevention / Loss Control Annual Loss Trends Report

Katrina Doolittle gave the annual report on loss trends. The Loss Prevention / Loss Control Committee looks at loss trends and evaluates issues that come into policy and changes that impact the university as a system. A focus of the committee is to make sure NMSU passes its audit because it has a direct impact on premiums. Progress is being made on corrective action follow up, property incident claim process with documentation, investigation, mandatory annual safety and loss control training, and mandatory annual employment related civil rights training. Katrina highlighted NMSU's five-year trend for property & casualty losses, four-year trend for worker compensation losses, and compliance initiative/risk avoidance.

### D. University Boards Update

Sharon Jones provided a quick overview the progress made with the University Boards process. Shelly Stovall, Adam Cavotta, and Gena Barela coordinated efforts to create a process to establish and dissolving University Boards, and track annual reporting. A web page, <https://boards.nmsu.edu>, has been established with all the necessary resources to file a report and request to establish and/or dissolve a board aligning well with the HLC visit. A summary document distributed ahead of the meeting served to notify UAC members of requests being process to establish a board for the Accreditation Liaison Officer (ALO) Council; the Assignment Advisory Group (AAG); the Payment Card Industry Data Security Standard (PCI DSS) Compliance Steering Committee; and a number of requests to dissolve entities in accordance with Rule 1.05.90. Members were advised of a call for annual reporting for FY16/17 (July 1, 2016 to June 30, 2017) coming soon.

### E. Ancillary Operations

Ermelinda Quintela spoke about Audit Services and areas of responsibility including consultative and investigative activities for the University. Audit Services is in the planning stages of developing a comprehensive list of all ancillary services. The comprehensive list will focus on the medical clinics first. Members are asked to identify any revenue generating activities resulting from medical clinic/ancillary services being offered by their respective areas. Information should be sent to Ermelinda Quintela, [audit@nmsu.edu](mailto:audit@nmsu.edu), with the Subject Line: Clinics. Angela Throneberry expanded on the request of Deans, Vice Presidents, and Community College Presidents to provide all ancillary or clinical operations or any other business-type arrangements operated out of their respective colleges or units.

## IV. Updates

### A. Chancellor

The Chancellor encouraged members to read his report in this week's activity report. An update on the Legislative session included advising that HB2 will stay much in tack anticipating a 1.1 percent reduction in appropriations. Companion to HB2 is HB202—\$350 million worth of new revenue sources. It expected the governor may sign some and veto others.

### B. Executive Vice President and Provost

As the work continues with changing the narrative of New Mexico State University, Provost Howard credited Bernadette Montoya, Delia De Leon, Dacia Sedillo, Phillip Johnson, and Felipe Parra for their collaborative efforts on quickly assembling and sending out a great message to some 48,000 friends, alums, and students about NMSU going to the “big dance.”

#### C. General Counsel – General Advice

No comment.

#### D. Faculty Senate

Chris Brown submitted a written report in which new business and old business heard on March 2 were covered. Results of the Senate Chair vote, Brown 178, Sassenfeld 79, were also noted in the report.

#### E. Institutional Analysis-Data Snippets

Judy Bosland raised attention to the data snippets targeting Enrollment Trends and Education in Dona Ana County, and IPEDS data Reports for NMSU-Las Cruces campus.

#### F. Employee Council

Adam Cavotta announced two events: A forum focused on the budget and Vision2020 on April 13 and Founders Day on April 26.

#### G. University Advancement

Andrea Tawney circulated a flyer containing information on Crimson Colleagues events to be held in late March intended to promote awareness of NMSU’s comprehensive campaign and faculty and staff giving.

#### H. ASNMSU

Bernadette Montoya gave an update on behalf of ASNMSU and Matt Bose. Items shared were the results of a recent Student Fee Review Board meeting in which \$1.3 million in student fees were cut; notice of the ASNMSU elections to take place the first week in April; and finally, in the next week the Counseling Center is moving to the Campus Health Center. Students have chosen a name for the building—Aggie Health & Wellness Center. Chancellor Carruthers expressed interest in touring the renovations of the health center.

#### I. Graduate Student Council

Not in attendance.

### V. Other Comments and Information

Angela Throneberry warned of the high volume of phishing scams NMSU is experiencing—the latest attack has to do with direct deposit. Members were encouraged to get with their employees and raise awareness about the importance of safeguarding their information and remind them that NMSU will never request your password, bank account number, social security number, or other private information through email. Norma Grijalva asked that suspicious emails should be sent to abuse.nmsu.edu. Beth Titus suggested the annual training modules include these types of issues.

Miriam Chaiken announced the University Speaker Series presents Margot Lee Shetterly on April 3. She authored the book, *Hidden Figures*, about the women mathematicians who were instrumental in the space program.

Cornell Menking announced the Las Cruces International Festival on April 8.

**Attendees:** G. Carruthers, S. Jones, D. Howard, M. Munson-McGee, L. Ellis, J. Gratton, H. Sheski, C. Brown, A. Throneberry, E. Titus, E. Pontelli, J. Hawkes for R. Flores, D. Pope-Davis, J. Hoffman, M. Chaiken, L. Vazquez, D. Wagner, B. Montoya, L. Warren, S. Eschenbrenner, S. Stovall, L. Reyes, G. Haubold, R. Yoder for A. Pena, J. Bosland, E. Quintela, N. Noel, P. Pierson, L. Millot, J. Bannister, N. Grijalva, K. Boberg, A. Tawney, A. Cavotta, B. Vandevender for M. Jasek, J. Maitland for J. Witte, J. Esparza, C. Menking, K. Agnew

Next Meeting: **Tuesday, April 11, 2017, 8:30 a.m.**, CCSU, Senate Chambers room 302

**Upcoming Events:**

January 17 – March 18 - 2017 New Mexico Legislative Session  
Monday, April 3, 2017 at 1:00 pm Board of Regents Meeting

Approved April 11, 2017