

University Administrative Council Minutes
Tuesday, October 11, 2011
Corbett Center, Colfax Room

I. Call to Order

II. Consideration of Minutes from September 13, 2011 Meeting

The minutes of the September 13, 2011, meeting were approved as distributed.

III. Old Business

IV. New Business

V. University-wide Information/Announcements

- a. Building the Vision Update – Provost Wilkins presented an update on the Building the Vision effort. She stated that a current draft of the document is posted on the BTV website and is being reviewed by BTV committee members for possible revisions. Current efforts involve identification of measureable outcomes for each strategy. The Provost distributed a timeline for the campus-wide review of the draft document and noted the efforts to offer many/various opportunities for broad-based review and comment. The President asked Council members to review the document and be prepared for a full presentation/discussion at the November Administrative Council meeting.
- b. Campus Planning Committee – Mr. Haubold distributed the recommended guidelines for the Campus Planning Committee. The Campus Planning Committee has been established by the President as an advisory group to review proposed projects that impact the visual appearance of campus. The Committee will also hear appeals to the Wayfinding/Signage policy. The Committee has broad campus-wide representation as well as ex-officio members from the broader Las Cruces and Dona Ana County area.
- c. Sustainability Committee Business Plan – Mr. Haubold presented the sustainability plan and asked the Council to review the document and provide comments back to him. The President reinforced the importance of the committee's work, i.e., to discover (and track) ways to enhance sustainability efforts. She stressed the university-wide nature of this responsibility.
- d. Automation of Labor Redistribution Process – Ms. Noel presented the plans to implement an electronic labor redistribution process in January 2012. Ms. Noel noted that the new automated process will allow on-line changes to an employee's labor distribution to be made and tracked all the way to the approval step. From there, the information will be fed to the Banner Finance module. She also mentioned the broad-based involvement of key college personnel, researchers, and community college individuals in the development of the process.

- e. People Admin Go Live – Ms. Anderson announced a newly implemented applicant tracking and recruiting tool for regular exempt and regular nonexempt positions (Phase I). The new system will streamline the internal processes of posting jobs and selecting applicants while providing applicants with timely feedback. Ms. Anderson described the training opportunities that have been planned as part of the “going live” process. Phase II will expand the utilization of the system to temporary employees. Phase III will add faculty. Provost Wilkins asked that the implementation of Phase III be done in close coordination with the Provost Office.
- f. Re-Energize America Conference – Dr. Chaitanya reported on the upcoming conference and encouraged early registration and participation by members of the NMSU campus. The conference will be held on October 26 and 27 in El Paso.

VI. Updates

- a. Presidential Update – the President urged attendance at the upcoming State of the University address. She also called attention to the Tough Enough to Wear Pink week and noted the significant efforts of the Pink co-chairs (Laura Conniff, Magella Boston, Mary Henson, and Lou Sisbarro) to direct a portion of the funds raised toward related research activates at NMSU, funds that will be managed as an endowment at the NMSU Foundation.
- b. Provost Update – the Provost updated the Council on the faculty salary enhancement distribution process. She stated that at the next Deans Council, final revisions will be made to the process by which the funds will be distributed. The Provost mentioned hearing concern that the pool is not recurring and has, as a result of that concern, committed to a permanent pool of \$100,000. Plans for distributing the recurring pool will be discussed with the Council. The Provost also updated the group on the on-going search for the SVP for Finance and Administration – currently the search is in the referencing-checking phase and from there, will move into the airport interview phase. Next, the Provost mentioned that the issue of student recruitment has been, of late, a topic of significant interests to the deans and provost office. She noted that it had become very clear that we need to think strategically about how we recruit students. Lastly, she mentioned a project to consider several aspects of graduate education that will be undertaken in the spring semester and that Dean Lacy will provide the leadership for that effort.
- c. Faculty Senate Update – Dr. Muson-McGee reported on the following items: (1) approval of two changes to the Faculty Senate by-laws - (a) ex officio membership; and (b) sources of data for senator allocation; (2) consideration of two memorials - (a) to support the undergraduate baccalaureate experience and (b) on-line balloting for senators; (3) efforts are underway to develop a method for electronic participation at Senate meetings by senators who work at remote locations; and (4) efforts are also underway to consider how working groups might be used to consider issues of importance to Faculty Senate on a proactive basis rather than the current, reactive method.

- d. ASNMSU Update – President Graham reported on the following items: (1) “Keep State Great” effort will occur on October 22; (2) homecoming packets are due by October 16; (3) Student Advocacy Board is concluding interviews for open positions; and (4) beginning on Tuesday, October 25, all student activity doors will be decorated in Homecoming themes.
- e. Graduate Student Council Update – Mr. Kirk reported on the following items: (1) a graduate student mixer will be held at the NMSU Golf Course on October 20 from 5 p.m. until 9 p.m. with the idea to bring together graduate students from across the disciplines; (2) Four new graduate student organizations have been recognized – highlights growing involvement of graduate students; (3) changes to the by-laws of the graduate council are being considered; and (4) continue to work with Provost and her staff on issues affecting graduate student recruitment.
- f. NMSU Employee Council Update – In Steve Loring’s absence, Mr. Fred Lillibridge presented the Employee Council update. He reported on plans for the upcoming employee picnic scheduled for October 19 from 11 a.m. until 1 p.m.

Other business –

- Athletic Director McKinley Boston invited the Council to attend the NMSU vs. Hawaii volleyball game scheduled for October 26 at 8 p.m. as part of an effort to break the attendance record.
- Dean Michael Morehead announced an upcoming visit by a high-ranking Chinese higher education official – sponsored jointly by the College of Education and the Confucius Institute.