

Minutes of University Administrative Council
Tuesday, June 13, 2017
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 am with an introduction of a new colleague—Dr. Mickey Best, president of NMSU Grants; he joins the team as of June 1.

Glen Haubold received a special recognition for the work he does for NMSU.

II. Review of Action Items

There were no Action Items for review.

III. Approval of Minutes

Elizabeth Titus moved, Liz Ellis seconded the motion to approve the May 9, 2017, minutes as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

IV. Old Business

A. Revised Rule 5.45.10 Department Head Leaves

Andrew Pena presented the second read of the revised Rule 5.45.10 Department Head Leaves. This revision corrects to delete reference to specific leave accrual rates, consistent with more recently amended leave policies (2016) contained in Chapter 7 of the ARP. Other minor revisions are included to reformat per the ARP format and for clarification and updating purposes.

Elizabeth Titus moved, Janet Green seconded the motion to approve Revised Rule 5.45.10 Department Head Leaves as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

B. Branson Library Naming of the Exhibit Gallery as the *Humboldt Casad and Evangeline Smith Mandell Exhibit Gallery*

Andrea Tawney presented the Branson Library Naming of the Exhibit Gallery as the Humboldt Casad and Evangeline Smith Mandell Exhibit Gallery request as recommended by the Naming Committee. Located on the 4th floor of Branson Library, the exhibit gallery is a high-traffic area that is home to exhibits created by NMSU Library archivists. A major gift is associated with this naming and is to be invested in a permanently named endowment to hire temporary staff, to help hire summer contract faculty, interns and students to assist with processing collections in the Rio Grande Historical Collections at the NSMU Library.

Andrea Tawney moved, Dan Howard seconded the motion to approve the Branson Library Naming of the Exhibit Gallery as the *Humboldt Casad and Evangeline Smith Mandell Exhibit Gallery* [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

V. University-wide Information/Announcements

A. University Boards – FY16/17 Reporting

Lydia Duran called to mind the University Boards annual reporting deadline of June 30. With only 25 percent of the reporting completed, members are asked to follow up with their respective college/unit to emphasize compliance.

VI. Updates

A. Chancellor

The Chancellor's update highlighted the approval of the six percent blended increase in tuition by the Regents on June 12. He acknowledged those that contributed greatly toward the effort and encouraged members to write a note to the regents and legislators for their vote of confidence in NMSU. Despite the tuition increase, there is still \$8 million to cover. Strategies include freezing positions instead of eliminating positions along with the continuation of the waiver review committee.

The NM Council of Presidents (CUP) summer retreat was announced for mid-July. The Regents Strategic Planning Session is scheduled for late July, early August. Topics will include the Transforming project, Vision 2020 Strategic Plan and the Las Cruces master plan.

B. Executive Vice President and Provost

Provost Dan Howard gave an update on Aggie Welcome & Orientation (AWO). Orientations are now a 2-day session that provides students with a more in-depth look at campus resources available. Registrations reflect 2350 in total for all sessions of which 2,009 are first year students.

A reminder that July 12 and August 9 marks the dates for the mandatory Administrative Academic Training sessions.

C. General Counsel – General Advice

Liz Ellis provided an overview of the legal matters management system noting that there are eight pending lawsuits. Liz advised of ongoing efforts to change NMSU's reputation. Consultation with General Counsel is advised before terminating staff, faculty, or student employees.

Secondly, Liz gave a general overview of the relationship between the Office of Institutional Equity (OIE) and the University General Counsel (UGC). The director of OIE position reports functionally to UGC and indirectly to the President's Office and the Provost's Office. UGC does not interfere with ongoing OIE investigations. OIE handles various matters that include employee accommodation

requests and serves as the Title IX coordinator. OIE does not issue sanctions. Liz added that the Student Accessibility Center handles student accommodation requests. OIE investigates other kinds of discrimination (any prohibited discrimination) and raised awareness that some allegations not within a prohibited classification are outside of OIE's domain. Chancellor Carruthers reminded members on the importance of properly investigating allegations, completing proper evaluations and documenting corrective action.

Liz introduced the plans to launch a SharePoint site dedicated to distributing all policy and rule proposals as soon as next month. The site will serve as the platform for members to use to review and provide comments on rules and policies, and archive system. Consideration of using the site to post all meeting materials for UAC and PAC was mentioned.

D. Faculty Senate

Chris Brown reported that Faculty Senate met on May 4 to review business that include tenure and promotion, annual performance, and Distance Ed credentialing.

E. Institutional Analysis-Data Snippets

In keeping with feedback received from the four councils survey, Judy Bosland did not provide a copy of the data snippets. The data appears on the Office of Institutional Analysis home page. Chancellor Carruthers is reviewing the survey and considering next steps.

F. Employee Council

Cassie McClure announced Employee Council is seeking recommendations of names of retirees with insurance and benefits expertise to appoint as members of their insurance benefits committee. Names given include Charley Pfeifer, Gerald Burke, Larry Crider, Lonnie Matthews, and Al Berryman.

G. University Advancement

Andrea Tawney reported Advancement is whining down the fiscal year and hopes to record the highest fundraising year over a four-year period. Of the \$125 million goal, close to \$76 million has been raised. The marketing efforts include the launch of the Aggie Stomping Ground campaign and building NMSU's visibility with billboards throughout the state. Chancellor Carruthers asked for support in efforts to increase the alumni participation rate.

H. ASNMSU

Kevin Prieto shared some of the goals ASNMSU has set which include transparency, school spirit and student commitment, and sexual assault awareness. Homecoming plans are underway as well as working on lobbying efforts.

I. Graduate Student Council

Sa'Rae Montoya reminded members GSC is collaborating with ASNMSU to promote the enhancement of graduate and intellectual student life in the strategic plan.

VII. Other Comments and Information

Andrew Pena brought awareness of recent news articles regarding HIPAA violations. NMSU has recently adopted Rule 15.50 to ensure HIPAA compliance. Luis Vazquez and Ermelinda Quintela will combine resources and send out a survey to identify university departments or programs that may fall under the HIPAA requirements helping ensure HIPAA Compliance system-wide.

Michael Jasek reminded members that orientation is often a student's final shopping experience. He emphasized the importance of "making that sale" and engaging families. Michael also spoke about the Green Dot Training planned for July 31 - August 3 is a bystander training that empowers people to intercede when they see something wrong.

Chancellor Carruthers previewed the 2017 Domenici Conference agenda noting the subject matter covers foreign policy issues and workforce development.

In closing, the chancellor announced the cancellation of the July 11 UAC meeting and that with Sharon Jones' retirement, Lydia Duran will take over the chief of staff duties and Gena Barela will handle all the scheduling.

The meeting was adjourned.

Attendees: G. Carruthers, D. Howard, J. Bannister, K Boberg, J. Bosland, L. Ellis, J. Esparza, J. Green, N. Grijalva, G. Haubold, M. Jasek, M. Munson-McGee, C. Menking, B. Montoya, N. Noel, A. Pena, P. Pierson, E. Quintela, R. Rel, S. Stovall, A. Tawney, A. Throneberry, L. Vazquez, A. Parra for J. Witte, M. Chaiken, J. Boren for R. Flores, K. Brook for J. Hoffman, E. Pontelli, L. Reddi, L. Reyes, E. Titus, D. Wagner, M. Best, J. Gratton, M. Torres for R. Scott, M. Cal for K. Van Winkle, , C. Brown K. Prieto, S. Montoya for T. Young, L. Warren, L. Duran

Next Meeting: ***Tuesday, July 11, 2017, 8:30 a.m.**, Domenici Hall, Yates Theatre, room 109 *Subject to change

Upcoming Events

Tuesday, June 13 – Dual Credit Summit

Friday, July 16 - Board of Regents Special Session

Tuesday, June 20 – Wednesday, July 12 – Wednesday, August 9 – 2017 Annual Academic Administrator Training

Friday July 14, 1-5 pm - Fall 2018 Enrollment Planning Retreat

Monday, July 31 – Tuesday, August 1 – Board of Regents Retreat

Monday, August 14 – Fall Convocation, NMSU Dona Ana

Tuesday, August 15 – Fall Convocation, NMSU Las Cruces, NMSU-Carlsbad Friday, August 18 –

Fall Convocation, NMSU Alamogordo

Approved August 8, 2017