

MINUTES OF THE UNIVERSITY ADMINISTRATIVE COUNCIL
Tuesday, February 9, 2016
8:30 a.m. – 10:00 a.m.
Corbett Center Student Union Senate Chamber Gallery Room 302

I. Call to Order

Meeting was called to order at 8:30 a.m.

II. Approval of Jan 2016 Minutes

VI. Update from ASNMSU

- Student Fee Review Board is meeting and finalizing recommendations to the president.
- GA's are busy in Santa Fe with capital outlay.

III. Old Business

a. 21st Century NMSU Update (Garrey Carruthers)

- **Team 1: Restructuring Committee / Span of Control**
 - Developed guidelines - units will utilize guidelines to evaluate it with respect to span of control and levels of management.
 - Team wants to complete all units by the end of the year (Dec 2016)
 - Will provide training session and walk through guidelines with leadership team.
- **Team 2: Administrative Assistants**
 - Deloitte coverage expanded to include customer service assistants.
 - Team will reissue another survey geared to support staff across systems; should be done sometime in March
 - Study narrowed down into major categories including HR processing, financial or purchasing related duties, student support and engagement, and event planning. Plan to finalize categories today.
 - Transactional data (HR & financial, processed by volume per unit, per month) requested from ICT.
- **Team 3: ICT / Service Delivery Plan**
 - 3 components to the plan:
 - i. Service catalog, service level agreements, and funding strategy
 - ii. IT and data governance
 - iii. Optimal data structure
 - Also re-examining Deloitte data
 - Using *Balancing Centralized Efficiencies with Localized Needs*, an Educause document, as a framework.
 - Developing service catalog roughly based on the Stanford model.

- ICT evaluating using Elucian hosting model for banner
- **Team 4: Finance Delivery Model**
 - Using EAB membership for reports of best practices
 - Reaching out to institutions that have already done this and surveying EAB information and research.
 - Looking at common and high volume transactions. Determining where things should be done locally or centrally.
 - Reaching out to Oregon State, University of Kansas, University of Berkeley, primarily.
- **Team 5: Spend Analysis**
 - Leader: Norma Noel
 - Moving quickly to try to capture savings
 - Working with EAB to understand where we can capture savings. Have data to EAB in March.
 - Will help us identify best practices from other institutions, contracts, other savings modes
- **Employee Council Forum March 21, 2016, 2-4 pm**
 - Location to be announced
 - Working with ICT to ensure room and electronic capacity for all interested.
 - All encouraged to speak with faculty to staff; important for them to be part of the process. Looking for employee feedback.
- b. **Legislative Update (Garrey Carruthers)**
 - House appropriate finance committee: Base budget sanded down 0.4%; led to system-wide reduction of \$968,277.00.
 - Major Reductions: Alamo, down 100K; DACC ,121K; Grants, 40K; Dept. of Ag., 48K; Agricultural Extension, 60K; Cooperative Extension Services, 65K
 - Sources and Uses document being developed; will give best case, worst case and in between scenarios.
 - Monday the 15th: Legislature needs to get budget to Governor to get signature by the end of the session
 - Capital outlay – there may be a decline in capacity. This may be our last good year for capital outlay.
 - Think NM is proposing an overhaul of Cap Outlay planning and eliminate individual pools of capital outlay funds.

IV. **New Business**

No new business

V. University-wide Information / Announcements

- a. Founders' Day – April 15, 2016 (100 Year Celebration of ROTC)
 - 100 years ROTC at NMSU
 - Morrill Act specifies military science as a tenet of land grant universities.
 - Cadets will dress in period military uniforms

VI. Updates

- a. President
 - Mario Moccia: Basketball in the north
 - Santa Ana Star Arena hosted Aggies this week.
 - Around 2300 people in attendance, about 50% capacity.
 - Covered by Albuquerque TV, Secretary Damron attended.
 - Rio Rancho mayor encouraged Chancellor Carruthers to do this on an annual basis; would like to help promote event next year.
 - Advancement
 - PA Ball has already sold 3/4 of total tables; nearly sold out
 - Individual ticket sales are limited; let Andrea know if you would like tickets ASAP
 - Student philanthropy project scheduled to rollout next fall.
- b. Executive VP/Provost
 - General Education Reform: Concern Gen Ed is too focused on content; working on moving focus to outcomes and skills
 - Task force members: Mostly comprised of members of Faculty Senate, 20 members from all colleges, 4 members from Administration
 - Parallel statewide effort, with taskforces being established on all campuses throughout the state.
 - Communication is essential
 - Provost will send message over Faculty Talk – looking for feedback to identify essential skills.
- c. General Counsel – General Advice from GC
 - Compliance Issues: If you receive a complaint, don't try to deal with it yourself. Ask questions to determine the correct body / bodies to look at the issue.
 - We are judged based on our response. We can avoid or lessen regulatory fines if we show we are taking steps to deal with issues that arise.
- d. Faculty Senate
 - New Senate Chair has been elected for 2016-2017: Dr. Christopher Brown
 - Senate passed 3 new propositions
 - 10-15/16: Policy Statement for 5.90-Promotion and Tenure Policy,
 - 11-15/16: Proposal for a Master of Engineering graduate degree to be offered by departments of the college of engineering

- 12-15/16: Changes in Undergraduate Catalogue to reflect decrease in minimum credit hours for specific degree programs
 - Work continuing on NMSU P&T/ Anticipating policy will come forward at next meeting; rules and procedures is expected to come at the following meeting
- e. Institutional Analysis – Data Snippets
 - All information can be found at: oia.nmsu.edu/data-snippets
 - This month’s report includes: Viewing a Wider World survey, Official enrollment numbers for Spring 2016, Information on graduate assistants teaching, IPEDS Data Reports
- f. Employee Council
 - April 7th: Open forum on Health Insurance sponsored by Employee Council
 - April 20th: Budget presentation with Administration and Finance
 - Election for positions on council ended last night. Results will be finalized this week
- g. University Advancement
- h. ASNMSU
- i. Graduate Student Council

VII. Other Comments and Information

Meeting adjourned at 9:42 am

Attendees

G. Block	D. Howard	D. Pope-Davis
K. Boberg	M. Howard	A. Price
J. Bosland	M. Jasek	R. Scott
J. Brown	S. Jones	H. Sheski
M. Chaiken	R. Justus	S. Stocaj
V. Chaitanya	J. Libbin	S. Stout
D. Chavez	C. Menking	S. Stovall
L. Ellis	M. Moccia	D. Stuart
S. Eschenbrenner	B. Montoya	A. Tawney
G. Fant	M. Munson-McGee	A. Throneberry
J. Gratton	S. Munson-McGee	E. Titus
J. Green	J. Nevarez	K. Van Winkle
N. Grijalva	N. Palomino	D. Wagner
G. Haubold	A. Parra	
J. Hoffman	A. Peña	