

**Minutes of the Joint President's Academic Council
and
University Administrative Council
Monday, December 7, 2015
8:00 a.m. – 10:30 a.m.
Corbett Center Student Union Senate Chambers Gallery room 302**

I. Call to Order – Garrey Carruthers, President
Meeting called to order at 8:00 a.m.

21st Century NMSU

Status of 5 teams working

Team 1 is developing a self-study guideline using a smaller unit.

- Span of Control 8-12, no more than 3 or 4 levels of management
 - Provost=1 Deans=2 Department Heads =3
- Advancement has been test case and could save up to \$450K/year
- Teams making progress Reviewing and analyzing data identifying initial benchmark data

Team 2: Span of Control: Administrative Assistants

- Committee felt rather than review all administrative families to review ING only
- will survey admin assistants

Team 3: IT Service Delivery

- Using Educause guidelines
- Team reviewed data of 323 positions; only 61.5 are ING
- 47% of respondents identified IT as 50% or more of their job
- Next Steps: Defining IT Services and determining what IT services are delivered to whom
- Looking into outsourcing (or hosted services) in order to determine efficiency

Team 4: Finance Delivery Model

- Focus on reviewing high analysis; understanding benchmarking
- Looking into shared service model

Team 5: Procurement

- Reviewing Deloitte analysis, looking into tools for analysis.
- Employee forum will be held March 21, 2016.

Discussion

An IT student and faculty staff survey is done every two years; largest issue is student Wi Fi. Student technology fee has been the largest source of funds for upgrades to some housing wireless networks.

II. Old Business

A. Policy 1.10-Rule 1.10, SECOND READ/VOTE (Liz Ellis/Lisa Warren)

- Changes have been made based on substantive comments and suggestions made since the November 10th meeting.
- Faculty Senate's issues with the rule have been discussed in meetings with the Chancellor, Provost, and Faculty Senate Chair, Vice-Chair and two former Faculty Senate Chairs. The meeting resulted in changes incorporated to the rule.

Discussion

Issues were:

- NMDA wanted clarification that their regulation process, which is subject to the State Rules Act, was not subject to this process.
- Renaming of review assignment form (review track form)
- Clarification of tracks
- Advisory group clarifications (size, members)
- Faculty Senate issues:
 - who should decide in event of tie vote
 - Who has the right to change?
 - Will Senate's version be the final version?
- Suggested advisory groups have an administration & finance representative
 - No one will be excluded from reviewing or commenting
- Waiver option is available
- **Motion to approve made and seconded with some dissent. Ayes have the vote. Motion passes.**

III. New Business

A. Policy Manual Review, FIRST READ (Liz Ellis / Lisa Warren)

- Policy Manual Repeal: Not a substantive change. Process of separating out. Represents efforts to go through the policy manual and taking out rules and procedures, ICT, data security info, and relocation of information.
- **Move to waive second read. Seconded; no discussion. Motion carries.**

B. Proposed New Policy 4.00-Human Resources, Review and Approval, FIRST READ (Liz Ellis, Lisa Warren)

- Involves repeal of full chapters of policy manual that deal with HR.
- Format follows new policy structure, fairly standardized for HR policy in that Board specifies that HR have rules and procedures on 7 areas.

Discussion

- Things that are state mandated (i.e. ERB) need to be excluded
- Propose amendment for state mandated costs; add statement "mandated by law"
- Alter to read "Beyond the changes in cost due to fluctuation in pricing, changes in state & federal law requirements, and the number of employees"
- This policy includes faculty as employees and not faculty as faculty.
- **Waiver of second read made. Motion made and seconded. All in favor**

C. Transitory ARP Policy Revision Proposal, FIRST READ (Liz Ellis / Lisa Warren)

- Allows us to use replica policy until new one is in place
- **Waiver of second read Motion made and seconded. All in favor**

D. Compliance Oversight Committee Recommendation (Luiz Vazquez)

- Came about after examining how NMSU was managing compliance issues
- Found NMSU did not have a coordinated effort for managing compliance issues
- Subcommittees developed for compliance office.
- Developing a heat map of champions in various areas of compliance
- This past year NMSU lost up to \$1,000,000 because of non-compliance
- Committee charged to develop an overall structure of what this will look like
- Ross Justus recommended we have a chief compliance officer, similar to accreditation officer, to report to UGC. Offices are still responsible for compliance in their areas.
 - Working on this: Liz, Luiz, Ross, Kathy Agnew

E. Commencement (Dan Howard)

- Hot chocolate will be provided for people standing in lines
- Change in certificate distribution. Method switched last year; will revert to previous method of Regents handing out certificates and Deans shaking hands.
- Expect over 1,000 students
- Honorary doctorate recipient is Dr. Dan Arvizu, graduate from the College of Engineering. He is one of the leading experts in alternative energy sources and ran the National Renewable Energy Laboratory in Golden, Colorado.

F. Violence in NM Report (Stephen Lopez)

- Data is from FBI Uniform Crime Reporting (UCR) Domain Awareness briefing 2012-2014
- NM 4th most violent state in nation per capita, due to being a low populated state
- Las Cruces is below the nation in violent crime
- Large differences between Corales and Bernalillo. Huge difference in college education and income, little in ethnicity.
- Alb 25th most violent city (cities quarter-million or more)
- Alb up 14% in violent crime (murder, rape, robbery, and aggravated assault)
- Las Cruces crime trending down for the past 3 years.
- Possible predictors of crime rates
 - Overlay of Indian country and oil production
 - Education: HS graduation rates below 51.6%
 - Unemployment and income levels are not huge predictive factors throughout state

Discussion

- El Paso crime is low compared to rest of nation; is the 3rd safest of large cities, possibly due to DMZ among drug organizations.
- UCR crime data terrible for comparison with NMSU because of multi-campus reporting.

G. Inventory Status Report (Bill Harty)

- Reminder: we are on an accelerated schedule this year
- Currently, 4 units have completed reporting

- Will look for a way for certification process reporting to be done online
- H. UAC Representative for the Benefits Advisory Committee (Greg Fant / Andrew Pena)
- Need replacement for Dean Morehead on the Advisory committee. Looking for volunteer or nominee.
 - Donna Wagner volunteers

IV. University-wide Information/Announcements

A. Encrypting mobile Devices (Norma Grijalva)

- To have your windows laptop encrypted, please contact your IT personnel.
- Seeking to centralize encryption keys
- Handout provided; provides encryption process for non-centralized items such as:
 - Apple products
 - mobile phones
 - Surface devices / tablets, and Android products
 - Setting for “return to” message on lock screen; for use with lost phones
- This information can be found at: infosec@nmsu.edu

Discussion

- Encryption can slow down older phones.
- Biggest issue with encryption is having to lock phone.

B. #GivingTuesday Success (Andrea Tawney)

- Thanks to everyone for generosity in contributions, time, etc.
- Colorado State raised \$30K
- Tally is still coming in for NMSU; 24-hour tally currently at \$642,343.00 for scholarships
- Foundations board had 100 % participation; committed \$881K toward scholarship endowment
- 100% participation from Board of Regents
- All community colleges participated
- Currently at over \$2.2 million; looking at over \$4.5 million added to scholarship and endowment
- over 1000 individual donors on Giving Tuesday

V. Updates

A. President

- Chancellor to Legislative Finance Committee tomorrow. Estimating \$150 million in new money. \$87 million will be dedicated to Medicaid. Leaves little money to grow with.
- Our monies come primarily through funding formula, which was tweaked to add a failed failsafe.
- Seeking funding for RPSP: Sunspot is new. We will be lucky to hold our own.
- Department of Cultural Affairs is trying to transfer Los Luceros farm to NMSU. This could end up in money lost for NMSU. Chancellor will contact the Governor to see if we could just oversee the farm and not preservation effort.

B. Executive VP/Provost

- Save the date Nov. 13 – 14, **2017**. Everybody in the room needs to be here. You have been notified in advance.
- Meeting of all Chief Academic Officers of the State was held with Secretary Damron to lay out for us what the Governors initiatives are with regard to Higher Ed. They are:
 - meta majors & transfer modules
 - common course numbering
 - co-requisite remediation
- Working to ensure that this is limited to 100 and 200 level courses.
- All higher ed must have common taxonomy by August 2017.
- NMSU is in the lead for reform of general education core curriculum.
- Statewide General Education summit will be held January 13, 2016, in Albuquerque, by Provost's invitation only.

C. General Counsel – General Advice from GC

- Sensitive to issue of rushing items through
- GC gets lots of requests for legal advice. They will try to get to everything in a timely manner.

D. Faculty Senate

- Considered 5 propositions; 3 passed, 1 tabled, 1 rejected
- Approved propositions:
 - 01-15/16- A proposition to request approval for a new undergraduate major in Educational Leadership as outlined in 6.82A of the NMSU Policy Manual.
 - 08-15/16 - A Proposition to Clarify the Composition and Privileges of Ex-officio Membership in the Faculty Senate Bylaws
 - 09-15/16 - A Memorial Requesting an Increase in the Scheduled Time between Classes
- Tabled proposition: 074-15/16 - A proposition to change policy 6.82 to define requirements and approvals necessary for transcribed academic accomplishments. Tabled over concern about the role of faculty and faculty senate at the community college level. Left off approval chart
- Rejected proposition: Proposition 05-15/16: Modification of the University's Viewing a Wider World requirement.
- Two candidates nominated for Faculty Senate Chair
 - Dr. Gary D. Rayson
 - Dr. Christopher Brown
- Looking for FGRB nominees
- Working on revision and review of P& t policy – First draft of policy version made. Should circulate in January for review and comment.

E. ASNMSU

- Council of Undergraduate University Presidents will have final recommendations for Santa Fe by December 16th in order to coincide with Board of Regents meeting
- thanks to Judy Bosland for VWW survey

F. Grad Council

- Not represented

G. Institutional Analysis - Data Snippets 1:51:58

- Graduating Students Survey
- Information on Title III, Title V
 - Eligibility includes measure of expenses per core students FTE
 - HSI must have at least 25% Hispanic to be considered eligible
 - Switching to eligibility matrices; OIA still needs to submit eligibility for branch campuses
- This year the Department of Education changed process. Eligibility matrix created, but only for main campuses. Survey still being done for branch campuses.

Discussion

- Most frequently cited categories for improvements:
 - Courses and curriculum- students not able to take courses they need at the time they need to take them.
 - Advising and scheduling – more students want to take Distance Ed courses. Conflict in schedules are a problem; DE courses help.
 - Advising – students not happy with advising for various reasons.
- 72% of graduates would attend NMSU again
- Enrollment in the spring: Stable currently.

H. Employee Council

- Open forums to finish for fall semester
- There will be 4 forums in the spring semester:
 - February: Sustainability
 - March: Health insurance and possible changes
 - April: Budget issues
 - Employee council elections
- ROTC about to celebrate 100 years at NMSU. Would like to feature Military on this year's Founder's Day

I. University Advancement

- partnering with Bernadette to raise funds from Alumni

5. Updates

- Textbooks: D'anne and Irma worked with B&N for price matching for textbooks from local retail competitors.

Attendees

G. Carruthers

J. Roberts

S. Stochaj

G. Fant

D. Howard

M. Munson-McGee

S. Jones

V. Chaitanya

L. Vazquez

J. Witte

B. Montoya

R. Scott

A. Tawney

Tim Dobson

A. Price

L. Ellis

D. Madrid

S. Eschenbrenner

J. Green

D. Stuart

A. Throneberry

D. Wagner

E. Titus

M. Chaiken

G. Block

J. Bosland

M. Howard

D. Pope-Davis

K. Van Winkle

J. Gratton

J. Brown

J. Libbin

K. Chernovock

H. Sheski

K. Boberg

N. Grijalva

A. Pena

B. Cartwright

D. Chavez

L. Warren

D. Madrid

N. Noel

S. Stovall

B. Stout

J. Hoffman

S. Lopez

B. Hardy

S. Munson-McGee