Faculty Senate Meeting Agenda
November 25, 2008,
3:00 P.M.
Lobo Room (3037),
Student Union Building

The University of New Mexico

Time	TOPICS	TYPE OF ITEMS/ PRESENTER(S)
3:00	Budget Situation and Legislative Outlook	**Discussion** Suzanne Ortega and Marc Saavedra

Faculty Senate Meeting Portion Begins at 4:00 p.m.

AGENDA TOPICS

4:00	1. Approval of Agenda	**Action**
	2. Acceptance of the October 2008 Summarized Minutes	**Action**
	3. Faculty Senate President's Report	**Information** Howard Snell

CONSENT AGENDA TOPICS

4:10	4. Fall 2008 Degree Candidates	**Action** Howard Snell
	5. Forms C from the Curricula Committee	**Action** Howard Snell

Revision of Class of 2011 Pharmacy Degree, College of Pharmacy
Revision of Class of 2012 Pharmcay Degree, College of Pharmacy
Revision of Class of 2013 Pharmacy Degree, College of Pharmacy
Revision of MS and PhD in Mechanical Engineering, School of Engineering
New BS in Construction Management, School of Engineering
Revision of Post-Masters Certificate in Management, Anderson School of Management
Revision of Dual Degree MSN and MPA, College of Nursing
Revision in MA in Counseling, College of Education
Delete BS in Phsical Science Education, College of Education
Name Change of Department for Anderson School of Management, Anderson School of Management
New Concentration in BS in Sec Ed Phsical Education, College of Education
New Subject Code in Management for Non-Majors, Anderson School of Management
Revision of Finance Concentration in BBA, Anderson School of Management
Revision of Concentration in Community Health Intervention, School of Medicine

AGENDA TOPICS

4:15	6. Form D from the Curricula Committee	**Action** Angela Wandinger-Ness
	New Certificate Program in University Science Teaching in Biomedical Sciences, School of Medicine	
4:25	7. Senate Graduate Committee Charge Revision	**Action** Ron Andrews
4:35	8. Resolution from the Faculty/Staff Benefits Committee	**Action** Feroza Jussawalla and Jennifer Bayley
4:45	9. New Business and Open Discussion	
5:00	10. Adjournment	

NOTES:

1. **All faculty are invited to attend Faculty Senate meetings.**
2. **Full agenda packets are available at http://www.unm.edu/~facsen/**
3. **All information pertaining to the Faculty Senate can be found at http://www.unm.edu/~facsen/**
4. **Questions should be directed to the Office of the Secretary, Scholes 103, 277-4664**
5. **Information found in agenda packets is in draft form only and may not be used for quotes or dissemination of information until approved by the Faculty Senate.**

FACULTY SENATE SUMMARIZED MINUTES

2008-2009 UNM Faculty Senate
October 28, 2008
(DRAFT-AWAITING APPROVAL AT THE NOVEMBER 25, 2008 FACULTY SENATE MEETING)

The Faculty Senate meeting for October 28, 2008 was called to order at 3:10 p.m. in the Domenici Auditorium. Senate President Howard Snell presided.

1. ATTENDANCE

Guests Present: Staff Council President-Elect Elisha Allen, Director Debby Knotts (New Media and Extended Learning), Provost Suzanne Ortega, UNM Foundation President John Stropp, and Shane Wallace (Health Sciences Center Library and Informatics Center).

2. APPROVAL OF THE AGENDA
The agenda was approved as written.

3. APPROVAL OF SUMMARIZED MINUTES FOR SEPTEMBER 23, 2008 MEETING
The minutes for the September 23, 2008 meeting were approved as written.

4. FACULY SENATE PRESIDENT'S REPORT
The Faculty Senate President reported on the following:

- President Snell thanked the senate for their support of him while he battled vision issues as a result of a West Nile virus infection.

- University Arena (The Pit) will begin a major remodel in April 2009. The spring University Commencement Ceremonies for 2009 and 2010 will need to be held in alternate venues. Chief of Staff Breda Bova (Office of the President) has been investigating alternatives. Please send any comments or input to Dr. Bova.

- The Academic Freedom and Tenure (AF&T) Committee has revised the Emeriti Policy. The revision was sent to the Faculty Senate Operations Committee (Ops) and Ops then forwarded it to the Faculty Senate Policy Committee for review. The Policy Committee will make suggestions and return it to the Operations Committee. Once the final version is completed, it will come before the senate as an information item. AF&T will then send the proposed revision out for a vote by the general faculty.

- President Snell introduced the Operations Committee liaison structure. Each Operations Committee member is responsible for communication and coordination with two to three Faculty Senate Committees. The Operations Committee liaisons are as follows:

  Doug Fields:
  Computer Use
  Research Allocations
  Research Policy (& Creative Works)

  Nick Flor:

Graduate
Teaching Enhancement
Undergraduate

Jackie Hood:
Athletic Council
Faculty Ethics & Advisory
Governmental Relations

Nikki Katalanos:
Faculty & Staff Benefits
Policy

Mary Lipscomb:
Campus Planning (Campus Development and Advisory)
Library

Pamela Pyle:
Curricula
Honorary Degree
Scholarship

Howard Snell:
Admissions & Registration
Budget

- The Faculty Senate is represented on the President's Executive Cabinet. The Faculty Senate has recently been invited to sit on the Provost's Cabinet. An Operations Committee member attends the Board of Regents (BOR) meetings. The Faculty Senate has a voting member on the BOR Academic/Student Affairs and Research (ASA) subcommittee. President Snell presented the liaison structure to the President's Executive Cabinet and encouraged the administration to use the appropriate standing committee. When forming a task force or ad-hoc committee, President Snell asked them to go to the committee chair of the standing committee that might be related to the subject

- President Schmidly has expressed the need of the efficacy of the BOR ASA subcommittee. The Provost's Office sets the agenda even though it is a BOR subcommittee. The Provost has asked the faculty to submit agenda items as often as possible.

- The State of New Mexico is facing a budget shortfall and it is likely that it will not be able to meet all of its budget commitments this year. The governor has said that he does not plan for it to hit higher education, but as a preemptive strategy, UNM administration has asked units to encumber funds that are committed as a means of saving them.

- Branch campus students are being lost to other universities. Many of the UNM-Gallup students transfer to schools in Arizona. UNM must capture its branch campus students if it is going to increase enrollment on main campus.

- Operations Committee member Pamela Pyle (Music) represented the Faculty Senate at the last full BOR meeting. The main points from that meeting were:

  Faculty engagement from the Princeton Review and a presentation by Wynn Goering from the Provost's Office on how UNM ranks nationally for faculty accessibility. The

report was not as poor as the Princeton Review had indicated. The BOR response was supportive. Past President Jackie Hood suggested that the student body organizations be engaged to help identify where improvements may be needed.

- The Operations Committee has been working with Mark Chisholm (Institutional Research) to study the number of tenure and tenure-track faculty data over time at the department level.

- President Snell met with Director Marc Saavedra (UNM Governmental Relations) along with the Staff Council President and the Graduate and Professional Student Association (GPSA) President to discuss some of the strategies for the 2009 legislative session. Director Saavedra will make a presentation at the November Faculty Senate meeting. The administration is committed to making compensation the primary item for the legislative agenda. Compensation will be approached from a cost of living standpoint rather than merit and raises. The other issues for the legislative session are: asking for funds for student advisement, the nursing program, funds for work-study programs, address Educational Retirement Board (ERB) solvency, and to lobby against the tuition credit. The tuition credit is not included in what is considered new money.

- The Operations Committee has been able to maintain momentum while President Snell was ill and recovering because Pamela Pyle has been working with him to represent the Faculty Senate Presidency. President Snell asks the senate to approve the role of an Associate President. The position will be filled by Pamela Pyle to assist President Snell until he has made a full recovery. The Faculty Senate unanimously approved Pamela Pyle to serve as an Associate President for the remainder of the academic year.

- President-Elect Doug Fields stated that he conducted an informal poll of students in his class on faculty engagement. The average response was medium to bad and it depended on the department. The math Department came out as having the least accessibility.

  Faculty accessibility may be linked to the number of tenured faculty in a department and part-time faculty not being housed at UNM.

  Faculty should be more involved in advisement.

5. PROVOST'S REPORT

Provost Suzanne Ortega provided a brief report on the following:

- The Faculty Compensation Study summary was provided to the BOR ASA subcommittee. The report is public information and Pamela Pyle has a copy. Part of the study was to determine what difference there may be when UNM faculty salaries are compared to other institutions that are not within UNM's peer group. The peer group was determined by the Commission of Higher Education (CHE). Therefore, comparisons were conducted across three peer groups. Median comparisons were done rather than mean comparisons to reveal at what the typical faculty member gets. The result of using different peer groups was almost nothing; it did not matter to which peer groups UNM was compared. In order to get UNM to within its peer group, it would cost $5 million in recurring funds in year one, By year five it would be about $7 million for a total of about $30 million in new recurring funding. If UNM were to get new money, Faculty Senate participation would be critical to help develop an allocation formula. President Schmidly's top priority is growing the faculty and faculty compensation.

- The state budget outlook is very bad. Presently, there is about a $300 million state shortfall. There will likely be flat budgets next year. It is hoped that there will not be a

budget rescission this fiscal year. However, there is the possibility of a five percent budget pullback. Five percent of UNM's state allocation is $17 million. No one is in danger of losing jobs. The governor has suggested strategies to state agencies like freezing hiring, decreasing travel, etc.

CONSENT AGENDA

6. APPROVAL OF FORMS C FROM THE CURRICULA COMMITTEE
The following Forms C were approved by voice vote of the Faculty Senate:

Revision of Health, Medicine, and Human Values Degree, College Arts and Sciences and School of Medicine
Revision of Post-Masters Certificate in Information Systems Management, Anderson School of Management
Revision of Language and Literature Concentration in MA English, College of Arts and Sciences
Revision of BS Athletic Training, College of Education
Deletion of Concentration in BA Mass Communication, College of Arts and Sciences
Revision of Concentration in BA Communication, College of Arts and Sciences
Deletion of Dual Masters in MALAS/ MSN, College of Arts and Sciences
Revision of Major in BA and BS Psychology, College of Arts and Sciences
Revision of Concentration in PhD Psychology, College of Arts and Sciences
Revision of Emphasis in PhD Psychology, College of Arts and Sciences
Deletion of Concentration in BA Political Science, College of Arts and Sciences
Revision of PhD Sociology, College of Arts and Sciences
Revision of Concentration in BA English, College of Arts and Sciences
Revision of Concentration in BA English, College of Arts and Sciences
Revision of Concentration in BA English, College of Arts and Sciences
Revision of PhD Communication, College of Arts and Sciences
New Dual Degree of JD and Master of Accounting, Anderson School of Medicine and School of Law
New Concentration in MS Physical Education, College of Education
New Minor in PhD Mathematics, College of Arts and Sciences
Revision of Concentration in Language, Literature, and Sociocultural Studies, College of Education
Deletion of Concentration in MA Communication, College of Arts and Sciences
Revision of Concentration in MS Health Education, College of Education
Revision of PhD Educational Linguistics, College of Education
Revision of Physician Assistant Studies, Family and Community Medicine, School of Medicine

AGENDA TOPICS

7. OFFICE OF ENROLLMENT MANAGEMENT
Associate Vice President for Enrollment Management Carmen Alvarez-Brown presented the PowerPoint slideshow below.

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Division of Enrollment Management

DIVISION OF ENROLLMENT MANAGEMENT

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Enrollment Management

To contribute to the mission of the university by harmonizing all essential operations that support student affinity to the university and to support the academic enterprise in meeting the institutional enrollment goals.

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Division of Enrollment Management

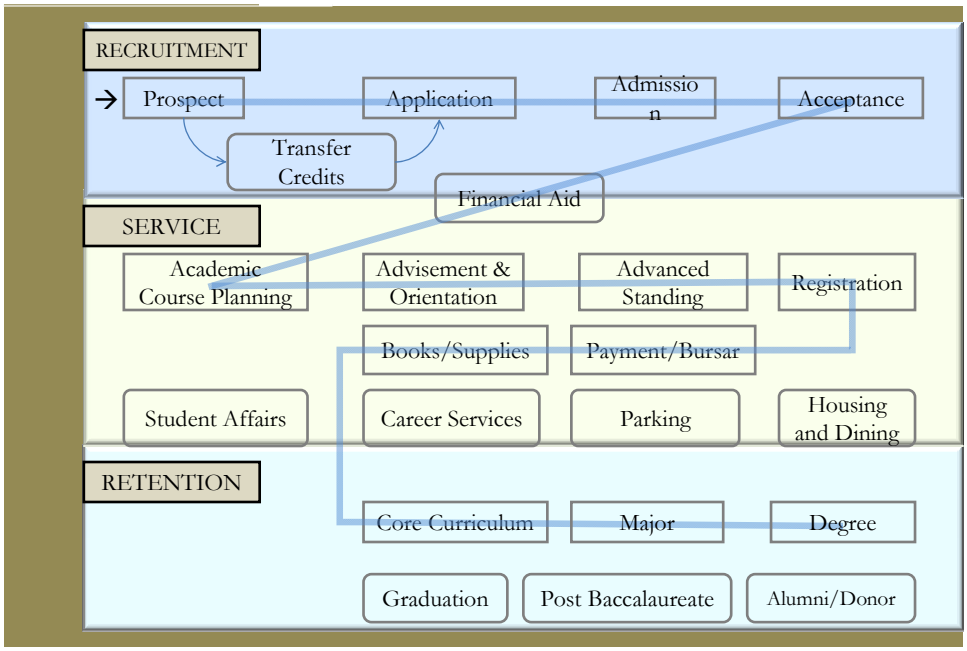
Operating Principles

- First class team driven by mission, goals and mutual respect
- Personal best – do it right and do it now – quality work, quickly done
- Positive and effective communication (honest and straight forward with each other and those we serve)
- We will make a difference with all we serve and we will help all students reach their full potential and possibilities.
- We will listen to all our students, faculty and staff – we will have the courage to change what needs to be changed, whether it is behavior, rules, regulations or processes.

Build it and they will come, a very 70s statement that is no longer accurate. In today's global market and increased competition, **customer service is what drives business**; if customers are satisfied with our services and our educational product chances are we will retain them, they will graduate and they will recommend UNM to others as well. Customer service is not an added value or a nice to have anymore: it is a **strategic** and **indispensable part of our business today**. In fact it is what makes the **difference** in today's educational environment.

For enrollment management initiatives to work customer service must be in the forefront of everything we do.

ENROLLMENT PATHWAY



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Division of Enrollment Management

STRATEGIC SERVICE GOALS 2008 - 2009

- Continued improvements in service quality that will bring the **convenience** of 21st century technology to students, parents, staff and faculty.
- Speedier, more efficient, businesslike **merging** of back-office processing operations to speed enrollment decisions, registration, transfers of credits, financial aid and scholarships.
- **Enhance** our services by establishing "**One-Stop"** assistance with Admissions, Financial Aid, Scholarships and Registration.
- **Online One Stop E-service** to provide high performance services on a 24-7 basis.
- A **Communications Center** to expedite the processing of incoming calls with accountability to ensure that calls are handled promptly and politely.

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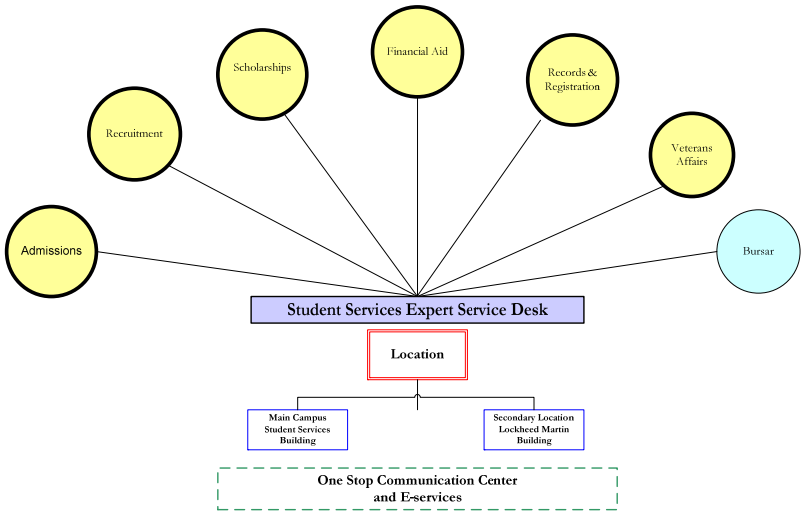
PROPOSED STUDENT SUCCESS SERVICES

(Three locations where students can receive service.)



UNM Services that will continue to be Available at Main Campus, AND Online, AND at the Student Success Center

Admissions and Recruitment Services

- ❑ Greet prospective students and their families for campus tours
- ❑ Admissions Counseling
- ❑ Schedule campus visits for individual and group tours
- ❑ Streamlines inquiries , both phone and walk –in
- ❑ Handles inquiries to include admissions, financial aid, scholarships and housing questions
- ❑ Provide Admission applications for Domestic, and International students
- ❑ Provide admissions information to prospects
- ❑ Provide and Process various Admissions forms
- ❑ Check admission status for students/entry term changes
- ❑ Certify incoming International documents
- ❑ Print Transfer Credit Evaluation's for students
- ❑ Transfer Advisement
- ❑ Departmental Actions
- ❑ Dual Enrollment Inquiries

UNM Services that will continue to be Available at Main Campus, AND Online, AND at the Student Success Center

Registrar's Office

- ❑ Provide General registration information-Deadlines, processes, options, degree and non-degree
- ❑ Specific registration processing for the student in front of us
- ❑ Yellow Cards, Pink Cards, Green Cards, Blue Cards (Add/Drop/Change)
- ❑ Transcript processing
- ❑ Ordering/pickup of unofficial and official transcripts
- ❑ Clarification of information on student's academic record
- ❑ Graduation Diploma pickup
- ❑ Enrollment Certifications
- ❑ Grade Replacement forms
- ❑ Residency information and applications
- ❑ Instructor initiated grade change forms (pick up and turn in)
- ❑ Name/address change documentation
- ❑ Social Security number change documentation
- ❑ Academic Renewals
- ❑ Grade Petitions
- ❑ Extension of Incomplete
- ❑ Set/remove Confidential flags
- ❑ Veteran Services
- ❑ Class scheduling
- ❑ Catalog updates
- ❑ Degree Audit Inquiries

UNM Services that will continue to be Available at Main Campus, AND Online, AND at the Student Success Center

Student Financial Aid Office

- ❑ Athletic Stipends Status
- ❑ Form Submission
- ❑ Budget Adjustments
- ❑ Cancelling/Adjusting Aid
- ❑ Certifying Alternative Loans
- ❑ Entrance Counseling Questions
- ❑ Graduate Assistantship Questions
- ❑ Student Employment/Work Study Hiring Process
- ❑ Independency Petition
- ❑ International and National Student Exchange
- ❑ Lender Selection/Student Loans
- ❑ Manual Awarding/Adjustments
- ❑ Physical Check Payment Status
- ❑ Checking File Status
- ❑ Satisfactory Academic Progress
- ❑ Special Circumstances
- ❑ Tribal Needs Analysis

UNM Services that will continue to be Available at Main Campus, AND Online, AND at the Student Success Center

Scholarship Office

- ❑ Provide General Scholarship Information
- ❑ Address Lottery Scholarship Questions
- ❑ Review petitions
- ❑ Status of Scholarship checks and/or disbursements
- ❑ Scholarship Advisement
- ❑ Review Scholarship status
- ❑ Dissemination of applications and forms

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Enrollment Management

New Initiatives and Accomplishments

- Expanded our communication capacity by purchasing Hobson's EMT E-Mail software that allows us to communicate more frequently and effectively with all students.
- Developed email letterhead prototype for all enrollment units.
- Began re-engineering the admissions office to allow for more accountability and productivity of staff and service level.
- Set service level expectations for admissions to two working days. We are now committed to communicating with students within two working days of receipt of documents.
- Began re-engineering the financial aid office that reduced the intake of forms; a reduction of 7,000 pieces of paper.
  - We no longer require verification of childcare expenses as we will be using average cost of childcare.
  - Driver's license number is no longer required for the FAFSA form.
  - No forms needed for second bachelors degree as we can retrieve this information through Banner.
  - No need for graduation date change form as it can be pulled from Banner.

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Enrollment Management

New Initiatives and Accomplishments

- Began the process of establishment of a Communications Center that will handle all incoming calls for the entire division as well as provide telecounseling efforts in the evening. Additionally, the Center will house "Chat With Us" initiative that will allow students to engage with us by way of online chat.
- Rolled out "How Can We Help You" campaign during Fall registration. This campaign will be ongoing during every registration period where staff will be deployed to assist students with their registration questions. All personnel involved with this campaign will wear "How Can We Help You" stickers so that students will know that we are here to assist them.
- Initiated the first comprehensive recruitment plan for transfer students.
- Enhanced the recruitment strategies for first time college students.
- Began using the imaging product (Hershey) at the initial intake of documents, not when the file is completed. This will ensure that students no longer will have to bring the same documents multiple times because they were misplaced.
- Created workflow in the image process so that staff assigned to a given alphabet will work with all documents received on a daily basis.

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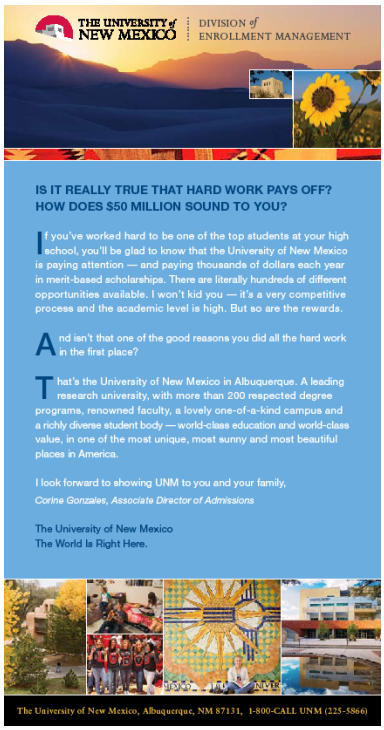
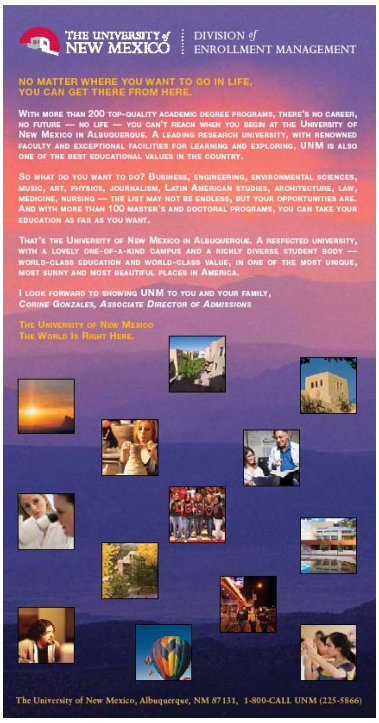
Enrollment Management

New Initiatives and Accomplishments

- Hired a regional recruiter for Florida.
- Began plan for cross-training of staff.
- Further enhanced communication for prospective students by designing and implementing various positioning statements, postcards and emails that will go out to prospective students.
- Introduced Enrollment Management Work Plan; all directors and associates have identified critical issues that need to be resolved or implemented in support of the University enrollment goals. This plan allows us to monitor closely the progress of the initiatives and ensure that we are within the allotted timeframe.
- Began working on the plan for the establishment of the One-Stop Services. Work closely with Sue Brawley, a space utilization consultant to identify, design, and implement this initiative.
- Drafted proposal for National American Indian Academic Recognition Program.
- Redesigning Gateway program for 2009 class that will allow more students to accept the UNM offer, it will expand program to other educational partners; San Juan Community College, Santa Fe Community College and our branch campuses.


THE UNIVERSITY of NEW MEXICO
DIVISION of ENROLLMENT MANAGEMENT
IS IT REALLY TRUE THAT HARD WORK PAYS OFF? HOW DOES $50 MILLION SOUND TO YOU?
If you've worked hard to be one of the top students at your high school, you'll be glad to know that the University of New Mexico is paying attention — and paying thousands of dollars each year in merit-based scholarships. There are literally hundreds of different opportunities available. I won't kid you — it's a very competitive process and the academic level is high. But so are the rewards.
And isn't that one of the good reasons you did all the hard work in the first place?
That's the University of New Mexico in Albuquerque. A leading research university, with more than 200 respected degree programs, renowned faculty, a lovely one-of-a-kind campus and a richly diverse student body — world-class education and world-class value, in one of the most unique, most sunny and most beautiful places in America.
I look forward to showing UNM to you and your family,
Corine Gonzales, Associate Director of Admissions
The University of New Mexico
The World Is Right Here.
The University of New Mexico, Albuquerque, NM 87131, 1-800-CALL UNM (225-5866)

15


THE UNIVERSITY of NEW MEXICO
DIVISION of ENROLLMENT MANAGEMENT
NO MATTER WHERE YOU WANT TO GO IN LIFE, YOU CAN GET THERE FROM HERE.
With more than 200 top-quality academic degree programs, there's no career, no future — no life — you can't reach when you begin at the University of New Mexico in Albuquerque. A leading research university, with renowned faculty and exceptional facilities for learning and exploring, UNM is also one of the best educational values in the country.
So what do you want to do? Business, engineering, environmental sciences, music, art, physics, journalism, Latin American studies, architecture, law, medicine, nursing — the list may not be endless, but your opportunities are. And with more than 100 master's and doctoral programs, you can take your education as far as you want.
That's the University of New Mexico in Albuquerque. A respected university, with a lovely one-of-a-kind campus and a richly diverse student body — world-class education and world-class value, in one of the most unique, most sunny and most beautiful places in America.
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16

THE UNIVERSITY of NEW MEXICO
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WHEN YOU THINK ABOUT WHERE YOU WANT TO LEARN, THINK ABOUT WHERE YOU WANT TO LIVE.
I know you've heard it a million times — but that doesn't stop it from being true: location, location, location. Meaning that there are dozens of great colleges out there, so why not choose one that also has an amazing location?
A location that enjoys 310 days of sunshine per year. A location totally surrounded by natural beauty and unmatched sports and recreation opportunities. A location that has been celebrated by artists and writers for generations. And a location that offers a thriving business, technology and cultural community.
That's the University of New Mexico in Albuquerque. A leading research university, with more than 200 respected degree programs, renowned faculty, a lovely one-of-a-kind campus and a richly diverse student body — world-class education and world-class value, in one of the most unique and beautiful places in America.
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17

THE UNIVERSITY of NEW MEXICO
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IT'S GREAT FOR A UNIVERSITY TO HAVE A BIG-TIME, WORLD-RENOWNED FACULTY. IT'S EVEN BETTER WHEN THEY ARE REALLY PASSIONATE ABOUT TEACHING YOU.
Check out the faculty at the University of New Mexico and you'll find a Nobel Laureate, two MacArthur Fellows, 35 Fulbright scholars and several members of national academies. You'll find they've published in Scientific American, The New England Journal of Medicine and Nature. They've been quoted in Newsweek, the Los Angeles Times, Business Week, The New Yorker and many more. They have shared their expertise on CNN, the Today Show, Good Morning America, Nova and other news and science programs.
But here something even more important: The UNM faculty is all about teaching you. Committed to your education and success, first and foremost. Just ask anyone who has gone to school here — or come see for yourself.
That's the University of New Mexico in Albuquerque. A leading research university, with more than 200 respected degree programs, a lovely one-of-a-kind campus and a richly diverse student body — world-class education and world-class value, in one of the most unique, most sunny and most beautiful places in America.
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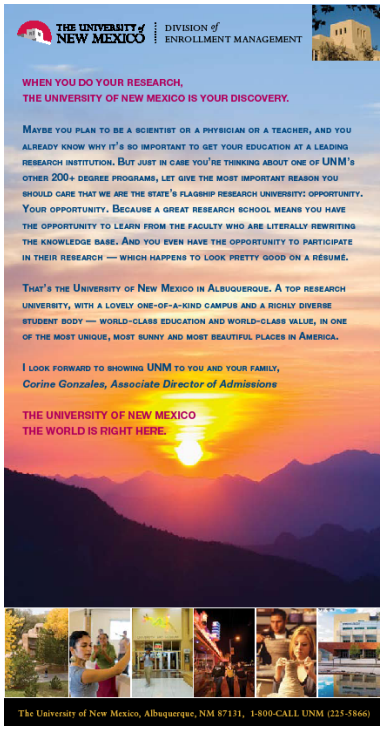

19

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20

2008-09
Enrollment Management Work Plan

#	KEY STRATEGIES	POINT PERSON	OTHERS WITH MAJOR RESPONSIBILITY	TARGET DATE	STATUS
1	Enhancing our communication plan for prospective students, admitted and enrolled	Corine Gonzales, Kathleen Sena, Ron Martinez, Deborah Kieltyka		Jan-09	Some have been completed.
2	Award financial aid funds to provisional admits prior to receipt and approval of final transcripts by the appropriate department, school or college	Carmen A. Brown, Ron Martinez	Legal Affairs	Oct-08	Declined by legal affairs; matter being reviewed.
3	Effectively develop and implement strategies for transfer student recruitment	Corine Gonzales		Oct-08	Completed
4	Develop additional recruitment strategy for transfer students - Spring 2009	Carmen A. Brown, Terry Babbitt, Corine Gonzales, Kathleen Sena, Ron Martinez		Dec-08	Strategy and work distribution completed; implementation ongoing
5	Establishment of Communications Center	Alex Gonzalez	Tracy Hart, Ivan Boyd	Jan-09	Proposal in final stage; to be submitted to Provost and President no later than October 31, 2008.
6	Create auto admission on Banner for Freshmen then start planning for auto admission for transfers	Gloria Manzanares-Sandoval	ITS, Tom, Tanaya Brown, Deborah Kieltyka	Nov-08	
7	To build early awareness of higher education and to forge a stronger connection with the University of New Mexico through numerous pre-collegiate programs	Lawrence Roybal	UNM Recruitment Team/Staff	Dec-08	
8	STARRS workflow, Banner workflow, Reorganize incoming/outgoing document, OCR Development, Data Entry/Processing	Frances Pittman, Gloria Manzanares-Sandoval, Deborah Kieltyka	Pat McCarty, Mick Schein, Merle Kennedy, Tanaya Brown, ITS, Vivian Gadbury,	Nov-08	
9	Update current templates on Acoma Server, create auto refusal letters, create provisional reminder letters	Deborah Kieltyka	ITS, Gloria Manazanares-Sandoval	Oct-08	
10	Revisit ITS project to allow paper applicants to view status, verify new web app will allow review	IT		Jan-09	

2008-09
Enrollment Management Work Plan

#	KEY STRATEGIES	POINT PERSON	OTHERS WITH MAJOR RESPONSIBILITY	TARGET DATE	STATUS
11	Communicate to Fall 2008 enrolled students, freshmen and transfer applicants to Spring 2009, continuing students who have not yet enrolled, and applicants who have not yet enrolled, reasons why they should attend Spring semester. Share unique challenges associated with Spring 2009, and specific positives why they should enroll or re-enroll	Kathleen Sena, Jep Choate, Carmen Brown, Alec Reber,		Feb-09	
12	Research the availability of private vendor options for the purchase of an on-line early estimator tool. Simultaneously, SFAO staff will place this initiative on the SFA/ITS task list. SFA staff will work closely with Laura Olszewski and her ITS team to develop an online early estimator for use at UNM. The target is to have a tool in place by the close of December 2009	Ron Martinez, Kathleen O'Keefe, Brian Malone		TBD	
13	Effectively market the advantages of the Consortium Agreement to non-resident prospects.	Kathleen O'Keefe, Corine Gonzales, Elizabeth Barton	Associate Directors, Kathleen Sena	Oct-08	
14	Increase the efficacy of communications for students that have applied for Financial Aid.	Brian Malone, Kathleen O'Keefe		Nov-08	
15	Through continued analysis, keep verification from 8% to 11% of Financial Aid population	Brian Malone		Dec-08	
16	Conduct a review of the current College Work-Study awarding process to ascertain if work-study funds are being awarded in an efficient and reasonable manner to support student and institutional enrollment goals	Ron Martinez, Terry Babbitt, Brian Malone, Marisa Castaneda		Nov-08	

2008-09
Enrollment Management Work Plan

#	KEY STRATEGIES	POINT PERSON	OTHERS WITH MAJOR RESPONSIBILITY	TARGET DATE	STATUS
17	(1) Work closely with Mick Schein of the Admissions IT staff to better understand how scanning operates with work-flows and begin to develop the work-flow process for up-front scanning to work efficiently, (2) Research how other SFA operations are using scanning and work-flows and the number of staff devoted to this initiative vs the number of documents scanned, (3) Secure funding to hire a full-time staff in support of this initiative to train and oversee full-time and student employees that will assist with the document scanning, (4) Develop training and implementation plans to ensure that documents are scanned into the Hershey Singularity System within 48 hours of receipt	Ron Martinez, Kathleen O'Keefe, Brian Malone	Raul Rico, Mabel Gutierrez	Nov-08	
18	Organization, clarity, and efficiency within the FASTINFO knowledge base	Kathleen O'Keefe, Brian Malone	Kim Luu, Eddie Salazar	Nov-08	
19	Student centered decision making (To be able to establish a new student's Net ID immediately upon admission to the University of New Mexico.)	ITS, Gloria Manzanares-Sandoval	Alec Reber, Laura O.	Dec-08	
20	Connectivity to Purpose, student centered decision-making (Curb post census date registration activities).	Kathleen Sena	Paula Smith, Alec Reber, Liesje Kerkmans, Laura O.	Jan-09	
21	Student centered decision making (Enhancing summer schedule).	Wynn Goering	Jep Choate, Carolyn Gutierrez, Paul Chaco, Kathleen Sena	Apr-09	
22	Connectivity to Purpose, campus vitality, student centered decision-making (To eliminate late/last minute course cancellations by academic departments).	Jep Choate, Kathleen Sena, Carmen Brown		Jan-09	
23	Student centered decision-making (Encourage students to register for 15 credit hours for Fall and Spring semesters).	Kathleen Sena, Paula Smith, Alec Reber, Laura O, Corine Gonzales		Feb-09	

2008-09
Enrollment Management Work Plan

#	KEY STRATEGIES	POINT PERSON	OTHERS WITH MAJOR RESPONSIBILITY	TARGET DATE	STATUS
24	Student centered decision-making (Encourage students and advisors to utilize PROGRESS (on-line automatic degree audit).	Cindy Mortensen, ITS, Kathleen Sena,	DA/TA Team, College Academic Advisors	Nov-09	
25	Evaluate all classroom finishes, furniture and A/V equipment. Evaluate each facility for student/faculty comfort and teaching readiness. Establish guidelines.	Classroom modernization committee, Office of the Registrar, PPD		May-09	
26	Student centered decision making (More late starting courses).	Wynn Goering	EM Reporting Team, College Dean offices, Office of the Registrar	Dec-08	
27	To implement process to obtain customer service feedback from students utilizing EM services	Carmen Brown, Kathleen Sena	ITS, Admissions, Financial Aid, Recruitment, ITS Student Group	Dec-08	
28	Implement red Lantern Interactive Degree audit software	Carmen Brown, Kathleen Sena, Jennifer Chavez-Gomez	Laura O., Moira Gerrity, Cindy Mortensen, other ITS associates	Sep-09	
29	Expand our communication capacity by purchasing Hobson's EMT E-Mail software that allows us to communicate more frequently and effectively with all students.	Corine Gonzales			Complete
30	Develop email letterhead prototype for all enrollment units.	Carmen Brown, Corine Gonzales			Complete
31	Begin re-engineering the admissions office to allow for more accountability and productivity of staff and service level.	Deborah Kieltyka			Complete
32	Set service level expectations for admissions to two working days. We are now committed to communicating with students within two working days of receipt of documents.	Deborah Kieltyka, Tanaya Brown			Complete

2008-09
Enrollment Management Work Plan

#	KEY STRATEGIES	POINT PERSON	OTHERS WITH MAJOR RESPONSIBILITY	TARGET DATE	STATUS
33	Begin re-engineering the financial aid office that reduced the intake of forms; a reduction of 7,000 pieces of paper: (1) No longer require verification of childcare expenses as we will be using average cost of childcare, (2) driver's license number no longer required for FAFSA form, (3) no forms needed for second bachelor's degree-retrievable through Banner, (4) no need to graduation date change-retrievable from Banner.	Ron Martinez			Complete
34	Begin the process of establishment of a Communications Center that will handle all incoming calls for the entire division as well as provide telecounseling efforts in the evening. Additionally, the Center will house "Chat With Us" initiative that will allow students to engage with us by way of online chat.	Alex Gonzalez			Complete
35	Roll out "How Can We Help You" campaign during Fall registration. This campaign will be ongoing during every registration period where staff will be deployed to assist students with their registration questions. All personnel involved with this campaign will wear "How Can We Help You" stickers so that students will know that we are here to assist them.				Complete
36	Initiate the first comprehensive recruitment plan for transfer students.	Corine Gonzales			Complete
37	Enhance the recruitment strategies for first time college students.	Corine Gonzales			Complete
38	Begin using the imaging product (Hershey) at the initial intake of documents, not when the file is completed. This will ensure that students no longer will have to bring the same documents multiple times because they were misplaced.	Frances Pittman, Gloria Manzanares-Sandoval, Deborah Kieltyka			Complete

2008-09
Enrollment Management Work Plan

#	KEY STRATEGIES	POINT PERSON	OTHERS WITH MAJOR RESPONSIBILITY	TARGET DATE	STATUS
39	Create a workflow in the image process so that staff assigned to a given alphabet will work with all documents received on a daily basis.	Frances Pittman, Gloria Manzanares-Sandoval, Deborah Kieltyka			Complete
40	Hire a regional recruiter for Florida.	Corine Gonzales, Carmen Brown			Complete
41	Begin plan for cross-training of staff.	Terry Babbitt, Carmen Brown			Complete
42	Further enhance communication for prospective students by designing and implementing various positioning statements, postcards and emails that will go out to prospective students.	Corine Gonzales, Carmen Brown			Complete
43	Introduce Enrollment Management Work Plan; all directors and associates have identified critical issues that need to be resolved or implemented in support of the University enrollment goals. This plan allows us to monitor closely the progress of the initiatives and ensure that we are within the allotted timeframe.	Carmen Brown			Complete
44	Begin working on the plan for the establishment of the One-Stop Services. Work closely with Sue Brawley, a space utilization consultant to identify, design, and implement this initiative.	Carmen Brown, Sue Brawley, Alex Gonzales			Complete
45	Draft proposal for National American Indian Academic Recognition Program.	Terry Babbitt			Complete
46	Redesign Gateway program for 2009 class that will allow more students to accept the UNM offer, it will expand program to other educational partners; San Juan College, Santa Fe Community College and our branch campuses.	Kathleen Sena, Carmen Brown			Complete

Five Year Enrollment Projections
Headcount

Campus	Semester	2003-04	2004-05	2005-06	2006-07	2007-08	Projected Headcount 2008-09	2009-10	2010-11	2011-12	2012-13	Increase 2007-2012
Main	Summer	8,671	8,683	8,309	7,993	8,037	7,806	8,056	8,056	8,206	8,456	5.2%
Main	Fall	25,793	26,339	26,280	25,817	25,749	25,949	26,162	26,393	26,650	26,908	4.5%
Main	Spring	24,762	25,031	24,856	24,177	24,092	24,548	24,853	24,968	25,211	25,454	5.7%

Student Credit Hours

Campus by Student Credit Hours	Semester	2003-04	2004-05	2005-06	2006-07	2007-08	Projected SCH 2008-09	2009-10	2010-11	2011-12	2012-13	Increase 2007-2012
Main	Summer	40,980	40,161	38,264	36,565	38,340	37,561	38,358	38,704	39,059	39,418	2.8%
Main	Fall	281,809	289,480	292,977	289,543	290,262	293,745	296,517	299,185	301,931	304,705	5.0%
Main	Spring	267,221	272,773	273,982	268,146	268,167	271,548	273,989	276,454	278,992	281,555	5.0%
	TOTAL	**590,010**	602,414	605,223	594,254	596,769	602,854	608,864	614,342	619,981	625,677	4.8%
% Change from Base Year			2.10%	2.58%	0.72%	1.15%	2.18%	3.20%				
3% Band Goal							607,711	607,711				

Unduplicated Headcount

Campus by Unduplicated Headcount	Level	2003-04	2004-05	2005-06	2006-07	2007-08	Projected Undup. HC 2008-09	2009-10	2010-11	2011-12	2012-13	Increase 2007-2012
Main	Undergrad	20,866	21,914	21,843	22,030	21,533	21,885	22,064	21,941	22,155	22,369	3.9%
Main	Grad./Prof./ Nondegree	10,813	10,023	9,858	9,438	8,798	9,379	9,456	9,858	9,954	10,050	14.2%
	TOTAL	31,679	31,937	31,701	31,468	30,331	31,264	31,520	31,799	32,108	32,419	6.9%

Full Time Enrollment

Campus byt FTE	Semester	2003-04	2004-05	2005-06	2006-07	2007-08	Projected FTE 2008-09	2009-10	2010-11	2011-12	2012-13	Increase 2007-2012
Main	Summer	6,947	6,967	6,503	6,157	6,514	6,385	6,501	6,560	6,620	6,681	2.6%
Main	Fall	20,042	20,425	20,561	20,289	20,307	20,686	20,881	21,069	21,263	21,458	5.7%
Main	Spring	19,056	19,284	19,339	18,871	18,969	19,259	19,432	19,607	19,787	19,968	5.3%

8. UNM FOUNDATION

UNM Foundation President John Stropp provided a summary of the following:

- Foundation President Stropp has been in the position for five months. The Foundation is attempting to increase the amount of private funding. The Foundation is centralizing the fundraising effort while not losing continuity. Previously, the fundraising was decentralized within the university and each department was responsible for raising their own funds with a little 'umbrella' support from the top. Fundraising has increased from $40 million in 2003 to $85 million for fiscal year end 2008. Most major public universities have a separate central foundation. The Foundation will work closely with the deans and the faculty in the departments.

- President Stropp intends to address the Dean's Council at least four times per year and the Faculty Senate at least twice per year.

- There are 80 development personnel deployed throughout the university on main campus and the Health Sciences Center (HSC). Approximately 50% of the development staff have moved from the university to the foundation.

- The more that endowments can be raised, the more the Foundation can ensure that departments and programs get the necessary funding. The Foundation will work with faculty throughout the current capital campaign. Diversity in revenue sources can offset the downturn in oil and gas royalties.

- The Foundation does not dictate where funds from donors' gift accounts go. Those funds have been predetermined by the donor. The Foundation does not alter any of that, it is illegal and against the rules. The Foundation does not hold back any funds. The current payout for the Foundation is 4.65% determined by a twelve quarter trailing average.

- President Stropp will return in February to present a detailed strategic plan to the Faculty Senate. A critical component will be endowed chairs and endowed faculty. UNM has the

fewest endowed positions of any flagship university.

9. FACULTY SENATE BUDGET COMMITTEE
Faculty Senator and Budget Committee Chair Ann Brooks (Anderson School of Management) provided a brief summary of the committee.

- Chair Ann Brooks joined the committee in Fall 2007. There was only one meeting held in November 2007 and after that, the committee virtually fell apart. The committee has a daunting charge. Most of the volunteers for the committee do not have budgeting backgrounds.

- In Spring 2008, Chairwoman Brooks worked with President Jackie Hood and President–Elect Snell to become indoctrinated with the charge and the role of the committee.

- Chairwoman Brooks served with President Snell and President-Elect Doug Fields on the task force addressing the salary resolution from the April 2008 General Faculty meeting. She serves as an advisor on the BOR Finance and Facilities subcommittee. She also sits on the President's Task Force on Performance based Budgeting.

- There are still four vacancies on the Budget Committee. Chairwoman Brooks will be contacting the departments of the vacant positions. Andrew Cullen and Curt Porter have been invited to give briefings to the committee on the budget process, timeline, formula, etc.

10. NEW BUSINESS AND OPEN DISCUSSION
The November 25, 2008 Faculty Senate meeting returns to the SUB Lobo Room.

11. ADJOURNMENT
The meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Rick Holmes
Office of the Secretary

Faculty Senate Attendance 2008-2009

P - present; E - excused; U - unexcused; R - rep in attendance; H - attended half of the meeting

Full Name	Department	8/26	9/23	10/28	11/25	1/27	2/10	2/24	3/10	3/24	4/14	4/28	Comments
Margaret Alba	Pathology	P	P	P									
Jan Armstrong	Educational Psychology	P	P	P									
Renee Barela Gutierrez	UNM Taos	U	U	U									
Steven Block	Music	P	E	P	E								
Adrian Brearley	Earth and Plantary Sciences	P	P	U									
Jonathan Brinkerhoff	Teacher Education	P	E	U									
Ann Brooks	Accounting	P	P	P									
Andy Burgess	Philosophy	P	P	P									
Tim Castillo	Architecture and Planning	P	U	U									
Ann Caudell	Nursing	P	P	U									
Tahseen Cheema	Orthopaedics	U	P	P									
Gary Cuttrell	Surgery	P	E	E									
Dennis Davies Wilson	Los Alamos	P	P	E									
Ed DeSantis	University Honors	P	P	P									
Elaine DiFederico	Obstetrics/Gynecology	P	U	P									
Douglas Fields	Physics and Astronomy	P	P	P									
Nick Flor	Mkt, Info, and Decision Sci	P	P	U									
Aaron Fry	Art and Art History	U	U	U									
Kimberly Gauderman	History	P	E	U									
Melissa Gonzales	Internal Medicine	E	P	U									
Larry Gorbet	Anthropology	P	P	P									
Burke Gurney	Orthopaedics	P	P	P									
Steve Hersee	Electrical and Computer Engineering	U	P	U									
Deirdre Hill	Internal Medicine	U	U	U									
Jackie Hood	Organizational Studies	P	P	P									
Kerry Howe	Civil Engineering	E	P	P									
Scott Hughes	Law	P	P	P									
Robert Ibarra	Sociology	U	U	U									
Peter Ives	University Libraries	P	P	P									
Donna Jewell	Theatre and Dance	U	P	U									
Anne Jones	Family & Comm Medicine	P	P	P									
Nikki Katalanos	Family & Comm Medicine	P	P	U									

Dubra Karnes-Padilla	Valencia	U	P	P									
Victoria Kauffman	Mathematics & Statistics	X	X	X	X	X	X	X	X	X	X	X	Resigned 8/27
Denece Kesler	Internal Medicine	E	E	P									
Christee King	Health Scinces Library	P	P	P									
Richard Kitchen	Education Specialties	U	P	U									
Jake Kosek	American Studies	U	U	U									
Mary Lipscomb	Pathology	E	P	P									
Jeanne Logsdon	Organizational Studies	P	P	P									
Pamela Lutgen-Sandvik	Communication and Journalism	P	P	E									
Chris McGrew	Orthopaedics	U	U	U									
Martha Miller	Pediatrics	P	U	U									
Roxana Moreno	Ind, Fam, & Comm Ed	P	U	P									
Linda Penaloza	Pediatrics	P	U	E									
Stefan Posse	Neurology	E	P	P									
Mary Power	English	P	P	P									
Pamela Pyle	Fine Arts	P	P	P									
Mario Rivera	Public Administration	U	U	U									
Robert Sapien	Emergency Medicine	U	U	U									
Retu Saxena	Internal Medicine	U	U	U									
Jim Sayers	Gallup	E	E	U									
Katja Schroeter	Foreign Languages & Literatures	E	P	U									
Virginia Shipman	Individual, Family and Community Education	P	P	P									
Victor Strasburger	Pediatrics	E	P	E									
Mahmoud Reda Taha	Civil Engineering	U	P	P									
Akaysha Tang	Psychology	P	U	P									
Phillip Wagner	Internal Medicine	U	P	P									
Paula Watt	Gallup	X	X	U									
Tom White	Family and Community Medicine	E	E	U									
Said Yassin	Surgery	P	U	P									
Arpad Zolyomi	Anesthesiology	U	U	X	X	X	X	X	X	X	X	X	Resigned 11/1/08

DRAFT: PROPOSED CHANGE TO THE NAME AND CHARGE OF THE FACULTY SENATE GRADUATE COMMITTEE

The SGC proposes that the Faculty Senate change the membership charge of the SGC to read:

A61.11
Policy

SENATE GRADUATE AND PROFESSIONAL COMMITTEE

The Senate Graduate and Professional Committee (SGPC), in consultation with College (School or Division) Graduate Committees, the Dean of Graduate Studies and the Executive Vice President for Health Sciences is responsible for maintaining and enhancing the quality of graduate/professional education in the University and its graduate and/or professional centers by (1) making recommendations on proposals for major changes in graduate/professional programs (Forms C and D), including new degrees and certificates, new programs, new majors and minors and concentrations, name changes, substantive changes in existing programs and suspensions or abolition of degrees or programs, and transmitting them to the Faculty Senate; (2) participating, together with members of the Curricula and Undergraduate Committees, in periodic reviews of instructional units and programs; (3) ascertaining the degree to which modifications recommended by the reviews of academic units and programs have been implemented, identifying obstacles to making such modifications, and determining how such obstacles might be surmounted; (4) coordinating and monitoring graduate/professional activities throughout the University; (5) presenting to the Faculty Senate recommendations concerning general policies for graduate/professional education, including the creation, suspension and termination of graduate and/or professional degrees and programs; (6) recommending to the Faculty Senate the granting of graduate, professional and honorary degrees; and (7) hearing and resolving disputes involving policy or quality control issues pertaining to University-wide regulations and standards for graduate and professional students and graduate and professional education following procedures as will be found in appropriate sections of the Faculty Handbook and the UNM Catalog.

(The membership shall consist of fifteen faculty and one student: one faculty member selected by each of the following College/School/Division Graduate Committees from its membership: Architecture and Planning, Education, Engineering, Fine Arts, Law, Management, Medical Sciences, Nursing, Pharmacy, Public Administration; three faculty members selected from its Graduate Committee membership by the College of Arts and Sciences, one representing each of the three divisions within the college [sciences, social sciences, humanities]. one member each from the University Libraries, University College, and the Graduate and Professional Student Association. The Dean, Associate and Assistant Deans of Graduate Studies, the University Registrar, the Vice Provost for Extended University, and the Provost or his/her designee shall be non-voting ex-officio members.)

The selection of faculty members is made in the spring semester of the preceding year and is for a two-year term. The terms are staggered so that Architecture & Planning, Engineering, Law, Management, Nursing, Pharmacy, University College, and one member from Arts & Sciences are chosen in odd-numbered years while Education, Fine Arts, Medical Sciences, Public Administration, University Libraries, and the other two members from Arts & Sciences are chosen in even-numbered years. The GPSA representative is chosen for a one-year term. All representatives will serve no more than three consecutive terms.

Late in the spring semester of each odd-numbered year, the committee membership elects a chair-elect who assumes the chair the fall semester of the next even numbered year. The chair serves a 2-year term, but does not represent his/her College (School or Division). Rather the College (School or Division) Graduate Committee whose representative assumes the chair will choose a new representative to serve out the chair's term or begin a new two-year term, as appropriate.

Charge to College Graduate and/or Professional Committees

1. Within the college/school/or division, the graduate and/or professional committee, in consultation with the dean or director of that unit, supervises and coordinates graduate/professional activity and maintains the University's policies regarding graduate/professional affairs and recommends to the college/school/or division faculty supplementary policies appropriate to the unit in question, as well as recommending to the Senate Graduate and Professional Committee whatever revisions in basic University policy it deems necessary to maintain and improve the quality of graduate/professional education.

2. Within the policies established by the Faculty Senate, the SGPC, and the faculty of the college/school/or division, the committee in consultation with the dean or director of the college/school/or division shall be responsible for: (a) endorsement of new courses and programs at the graduate/professional level; (b) approval of regular full-time graduate faculty for courses receiving graduate credits; (c) endorsement of standards for appointment of graduate, teaching, research and project assistants; (d) receiving and processing petitions on behalf of individual graduate and/or professional students dealing with changes in programs, requirements related to that graduate/professional unit, or any other appeal of an academic nature; and, (e) maintenance of quality control processes including admission of students to graduate/professional programs, endorsement of the membership of examination committees, dissertation committees and program of studies committees. Final approval (except 2b) rests with the SGPC in conjunction with the Dean of Graduate Studies or appropriate Professional Program equivalent as noted above in the charge to the Senate Graduate/ Professional Committee.

3. The graduate and/or professional committee of each college/school/or division in consultation with its dean or director and acting within the general faculty policies of that unit shall recommend to the Senate Graduate and Professional Committee the internal arrangement and procedures deemed most appropriate to the implementation of 1 and 2 above. Approval of the implementation proposals from each college/school/or division rests with the SGPC acting in consultation with the Dean of Graduate Studies or appropriate Professional Program equivalent.

Long Term Care Insurance Benefit

Background Information on Resolution of November 19, 2008

1. Using the Faculty Staff Benefits Committee as a representative sample of UNM employees, (when in fact the FSBC members are, as a result of their attendance at committee meetings, likely more informed about benefits than the average UNM employee), the following can be inferred:

   - **Most UNM employees are not aware that they have Long Term Care Insurance coverage,**
   - Most UNM employees are not aware of the benefits specific to Long Term Care Insurance coverage,
   - **Most UNM employees do not fully understand the differences between Long Term Care Insurance and Long Term Disability Insurance,**
   - **Most UNM employees are not aware of the cost savings made available to them upon retirement by having been automatically enrolled in a basic LTC insurance plan at a younger age.**

2. **The current Long Term Care Insurance benefit for faculty and staff at UNM** (UBPPM 3600), **includes** the following:

- UNM pays 100% of the premium for a Long Term Care (LTC) Insurance basic plan for all full-time employees employed for one (1) year,
- Under the current basic plan for Long Term Care Insurance, basic coverage is guaranteed,
- All full-time employees employed for one (1) year are automatically enrolled in the basic plan without needing to complete additional paperwork or go through medical underwriting qualifications,
- Long term care insurance covers some or all of the costs of custodial care of an individual who is no longer capable of caring for him/herself,
- Custodial care in a residential facility or private home is not covered by either health insurance or Medicare, and
- Eligible faculty and staff employees retiring from the University may continue their long-term care insurance by taking over premium payments.

3. **Definition of Long Term Care Insurance** (from information distributed by the UNM Human Resources Department),
   - Long Term Care is the assistance received when someone needs help with two or more Activities of Daily Living—such as dressing,

bathing, going to the bathroom, eating or moving about—OR when someone suffers a severe cognitive impairment,

- Long Term Care can be provided in the home, in an assisted living or residential care facility, or in a skilled nursing facility, such as a nursing home,
- Long Term Care Insurance provides the covered individual with a choice of how and where care is received,
- Long Term Care Insurance helps the covered individual stay at home for as long as possible and have the flexibility to choose the care options that work best for the insured and his/her family,
- The national average for long term care is close to $70,000 per year, and costs are expected to double by the year 2025,
- Health insurance doesn't cover most expenses related to long term care,
- Medicare provides only limited financial support for long term care,
- Medicaid covers approximately half of the nation's nursing home expenses, but an individual must first deplete the vast majority of his/her assets to qualify, and covered care is restricted to nursing homes,
- Long Term Care Insurance can help preserve independence and financial security, and

4. **Accessing LTC Insurance coverage at a more advanced age increases the cost dramatically;** according to the monthly rate schedule for UNM employees,

   - Rates for Long Term Care Insurance are ten times more expensive for a person who enrolls at age 70 than for a person who enrolls at age 30, regardless of his/her current age,
   - Rates for Long Term Care Insurance are thirty times more expensive for a person who enrolls at age 80 than for a person who enrolls at age 30, regardless of his/her current age, and

5. **Information about this existing UNM employee benefit is not available on HR's website.**
6. The UNM Human Resources Department has expressed concern to the Faculty Staff Benefits committee about the expense of paying for basic Long Term Care Insurance coverage for eligible active employees (full-time employees employed for at least one year).
7. Covering every eligible full-time faculty and staff member costs UNM less than $700,000 per year.
8. **The Human Resources Department is moving rapidly to issue a Request for Proposals for future LTC Insurance coverage, and they are considering discontinuing key aspects of this employee benefit**

(including premium coverage by UNM and automatic enrollment in the plan).

9. Although UNM retirees must take over their LTC premium payments upon retirement, they benefit greatly from both

    a. the large pool of insured created by the current benefit, which keeps premiums low, and from
    b. automatic enrollment in guaranteed coverage at a younger age, this age determining their premium payments even after retirement.

10. **Although usage of this benefit is relatively low by active UNM employees, the large pool of insured keeps retiree premiums low just as they enter the stages of life during which they are most likely to need such coverage.**
11. **Pertinent information which should be included in any cost-benefit analysis is unknown by the UNM Human Resources Department**, including

    - Whether increased education of UNM employees about Long Term Care Insurance would increase its usage and value to UNM employees,
    - The benefit amounts paid out to UNM retirees over a significant period of time (as the overall population ages, UNM retirees could

reasonably be expected to reap the benefits of LTC insurance at a rate higher than their younger, active-employee counterparts),

- The cost savings to UNM retirees over a significant period of time, based on their lower premium payments triggered by being enrolled at a younger age and by the large pool of automatically ensured employees,
- The percentage of eligible employees who would complete the extra paperwork and pay the extra expense to enroll in a basic LTC insurance plan which is now automatically provided for them,
- The size of the insured pool which would result, as compared with the current insured pool size (it is reasonable to assume that this new pool size would be significantly smaller),
- The amount by which individuals' premiums for a basic LTC plan would rise based on a smaller pool size,
- The amount by which premiums for more comprehensive LTC plans would rise based on a smaller basic-plan pool size,
- The amount by which LTC coverage for family members would rise based on a smaller basic-plan pool size, and
- The amount by which retiree LTC premiums would rise based on a smaller active-employee basic-plan pool size.

12. The timeliness of this resolution is important. The Faculty Staff Benefits Committee voted unanimously to approve the resolution on 11-13-

08. The UNM Staff Council was presented with a similar resolution on 11-18-08 and voted to approve the resolution in that meeting. Support from the Faculty Senate at this point in time is critical.

Resolution on Long Term Care (LTC) Insurance
UNM Faculty Senate
November 19, 2008

1. WHEREAS, the UNM Faculty Senate, as a representative body of the larger faculty population, values the benefits currently offered by the University, and
2. WHEREAS, according to UBPPM 3600,
   - The benefit of Long Term Care Insurance currently includes the following:
     a. automatic enrollment of all full-time employees employed for one (1) year (both faculty and staff, no additional paperwork required),
     b. guaranteed basic coverage (no medical underwriting required),
     c. coverage of basic plan premiums by UNM, and
3. WHEREAS, according to Long Term Care Insurance information distributed by the UNM Human Resources Department,
   - Long Term Care Insurance provides the covered individual with a choice of how and where care is received, and can be provided in the home, in an assisted living or residential care facility, or in a skilled nursing facility,
   - The national average for long term care is close to $70,000 per year, and costs are expected to double by the year 2025,

- Health insurance, Medicare, and Medicaid do not cover most expenses related to long term care, and

4. WHEREAS, according to the Benefits Survey conducted by the UNM Human Resources Department and presented at the October 8, 2008 HR Symposium, medical and health-related benefits repeatedly rank as the most important benefits to UNM faculty and staff members (based on 1,481 responses), and
5. WHEREAS, accessing LTC Insurance coverage at a more advanced age increases the cost dramatically, and
6. WHEREAS, UNM's continuing to automatically enroll all full-time employees employed for 1 year and continuing to cover 100% of the premium for a Long Term Care Insurance basic plan
   - guarantees a large pool of insured, the size of which directly affects premium payments (including basic plan premiums, more comprehensive "buy up" coverage premiums, family member premiums, and retiree premiums),
   - provides an indirect but perhaps even more important benefit, in that <u>premium rates paid by UNM retirees are determined by the age at which they were initially enrolled in coverage, not by the age at which they retire,</u>
   - <u>would continue an existing benefit to UNM employees, and</u>

7. WHEREAS, the UNM Human Resources Department is considering discontinuing UNM's coverage of eligible employees' premiums for basic Long Term Care Insurance, requiring employees to elect coverage for themselves, enroll themselves in the coverage, and pay their basic plan premiums out of pocket, and
8. WHEREAS, discontinuing UNM's coverage of basic plan premium payments and automatic enrollment of eligible employees would set a precedent of reducing faculty and staff benefits already in place, and
9. WHEREAS, the UNM Human Resources Department has no information about the existing Long Term Care Insurance benefit on its web page (http://hr.unm.edu/),
10. NOW THEREFORE, be it resolved that the UNM Faculty Senate formally requests that UNM continue the existing benefit to its eligible employees of providing basic Long Term Care Insurance coverage through automatic enrollment, and
11. BE IT FURTHER RESOLVED that any Request for Proposals regarding Long Term Care Insurance include
    - automatic enrollment of eligible employees
    - basic-plan premium coverage by UNM
    - at a minimum, the current level of basic plan benefits (guaranteed coverage, 3 years benefit duration, $2,000 monthly

benefit amount, Long Term Care Facility Coverage, Non Forfeiture, and Professional Home Care), and

12. BE IT FURTHER RESOLVED that the UNM Human Resources Department will promptly post comprehensive information about Long Term Care Insurance coverage on its web site, and
13. BE IT FURTHER RESOLVED that the UNM Human Resources Department and the UNM Faculty Senate will take concrete steps to address the knowledge gap about Long Term Care Insurance in the UNM employee population.
14. Copies of this Resolution shall be sent to UNM President David Schmidly, President of the UNM Staff Council Loyola Chastain, Human Resources Vice President Helen Gonzales, and The UNM Board of Regents office.