

Minutes of University Administrative Council
Tuesday, September 12, 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. Regent Margie Vela, Presidential Ambassador Everett Williams, and ASNMSU President Kevin Prieto attended the meeting as part of a job-shadowing experience.

Andrea Tawney recognized eight scholarship coordinators who exceeded their goals for awarding endowed gift scholarships for Aid Year 17-18. They each received a certificate and gift basket full of Aggie items.

Lee-Ann Carter-ACES
Yolanda Sanchez-BUS
Leslie Perez-EDU
Monica Lopez-ENG
Bernice Hernandez-DACC
Doris Valdespino-NMSU-A
Will Waller-Student Life
Laura Gutierrez-Spencer-Chicano Programs

Associate Vice President Leslie Cervantes of Alumni Relations and Scholarship Coordinator Lisa Osborne were also recognized for efforts made by University Advancement to increase gift endowment awarding to its highest level in many years.

Andy Burke introduced Steven Bettner as the new Associate Vice President of Auxiliary Services and took a moment to mention to review Auxiliary services' areas of responsibility.

II. Review of Action Items

There were no action items to review.

III. Approval of Minutes – August 8, 2017

Glen Haubold moved, Greg Fant seconded the motion to approve the August 8, 2017, minutes as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

IV. Old Business (Second Reading and Vote to Recommend to Chancellor)

Rule and policy proposals can be retrieved at <https://eltnmsu.sharepoint.com/sites/gencounsel/>.

A. Revised Appendix to Rule 6.82 - Degrees, Majors, Minors and Other Academic Programs of

Study (indicating sequence of approvals for each type of academic credential)

Greg Fant presented the revised appendix to Rule 6.82 – Degrees, Majors, Minors, and Other Academic Programs of Study for a second read and requested approval.

Greg Fant moved, Glen Haubold seconded the motion to approve the Revised Appendix to Rule 6.82 - Degrees, Majors, Minors and Other Academic Programs of Study as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

B. Rule 14.69 - University Related Travel, revising current Rule 2.69 – Travel

Liz Ellis presented Rule 14.69 - University Related Travel, revising current Rule 2.69 – Travel for a second read.

Chris Brown moved, Elizabeth Titus seconded the motion to approve Rule 14.69 - University Related Travel, revising current Rule 2.69 - Travel as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

C. Rule 16.69 - University Related International Travel, revising current Rules 2.69.1 and 2.69.2

Liz Ellis presented Rule 16.69 - University Related International Travel, revising current Rules 2.69.1 and 2.69.2 for a second read.

Glen Haubold moved, Greg Fant seconded the motion to approve Rule 16.69 - University Related International Travel, revising current Rules 2.69.1 and 2.69.2 as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

D. Rule 16.70 - Education Abroad, revising current Rule 2.69.1 and 2.69.2 as it relates to study abroad

Liz Ellis presented Rule 16.70 - Education Abroad, revising current Rule 2.69.1 and 2.69.2 as it relates to study abroad for a second read.

Glen Haubold moved, Scott Eschenbrenner seconded the motion to approve Rule 16.69 - University Related International Travel, revising current Rules 2.69.1 and 2.69.2 as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

V. **New Business** (First Reading)

A. Rule 18.05 - Honorary Degree Awards, revising in part current Rule 6.75 - Honorary Degrees Sections B. – G.

B. Rule 5.50 - Award of Posthumous Honorary Degree, revising in part current Rule 6.75 - Honorary Degrees Section A.

Liz Ellis explained that agenda items V.A. and V.B. propose a split of Rule 6.75 Honorary Degrees into Rule 18.05 - Honorary Degree Awards, which revises in part Sections B. – G. of the current Rule 6.75 - Honorary Degrees and Rule 5.50 - Award of Posthumous Honorary Degree, which revises Section A. in an effort to simplify the process. Comments or edits should be uploaded to this Share Point site, <https://eltnmsu.sharepoint.com/sites/gencounsel/>.

VI. University-wide Information/Announcements

A. Contract Approval and Signature Authority FAQ's

Liz Ellis discussed the General Advice piece highlighting the process for contract approval and signature authority and identified items of concern. Following today's presentation on Contract Approval and Signature Authority, the handout will be distributed via email.

B. NMSU brand updates

Justin Bannister gave a brief presentation on the recent updates to the NMSU brand. Visit brand.nmsu.edu to access an array of templates. An email communication will follow.

C. Update On and Hold the Date for the week of Oct 2

D. AVP HR search – Search Committee Chair Glen Haubold

Glen Haubold announced two finalists for the associate vice president of Human Resource Services have been invited on campus the week of Oct. 2. The itinerary is being finalized for distribution.

E. Aggie Cupboard Update

Bernadette Montoya introduced Meg Long, Social Services program specialist with Aggie Wellness and Health Center. Meg Long also oversees the Aggie Cupboard and gave an update, which included hours of operation, new location and the number of students taking advantage of the service.

VII. Updates

A. Chancellor

Chancellor Carruthers shared that he toured a few of the Engineering labs and announced plans to do more.

B. Executive Vice President and Provost

Provost Howard provided an update on the Assurance Argument and HLC visit.

C. General Counsel – General Advice

D. Faculty Senate

Chris Brown gave an update on business discussed during the first Faculty Senate meeting of the fall semester held on September 7. In the interest of time, a written report will be provided in advance of each UAC meeting.

E. Institutional Analysis-Data Snippets

Judy Bosland reviewed the data snippets, which highlighted student outcomes like “Where are NMSU Alumni Working & How Much are They Making?”

F. Employee Council

Adam Cavotta announced a tentative date has been set for the Employee Picnic. More information to come.

G. University Advancement

H. ASNMSU

Kevin Prieto announced the work ASNMSU is doing on Homecoming and The Big Event.

I. Graduate Student Council

VIII. Other Comments and Information

Greg Fant spoke of the efforts made by Chicano Programs regarding distributing DACA information by setting up a website.

ACTION: Provost Office staff to issue email containing information on the dedicated DACA site to all students, faculty and staff.

Mario Moccia gave a status update on ticket sales. Kathy Agnew announced that a new COI web application has been implemented for employees to complete their 2017 annual conflict of interest (COI) form starting today and must be completed and routed for approval no later than Friday, October 13.

Attendees: G. Carruthers, D. Howard, J. Bannister, J. Bosland, L. Ellis, J. Esparza, J. Green, N. Grijalva, G. Haubold, M. Jasek, M. Munson-McGee, C. Menking, B. Montoya, N. Noel, L. Millot, K. Agnew, P. Pierson, E. Quintela, R. Rel, S. Stovall, A. Tawney, A. Burke, J. Maitland for J. Witte, R. Flores, J. Hoffman, E. Pontelli, L. Reddi, L. Reyes, E. Titus, D. Wagner, M. Best, J. Gratton, K. Brooke for R. Scott, K. Van Winkle, C. Brown, K. Prieto, S. Montoya for T. Young, L. Warren, L. Duran, M. Vela, E. Williams

Next Meeting: **Tuesday, October 10, 2017, 8:30 a.m.,** CCSU, Senate Chambers, room 302

Approved with a friendly amendment on October 10, 2017