

# Minutes of University Administrative Council

Tuesday, October 11, 2016

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 a.m. He introduced Allison Valdez, a Presidential Ambassador, who is shadowing him for the day.

## II. Review of Action Items

Status updates were provided for the following action items.

- A. Chancellor Carruthers asked Employee Council to provide a forum in early December on total restructuring/transforming NMSU before going to the regents.

Adam Cavotta confirmed the Employee Forum is scheduled for Monday, December 5, in Corbett Center Auditorium.

- B. Chancellor Carruthers made a request for a summary update on the Energy Performance contract. Angela Throneberry, Glen Haubold, Dale Harrell, and UCOMM will work to craft a message regarding NMSU's efforts to save money by generating 40 percent of our own power and submit for possible story with the Albuquerque Journal or a local newspaper.

Angela Throneberry reported Glen Haubold and Dale Harrell are working with UCOMM on the results of the Energy Performance contract and should have something within 30 days.

## III. Approval of Minutes – September 13, 2016

**Elizabeth Titus moved, Angela Throneberry seconded the motion to approve the September 13, 2016, minutes as presented.** *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

## IV. Old Business

- A. **Proposal to revise Rule 7.08** – Employee Assistance Program (fka Employee Health Center)

Rene Yoder presented the final version of Rule 7.08 – Employee Assistance Program being revised to update language since the elimination of the employee health center.

**Greg Fant moved, Angela Throneberry seconded the motion to approve the final version of Rule 7.08 Employee Health Center revised as Employee Assistance Program.** *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

**B. Proposal to replace Regents Policy 2.37 with new Regents Policy 13.10 – Investment of University Funds**

Angela Throneberry presented the proposed replacement of Regents Policy (formerly numbered 2.37) to New Regents Policy 13.10 – Investment of University Funds. Angela noted the administrative and procedural provisions removed from the Regents Policy remain in effect in the ARP.

**Sharon Jones moved, Jim Hoffman seconded the motion to approve replacing Regents Policy 2.37 with new Regents Policy 13.10 – Investment of University Funds. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**C. Proposal to replace Regents Policy 2.05 et seq with new Regents Policy 17.00 – Athletics**

Liz Ellis presented the proposal to replace Regents Policy 2.05 et seq with new Regents Policy 17.00 – Athletics. The request is part of the continuing project to update the policy system, separating administrative policies (rules) and procedures from Regents Policy. Decisions relating to which athletic programs NMSU will offer, and conference membership are reserved to the Board of Regents, with the other sections proposed for repeal from the RPM, leaving them in force and effect as Rules in the ARP.

Other Action Requested: Repeal from the ARP of Rule 2.05.05, because that content “Athletic Programs Offered at NMSU” will remain in new Regents Policy 17.00 at Section B.

**Greg Fant moved, Chris Brown seconded the motion to approve replacing Regents Policy 2.05 et seq with new Regents Policy 17.00 – Athletics. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**V. New Business**

**A. 1<sup>st</sup> read: Proposal to adopt NEW Rule 5.14 – Faculty Credentials**

Provost Howard presented the 1<sup>st</sup> read on the proposal to adopt New Rule 5.14 Faculty Credentials. Because faculty credentials have become a focus of the Higher Learning Commission (HLC), it is important that NMSU has a policy in place consistent with the expectations of HLC. The proposed new rule brings NMSU in line with the HLC requirements. Members are asked to read very carefully and provide feedback. First read approved. 30-day comment period—send comments to General Counsel, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu).

**B. 1<sup>st</sup> read: Proposal to revise Rule 5.94.20 as new Rule 11.05 – Intellectual Property Management.**

Kevin Boberg presented the proposal to revise Rule 5.94.20 as New Rule 11.05 – Intellectual Property Management. Kevin expressed the revision will address legal, accounting, and procedural aspects of intellectual property. Liz Ellis reminded members that the policy portion of this rule was presented at the last UAC meeting. First read was approved. 30-day comment period—send comments to General Counsel, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu).

C. **1<sup>st</sup>/possible 2<sup>nd</sup> read: Proposal to revise Regents Policy 1.05.20, BOR-Other Policies.**

Liz Ellis explained that as the work continues to separate rule from policy, subparts of policy 1.05.20 will go elsewhere but section E is more of a political statement. The proposed revision to Regents Policy 1.05.20, BOR-Other Policies repeals section E, Autonomy of Regents.

**Greg Fant moved to waive second reading and approve, Angela Throneberry seconded the motion to approve the revision of Regents Policy 1.05.20, BOR-Other Policies. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

D. **1<sup>st</sup>/possible 2<sup>nd</sup> read: Proposal to repeal Rule 4.40 – Layoff/Financial Exigency**

Liz Ellis presented the proposal to repeal Rule 4.40 – Layoff/Financial Exigency. This rule is predated and does not describe how NMSU does business today and elaborated on repercussions involved with declaring financial exigency.

**Chancellor asked if there was objection to waiving second reading-no objections. Renay Scott moved, Elizabeth Titus seconded the motion to approve the repeal of Rule 4.40 – Layoff/Financial Exigency. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

E. **1<sup>st</sup>/possible 2<sup>nd</sup> read: Proposal to revise Rule 2.37 as new Rule 13.10, Investment Management**

Angela Throneberry reminded that she had described the proposal to revise Rule 2.37 as new Rule 13.10, Investment Management during her presentation of Policy 13.10, under New Business, IV.B.

**Chancellor asked if there was objection to waiving second reading-no objections. Greg Fant moved, Sharon Jones seconded the motion to approve the revision of Rule 2.37 as new Rule 13.10, Investment Management. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

F. **Approval of the Allen Family Locker Room Naming Opportunity**

Mario Moccia presented the Allen Family Locker Room naming request following the approval and recommendation of the Naming Committee. Andrea Tawney added the naming opportunity is in line with the current naming policy and criteria.

**Andrea Tawney moved, Angela Throneberry seconded the motion to approve the naming of the Allen Family Locker Room. [Approved without objection]**

**VI. University-wide Information/Announcements**

## A. ALTA - NMSU Values Statement

Jennifer Gabel presented findings from the 2015 Aggie Leadership Training Academy (ALTA) Cohort. The cohort developed a core values statement and is making a recommendation to incorporate in NMSU's Vision 2020. It was agreed a values statement is needed. Provost Howard noted the benefit of a value statement as it relates to HLC. Feedback will be collected and reviewed at the November 8 UAC meeting. The statement developed will be presented at a Vision 2020 meeting early next year.

**ACTION ITEM: ALTA's report on the values statement will be distributed to UAC members. Members will distribute the statement to faculty and staff, and send comments to Melody Munson-McGee, [mmunsonm@ad.nmsu.edu](mailto:mmunsonm@ad.nmsu.edu), by Wednesday, November 2.**

## B. Mandatory Annual Online Compliance Training

Jennifer Gabel announced Saturday, October 15, marks the rollout of the annual compliance training. E-mail reminders will go out approximately two weeks before the deadline.

**ACTION ITEM: All employees (7 modules) and student employees (5 modules) must complete the mandatory online training within the 60 days period [October 15 to December 14].**

## VII. Updates

### A. Chancellor

Chancellor Carruthers encouraged members to submit nominations for the 2017 ALTA program, discussed the FLSA forum held, and the December 1 implementation date for FLSA. He added a modification of the loan program to include an annual leave buy-out option is being considered for affected employees.

### B. Executive Vice President and Provost

Provost Howard mentioned the memo sent out to faculty to comply with a federal law, Higher Education Opportunity Act. We are required to disclose full cost of our education which includes textbooks and other course materials. Faculty must access the FacultyEnlight website associated with our bookstore and complete to various forms. Provost appealed to deans and department heads to achieve 100 percent compliance.

### C. General Counsel – General Advice

Liz Ellis announced early voting starts today—Reminder about Bonds B and C would benefit NMSU if approved.

### D. Faculty Senate

Chris Brown briefing members on the Faculty Senate's work such as the passing of two memorials, a rule change on Crimson scholars and the use of a consent agenda.

E. Institutional Analysis-Data Snippets

Judy Bosland provided the data snippets presenting NMSU and Branch Campus Enrollment for Fall 2016 and NMSU Retention Rates-First Time Freshmen with Risk Factors.

**ACTION ITEM: Judy Bosland will email data snippets to Chancellor for distribution to Regents.**

F. Employee Council

Adam Cavotta shared details of the Employee Picnic this Friday, October 14.

G. University Advancement

Andrea Tawney provided an update on Giving Tuesday, November 29.

H. ASNMSU

Not in Attendance

I. Graduate Student Council

Not in Attendance

**VIII. Other Comments and Information**

**Attendees:** G. Carruthers, D. Howard, G. Fant, S. Jones, M. Munson-McGee J. Green, L. Ellis, L. Reddi, R. Scott, C. Brown, A. Throneberry, R. Rel, D. Sedillo, N. Grijalva, G. Cerny, M. Jasek, E. Titus, E. Pontelli, E. Vasquez, Chaitanya, A. Price, D. Stuart, S. Eschenbrenner, J. Esparza, S. Stovall, L. Reyes, A. Pena, G. Haubold, M. Moccia, L. Millot, T. Byford for A. Tawney, A. Cavotta for M. Dunivan, S. Lopez, L. Levine for J. Witte, S. Schonfeld for A. Amador

Next Meeting: **Tuesday, November 8, 2016, 8:30 a.m., CCSU, Senate Chambers room 302**

Approved, November 8, 2016