

Minutes of University Administrative Council
Tuesday, December 13, 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 8:34 a.m. The Chancellor recapped the fall commencement events and the prior day's system summit noting some of the priorities for the coming year include distance/online education and dual credit compensation.

II. Review of Action Items

- A. **COMPLETE** - Colleges and Units will identify their top five values and send to Melody Munson-McGee, mmunsonm@ad.nmsu.edu, by Wednesday, November 23, for discussion at the December 13 UAC meeting.

Melody Munson-McGee distributed the summary of values comprised of 25 responses received. The values collected ranged from Diversity and Respect to Excellence and Engagement.

The NMSU values were adopted as follows: **Diversity and Inclusion; Accountability; Excellence; Discovery; and Engagement.**

- B. **In Progress** - All employees and student employees must complete the mandatory online training by the December 15 deadline.

Renee Yoder reported progress with the mandatory annual online training. As of today, 78 percent of employees have completed the training, 300 are in process and 1400 employees have not started.

Action Item: Rene Yoder and Greg Fant will analyze the non-compliance list at which time an overdue compliance training notification will be sent out to supervisors and employees.

III. Approval of Minutes – November 8, 2016

<p>Elizabeth Titus moved, Greg Fant seconded the motion to approve the November 8, 2016, minutes as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]</p>
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IV. Old Business

- A. Proposed Rule 16.20 – Unmanned Aircraft Systems

Stephen Lopez presented the final draft of Proposed Rule 16.20 – Unmanned Aircraft Systems which incorporates feedback received from ADAC and approved by Faculty Senate on December 1.

Bernadette Montoya moved, Renay Scott seconded the motion to approve the proposed Rule 16.20 – Unmanned Aircraft Systems. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

- B. Action on Rule 6.82 – Degree, Majors, Minors and Other Academic Programs of Study (see Appendix C)

Liz Ellis reviewed the proposed action on Rule 6.82 – Degree, Majors, Minors and Other Academic Programs of Study presented as a 2nd read. The recent approval of Policy 6.00 by the Board of Regents authorizes this type of rule. Rule 6.82 also works toward the separation of the regent’s policy manual (RPM) and the administrative rules and procedures (ARP) project.

Greg Fant moved, Elizabeth Titus seconded the motion to approve Action on Rule 6.82 – Degree, Majors, Minors and Other Academic Programs of Study. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

V. New Business

- A. Revision to Rule 2.36 – Payment Card Industry Data Security Standard

Celeste Bernal presented the 1st read of the revision to Rule 2.36 – Payment Card Industry Data Security Standard. The rule is more comprehensive and facilitates the protection of payment cardholder data security standards set forth by the payment card industry. Because many NMSU entities accept payment card payments, the university is a payment card-processing merchant, and as such, must comply with the Payment Card Industry Data Security Standard (PCI DSS). Carlos Lobato explained that a newly formed NMSU PCI DSS Compliance Steering Committee will oversee and administer NMSU’s PCI DSS the compliance efforts.

Comments should be sent to Lisa Warren at gencounsel@nmsu.edu as no review groups were assigned.

- B. Proposed New Regents Policy 10.00 – Administrator Rights and Responsibilities

Liz Ellis presented the 1st read of the proposed New Regents Policy 10.00 – Administrator Rights and Responsibilities. This policy will supersede the one sentence in Policy 1.05.30 stating that all administrators serve at will—that sentence will be removed from Policy 1.05.30 upon final approval of this policy. Proposed Policy 10.00 will specifically draw out and clarify which administrators are covered by the at-will policy. The policy becomes effective once approved by the Regents at which time a Rule will be developed to support this policy in more detail and to address any concerns.

Andrea Tawney announced that the following four naming request opportunities were approved by the Naming Committee earlier in the day.

- C. Request to name a conference room in Gardiner Hall in honor of Dr. and Mrs. George H. and Barbara Goedecke

Andrea Tawney moved, Elizabeth Titus seconded the motion to approve the request to name a conference room in Gardiner Hall in honor of Dr. and Mrs. George H. and Barbara Goedecke. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

Andrea Tawney presented the following two names opportunities—a request to name the *new Chemistry-Biochemistry building in honor of Dr. John “Jack” Monagle* and a request to name the *old Chemistry-Biochemistry building in honor of Dr. Walter Lwowski* in an amended version that recommends keeping the name of the building as it stands and naming one wing in honor of Dr. Monagle and the other wing in honor of Dr. Lwowski.

- D. Request to name the new Chemistry-Biochemistry building in honor of Dr. John “Jack” Monagle

Andrea Tawney moved, Dan Howard seconded the motion to approve an amended request to keep the naming of Chemistry-Biochemistry building and have one of two wings named in honor of Dr. John “Jack” Monagle. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

- E. Request to name the old Chemistry-Biochemistry building in honor of Dr. Walter Lwowski

Andrea Tawney moved, Dan Howard seconded the motion to approve an amended request to keep the naming of Chemistry-Biochemistry building and have one of two wings named in honor of Dr. Walter Lwowski. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

- F. Request to name brew facility in Jett Hall as the Seidel Brewing Laboratory

Andrea Tawney presented the naming request for the brew facility within Jett Hall as the Seidel Brewing Laboratory and reminded members that this request falls within the scope of the Jett Hall naming packet approved by the Regents earlier this year.

Andrea Tawney moved, Bernadette Montoya seconded the motion to approve the request to name the brew facility in Jett Hall as the Seidel Brewing Laboratory. [Motion passed majority ayes, one dissent resulting in favorable recommendation to Chancellor]

VI. University-wide Information/Announcements

- A. Amazon Business Services

Bill Harty introduced details of the Amazon Business account giving credit to Tammy Bracamonte in the PCard Office for the efforts with the set up. Bill distributed a handout outlining the benefits of the Amazon business account. The account provides free shipping—an immediate cost savings of \$4,000 as individual Prime memberships will be eliminated.

Please send questions or comments about the implementation of an Amazon Business account for the university to purchasing@nmsu.edu or call Procurement Services at 646-2916. Should no substantial issues arise, implementation of this program is planned for early January 2017.

Bill Harty announced that Sam's Club is now accepting visa cards, so Procurement Services has made arrangements immediately, for NMSU departments to make purchases using Procurement Cards (PCards) at the Las Cruces and Roswell Sam's Clubs. As a result of this change, NMSU will no longer support using purchase orders for Sam's Club purchases. In addition, NMSU will not reimburse departments for separate Sam's Club memberships. A communication will be sent in an email to PCard Users detailing the new process.

B. Inventory Update

Bill Harty gave an update on inventory and distributed a status report at the Summary Org level. Bill stated four summary orgs are completely done, a few are pending the certification form, and a small number have 100 or less items pending. Of those units pending inventory, some have special circumstances such as items in storage during renovations. A process for inventory in storage is being worked out. As a reminder, the due date for scanning is Wednesday, December 21 and Friday, January 13 for certification forms.

C. University Boards Update

Shelly Stovall provided an update on University Boards. The official list is maintained in accordance with Rule 1.05.90 and monitor annual reporting. Members are asked to validate information on the master list as some of the committee names associated with committees may not exist, may not be correct and/or chair information may be missing. The goal is to gather each board/committee's establishment and annual reporting information and make it accessible at the boards.nmsu.edu webpage. Liz Ellis recommended the master list include a column identifying an administrative office for each entity.

Action Item: Gena Barela will redistribute the table on university boards to UAC. Members will review the list in detail and follow up with those committees/boards whose authority falls under their respective college/unit to ensure all outstanding reports for the past academic year (July 1, 2015 – June 30, 2016) are submitted by January 30.

VII. Updates

A. Chancellor

Chancellor's update was covered during the initial welcome.

B. Executive Vice President and Provost

Provost Howard announced plans to provide an HLC accreditation “mini prep” in January in anticipation of the November 2017 HLC site visit. Following a discussion with HLC, Provost Howard reminded members that whenever NMSU is discussed publicly, it is necessary to disclose our HLC accreditation. As part of federal compliance, all published documents, especially those dealing with recruitment, must disclose NMSU is accredited by HLC. Lauri Millot added that the Non-Discrimination Clause is also required and should be considered as documents are being checked and reviewed.

C. General Counsel – General Advice

No additional comments.

D. Faculty Senate

On behalf of Chair Chris Brown, Ken Hammond reported on business heard at the December 1 Faculty Senate meeting.

E. Institutional Analysis-Data Snippets

Judy Bosland distributed the data snippets on NMSU First-Time Freshmen for 2016 admitted but not enrolled with details of where students enrolled and Trends in Faculty and Staff Counts for all NMSU campuses.

Copies of the 2016-2017 Quick Facts were distributed.

F. Employee Council

Monica Dunivan announced that elections are ongoing for Employee Council members and nominations are being accepted now through December 22; Votes casted in January.

G. University Advancement

Andrea Tawney provided an update on the success of the second-annual Giving Tuesday. \$2 million in gifts were raised, 43 challenges were issued, approximately 24 new scholarships/funds across the system were created, 130 students made a gift and a crowdfunding app, *Make-A-Statement*, was launched.

H. ASNMSU

Not in Attendance.

I. Graduate Student Council

Not in Attendance.

VIII. Other Comments and Information

Attendees: G. Carruthers, D. Howard, M. Munson-McGee, J. Green, L. Ellis, L. Reddi, R. Scott, K. Hammond, K. Van Winkle, H. Sheski, J. Gratton, A. Throneberry, R. Rel, N. Grijalva, E. Titus, E. Pontelli, E. Vasquez for V. Chaitanya, A. Price, S. Eschenbrenner, S. Stovall, L. Reyes, R. Yoder for A. Pena, G. Haubold, M. Moccia, L. Millot, T. Byford for A. Tawney, M. Dunivan, M. Jasek, A. Parra for J. Witte, L. Millot, C. Lobato, T. Bracamonte, S. Lopez, J. Roberts, C. Bernal, B. Harty

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

Approved, January 10, 2017