

**Minutes of University Administrative Council**

**Tuesday, June 14, 2016**

**8:30 a.m. – 10:00 a.m.**

**Corbett Center Student Union Senate Chamber Gallery Room #302**

**I. Call to Order – Greg Fant, Associate Vice President and Deputy Provost**

**Approval of Minutes - May 10, 2016**

**Motion to approve minutes as submitted and seconded**

**II. Old Business**

A. Rule 2.80 - University Communications, Logo and Web Guidelines (Maureen Howard and John Roberts)

1. Distinction drawn between commercial and internal use. Offices are free to use
2. Logo use for partnerships are spelled out

**Approved to move and seconded; with one opposed**

B. Rule 4.30 – Hiring - 2<sup>nd</sup> Read (Liz Ellis & Andrew Pena)

1. Edits incorporated regarding Athletics: Athletics exceptions need to be approved
2. Amendment to add link

**Moved, seconded, passed unanimously**

C. New Regents Policy 18.00 - Advancement - 2<sup>nd</sup> Read (Liz Ellis)

1. Discussion about identifying dollar amount when accepting a gift includes an investment on our part (matching, in-kind, or otherwise)

**Motion to approve as initially read: Motion passed with 4 oppositions**

D. Rule 8.50 - Staff Performance Evaluation/Probation Period - 2<sup>nd</sup> Read (Andrew Pena & Liz Ellis)

1. Revised based on input from Dean Titus

**Approval moved and seconded with grammatical correction: carried unanimously**

**III. New Business**

Many first and second reads: Regents believe our benefits package is too rich. These are at the request of the Regents and have been negotiated with the Union. Seek to have these effective by July 1. Regents retain approval of benefits, so asking for first and second read today. They were distributed to all campuses on April 4. Chancellor has met with AFSCME, Employee Council, etc.

A. Rule 7.20.25 Annual Leave – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)

1. Regular employees for all employees at 0.5 FTE and above. Amend to include typo fix, employed after June 30

Motioned, seconded, approved unanimously

- B. Rule 7.27 Re-Employment of NMSU ERB Retirees – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Eliminate reference to 0.75 FTE and "must be used or forfeited by June 30 of every fiscal year"

Motioned, seconded, approved with amendments

- C. Rule 7.20.75 Sick Leave – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Eliminates payout for separation from the university. Current employees will have June 30 snapshot of sick leave to grandfather maximum payout hours
  2. Discussion of whether to combine items 8&9; decided to leave as

Moved and seconded: passed unanimously

- D. Rule 7.09 Flexible Spending Account – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Changes to plan eligibility from FTE of 0.5 to 0.75 FTE
  2. Grandfathering language from insurance benefits needs to be added to flex spending policy from Union MOU
  3. If FTE changes. Benefits can change
- E. Rule 7.15.05 Group Medical Insurance – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Discussion
- F. Rule 7.15.10 Group Dental – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Discussion
- G. Rule 7.15.20 Group Life Insurance – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Discussion
- H. Rule 7.15.25 Group LTD– 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Discussion
- I. Rule 7.15.30 Supplemental Life Insurance/Voluntary Life Insurance – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Discussion
- J. Rule 7.15.35 Accidental Death and Dismemberment Insurance – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Discussion
- K. Rule 7.15.40 Vision Insurance – 1<sup>st</sup> and 2<sup>nd</sup> Read (Andrew Pena)
1. Discussion

Motion to Approve with one vote items D through K (Rule 7.09, Rule 7.15.05, Rule 7.15.10, Rule 7.15.20, Rule 7.15.25, Rule 7.15.30, Rule 7.15.35, and Rule 7.15.40) subject to amendments to be in alignment with MOU and Union Contract, seconded, passed unanimously

- L. Policy 1.30 Information Technology Governance - 1<sup>st</sup> Read (John Roberts)
  - 1. Send comments to John Roberts or Lisa Warren
- M. Policy 6.86 - Registrar - Policy was provisionally amended (Dacia Sedillo or Liz Ellis)
  - 1. Informational item- No action; will go to BoR for approval
  - 2. Chancellor has already approved on provisional basis
  - 3. This chapter is still in the policy manual and has been assigned to the Academic Track
  - 4. Future work will need to reconcile differences among catalogs and policies. Shelly and Kori Plank are working on this and would take assistance

#### IV. University-wide Information/Announcements

- A. NMSU and Burrell College of Osteopathic Medicine (BCOM) – (Shelly Stovall)
  - 1. Clarification regarding distinction between NMSU and BCOM
  - 2. We need to ensure BCOM assumes all responsibility for their students (Fin Aid, Title IX, etc)
  - 3. Shelly will provide a document clarifying the relationship. Vimal and Kevin will clarify a point about research before distributing to UAC
- B. First-Year Residency Requirement (Ermelinda Quintela/Matt Crouse, Housing Dir.)
  - 1. Exemptions: 21 and older, living with immediate family member, spouse, children medical/financial hardship, active military, veteran status, online only
  - 2. Applies to first-time full-time freshmen and dual credits
  - 3. Effective Fall 2017
  - 4. This is a national current practice: seeking to improve retention but also be sensitive to student challenges
  - 5. Discussion about culture, housing market
- C. Purchases at Barnes & Noble (Norma Noel)
  - 1. Moving away from index numbers for bookstore purchases: Move toward PCard purchases
- D. HRS: Fair Labor Standards Act, (Andrew Pena)
  - 1. Article from Department of Labor specific to Higher Ed
  - 2. FLSA OT changes effective December 1
  - 3. Presentation on Tuesday, July 12

#### V. Updates

- A. Chancellor (**not in attendance**)
- B. Executive Vice President and Provost (**not in attendance**)
  - 1. Introduction: Michael Schmelzle, Director in International Students & Scholar Services
- C. General Counsel – General Advice from GC
  - 1. OGC: Working on SharePoint site to assist with policy and rule distributions
    - a. Goal of share drive limit fewer revisions between UAC 1<sup>st</sup> and 2<sup>nd</sup> reads

- D. Faculty Senate
  - 1. Change of leadership with Faculty Senate from Munson-McGee and Rayson to Brown and Sassenfeld
- E. Institutional Analysis-Data Snippets (**not in attendance**)
- F. Employee Council (**Monica Dunivan**)
  - 1. Employee Council working on picnic, open forums and fall events
- G. University Advancement (**Tina Byford**)
  - 1. MacArthur Foundation offering \$100 million to address a huge problem
    - a. Funding is through a competitive process
  - 2. NMSU is the recipient of a Giving Tuesday award
- H. ASNMSU
  - 1. Introduction: Matthew Bose, New ASNMSU President
- I. Graduate Student Council (**not in attendance**)

**VI. Other Comments and Information**

Attendees: G. Fant, J. Green, L. Warren, L. Ellis, S. Stochaj, S. Loring, G. Haubold, T. Byford, R. Scott, K. Van Winkle, C. Brown, A. Throneberry, R. Rel, B. Montoya, M. Bose, A. Parra, J. Roberts, M. Howard, M. Chavira, Joan Esparza, M. Jasek, M. Dunivan, Nancy Ritter, E. Titus, D. Wagner, E. Pontelli, E. Vazquez, A. Pena, V. Chaitanya, M. Driver S, N. Noel, R. Justus, D. Stuart, A. Price, M. Crouse, E. Quintela, S. Eschenbrenner, K. Boberg, S. Stovall, M. Schmelzle, L. Reyes, J. Nevarez, M. Munson-McGee

Approved on July 12, 2016