

Minutes of University Administrative Council
Tuesday, August 11, 2015
8:30 a.m. – 10:00 a.m.
Domenici Hall, Room 109

I. Call to Order – Garrey Carruthers, President

This meeting was called to order by Chancellor Carruthers at 8:30 a.m.

II. University-wide Information/Announcements

A. Move-In Day Presentation (Julie Webber)

Item presented by Julie Webber. Move-In day is Sunday, August 16, 2015, from 8:00 a.m. – 3:30 p.m. There will be a welcome dinner in Taos Restaurant from 4:00 p.m. – 6:00 p.m. The outdoor stage will host activities after 7:30 p.m. Jennifer Montes is the volunteer coordinator and is still in need of volunteers.

B. Title IX Flyer (Jerry Nevarez)

Item presented by Jerry Nevarez. Handout provided. Flier contains information regarding student's rights and resources should an incident occur. The flier is accessible through the Office of Institutional Equity's website at <http://eeo.nmsu.edu/files/2013/11/New-Title-IX-Poster.pdf>. The fliers will be placed in dorm rooms for returning students. Most incidents that will fall under Title IX usually happen within the first 5 weeks of the semester. Should a student report an incident and wish to keep it confidential, the incident still needs to be reported to the Title IX Coordinator. All efforts will be made to maintain confidentiality.

III. Old Business

A. Policy 1.05.22 Use of NMSU Seal-SECOND READ/VOTE (Lisa Warren)

Item presented for second read by Lisa Warren. There were no additional comments or discussion. Move to approve made and seconded. Voice vote passed unanimously.

B. Informational Item-Policy 2.96 to establish a WALK ONLY zone on the International Mall was not acted on, and may be under reconsideration by ASNMSU

Item presented by ASNMSU President Dustin Chavez. Dustin met with student peer groups regarding the policy. They felt it could hinder students and increase wheel traffic in the Frenger area. Dustin will be working with the Electrical Engineering department and Dr. Pines to reexamine the policy and look at ways to improve efficiency for traffic around campus. The policy has not been approved by the Regents and the student body is revisiting the proposal.

IV. New Business

A. Mobile Communication Device Policy (revision of Policy 2.35.1.3.4 Mobile Communication Device Usage)-FIRST READ (D'Anne Stuart)

D'Anne Stuart presented this draft for first read. Handout provided. Current policy and practices for mobile devices were made prior to the availability of unlimited plans. Cell phone plans will be reexamined and more cost efficient plans will be chosen. There was a question whether this should be in policy or rather moved to the Business Procedures manual. After discussion it was determined this information should be placed in the NMSU Procedures Manual. Lisa Warren pointed out this policy falls under "High Speed Data Connectivity in Employee's Home" and suggested that portion of the policy manual also be moved into the Business Procedures manual

Motion was made to repeal both out of policy and move into procedure.
Motion was moved and seconded. Voice vote passed unanimously.

B. Phase II Vehicle Reduction Plan (Ophelia Watkins)

Ophelia Watkins presented this draft for first read. Handout provided. Current NMSU fleet is at 509 (8 FTE/vehicle) vehicles. In order to reach the goal of 10 FTE per vehicle, the fleet should be at 394 FTE. Some colleges will need an exception; those colleges will be worked with separately. The conversation will continue and be moved to committee.

V. Updates

A. President

- Delegates from Sun Belt Conference are visiting NMSU today and tomorrow. President Carruthers will meet with the group at noon. NMSU will ask the Sun Belt Conference if all our sports can be a part of the conference. There is some resistance to this due to our distance from the conference.
- Our highest priority going into next the legislative session is compensation increase, in particular for staff. NMSU has been working to get most of the faculty within the market band of the Mercer adjustment. Two groups have been left out of the adjustment. Staff and college track lines have not yet been addressed.
- Status of the Animas River: There is strong discouragement for any use of the water for livestock, irrigation, or human consumption. The NMDA, and NMSU CES & AES faculty are at the Animas supporting the emergency operations center.

B. Executive VP/Provost

- Thursday September 13, 2015 is last administrator training session of the summer. NMSU is looking at a \$1,000.00 fine per administrator who has not taken the training. Academic administrators who have not taken the training know their positions are in jeopardy.
- NMSU is working on providing paid leave to 9-month faculty who have a family or medical emergency. Nine-month faculty can accrue one paid day of leave every month for a qualifying event, giving them a total of 9 days / year. Faculty who have been with NMSU for some time will immediately be allowed to bank up to 10 years (20 weeks) time. The community college faculty will also have the same allowance. President Carruthers will make the announcement at convocation.

C. General Counsel – General Advice from GC

- The Regents modified the IPRA (Information and Public Policy Records Act). The procedures are now accessible through the General Council webpage. An IPRA request was sent to NMSU which did not receive a response. A complaint was filed with HED and the Governor's office. NMSU could be assessed a \$100/day penalty for not complying with the request. An email with more information was sent from the Office of General Council. The email requests departmental contact emails and phone numbers of for the poster. Those listed would act as custodians and need to monitor the emails and messages every day. The information needs to be returned ASAP to finalize the poster.
- The Attorney General's Office is coming to the New Mexico Farm and Ranch Museum to conduct a training October 01, 2015, 9:00 a.m.-12:00 p.m. Every department needs to send a rep and let Liz know who will be coming from your office.

D. Faculty Senate

Faculty Senate will return in 3 weeks.

E. Institutional Analysis-Data Snippets

Data provided on student employment. Handout provided with graphs giving numbers of grad assistants and student employees. Suggested more departments should use work study students, or check with the financial aid office to see if student employees are eligible for work study funds.

F. Employee Council

- The Employee Council is moving forward and has funding for the employee tailgate on September 12, 2015.
- The annual employee picnic will be Friday, October 16, 2015; 11:00 a.m. – 1:00 p.m. It will be for faculty, staff, *and* their families.

G. Alumni

- Leslie Cervantes has been hired as Associate Vice-President for Alumni starting August 24, 2015.
- Alumni will be hosting home and away tailgates this semester. Announcements will be sent.

H. ASNMSU

- Working with industrial engineering on the walking zone.
- In the process of establishing an undergraduate council university president.
- Would like to see more faculty and staff at tailgates.
- Trying to actively seek input from students, faculty and staff in addressing issues with students.

I. Graduate Student Council

Working with Dean Reyes and international students on of trying to increase GSO's.

VI. Other Comments and Information

Wednesday, August 12, 2015 starts Crimson Kickoff.

Reminders regarding the compliance training modules will be sent out beginning next week and continuing through the month of September. This is mandated training that has to take place before October 1st. If you have completed a training module prior to April you will still need to complete the newest modules.

Next Meeting: Wednesday, September 9, 2015, 8:30 a.m., Corbett Center Senate Chamber Gallery room 302