

## **REVISED**

### **University Administrative Council**

**Tuesday, November 10, 2015**

**8:30 a.m. – 10:00 a.m.**

**Corbett Center Student Union Senate Chamber Gallery room 302**

#### **I. Call to Order – Dan Howard, Provost**

Meeting was called to order at 8:30 a.m.

#### **II. University-wide Information/Announcements**

##### **A. Retirement Recognition Guidelines - Angela Throneberry**

- Clarification of existing guidelines not incorporated in the Business Procedures Manual. Document provided is a draft.
- Provided to assist faculty & staff in being good fiscal stewards of NMSU and state resources.

##### **Eligibility Requirements**

- Limited to employees with a minimum of ten (10) years of service at NMSU.
- Event must be open to the NMSU community
- Must be a retirement (not farewell) reception.

##### **Allowable Costs**

- With approval, departments allowed to spend up to \$500.00 for the reception.
- A maximum of \$100.00 (of the \$500.00 allowed) may be used toward a commemorative gift
- With prior justification and approval, additional expenditures for the retirement event are allowed. Expenses are not to exceed \$1,500.00. Gift limit remains at \$100.00 max.

##### **Allowable Expenditures**

- Food & beverages (does not include alcohol)
- Commemorative gift (does not include cards or flowers)
- Rental expenditures related to event (does not include decorations)

Donor funds should not be used for events exceeding maximum allowable amount.

Chancellor Carruthers cautions against extravagant events and recommends sponsors consider fundraising for such events.

#### **III. New Business**

##### **A. Rule 1.10 Proposal, for inclusion in the NMSU Administrative Rules and Procedures FIRST READ (Liz Ellis/Lisa Warren)**

- Stage 1 of the policy manual re-invented project, introduced at the October UAC meeting, was sent to the Regents and has been approved.

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- Pursuant to the policy, a replica of policy manual has been made while policy is separated from procedure.
- Next step: Adopt a streamlined rule for vetting proposed rules and policies.
- New policy states anyone can make a proposal for rule or policy.
- Proposals for policy or rules will take the following route:
  - Policy will be sent to the policy/rule administrator and General Counsel, who should review it for any issues or potential issues.
  - After format of policy is reviewed and accepted, policy will go to the Chancellor's office.
  - The Chancellor will have an advisory meeting with (at minimum) the Chancellor, the Provost, the Faculty Senate Chair, and Faculty Senate Vice-Chair.
    - Each chancellor will be able to set up own advisory group as long as it includes the Senate Chair.
  - This group will need to use a Review Assignment Form and decide if the proposal is on the Academic track, regarding matters of shared governance (Faculty Senate approval required to move forward) or Administrative Track.
    - Proposals determined to be academic will be sent to the academic track reviewing group.
    - Proposals determined to be administrative will be sent to the administrative track reviewing group.
  - Proposal will then be returned to General Counsel and a routing sheet will be prepared.
    - Routing groups can sign off as having reviewed the proposal without necessarily approving it.
  - Total routing time-frame for rules will be 6 weeks. This includes first review by the UAC.
    - Second read and vote will happen at the following UAC meeting
    - Six- week period does not apply to rules on academic track
  - Policy or rule will then be routed back to the Chancellor's office for his decision.
  - Chancellor has the final say on whether a rule will be adopted.
  - Policies will go one step further to the Board of Regents for consideration and approval.

### Discussion

- NMSU used to keep a summary list of decisions made along the process. Would be useful to implement this again, and make it available for review.
- Suggested we have a Share Point site as a tracking mechanism.
  - Legal does not have the staff to make this happen. Suggested this task goes to the Senate.

### **Motion made to suspend the requirement for a second read. Motion made and seconded.**

### Discussion

- Not all in attendance were able to thoroughly review the proposal prior to the meeting. Would it be possible to vote via email?

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- Waiting to vote would continue to hold up policies waiting to go forward. This process is about trying to take the administrative policy out of the policy manual. Currently there is no process for doing that.

### **Provost tabled the motion, as not all have read the policy.**

- Council has until the end of the week to read and comment on the proposal.
- Concerns or comments should be sent to Lydia at [lbduan@nmsu.edu](mailto:lbduan@nmsu.edu).
- Voting will open Monday, Nov. 17<sup>th</sup> and close Wednesday, Nov. 18<sup>th</sup> @ 8:00 a.m.
- If changes are made, Faculty Senate chair requests a red-lined version of the policy.
- Comments will be shared with UAC.

### **B. Payment Card Industry (PCI) & Data Security Standard (DSS) (Norma Grijalva)**

- PCI DSS is industry standard developed by banks; **not** a law.
- Standard changes yearly and becomes harder to comply every year.
- Non-compliance makes institution ineligible to accept credit card payments.
- PCI DSS was instituted for increased security and to shift risk away from banks.
- PCI DSS compliance requirement list is currently 115 pages in length.
- Merchant levels are determined by transaction count. Level 1 is most stringent,
  - NMSU is level 3: 20,000 – 1,000,000 transactions/year.
- Any department that takes credit card transactions must be PCI compliant.
- PCI requirements:
  - Establishing secure processes
  - Performing quarterly vulnerability scans
  - Annual internal penetration tests
  - Annual PCI training
  - Annual self-assessment reporting
- NMSU PCI DSS policy is currently 2.36; will change.
- PCI Team performs due diligence for NMSU
- PCI team contracted with Cisco to perform an external assessment (not an audit) July - August 2015, to identify areas that need improvement.
- Assessor found NMSU to be 67% compliant with PCI DSS requirements. In the context of Higher Ed, NMSU is on the right path.
- Assessor recommends:
  - Establishment of PCI Steering Committee
  - Reduction of Merchant ID's
  - Deployment of Virtual Desktop Infrastructure (VDI)
  - Establishment of IT Governance at NMSU
- Costs of noncompliance are
  - NMSU moves from level 3 to 1
  - \$\$ paid out in fees, investigations, notifications, and possible litigation.
  - Damage to reputation

NMSU does not need a perfect score. Rather, we need to show the effort in trying to comply with process and intent in doing the work. If we show little to no effort, PCI will be harder on us. This will be an ongoing effort on our part.

### Discussion

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- Urge UAC to go to their respective colleges and ensure groups accepting credit card payments reach out to PCI team to be sure we are within guidelines.
- We should not be using standalone credit card systems at NMSU. Doing so can put the entire NMSU system at risk.
- Square card readers (such as the kind used during bake sales) currently do not have the same requirements, as they are not processed over the NMSU network. However, because they could inadvertently switch over to wireless, standards will need to be developed and put into place.

### **C. Naming of the Women's Swimming and Diving Locker Room to The Wanda Glass Family Swimming and Diving Locker Room (Andrea Tawney / Tina Byford)**

Based on contribution received from the Torgerson family, who have been long term supporters of NMSU. Building new places for women athletes will help with our Title 9 stance. It was Smokey Torgerson's desire to have the locker room named after her mother, Wanda Glass.

**Motion to approve naming made. Committee votes unanimously in favor.**

## **IV. Old Business**

### A. Policy 4.30.10 Hiring-Definitions SECOND READ/VOTE (Andrew Pena)

- Revisions presented last month.
- Compliance issue
- Policy will be implemented Jan. 01, 2016, pending BoR approval.

**Motion to approve moved and seconded. Committee votes unanimously in favor.**

## **V. Updates**

### A. President

### B. Executive VP/Provost

- Chancellor Carruthers spoke at PAC last week about "Food Insecurity".
  - The Chronicle had an article in their last issue about hunger on campuses.
  - ASU did a study of first year students and found about 36% suffered from food insecurity; defined as:
    - Skipping meals because of lack of money.
    - Not eating nutritiously due to of lack of money.
- NMSU is renewing emphasis on Aggie cupboard.
  - In lieu of giving gifts, consider giving to Aggie Cupboard.
- General Education: A group of faculty is meeting to review General Education requirements. Secretary Damron is in favor of the effort to modify and evaluate NMSU's Gen Ed requirements.
- NMSU-BCOM Osteopathic Medicine Pathway Program (OMPP): Burrell College of Osteopathic Medicine (BCOM) and NMSU have signed an agreement to set up a pathway to the program with guaranteed spots for 25 incoming freshmen who meet requirements:

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- 3.3 GPA
- Score 50% percentile or above in MCAT
- Keep a clean academic record
- participate in various programs associated with the program
- Deadline for application is Jan 15, 2016.

### C. General Counsel – General Advice from GC (Lisa Warren) No report

### D. Faculty Senate (Stuart Munson-McGee)

- The Senate reviewed proposition 05-15/16: Modification of the University's Viewing a Wider World Requirement.
- Committee tabled the legislation; will be reviewed again next month.
- 4 new pieces legislation introduced
  - Change in Major Name – accreditation driven
  - Modification of policy 6.82
  - Changing composition and addressing privileges of ex-officio.
  - Request to look at time scheduled between classes.
- Still looking at revisions to NMSU P&T policy; will have recommendations in February; trying to make it match new policy format.

### E. Institutional Analysis – Data Snippets

- The number of students that received the lottery scholarship in Fall 2014 has not changed drastically compared to Fall 2013.
- More students are losing the lottery scholarship because of the required change in hours to 15 minimum; however, it is not a large number of students.
- Dual credit courses: Formula will not pay for any remedial dual credit courses.
- Not all dual credit students are taking General Ed.
- A growing number of incoming freshmen to the main campus have dual credit.
- Many of our incoming freshmen have dual credits. Some enter with junior status; one student entered with enough dual credit to be classified as a senior.

### F. Employee Council (Sharon Jones)

- Announcement: Harry Sheski - New Interim President at the Grants campus
- A retirement party will be held for Felicia Casados in Grants on Nov.18, 2015.

### G. University Advancement (Tina Byford)

- Giving Tuesday is coming up: December 01, 2015.
- You should expect to see increased email communications through next month.
- TV and radio spots will be broadcast for Giving Tuesday.
- Invitation extended to visit headquarters in Corbett Center on Dec. 01.

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### H. ASNMSU (Dustin Chavez)

- Looking at updating Financial Procedures workshop.
- Student Senate is looking at VWW recommendations.
- Undergraduate Council of University Presidents will meet Nov. 20<sup>th</sup>
  - Committee was put together in hopes of making statewide policy recommendations for the legislative session.
- Student fee review board met in October; will meet again in November.
- Thanks to all who have allowed student shadowing.
- Special thanks to Maureen and University Communications for facilitating the endeavor and for encouraging others to step up.

### I. Graduate Student Council (Adam Amador)

No comments

## **VI. Other Comments and Information**

- Angela Throneberry – Bill Harty has transitioned from VP of Research to Director of Central Purchasing and Risk Management, effective November 1<sup>st</sup>.
- D’Anne Stuart – Get your mobile device plans to her ASAP.

**Next Meeting: Joint meeting between PAC and UAC Monday, December 7, 2015, 8:00 a.m., Corbett Center Senate Chamber Gallery room 302**

### **Attendees**

A. Parra  
S. Stochaj  
S. Stout  
M. Munson-McGee  
G. Haubold  
T. Byford  
S. Jones  
G. Fant  
L. Ellis  
M. Moccia  
K. Boberg  
A. Throneberry  
L. Warren  
J. Green  
B. Montoya

E. Titus  
D. Wagner  
M. Howard  
H. Shecki  
J. Bosland  
A. Price  
D. Stuart  
A. Hubbell  
M. Chaiken  
J. Hoffman  
J. Gratton  
K. Van Winkle  
D. Pope-Davis  
A. Amador  
N. Grijalva

B. Hardy  
A. Pena  
V. Chaitanya  
R. Justus  
P. Montez  
C. Lascano  
C. Bernal  
C. Lobatto  
R. Bamford  
J. Roberts  
D. Chavez  
L. Reyes  
J. Libbin  
S. Munson-McGee