

**Minutes of University Administrative Council**  
**Tuesday, February 14, 2017**  
**8:30 a.m. – 10:00 a.m.**  
**CCSU, Senate Chambers, room 302**

**I. Call to Order**

The meeting was called to order at 8:29 am. Provost Howard spoke about Spring Commencement on May 13. Last fall a new tradition of inviting faculty to participate in the commencement breakfast and lunch was started. Provost Howard asked members to communicate with faculty that the tradition will continue.

**II. Review of Action Items**

Provost Howard acknowledged the completion of the FY15/16 University Boards annual reporting. As a reminder a call for annual reports for FY16/17 will be made in late March/early April.

**A. University Boards**

**Complete** - Gena Barela distributed the university boards table to UAC members. Members reviewed the list in detail and followed up with those committees/boards whose authority fall 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.

**III. Approval of Minutes**

**Elizabeth Titus moved, Angela Throneberry seconded the motion to approve the January 10, 2017, minutes as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**IV. Old Business**

**A. Policy 11.05 - Intellectual Property Management**

Lisa Warren stated Policy 11.05 – Intellectual Property Management is coming back for a 2<sup>nd</sup> read which implements recommendations from the various review groups. Policy 11.05 has gone through a lengthy process to addresses the management of all intellectual property, from faculty, staff, and student creators. The policy will go to the Board of Regents for approval.

**Elizabeth Titus moved, Angela Throneberry seconded the motion to approve Policy 11.05 – Intellectual Property Management as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**B. Rule 11.05 - Intellectual Property Management**

Provost Howard referred to the cleaned up copy as well as the red-lined version of Rule 11.05 - Intellectual Property Management. This rule implements Regents Policies 11.05 and 5.00 B.13, in which IP ownership rights and the processes for IP protection, commercialization and technology transfer are established.

**Elizabeth Titus moved, Glen Haubold seconded the motion to approve Rule 11.05 – Intellectual Property Management as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

#### C. Policy 10.00 - Administrator Rights and Responsibilities

Liz Ellis presented the 2<sup>nd</sup> read for Policy 10.00 - Administrator Rights and Responsibilities and noted that 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 by the Board of Regents.

**Andrew Pena moved, Greg Fant seconded the motion to approve Policy 10.00 – Administrator Rights and Responsibilities as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

### V. New Business

#### A. Rule 5.25 - Faculty Compensation, Generally

A revised 1<sup>st</sup> Read for Rule 5.25 – Faculty Compensation, Generally was presented which deals with salary adjustments. Comments should be sent to Lisa Warren, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu).

#### B. Rule 5.27 - Compensation - Faculty Promotion

A revised 1<sup>st</sup> Read for Rule 5.27 – Compensation—Faculty Promotion was presented and reflects defining the role of community colleges. Comments should be sent to Lisa Warren, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu).

#### C. Re-structuring of Some Policies within Title I of the RPM

- 1.00 NMSU History and Mission \*
- 1.01 Establishment and Governance \*
- 1.02 BOR Authority and Responsibility
- 1.03 Regents Committees\*
- 1.04 Regents Awards and Recognition
- 1.05 BOR Other Policies
- 1.06 NMSU Seal \*

Additional companion proposals to move or re-number current policies

\*A compared redline version available -included at end of clean copies

Liz Ellis explained that for the most part the restructuring of existing Policies 1.00 – 1.06 is in anticipation of going to a web-based policy manual and an easily recognizable numbering system conversion. Liz noted changes that included pulling an unnumbered portion from the introduction section in to title 1 of Regents Policy Manual in addition to some reorganization of information. Liz requested, if approved today, that 1.05 BOR Other Policies be amended to 1.05 BOR Affiliated Entities. In order to make the March 6 Board of Regents agenda deadline, the request to expedite a 2<sup>nd</sup> read for renumbering only was made. The discussion about the NMSU seal and its use will be revisited at a later date.

**Bernadette Montoya moved, Angela Throneberry seconded the motion to approve the request for an expedited review of the Re-structuring of Policies 1.00-NMSU History and Mission; 1.01-Establishment and Governance; 1.02-BOR Authority and Responsibility; 1.03-Regents Committees; 1.04-Regents Awards and Recognition; 1.05-BOR Affiliated Entities; 1.06-NMSU Seal within Title I of the Regents Policy Manual as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**Chris Brown moved, Elizabeth Titus seconded the motion to approve a simultaneous review of the Re-structuring of Policies 1.00-NMSU History and Mission; 1.01-Establishment and Governance; 1.02-BOR Authority and Responsibility; 1.03-Regents Committees; 1.04-Regents Awards and Recognition; 1.05-BOR Affiliated Entities; 1.06-NMSU Seal within Title I of the Regents Policy Manual as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**Elizabeth Titus moved, Greg Fant seconded the motion to approve the Re-structuring of Policies 1.00-NMSU History and Mission; 1.01-Establishment and Governance; 1.02-BOR Authority and Responsibility; 1.03-Regents Committees; 1.04-Regents Awards and Recognition; 1.05-BOR Affiliated Entities; 1.06-NMSU Seal within Title I of the Regents Policy Manual as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

D. A proposed new Regents Policy 2.00, replacing current Regents Policy 1.05.40 (Organizational Charts)

Liz Ellis presented proposed new Regents Policy 2.00, replacing current Regents Policy 1.05.40 (Organizational Charts) accompanied by a request for an expedited review. The hierarchical organizational structure of NMSU and NMDA and their components shall be set forth in one or more organizational charts which shall be available via the institution's website. The organizational charts shall indicate reporting relationships. A solid line connecting a specific position or unit to another higher level position or unit typically indicates both administrative and functional reporting to the same higher level individual or position. Where a unit or position also has a dotted line connecting it to a different higher level position or unit, the dotted line shall indicate the functional reporting relationship, while the solid line indicates the administrative reporting relationship.

**Elizabeth Titus moved, Angela Throneberry seconded the motion to approve the request to expedite the review of proposed New Regents Policy 2.00, replacing current Regents Policy 1.05.40 (Organizational Charts) as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

- E. A Proposal to repeal provisions within Chapter 1 of the ARP, with the exception of 1.10; 1.15 and 1.20

Liz Ellis recounted efforts to transition the policy manual to a web-based document while managing all the moving pieces involved in separating rule from policy. Liz followed with a request for an expedited review of the proposal to repeal provisions within Chapter 1 of ARP, with the exception of 1.10; 1.15; and 1.20 which extracts rule from policy.

**Angela Throneberry moved, Greg Fant seconded the motion to approve the request to expedite the review of the Proposal to repeal provisions within Chapter 1 of the Administrative Rules and Procedures Manual (ARP), with the exception of 1.10; 1.15; and 1.20 as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

**Bernadette Montoya moved, Greg Fant seconded the motion to approve the Proposal to repeal provisions within Chapter 1 of the Administrative Rules and Procedures Manual (ARP), with the exception of 1.10; 1.15; and 1.20 as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

- F. New Rule 15.50 - Management of Health Information – HIPAA Compliance

Carlos Lobato, John Roberts, and Norma Grijalva introduced a 1<sup>st</sup> read of new Rule 15.50 - Management of Health Information – HIPAA Compliance. The Health Insurance Portability and Accountability Act of 1996, which mandates significant change in the laws and regulations governing the provision of health benefits, the delivery and payment of health care services and the security and confidentiality of Individually Identifiable and Protected Health Information. As used in this Rule, HIPAA will also include the regulations promulgated under the authority of the Act.

The adoption of a HIPAA policy is required by law and essential for NMSU to properly guard health information. The proposed rule indicates NMSU designates the IT Compliance Officer as the HIPAA Privacy Officer (HPO) and the Chief Information Security Officer as the HIPAA Security Officer (HPO). Currently, John Roberts serves as the chief information Security Officer, CISO. John Roberts talked about the resources needed in order to cover regulatory requirements, and to address technical and administrative solutions efficiently. In closing, John noted this effort would need its own department with proper staffing.

Comments should be sent to Lisa Warren, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu); Carlos Lobato, [clobato@ad.nmsu.edu](mailto:clobato@ad.nmsu.edu); and John Roberts, [sysjcr@nmsu.edu](mailto:sysjcr@nmsu.edu).

## G. Revised Rule 6.55 - Distance Education

Provost Howard presented the Revised Rule 6.55 – Distance Education as a 1<sup>st</sup> Read accompanied by a request for an expedited review period. HLC is taking a very hard look at distance education programs and looking for educational quality. Provost Howard cited the importance of having this rule in place prior to the HLC site visit in November and our assurance report in September.

Comments should be sent to Lisa Warren, [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu) by February 21.

**Chris Brown moved, Rolando Flores seconded the motion to approve the request to expedite the review period for Revised Rule 6.55 - Distance Education as presented.**  
*[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

## VI. University-wide Information/Announcements

### A. Academic Calendar

Provost Howard spoke about the academic calendar kept by the Provost Office. The calendar is kept three years in advance and as a new year is added, it is shared for informational purposes. Members do not cast a vote but are asked for feedback to see if it makes sense and collect suggestions on items to be included.

### B. 2017 Capital Outlay

Glen Haubold presented the Capital outlay requests to go to the 2018 New Mexico State Legislature. The Five Year Plan for capital outlay requests for NMSU's Las Cruces were distributed ahead of the meeting.

### C. Overdue Annual Compliance Training

Andrew Pena reported the significant progress made with the annual compliance training. One hundred eight non-regular and regular employees have not completed the training. A report will be sent to respective deans and VPs requesting follow up action.

### D. Advancement Trainings

Tina Byford provided a handout containing information on two trainings hosted by University Advancement.

#### *Proven Approaches to Building Corporate Engagement*

Academic Impressions will present a webinar to help you build corporate, foundation and industry partners

Tuesday, February 14, 2017, at 11:00 am in Dove Hall

*Fundraising at NMSU: How Deans and Department Heads Can Make an Impact on Giving*

An all-day training by a professional consultant who will inspire you to accept the challenge of fundraising.

Monday, April 10, 2017, 8am-5pm, CCSU – Dona Ana Room

## VII. Updates

### A. Chancellor

Not in attendance.

### B. Executive Vice President and Provost

Provost Howard touched on NMSU's recruiting, admission, and retention efforts.

On the recruiting and admissions front, undergraduate applications to NMSU Las Cruces for Fall 2017 are up 8.2 percent compared to the same time last year, and the number of students admitted is up 18.9 percent. Most of the increase in applications can be attributed to a bump in out-of-state applications, particularly from Texas. Within the state of New Mexico, applications have increased from every county with the exception of Luna (where we have exactly the same number of applications as last year), and Doña Ana, where the number of applications is down. We will work hard to turn around the Doña Ana numbers in the coming months, and Provost Howard encouraged members to help in this effort by sharing stories of the inspiring accomplishments of colleagues and students with neighbors.

On the retention front, our fall to spring retention of our first-year students is the highest we have seen in more than a decade, a remarkable achievement and a testament to the good work of our faculty, advisors, navigators, and other staff members.

It is still early in the application and admission process and there is much work to be done to ensure that we convert applicants to Aggies.

**Action Item: Justin Bannister to draft a story for publication in local newspaper(s) and other outlets on the good news about NMSU's recruiting, admission, and retention efforts.**

### C. General Counsel – General Advice

No comment.

### D. Faculty Senate

Chris Brown asked members to review the Faculty Senate report distributed ahead of the meeting and quickly mentioned the credentialing discussion and announced he was re-elected for a second term as chair of Faculty Senate.

### E. Institutional Analysis-Data Snippets

Judy Bosland distributed the Data Snippets which contained first semester successes of Aggie Pathway students at community colleges, fall to spring retention rates, and enrollment population projections.

#### F. Employee Council

Adam Cavotta gave details of the transition and new leadership of Employee Council—Adam is the new chair, Cassie McClure, is the chair-elect, 8 new members were elected and 2 other members were voted back in. Employee Council has partnered with University Advancement to coordinate Founders Day events to be held on Wednesday, April 26. Ideas are being sought for this year's theme: Chile. Nominations for a non-exempt staff member for the Ralph B. Crouch Award are being accepted, email Greg Smart at [gsmart@nmsu.edu](mailto:gsmart@nmsu.edu). March 9 marks the next Employee Council meeting.

#### G. University Advancement

No further comment.

#### H. ASNMSU

**Not in attendance.**

#### I. Graduate Student Council

Not in attendance.

### **VIII. Other Comments and Information**

Dean Jasek announced nominations for the Student Leadership Awards are being accepted through March 15.

Judy Bosland announced the survey regarding meeting efficiencies the Chancellor spoke of at the last meeting will be released tomorrow, February 15, by email. Please complete the survey.

Bernadette Montoya announced a 3<sup>rd</sup> Aggie Experience event is being hosted on Monday, February 20. Bernadette introduced Roberto, a graduate student from College of Education, joining her for the day as part of his intern work.

Provost Howard acknowledged Ermelinda Quintela who has assumed her new role as chief Audit Officer. Liz Ellis reminded members to use Audit Services as a resource to improving compliance with rules and regulations.

Dean Reddi announced the activities planned next week for National Engineering Week.

Norma Grijalva announced Thursday, February 16 is Aggie Tech Day sponsored by ICT's Student Technology group and announced CRM Advise has gone live, our predictive analytics tool!

**Attendees:** D. Howard, M. Munson-McGee, G. Fant, L. Ellis, L. Reddi, C. Brown, A. Throneberry, E. Titus, E. Pontelli, R. Flores, D. Pope-Davis, J. Hoffman, M. Chaiken, E. Vasquez, D. Wagner, B. Montoya, D. Stuart, L. Warren, S. Eschenbrenner, S. Stovall, L. Reyes, G. Haubold, J. Bosland, E. Quintela, N. Noel, M. Moccia, L. Millot, J. Bannister, N. Grijalva, K Boberg, T. Byford for A. Tawney, A. Cavotta, M. Jasek, A. Parra for J. Witte, C. Lobato, J. Roberts, J. Esparza, K. Chervenock for C. Menking

Next Meeting: **Tuesday, March 14, 2017, 8:30 a.m.**, CCSU, Senate Chambers room 302

**Upcoming Events:**

January 17 – March 18 - 2017 New Mexico Legislative Session

March 6, 2017, 1:00 pm, Ed Services – Board of Regents Meeting

Approved March 14, 2017