

Minutes of University Administrative Council
Tuesday, January 9, 2018
8:30 a.m. – 10:00 a.m.
CCSU, Senate Chambers, room 302

I. Call to Order – Garrey Carruthers, Chancellor

Chancellor Garrey Carruthers called the meeting to order at 8:31 a.m. The excitement of NMSU's win at the Arizona Bowl was discussed. Gena Jones was introduced as the new associate vice president of Human Resource Services.

II. Review of Action Items - None

There were no action items to review.

III. Approval of Minutes – November 14, 2017

The November 14, 2017, minutes were reviewed and approved.

Beth Titus moved, John Gratton seconded the motion to approve the November 14, 2017, minutes as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

IV. Old Business (Second Reading and Vote to Recommend to Chancellor)

A. No old business

V. New Business (ARP revision proposals have been uploaded to SharePoint site: <https://eltnmsu.sharepoint.com/sites/gencounsel/> for a Review/Comment period through February 2.

A. Revision to ARP 15.62 – Protection of Federal Information; FISMA Compliance [Norma Grijalva or Carlos Lobato]

Norma Grijalva and Carlos Lobato presented first read of the proposed revision to ARP 15.62 – Protection of Federal Information; FISMA Compliance. The revisions intend to align the policy in accordance with new requirements, regulations and stipulations received by external governing agencies. Comments should be submitted using the SharePoint site by February 2.

B. Revision to ARP 15.63 – Protection of Customer Information; GLBA Compliance [Norma Grijalva or Carlos Lobato]

Norma Grijalva and Carlos Lobato presented first read of the revision to ARP 15.63 – Protection of Customer Information; GLBA Compliance. The revisions intend to align the policy in accordance with new requirements, regulations and stipulations received by external governing agencies. Comments should be submitted using the SharePoint site by February 2.

C. Repeal of two policies from RPM, based on duplication with ARP [Liz Ellis or Lisa Warren]

- 2.10, Non-Academic Units – Creating, Reorganizing, Relocating, Eliminating [will remain in effect at ARP 2.10]
- 6.35, Mandatory Employee Training and Other Professional Development Opportunities [will remain in effect at ARP 6.89]

Liz Ellis presented the repeal of policy 2.10, Non-Academic Units – Creating, Reorganizing, Relocating, Eliminating and 6.35, Mandatory Employee Training and Other Professional Development Opportunities from the Regents Policy Manual (RPM). The request for approval of first and second read was granted considering it is a housekeeping issue in which duplication in the Administrative Rules & Procedures (ARP) is eliminated. Policy 2.10 and 6.35 will remain in effect at ARP 2.10 and ARP 6.89, respectively.

Liz Ellis moved, Jeff Witte seconded the motion for approval of first and second read to repeal policy 2.10, Non-Academic Units – Creating, Reorganizing, Relocating, Eliminating and 6.35, Mandatory Employee Training and Other Professional Development Opportunities from the Regents Policy Manual (RPM) as presented. Policy 2.10 and 6.35 will remain in effect at ARP 2.10 and ARP 6.89, respectively. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

VI. University-wide Information/Announcements

A. ASNMSU-Student Government [Kevin Prieto]

ASNMSU President Kevin Prieto and ASNMSU Chief of Staff Carley Casey gave a presentation on the history of ASNMSU, student government, student services, resources, and events.

B. BOR Meeting Agenda [Natalie Kellner]

Natalie Kellner gave an update on changes to the Board of Regents operations such as meeting structure, agenda items submission process and guidelines. Plans are to provide meeting material electronically and due away with hard copies.

Several questions surfaced regarding the Chancellor’s Search.

VII. Updates

A. Chancellor

Chancellor Carruthers recognized the generosity of Stan Fulton, who passed away on January 5, 2018. The 2018 Legislative Session priorities were discussed. Members were reminded legislative business and visits must be coordinated through Ricardo Rel, Government Relations.

B. Executive Vice President and Provost

Provost Howard reported the HLC report is working its way through the HLC process noting NMSU received a clean “bill of health.” Interviews with VP for Research candidates begin next week. Discussion were had on the implementation of the employment eligibility verification system, e-Verify, with an anticipated implementation date of July 1 or September 1.

C. General Counsel – General Advice

Liz Ellis requested routing contract approvals involving purchases through Procurement Services first in an effort to expedite the approval process.

D. Faculty Senate

Chris Brown gave a summary on the written report distributed ahead of the meeting detailing business heard at the December 4 Faculty Senate meeting.

E. Institutional Analysis-Data Snippets

Judy Bosland distributed the Data Snippets, which covered trends in faculty and staff counts and course data. The 17/18 Quick Facts are out and available through the Office of Institutional Analysis.

F. Employee Council

Monica Dunivan announced elections for Employee Council are underway and close on February 15.

G. University Advancement

Andrea Tawney announced efforts are underway to schedule development trips before July 1. The Arizona Bowl Alumni Tailgate was a great success. The crowdfunding campaign for the football team collected \$40K.

H. ASNMSU

Kevin Prieto highlighted promotional items available through ASNMSU.

I. Graduate Student Council

Sa’Rae Montoya announced the Graduate School is continuing to work with URC in preparation of the annual GRAS Spring Conference combined with URC Fair. Progress updates will be provided.

Action: A Graduate Student Council presentation will be made at a future UAC meeting.

VIII. Other Comments and Information

The VPR office implemented PIVOT, a search engine to replace GRID. Research Office seeks 100% adoption of the program from faculty.

Ricardo Rel announced a memo to be sent out to all faculty and staff, which outlines coordinating legislative session through Government Relations.

Next Meeting: **Tuesday, March 13, 2018, 8:30 a.m.**, CCSU, Senate Chambers, room 302

Attendees: G. Carruthers, D. Howard, J. Bannister, K. Boberg, J. Bosland, A. Burke, L. Ellis, S. Eschenbrenner, J. Esparza, G. Fant, J. Green, N. Grijalva, K. Doolittle, G. Haubold, G. Jones, M. Munson-McGee, M. Moccia, B. Montoya, D. Stuart, N. Noel, P. Pierson, E. Quintela, R. Rel, S. Stovall, A. Tawney, L. Vazquez, J. Witte, M. Chaiken, R. Flores, J. Hoffman, E. Pontelli, J. Hannan for D. Pope Davis, L. Reyes, E. Titus, D. Wagner, M/. Best, J. Gratton, K. Van Winkle, C. Brown, M. Dunivan for A. Cavotta, K. Prieto, C. Casey, S. Montoya for T. Young, L. Warren, N. Kellner,

Approved February 13, 2018