

Minutes of University Administrative Council
Tuesday, February 13, 2018
8:30 a.m. – 10:00 a.m.
CCSU, Senate Chambers, room 302

I. Call to Order – Garrey Carruthers, Chancellor

Chancellor Carruthers called the meeting to order at 8:30 am. Introductions included Rod McSherry as interim Associate Provost of International and Border Programs and Scott Maloney, chief innovator with Arrowhead Center.

II. Review of Action Items

A. Graduate Student Council Presentation

Pending - A presentation on Graduate Student Council scheduled during the March 13 meeting.

Sa'Rae Montoya confirmed the presentation for Graduate Student Council will be made on March 13.

III. Approval of Minutes – January 9, 2018

Beth Titus moved, Rolando Flores seconded the motion to approve the January 9, 2018, minutes as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

Policy/rule proposals can be retrieved from <https://eltnmsu.sharepoint.com/sites/gencounsel/>

IV. Old Business (2nd read)

A. [REV] ARP 15.62 Protection Federal Info - FISMA Compliance [Norma Grijalva]

Norma Grijalva presented the proposed revisions to ARP 15.62 – Protection of Federal Information; FISMA Compliance for second read. The revisions intend to align the policy in accordance with new requirements, regulations and stipulations received by external governing agencies.

Beth Titus moved, Chris Brown seconded the motion for approval of ARP 15.62 Protection Federal Info - FISMA Compliance as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

B. [REV] ARP 15.63 Protection Customer Info – GLBA Compliance [Norma Grijalva]

Norma Grijalva presented the revisions to ARP 15.63 – Protection of Customer Information; GLBA Compliance for second read. The revisions intend to align the policy in accordance with new requirements, regulations and stipulations received by external governing agencies.

Beth Titus moved, Bernadette Montoya seconded the motion for approval of ARP 15.63 Protection Customer Info – GLBA Compliance as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

C. [REV] ARP 4.46 Authorized Absence from Class [Chris Brown or Liz Ellis]

Chris Brown and Liz Ellis presented the revisions to ARP 4.46 Authorized Absence from Class, for Second Read. This version incorporates feedback received during the review/comment period and amendments made by the Faculty Senate. A friendly amendment, moving the phrase “*For students making satisfactory progress in a given class,*” from the introductory paragraph A. into section A.1., to maintain the original intent and avoid legal implications, was discussed and agreed to by Faculty Senate Chair Chris Brown.

Beth Titus moved, Lauri Millot seconded the motion for approval of ARP 4.46 Authorized Absence from Class with the friendly amendment as discussed. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

V. New Business

A. [NEW] RPM 13.00 Bond Issuance Tax Compliance [Liz Ellis]

B. [NEW] ARP 13.30 - Bonds-Post Issuance Tax Compliance [Liz Ellis]

C. [NEW] RPM 13.33 Post Bond Issuance Continuing Disclosures [Liz Ellis]

D. [NEW] ARP 13.33 - Bonds - Post Issuance Continuing Disclosures [Liz Ellis]

Liz Ellis presented items A., B., C., & D., which deal with obligations related to bond post-issuance for First Read, opening the six-week comment/review period.

E. [REV] RPM 16.60 (formerly 3.05 A.-G.) Responsible Alcohol Use [Liz Ellis] (1st/2nd)

Liz explained the proposal to revise RPM 16.60, “Alcohol at NMSU, Including Sanctioned Events” by retitling to “Responsible Alcohol Use.” The content of the current RPM 16.60 remains in effect at ARP 16.60 - “Permitted Alcohol on NMSU Premises” (which will be similarly retitled to “Responsible Use of Alcohol”). A companion revision is concurrently proposed to repeal RPM 18.80, Tailgating Activities, because that [rules/procedures] content duplicates the ARP at 18.81.

F. [REPEAL] RPM 18.80 (formerly 3.05 H.) Tailgating Activities [Liz Ellis] (1st/2nd)

Liz spoke about the proposal to repeal RPM 18.80 advising the same content is in effect at ARP 18.81.

G. [REPEAL] RPM 6.35 Mandatory Employee Training; Professional Development Opportunities [Liz Ellis] (1st/2nd)

Liz discussed the proposed repeal of RPM 6.35, Mandatory Employee Training and other Professional Development Opportunities. This proposal is part of the continuing effort to align the RPM and ARP. This material remains in effect at ARP 6.89 (concurrently proposed for update revision), and is authorized

by RPM 6.00.

A request was made for approval of First and Second Read on items E., F., & G., as they are not substantive changes but rather are a continued effort to segregate out what belongs in RPM and ARP.

Beth Titus moved, Enrico Pontelli seconded the motion to approve first and second read on RPM 18.80 (formerly 3.05 H.) Tailgating Activities; RPM 16.60 (formerly 3.05 A.-G.) Responsible Alcohol Use; and 6.35 Mandatory Employee Training; Professional Development Opportunities as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]

H. [REV] ARP 6.89 - Mandatory Employee Training; Opportunity for Professional Development [Liz Ellis]

Liz Ellis presented the revisions to ARP 6.89 - Mandatory Employee Training; Opportunity for Professional Development for First Read. This rule establishes to enhance the university's compliance efforts with regard to the various federal, state, or other laws, regulations and standard grant/contract provisions applicable to university operations. A shortened review/comment period was facilitated.

I. [REV] RPM 16.40 as new 1.36 Role of University General Counsel [Liz Ellis]

J. [REV] ARP 16.40 Legal Matters [Liz Ellis]

Liz Ellis presented item I. revisions to RPM 16.40 as new 1.36 Role of University General Counsel and item J. revisions to ARP 16.40 Legal Matters for First Read, which clarify the role of General Counsel as it relates to the institutional administration and board of regents.

K. [REV] ARP 2.10 - Administrative Unit Change Process [Diane Madrid or Liz Ellis]

Liz Ellis presented the revisions to ARP 2.10 - Administrative Unit Change Process for First Read. This rule provides guidance relating to the organizational structure of administrative units including levels of management and supervisory span of control and provides the process to make an organizational change.

L. [REV] ARP 16.63 - Smoking and Tobacco Restrictions [Katrina Doolittle or Liz Ellis]

Katrina Doolittle presented the revisions to ARP 16.63 - Smoking and Tobacco Restrictions for First Read. This rule promotes the health, wellness and safety of its employees, students and visitors, while respecting individual choice, consistent with the New Mexico Clean Indoor Air Act (NMSA 1978 §§ 24-16 - 1 et seq). A shortened review/comment period was facilitated.

M. [NEW] ARP 4.44 - Small Class Justification; Course Cancellation Process [Dan Howard]

Provost Howard and Chris Brown presented the proposed new ARP 4.44 Small Class Justification, Course Cancellation Process for First Read. This rule establishes guidelines on enrollment thresholds for class cancellation, outlines a process for justification, proper notification, and the timeline in which to complete.

N. Request to Name the new art building as Devasthali Hall [Tina Byford]

Tina Byford stated the Naming Committee recommends items N., O., P., Q., & R. for approval.

Beth Titus moved, Dan Howard seconded the motion to approve the Request to Name the new art building as Devasthali Hall as presented *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

O. Various art building naming requests* [Tina Byford]

1. Conservation Lab as the Candis Stern Art Conservation Lab
2. Lobby as the Connie and Jerry Hines Lobby
3. Retablo Gallery as the Margie and Bobby Rankin Retablo Gallery
4. Collection Study Room as the Sandy Zane & Ned Bennett Collection Study Room
5. Request to name the Faculty/Studio Office as the Jeanne and Richard Rundell Room
6. Request to name the Permanent Collection Gallery The Bunny Conlon Modern and Contemporary Art Gallery

*These are spaces within the New Art Building (building #657) and not proposed naming for the existing Dan W. Williams Hall (building #60) and Williams Annex (#60A). These requests satisfy the minimum thresholds approved at the July 12, 2016, naming committee meeting.

Beth Titus moved, Greg Fant seconded the motion to approve the Request to Name Various art building naming requests as presented *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

P. Request to name the mass spectrometer laboratory operations as the Judy and Michael Johnson Mass Spectrometry Laboratory [Tina Byford]

Greg Fant moved, Dan Howard seconded the motion to approve the Request to name the mass spectrometer laboratory operations as the Judy and Michael Johnson Mass Spectrometry Laboratory as presented *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

Q. Request to name the mass spectrometer laboratory operations as the Judy and Michael Johnson Mass Spectrometry Laboratory [Tina Byford]

Recognizing item Q. as a duplicate of item P. Tina Byford requested the amendment of item Q. to read *Request to name TECH Lab in the College of Education as the Jack and MaryLou Davis TECH Lab.*

Beth Titus moved, Greg Fant seconded the motion to approve the Request to name the TECH Lab in the College of Education as the Jack and MaryLou Davis TECH Lab as amended *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

R. Honorific naming request – McFie Circle Desert Landscape Garden as the Duane Dorsey Desert Landscape Garden [Tina Byford]

Greg Fant moved, Chris Brown seconded the motion to approve the Honorific naming request – McFie Circle Desert Landscape Garden as the Duane Dorsey Desert Landscape Garden as presented *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

VI. University-wide Information/Announcements

A. Transforming Team 4 & 5 Updates [D’Anne Stuart]

D’Anne Stuart highlighted the Aggie Service Center as part Team 4 – Shared Services update. The components of the procurement implementation were discussed as part of the Team 5 – Procurement update.

B. Risk Management transition to Environmental Health Safety and Risk Management [Glen Haubold]

Glen Haubold introduced Polly Wagner, Assistant Director of Environmental Health Safety and Risk Management. Environmental Health and Safety has changed their name to Environmental Health Safety and Risk Management (EHS&RM). Polly gave an update and reviewed changes to the EHS&RM web page <https://safety.nmsu.edu>. A flowchart addressing the type of notice to claim needed applying the role of visitor or student, staff, faculty or student employee was reviewed.

C. Progress of Studio G at Community College Campuses [Kathy Hansen]

Kramer Winingham, Program, director of Studio G [NMSU’s Student Business Accelerator] made a presentation on the progress with Studio G and the participation across NMSU’s community college campuses. There was interest in connecting faculty with expertise with Studio G.

ACTION: Highlight Studio G in a future edition of the Chancellor’s Corner (Justin Bannister/Garrey Carruthers).

D. Password to Pass Phrase Project [Norma Grijalva / John Roberts]

Norma Grijalva and John Roberts shared NMSU ICT is embarking on a project to change from a password to a pass phrase. The target date of implementation is as soon as summer of 2018. The mindset behind the Pass Phrase project is to increase security, availability, and allow a simple meaningful phrase and eliminate the complexity rules. Feedback should be sent to Norma Grijalva, norma@nmsu.edu or John Roberts, sysjcr@nmsu.edu.

E. An Introduction to NMSU Employee Council [Adam Cavotta]

Adam Cavotta gave the Employee Council update, which covered the by-laws and election results. Monica Dunivan has been elected as Employee Council Chair and Adam Cavotta as Employee Council Chair-Elect effective March 1, 2018. Chancellor Carruthers will recommend to the next leader to look to Employee Council as a vehicle by which to reach out to the NMSU community.

Founder’s Day was announced for Friday, April 20. This year the theme focuses on music, the aggie pride band and history, and the aggie fight song.

VII. Updates

A. Chancellor

Chancellor Carruthers gave the 2018 legislative session update.

B. Executive Vice President and Provost

Provost Howard gave an update on the Vice President for Research Search and shared the potential campus in San Luis Potosi is still very much in play.

C. General Counsel – General Advice

Liz Ellis announced continue efforts with the mandatory online compliance training.

D. Faculty Senate

Chris Brown gave an update on business heard at a recent Faculty Senate meeting. Announcements made included Faculty Senate election results in which Becky Corran won Chair-Elect, the process to join/separate from Faculty Talk, and about proposition 24-17/18 proposing a format for the on-campus visit of candidates for NMSU Chancellor.

E. Institutional Analysis-Data Snippets

Judy Bosland reviewed the data snippets dated February 13, 2018, highlighting the IPEDS Data Feedback Report 2017 – NMSU comparison to peer institutions and the Fall & Spring enrollment trends, student level and resident status of lottery scholarship recipients.

F. Employee Council

No other news.

G. University Advancement

No other comments.

H. ASNMSU

No representation.

I. Graduate Student Council

Sa'Rae Montoya announced event planning continues on the Research week slated for April 2-6.

VIII. Other Comments and Information

Announcements included Green Dot Training on campus was a success, earned media, and the reassignment of EthicsPoint oversight from Janet Green to Ermelinda Quintela.

Attendees: G. Carruthers, D. Howard, J. Bannister, K. Boberg, J. Bosland, A. Burke, L. Duran, L. Ellis, G. Fant, J. Green, N. Grijalva, G. Haubold, G. Jones, R. McSherry, L. Millot, M. Moccia, B. Montoya, M. Munson-McGee, N. Noel, E. Quintela, S. Stovall, T. Byford for A. Tawney, L. Vazquez, J. Witte, M. Chaiken, R. Flores, K. Brook for J. Hoffman, E. Pontelli, D. Pope-Davis, L. Reddi, L. Reyes, E. Titus, M. Best, J. Gratton, K. Van Winkle, C. Brown, A. Cavotta, K. Prieto, S. Montoya for T. Young, L. Warren

Guests: M. Dunivan, K. Hansen, K. Winingham, S. Maloney, P. Wagner, K. Doolittle, K. Agnew, J. Roberts, V. McKenzie, A. Sanchez, C. Lobato

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

Approved March 13, 2018