University Administrative Council Agenda
Tuesday, June 11, 2019
8:30 am–10:00 am
CCSU Senate Chambers, Room 302

1. **Call to Order**

2. **Introductions**

3. **Approval of Minutes – May 14, 2019**

4. **Old Business (Second read)**
   a. Proposal to revise ARP 6.85 – Staff Work Schedules
   b. Proposal for new ARP 14.05 – Administrative Office Hours
   c. Proposal to Revise ARP 5.05 – Student Grievance Procedures
   d. Proposal to Revise ARP 16.85 – Parking and Traffic Regulations [status update only: significant feedback and work in progress, an updated draft will be uploaded to SharePoint at: https://eltnmsu.sharepoint.com/sites/gencounsel/default.aspx incorporating feedback prior to July 9th meeting, when will come back for Second Reading]

5. **New Business (First read)**
   a. [REV] ARP 2.15 – Modifying Academic Units
   b. [NEW] ARP 3.27 – Support for Nursing Mothers
   c. [REV] ARP 6.86 – Faculty Availability and Office Hours
   d. [NEW] ARP 14.01 – Compliance with Business Procedures Manual

6. **University-wide Information**
   - July 4 Celebration
   - Scooter RFP

7. **Updates**
   - ASNMSU
   - Graduate Student Council
   - Chancellor
   - President
   - Provost
   - General Counsel – General Advice
   - Faculty Senate
   - Athletics
   - Employee Council
   - University Advancement

**Next Meetings**
- UAC 2019, 8:30am–10:30am, CCSU Senate Chambers
  - July 9, 8:30am–10:30am, Domenici Hall 106
  - August 13, 8:30am–10:30am, Domenici Hall 109, Yates Auditorium
- Academic Administrators Training: July 25, 8:00am–5:00pm; August 6, 8:00 am–5:00pm
Announcements to share from UAC

- Academic Administrators Workshop (required for academic administrators)
  - June 6, 8:00am-5:00pm
  - July 25, 8:00am-5:00pm
  - August 6, 8:00am-5:00pm
  - Register at [https://provost.nmsu.edu](https://provost.nmsu.edu)

1. Call to order at 8:32

2. Monica Torres introduced as New Doña Ana Community College President!

3. Minutes approved as distributed

4. Old Business
   - ARP 9.20, 9.31 and 9.36: Teaching evaluation proposal. Already approved by FS.
     - Moved, seconded, recommended for approval
   - ARP 4.81 Appendix B: Tweaked to clarify and streamline associate of applied science degrees.
     - Moved, seconded, recommended for approval

5. New Business
   - ARP 6.85 Staff Work Schedules
     - Prompted by new contract for Union.
     - Moved and seconded to bring back June 11. Motion passed.
   - ARP 14.05 Administrative Office Hours
     - Allows for exceptions to campus hours by president with approval of Chancellor.
     - Moved to shorten review period and bring back June 11. Motion passed.
   - Catalog language to change catalog effective period: proposal came through Faculty Senate
   - ARP 15.25 IT Investigations: This gives policy authority consistent with current practices.
   - For Approval: Naming Committee Proposals i-iv. Also giving Advancement the authority to change “Facility” to something more appropriate. Moved, seconded and approved.

6. University-wide Information
   - Global Music Rights: This new music licensing company covers popular music likely to be played by students. Other three licensing (BMI, ASCAP, CSAP) companies are working with NACUBO for a standard licensing contract.
     - Will need approval from administration to negotiate. President requested; General Counsel agrees
   - HLC 4-year interim report could be due as early as August 2021.
     - Will work from current assurance argument; Send questions about this to Shelly
   - Sponsored Youth Programs
     - Introduction to Youth Programs
     - Registration will provide a central listing of all youth programs, per new ARP 16.79
       - Components: Every staff needs a background check, and training. Programs are registered.
     - CCs can still have their own program page and are also included in this ARP
     - Participants can opt out of NMSU recruitment. Names will be uploaded into Slate.
     - Approvals are required from dean, VP, director.
     - 4-H has a waiver from certain aspects of the rule (minimum age for overnight stays).
     - Link to other information: Forms, Parent informed consent,
       - We no longer use liability waivers because they are of very limited use.
       - Programs for exclusive camps (girls, Native Americans, etc) will require OIE approval.
Student accommodations in summer youth programs — OIE has a process for this and recommends that this be run through that office.

- University Boards Update: Lenny
  - New Board to establish — Research security oversight, to meet security requirements for export control and information control.
  - Dissolved committee — One to meet vision 2020

- Budget information: Andy and Kim
  - Compensation included 4% increase
  - Will increase grad student allocations by 4%, and will increase Grad Assistant tables by 4% also.
  - Will disseminate preliminary budget information in May or June, will verify position, operating budget
  - Your budget is for you to manage.
  - Classification 1, 2 will not exist any longer. Also increasing contribution for health insurance.

7. Updates

- ASNMSU
- Graduate Student Council — good meeting with students
- Chancellor and President Report
  - Ruth Johnston will be hired starting September 3
  - Monica Torres is the new DACC president!
  - Provost search — pending
  - Great Commencement: 2,000 students
  - VP for University Advancement search pending
  - Retirements: Liz Ellis and April Mason
    - Liz will be located in Domenici Hall
    - April: much gratitude for your service
- Provost: Thanks to you all
- General Counsel
  - Social Media Guidelines
    - Every NMSU site must have a topic
    - Guidelines will be tied to an ARP under MarComm’s authority
    - Deleting messages that are unpopular is not acceptable.
    - Student Code of Conduct — very close to a revision. Will be in the ARP
    - Request for comment: Bring new version of Student Code of Conduct in June for July passage
- Faculty Senate: Summarized report in UAC materials
- Athletics — Lots of good news from WAC championships
  - Scholar Athletes — great outcomes for our student athletes. 80% graduation rate
- Employee Council
  - Thanks to administration for supporting efforts

Meeting adjourned at 10:26.