

**New Mexico State University
Administrative Council Minutes
July 14, 2009**

1. Minutes of June 9, 2009

The minutes of June 9, 2009, were approved as distributed.

New Business

2. Due to the lengthy agenda and meeting time constraints, President Pacheco asked that the Council move through the agenda as quickly as possible. He asked that the first item of business be consideration of the three Faculty Senate Propositions (**14-08/09–College and Research Faculty**, **19-08/09–Amendment to Faculty Teaching Load Policy**, and **22-08/09–Update to Univ Research Council Charter**) listed under “**New Business**” since they had been through a tremendous amount of vetting already. At his recommendation, a motion was made to consider all three propositions at once. Pending no further discussion, all three propositions were approved as presented.

Old Business

3. Fire & Emergency Services Policy 2.30 [Ben Woods]

Ben Woods said neither he nor Darrell Smith received any comments to the proposed policy that was presented at the June meeting. The policy was approved as presented.

4. Emergency Preparedness Policy – Presented in June as “HR Practices in University State of Emergency Policy” [David Shearer]

David Shearer said this was the second reading of this policy. The first reading included procedures that have now been removed. The policy was approved as presented.

5. Vehicle Assignment Policy [Angela Throneberry]

Angela Throneberry said she received three comments following presentation of the proposed policy at the June meeting which have been incorporated into the redline version presented to the Council. The Council approved the policy as presented.

6. Identity Theft Prevention Program – Presented in June as “Red Flags Policy” [Lori Gobble]

Lori Gobble said the proposed policy was presented in June as the “Red Flags Policy.” After viewing what other higher education institutions have done in response to this Federal regulation, the proposed policy was completely rewritten and incorporated the suggestions and comments received. The Associate Vice President for Information Technology is identified as the program administrator with oversight, development, implementation and administration of the program, including a periodic review to reflect changes in risks to students, faculty, staff and other constituents. The policy was approved as presented.

7. Institutional Data Security Policy & Non-disclosure Form [Shaun Cooper]

Shaun Cooper said employees with access to university data are asked to sign a Non-disclosure Agreement. The revised policy makes it clear that everyone is responsible for safeguarding university data. The policy states that employees shall not access, distribute or otherwise use institutional data for any purpose other than those required to perform their job duties. Those with access to data will be asked to sign a revised NMSU Non-disclosure of Sensitive/Confidential Information Employee Notification Form. Bruce Kite asked if all employees are currently asked to sign a non-disclosure form. Shaun said those who have central system access with a log in and a password are required to sign the form. However, everyone is responsible for not exposing data. Jennifer Taylor said we may want to consider

having employees sign the non-disclosure form on a yearly basis. Dr. Pacheco said rather than asking all employees to sign the form, we should identify those who need to sign it. The policy was approved as presented.

New Business Continued

8. University Records Policy 2.90 [Bruce Kite]

Bruce Kite said the University Records Policy dovetails with the previous agenda item. Bruce said he had received various questions from faculty and staff about disclosure of university information. The previous policy referred to compliance with the Family Educational Rights and Privacy Act (FERPA) or the New Mexico Inspection of Public Records Act (NMIPRA) but did not go into detail about those particular policies. The revised policy provides greater detail and mimics the statutes so that employees will know the types of information that can be disclosed, how it can be disclosed, and the time frame for disclosure. If the time frame is unclear, responders should use reasonable practices and good faith in response times. Nine individuals have been designated as records custodians. The proposed policy includes changes to the NMIPRA that went into effect July 1. Bruce said the statutes also apply to business emails. In response to a question from Dr. Erickson, Shaun said email is backed up only if it is in your “in box.” Everyone is responsible for maintaining their own email messages. Shaun said he keeps all of his “sent” emails and a good portion of his “received” emails. The policy was approved as presented.

9. Parking Regulation Changes [Angela Throneberry]

Angela Throneberry said the proposed changes to the Parking Regulations are in four categories: changes and corrections from the existing policy, clarifications, wording and format changes. Under the proposed policy, VIP parking permits would be issued by the Assistant Vice President for Auxiliary Services. A replacement for a stolen permit may be purchased for \$5.00 upon completion of a stolen affidavit form and police report. The one-time citation dismissal rule has been changed to allow for dismissal of a citation once every five-year period. VIP permits and Special permits have been separated and clarified. North and south campus residents and parking designations have been separately identified. The dollar amount of the administrative fee has been changed to read “as authorized by law.”

Christina Chavez Kelley said for the past 10 years her office has issued the VIP parking permits. She said this is a very important part of NMSU’s community relations and outreach efforts. She said VIP permits have never been issued to employees, and it is crucial that the parking regulations indicate who may receive a VIP permit (such as selected college advisory board members, elected officials, and donors). Jennifer Taylor recommended that the policy lay the foundation for having VIP parking permits, but the distribution would be handled by procedures authorized by the president or designee. Nick Franklin commented that VIP parking permits should continue to be issued to various donors. Dr. Pacheco said the understanding is that guidelines for distribution of VIP permits would be approved at the administrative level. Travis Dulany asked if the frequency of dismissed citations could be increased to benefit students. Angela expressed concern indicating that there had not been an increase in parking permits issued this year but operational and lot maintenance costs had increased. At Dr. Pacheco’s recommendation, the policy was approved for one year with the understanding that Angela would appoint a small group to study the possibility of more frequent citation waivers. Christina said she will turn over the VIP parking permit list to Angela. The Assistant Vice President for Auxiliary Services will assume responsibility for issuing this year’s VIP parking permits in consultation with Nick Franklin and Christina.

10. Notification of Missing Residential Student [Bruce Kite]

Bruce Kite asked that this item be removed from the agenda.

University-wide Information/Announcements

11. HR Update [D'Anne Stuart]

D'Anne Stuart said due to the lengthy agenda, she prepared a newsletter that will be emailed to the Council. Dr. Pacheco commended Human Resources for the work they are doing to streamline HR services.

12. Mid-year Budget Revision Requests [Jennifer Taylor]

Jennifer Taylor distributed a draft memo regarding procedures to be followed when asking for funds from the President or Provost during the year given our current budget situation.

Updates

13. Executive Vice President/Provost Update [Waded Cruzado]

Dr. Cruzado welcomed Tilahun Adera, who joined us on July 1 as Dean of the College of Health and Social Services, and Ken White who will serve as Interim Dean of the College of Engineering. She thanked Robert Rhodes and Pamela Jansma for their excellent service. She also thanked Robert Moulton for his many years of service to NMSU, including his service as interim provost. The search committee for Dean of the College of Engineering has already been convened. Search committee members have been selected for the Dean of the College of Education and the Dean of the College of Arts and Sciences, but they will not meet until the semester begins.

14. Faculty Senate Update [Chris Erickson]

Chris Erickson thanked the Council for expeditiously passing the three Faculty Senate propositions. The Senate has not met, so he did not have anything to report.

15. ACAP Update [Kelly Brooks]

Kelly Brooks said in conjunction with review of the ICT policies, ACAP has offered to serve on a committee to review policy 2.75 dealing with the personal use of university resources. Dr. Pacheco said this is a problem not only at universities but also in corporate America.

16. ASNMSU Update [Travis Dulany]

Travis Dulany said he did not have anything to report at this time.

17. Athletics Update [Mac Boston]

Mac Boston said following a decision by the WAC Conference, athletic tournaments will be hosted at these neutral sites: baseball–Chicago Cubs Minor League Park in Mesa, AZ; volleyball–Orleans Arena in Las Vegas, NV; and beginning in 2011 men's and women's basketball–in Las Vegas. A fundraising event will be held on September 18 to create an endowment for Pervis Atkins who has been selected for the College Football Hall of Fame. Mac asked the Council to forward any information that may help support his nomination of Danny Villanueva for an award.

Next Meeting: Tuesday, August 11, 2009, 8:30 a.m., Corbett Center, Colfax Room #210

Note: This meeting was canceled.