

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

**I. Call to Order**

Chancellor Garrey Carruthers called the meeting to order and shared the good news about the latest enrollment data. The Fall Census data will be ready on September 1.

A Save the Date for Giving Tuesday was announced for November 28. Andy Burke joined the NMSU leadership team as senior vice president for administration & finance on July 16. HR personnel changes include Kathy Agnew is named Interim Associate VP of Human Resource Services and Abigail Denham is the new director of Employment and Compensation.

**II. Review of Action Items**

There were no action items to review.

**III. Approval of Minutes – June 13, 2017**

**Elizabeth Titus moved, Greg Fant seconded the motion to approve the June 13, 2017, minutes as presented.** *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

**IV. Record of the Vote on the Hardman Jacobs Naming (Via email in lieu of the July meeting)**  
**25 in favor, none opposed**

Chancellor Carruthers reported the results of the vote taken electronically on July 17, 2017, on the matter of the Hardman Jacobs Naming of room #125 as the Dino and Heidi Camunez Family Lecture Hall. There were 25 votes in favor and none opposed.

**V. Old Business**

There were no items under Old Business.

**VI. New Business** *(1<sup>st</sup> and possible waivers of 2<sup>nd</sup> reads)*

A brief demonstration of the new sharepoint site for review/comment on pending policy and rule proposals as presented by Adam Cavotta on behalf of the Office of General Counsel. The site is <https://eltnmsu.sharepoint.com/sites/gencounsel/>.

**A. Revised Rule 3.70 - Office Hours**

Greg Fant presented the first and second read of Revised Rule 3.70 – Office Hours, which will align the language to current practices.

**Greg Fant moved, Loui Reyes seconded the motion for a first and second read to Revise Rule 3.70 – Office Hours as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

B. Repeal of Rule 5.29 - Compensation - Distance Education

Greg Fant presented the first and second read of Repeal of Rule 5.29 - Compensation - Distance Education. The rule is no longer consistent university practices.

**Greg Fant moved, Loui Reyes seconded the motion for a first and second read to Repeal of Rule 5.29 - Compensation - Distance Education as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

C. Revised Appendix to Rule 6.82 - Degrees, Majors, Minors and Other Academic Programs of Study (indicating sequence of approvals for each type of academic credential)

Greg Fant presented the first read of Revised Appendix to Rule 6.82 - Degrees, Majors, Minors and Other Academic Programs of Study. Members will receive an email notification when the second read of Rule 6.82 is ready for review on the SharePoint site.

D. Repeal of Rule 4.65 - Security Clearance (Department of Defense)

Liz Ellis presented the first and second read of the Repeal of Rule 4.65 – Security Clearance (Department of Defense) from the Administrative Rules and Procedures Manual (ARP) and will stay under the Regents Policy Manual.

**Liz Ellis moved, Greg Fant seconded the motion for a first and second read to Repeal of Rule 4.65 - Security Clearance (Department of Defense) as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

E. Repeal of Regents Policy 4.25 - Due Process

Liz Ellis presented the first and second read of Repeal of Regents Policy 4.25 - Due Process with plans to revise the rule in a later date.

**Liz Ellis moved, Chris brown seconded the motion for a first and second read to Repeal of Regents Policy 4.25 - Due Process as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

F. Repeal of Rule 7.20.20 - Leaves- Absence, Unauthorized (Staff)

Liz Ellis presented the first and second read of Repeal of Rule 7.20.20 - Leaves- Absence, Unauthorized (Staff) from the ARP and will stay in RPM.

**Liz Ellis moved, Andy Burke seconded the motion for a first and second read of the Repeal of Rule 7.20.20 - Leaves- Absence, Unauthorized (Staff) as presented. [Motion passed unanimously, resulting in favorable recommendation to Chancellor]**

## **VII. University-wide Information/Announcements**

### A. University Boards – FY16/17 Reporting

Lydia Duran indicated that 95 percent of the FY16/17 University Boards annual reports are completed. The President’s Office will follow up on outstanding reports.

### B. Domenici Public Policy Conference

Janet Green announced the speakers of this year’s Domenici Public Policy Conference on Sept. 13-14, which is on its 10<sup>th</sup> year.

### C. College of Education, Inaugural Symposium: Re-Imagining the Future of Learning

Don Pope-Davis distributed information on the College of Education Inaugural Symposium set for October 19-21, 2017.

## **VIII. Updates**

### A. Chancellor

Chancellor Carruthers revisited the Four Councils Survey and asked members to provide additional comments and feedback.

### B. Executive Vice President and Provost

Provost Howard enlisted members to take an active role in reviewing the HLC Assurance Argument (formerly known as the self-study). Feedback is due by September 1.

Activities scheduled for August 12, Move-In Day, were announced.

### C. General Counsel – General Advice

### D. Faculty Senate

Chris Brown advised Faculty Senate does not meet during the summer months and mentioned some of the business that will be heard in the fall.

### E. Institutional Analysis-Data Snippets

Judy Bosland covered data snippets that included data on degrees and certificates awarded and credits earned by FY16/17.

F. Employee Council

Adam Cavotta said that the insurance/benefits committee is being solidified and the fringe benefits committee will be finalized at the next meeting. Plans for this year's employee picnic were also shared.

G. University Advancement

H. ASNMSU

I. Graduate Student Council

**IX. Other Comments and Information**

Lauri Millot stated that a memo requesting publications be reviewed for compliance be will sent out. Specifically, the affirmative action language needs to be included.

Michael Jasek gave an overview of upcoming events found on [Crimson.kickoff.nmsu.edu](http://Crimson.kickoff.nmsu.edu) and on the Aggie life App.

D'Anne Stuart referenced an HR communication send out regarding the change in pay for Temporary faculty and Graduate Assistants emphasizing the importance of completing the hiring for Graduate Assistants and Temporary faculty August 21.

Athletics will be launching Pistol Pete emojis.

Government Relations has been working with the Department of Defense on the STEM-related initiative targeting 6 to 12 graders.

The meeting was adjourned at 9:37 am.

Next Meeting: **Tuesday, September 12, 2017, 8:30 a.m.**, CCSU, Senate Chambers room 302

**Upcoming Events**

Monday, August 14 – Fall Convocation, NMSU Dona Ana

Tuesday, August 15 – Fall Convocation, NMSU Las Cruces, NMSU-Carlsbad

Friday, August 18 – Fall Convocation, NMSU Alamogordo

Wednesday, September 13 – Thursday, September 14 - Domenici Public Policy Conference

Monday, November 13 – Tuesday, November 14 – Higher Learning Commission (HLC) site visit

Approved September 12, 2017