

**Minutes of University Administrative Council**  
**Tuesday, September 13, 2016**  
**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 at 8:29 a.m.

**II. Review of Action Items**

Chancellor Carruthers noted the completion of the following item.

- A. UAC members will be provided with the preferred name training presentation via email following the meeting.

**III. Approval of Minutes – August 9, 2016**

<p><b>Sharon Jones moved, Angela Throneberry seconded the motion to approve the August 9, 2016, minutes as presented. [Approved without objection]</b></p>
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**IV. Old Business**

**V. New Business**

The proposed policy changes represent continued efforts intended to separate policy from rule using policy as a broad general directive from the Regents and operating details in the rules.

A. NEW Regents Policy 11.05 - Intellectual Property Management - **1<sup>st</sup> Read**

Liz Ellis introduced Regents Policy 11.05 Intellectual Property Management. Policy 5.00 authorizes rulemaking to protect and manage faculty created IP. This proposal addresses staff and student creations. The management of all intellectual property, from faculty, staff and student creators is governed by Rule 5.94.20, which is concurrently being updated and revised as Rule 11.05.

B. REVISED Regents Policy 2.37 - Investments, renumbered as 13.10 - **1<sup>st</sup> Read**

Liz Ellis presented Regents Policy 2.37 Investments proposed revision as a broad, general directive from Regents on handling investments.

C. REVISED Regents Policy 2.05 et seq - Athletics, renumbered as 17.00 - **1<sup>st</sup> Read**

Liz Ellis continued with the review of Regents Policy 2.05 et seq – Athletics renumbered as Regents Policy 17.00 which proposes to separate administrative rules and procedures from

Regents Policy. The content in current Policy 2.05.05 remains in at Section B. Decisions relating to which athletic programs NMSU will offer, and conference membership are reserved to the Board of Regents, with the remainder of current Policy 2.05 (Sections 2.05, 2.05.05, 2.05.10, 2.05.15, 2.05.20, 2.05.25, 2.05.30, 2.05.35, 2.05.40) being proposed for repealed from the RPM, leaving them in force and effect as Rules in the ARP.

D. REVISED Rule 7.08 - Employee Health Center revised as Employee Assistance Program - **1<sup>st</sup> and Possible 2<sup>nd</sup> Read**

**Greg Fant moved, Elizabeth Titus seconded the motion to approve the 1<sup>st</sup> read only of Rule 7.08 Employee Health Center revised as Employee Assistance Program. [Approved without objection]**

Andrew Pena led the review of Rule 7.08 - Employee Health Center. The revision from Employee Health Center to Employee Assistance Program intends to update the rule due to the elimination of the employee health center. Adam Cavotta requested Employee Council be allowed to provide feedback.

E. REVISED Rule 7.20.42 - Faculty Care Leave - **1<sup>st</sup> Read** [Andrew Pena or Rene Yoder]

Andrew Pena continued presenting the 1<sup>st</sup> read of Rule 7.20.42 - Faculty Care Leave being established to provide direction for a newly created leave program for nine-month faculty.

F. NEW Rule 16.20 - Unmanned Aircraft Systems (aka Drones) - **1<sup>st</sup> Read**

Stephen Lopez introduced the 1<sup>st</sup> read of New Rule 16.20 - Unmanned Aircraft Systems. The following regulations are established to provide mechanisms for the safe operation of UAS as part of academic, research, and public safety; to ensure the protection and safety of university students, employees, and guests; and to maintain privacy rights of those on university premises. Once the rule is approved, recreational use will not be permitted.

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

A. Winter Break Electrical Outage

Dale Harrell announced a scheduled winter break electrical outage for Tuesday, December 27, 6 am to 12 noon. The outage is performed every three years for general maintenance. Building monitors have been furnished with a list of buildings affected by the outage. Thursday, December 29 has been identified as an alternate date if weather conditions pose problems. Chancellor Carruthers said it would be a good idea to visit the facilities.

**ACTION: Chancellor Carruthers requested Facilities and Services provide an update on the Energy Performance contract. Angela Throneberry, Glen Haubold and Dale Harrell will work UCOMM to craft a message regarding NMSU's energy efficiency efforts including generating 40 percent of our own power and the energy performance contract. Suggest the story run with the Albuquerque Journal or a local newspaper.**

## **VII. Updates**

### **A. Chancellor**

Chancellor Carruthers encouraged attendance to the 2016 Domenici Conference taking a moment to highlight the speakers and topics. Students interested in attending the conference will be given extra credit. The chancellor reported on health insurance and the conversation had with the State on a prospect of giving NMSU a one percent increase for FY16-17 and another one percent for FY17-18.

While a special session has not been determined, conversations point to a 10-15 percent budget hit. Ricardo Rel reminded the meeting of the four different bonds on the ballot this November and the impact of Bond B and C. Ricardo encouraged members to assist with outreach efforts.

### **B. Executive Vice President and Provost**

Provost Howard drew attention to the National Hispanic-Serving Institutions Week being observed this week, Sept. 12-18.

### **C. General Counsel – General Advice**

Liz Ellis stated her office is nearing completion of the reorganization and renumbering of the policy manual & the administrative rules and procedures (ARP). Liz is considering assigning people sections of the policy relevant to their respective department/unit in order to identify cross-referencing issues. Both, RPM and ARP will be presented to UAC when ready.

### **D. Faculty Senate**

Chris Brown reported the efforts underway by the Faculty Senate that include the changes in the Bachelor of Public Health program minimum credit requirement from 128 to 120 for degree completion and a proposal for a joint PhD program in Geography being pursued with UNM.

### **E. Institutional Analysis-Data Snippets**

Not in Attendance

### **F. Employee Council**

Adam Cavotta announced Employee Council is currently reviewing the nominees for the Roberts Award. Nominees for the A Mountain Staff Award are being accepted and plans are underway to present the recipient with the award at the Employee Picnic on October 14. Adam stated the Shirt Drive was a success raising \$480 and sold 120 shirts.

**Action: Chancellor Carruthers asked Employee Council to provide a forum in early December on total restructuring/transforming NMSU before going to the regents.**

G. University Advancement

Tina Byford provided marketing material and details on location, volunteers, goals and internal matches/challenges for Giving Tuesday scheduled for November 29. Tina distributed Save the Date cards for April 28, 2017, which represents NMSU's campaign launch.

H. ASNMSU

Not in Attendance

I. Graduate Student Council

Sam Schonfeld announced the *Gradulicious* event on Friday, October 7.

**VIII. Other Comments and Information**

**Attendees:** G. Carruthers, D. Howard, G. Fant, S. Jones, M. Munson-McGee J. Green, L. Ellis, L. Reddi, R. Scott, C. Brown, A. Throneberry, R. Rel, D. Sedillo, N. Grijalva, G. Cerny, M. Jasek, E. Titus, E. Pontelli, E. Vasquez, Chaitanya, A. Price, D. Stuart, S. Eschenbrenner, J. Esparza, S. Stovall, L. Reyes, A. Pena, G. Haubold, M. Moccia, L. Millot, T. Byford for A. Tawney, A. Cavotta for M. Dunivan, S. Lopez, L. Levine for J. Witte, S. Schonfeld for A. Amador

Next Meeting: **Tuesday, October 11, 2016, 8:30 a.m.,** CCSU, Senate Chambers room 302

Approved, October 11, 2016