

Minutes of University Administrative Council
Tuesday, April 11, 2017
8:30 a.m. – 10:00 a.m.
CCSU, Senate Chambers, room 302

I. Call to Order

Chancellor Carruthers called the meeting to order then went on to acknowledge Carolyn Gonzales and Daniel Estupinan, Presidential Ambassadors, shadowing him for the day. He spoke about Coach Weir and his acceptance of the UNM Men's basketball coach position.

II. Review of Action Items

Justin Bannister confirmed the Provost's story on retention will be featured on the April 23 issue of the Las Cruces Sun News.

- A. **Complete:** Justin Bannister to draft a story for publication in local newspaper(s) and other outlets on the good news about NMSU's recruiting, admission, and retention efforts.

III. Approval of Minutes

Elizabeth Titus moved, Cornell Menking seconded the motion to approve the March 14, 2017, minutes as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

IV. Old Business

- A. New Rule 15.50 - Management of Health Information – HIPAA Compliance

Norma Grijalva presented the second read for New Rule 15.50 - Management of Health Information – HIPAA Compliance. Carlos Lobato detailed how the new rule designates the IT Compliance Officer as NMSU's HIPAA Privacy Officer and the Chief Information Security Officer as the HIPAA Security Officer. Both officers will be working on establishing a HIPAA compliance program for the whole NMSU system and will be working with a steering committee with representatives from the Campus Health Center, Human Resources, Legal, Audit, and Research. The IT Compliance Officer will be working on identifying the various NMSU locations where health information is handled and performing an initial privacy and security risk assessment as well as creating a HIPAA website.

Andrew Pena moved, Elizabeth Titus seconded the motion to approve New Rule 15.50 - Management of Health Information – HIPAA Compliance as presented. *[Motion passed unanimously, resulting in favorable recommendation to Chancellor]*

V. New Business

- A. Revised Student Academic Code of Conduct as New Rules 5.10 and 5.11

Tim Ketelaar provided an overview of the proposed changes of the Student Academic Code of Conduct as New Rules 5.10 – Academic Integrity and 5.11 – Procedures for Responding to Allegation(s) of Student Academic Misconduct. Rule 5.10 proposes the creation of duties for an Academic Conduct Officer (ACO) who will oversee the processes in the revised rule and to serve as a resource to students, faculty, and academic administrators. One of the primary revisions is to allow department heads and other academic administrators within the college to be involved as the case progresses, with independent reviewers serving in roles as hearing and appeal officers. Type I sanctions may be appealed to a Formal Hearing Panel. Type II sanctions may be appealed first to the Formal Hearing Panel, with a final on-the-record review by the Provost. The use of warnings will be permitted and will be documented so as to not permit students in different colleges to be repeat offenders without consequence. The notation of academic misconduct on one’s academic transcript as a sanction is now also expressly included as a Type II Sanction. Rule 5.11 provides the procedures for responding to allegations of a violation of academic integrity. Rule 5.11 also has two appendices: A synopsis of the process and a flowchart.

Comments should be sent to Lisa Warren, gencounsel@nmsu.edu, and/or Tim Ketelaar, Ketelaar@nmsu.edu by July 15, 2017.

B. Revised Rule 5.45.10 - Leaves-Department Heads

Andrew Pena presented a first read of revised Rule 5.45.10 - Leave—Department Heads to update and cross reference the annual leave, sick leave, and sabbatical leave of this rule with recently amended leave policies contained in Chapter 7 of the ARP.

Members are asked to submit feedback during the six-week comment period to Andrew Pena, ampena@nmsu.edu or to Lisa Warren, gencounsel@nmsu.edu.

C. Rule 2.69 revised as New Rule Y.YY - Requirements for University Related International Travel

Cornell Menking presented a first read of Rule 2.69 revised as New Rule Y.YY - Requirements for University Related International Travel which outlines the notification and approval process and travel to destinations subject to travel alerts and warnings for employees. This is a companion rule to University Academic and Business Travel X.XX, and Education Abroad Z.ZZ presented at the UAC March meeting. The rule will no longer require a Waiver, Release and Hold Harmless Agreement, of employees traveling to destinations with travel warnings or alerts.

Members are asked to submit feedback during the six-week comment period to Lisa Warren, gencounsel@nmsu.edu, and Cornell Menking, cmenking@nmsu.edu.

VI. University-wide Information/Announcements

A. Synopsis of Success of Annual Compliance Training/Discussion re: Potential Changes in Timing or Manner of 2017 Implementation

Teresa Burgin reported a 94 percent completion rate on compliance training which took place from October through December 2016. Teresa provided several alternatives to the roll-out dates for the 2017 training. Members agreed to maintain the status quo on the rollout date.

B. Eat for Pete, PA Auction and Las Cruces PA dinners

Andrea Tawney spoke about some initiatives taking place. A percentage of proceeds raised from Eat for Pete go to the Aggie Cupboard which provides needed support to students and employees at NMSU and NMSU Dona Ana. The PA Auction is an online auction of VIP experience packages and privately hosted mini dinners.

VII. Updates

A. Chancellor

Chancellor Carruthers spoke about the stress surrounding the Governor's veto on all of higher education funding. Talking points will be made available to faculty, staff, and students who wish to write or call their representative or the governor and weigh in on the importance of higher education.

Given the uncertainty of the state's budget, the Regents decided to postpone the proposed tuition and fee rate increase presented during the April 3 meeting.

Due to a condensed agenda, no other reports were given.

B. Executive Vice President and Provost

C. General Counsel – General Advice

D. Faculty Senate

E. Institutional Analysis-Data Snippets

F. Employee Council

G. University Advancement

H. ASNMSU

I. Graduate Student Council

VIII. Other Comments and Information

Attendees: G. Carruthers, D. Howard, L. Ellis, J. Gratton, R. Scott, K. Van Winkle, R. Sassenfeld for C. Brown, A. Throneberry, E. Titus, E. Pontelli, L. Reddi, D. Pope-Davis, J. Hoffman, T. Ketelaar for M. Chaiken, L. Vazquez, B. Montoya, L. Warren, S. Stovall, L. Reyes, K. Doolittle for G. Haubold, A. Pena, J. Bosland, E. Quintela, J. Green, L. Millot, J. Bannister, N. Grijalva, K. Boberg, A. Tawney, M. Jasek, A. Parra for J. Witte, J. Hall for M. Moccia, C. Menking, V. Haggard, C. Bradley, T. Burgin, R. Rel

Next Meeting: **Tuesday, May 9, 2017, 8:30 a.m.**, CCSU, Senate Chambers room 302

Upcoming Events:

Friday, April 28, 2017

Public Launch—NMSU System Comprehensive Campaign, 4:00 pm, ASNMSU Center for the Arts

Thursday, May 11, 2017

Commencement Ceremony, **NMSU-Dona Ana**

Friday, May 12, 2017

Board of Regents Meeting

Commencement Ceremony, **NMSU-Alamogordo**

Commencement Ceremony, **NMSU-Carlsbad**

Commencement Ceremony, **NMSU-Grants**

Doctoral Hooding Ceremony, **NMSU-Las Cruces**

Saturday, May 13, 2017

Commencement Ceremony, 9:00 am and 2:00 pm, **NMSU-Las Cruces**

Approved on May 9, 2017