

University Administrative Council Minutes
Tuesday, November 13, 2018

Introductions: Provost April Mason

Minutes approved as distributed

4. Old Business

- **ARP 8.56.** Holiday Leave Benefit. Moved approval, seconded, motion passed.
- **ARP 4.03.** Course Registration Changes after deadline: Moved approval, seconded, motion passed.
- **ARP 4.81.** Transcript Notations: Moved approval, seconded, motion passed.
- **ARP 2.55.** NMSU Recognition of Affiliated Individuals: Moved approval, seconded, motion passed

5. New Business

- **ARP 3.80** Prohibition of non-discrimination bullying, hazing, and hostile misconduct: This rule provides a process for employees with concerns about bullying. One process applies to student and another to employees.
- **ARP 7.21 and related rules:** Clarifies units responsible for who provides essential services.
 - Currently: Employees classified as essential have to come to work during holidays and do not receive any extra compensation.
 - 14.99 and 16.10 are related
- **ARP 16.01** University Police: Reorganizes formatting, clarifies authority for handbook, details duties for police department.
 - ARP 16.02, 16.40, 16.05 and 15.62 (FISMA) are related.
 - 15.62: protection of federal information.
 - 16.02: Regulation of security alarms only. Previous rule included other alarms such as fire alarms, intrusion alarms and panic buttons: these need to be upgraded and updated.
 - 16.04 and 16.05: Relates to security rules at public and private events, resulting from FIRE rating based on free speech.
- **ARP 16.79:** NMSU Sponsored Youth Programs
 - Requires registration, training, and background checks.
 - SAEM will be responsible for tracking events.
 - This applies to community college campuses.
 - This applies to grants that include outreach to youth.
 - Rule includes exclusions
- **ARP 16.78** Mandatory Reporting for suspected child abuse, sexual misconduct, domestic violence, dating violence, or stalking
 - When in doubt, report.
- All rules will come back in January. None expedited.

6. University-wide Information & Announcements

- **Compliance and I9s.**
 - Supervisors are required to monitor employees
 - Dashboard at Training Central gives supervisors ability to monitor employees
 - Last year: 26% done at 30 days. This year: 98% done at 30 days.
 - Regarding the 100 left: this is the hard part. Another list will be distributed — please ensure your employees complete training and emphasize that these need to be done in a timely manner next year.
 - Recommending termination for non-compliance.
 - Employee on FML will have 30 days after end of leave to complete.
- **I-9 forms**
 - This form certifies that people are eligible to work in the US.

- EVerify is required for certain classes of employees.
- Many problems are due to late hiring. Other barriers:
 - Lack or miscommunication re: hiring date
 - Dog ate documentation
 - Sites are remote (but we can verify remotely)
 - I-9 completion is decentralized
- HR Liaisons should be able to assist in understanding where areas are out of compliance.
- **University Board Updates**
 - Online Course Improvement Program Advisory Board has been established.
 - Inauguration: Thursday November 15 at 3:00 pm
 - Room available at 2 pm for dressing into regalia.
 - Reception to follow and dinner.
- **Regents Audit and Risk Committee**

7. Updates

- **ASNMSU Report:**
 - Highest voter turnout at the NMSU voting station.
 - Promoted National Coming Out and Indigenous People's Day
 - The legislative priorities include the request of unclaimed prize money go to the scholarship fund
 - Over 500 students weighed in to name the new residence hall "Juniper Hall"
 - Other efforts: anti- smoking and fractional grading
- **Advancement:** Giving Tuesday is November 27th.
- **General Counsel:** Employees may accept \$0 from vendors in the form of gifts.
- **University Government Relations**
 - During the Legislative Session- please coordinate contacts through Ricardo
- Provost thanked everybody for the gracious welcome
- **Athletics:** St. Mary's game this week.

Attendees: Chancellor Arvizu (presiding); Tina Byford, Melody Munson McGee, Glen Haubold, Lydia Duran, April Mason, Greg Fant, Lenny Martinez, Justin Bannister, Gena Jones, Renay Scott, Mike Rogers, Liz Ellis, Mario Moccia, Rolando Flores, Anthony Parra, Ermelinda Quintela, Carlos Lobato, Kim Rumford, Mickey Best, John Gratton, Ken Van Winkle, Andy Burke, Joanne Esparza, Joanne DuPre, Stephen Lopez, Will Waller, Sa'rae Montoya, D'Anne Stuart, Norma Noel, Donna Wagner, Susan Brown, Monica Dunivan, Miriam Chaiken, Beth Titus, Enrico Pontelli, Becky Corran, Monica Torres, Norma Grijalva, Luis Cifuentes, Jim Hoffman, Emerson Morrow, Scott Eschenbrenner