

University Administrative Council Agenda
Tuesday, January 8, 2019
8:30 am–10:00 am
CCSU Senate Chambers, Room 302

1. **Call to Order** John Floros
2. **Introductions** John Floros
3. **Approval of Minutes – November 13, 2018** John Floros
4. **Old Business (Second read)** Liz Ellis
 - a. [REV] ARP 3.80 – Prohibition of Non-Discriminatory Bullying, Hazing and Hostile Misconduct
 - b. [NEW] ARP 7.21 – University Closure Pay
 - c. [REV] ARP 16.09 – University Closures (fka ARP 14.99)
 - d. [REV] ARP 16.10 – Emergency Preparedness and Response
 - e. [REV] ARP 15.62 – Protection of Federal Information; FISMA Compliance
 - f. [REV] ARP 16.01 – University Police
 - g. [REV] ARP 16.02 – Regulation of Security Alarms
 - h. [NEW] ARP 16.04 – Safety and Security at Public Events
 - i. [NEW] ARP 16.05 – Safety and Security at Private Events
 - j. [NEW] ARP 16.78 - Mandatory Reporting of Suspected Child Abuse and Sexual Misconduct
 - k. [NEW] ARP 16.79 – NMSU Sponsored Youth Programs
5. **New Business (First read)** Liz Ellis
 - a. [REV] ARP Appendix 4.81-B, referenced in Part 3 of ARP 4.81 – Degrees, Majors, Minors and other Academic Programs of Study
 - b. [NEW] ARP 12.71 – Academic Facility Space Utilization and Scheduling
 - c. [REV] ARP 12.75– Facility Space Use Management and Procedures
 - d. [REV] ARP 12.70 – Use of Non-Academic Facility Space, Generally
 - e. [REV] ARP 10.60 – Resolution of Faculty Grievances
 - f. [REV] ARP 3.25 – Discrimination, Harassment and Sexual Misconduct on Campus
 - g. [REV] ARP 7.75 – Process to Determine Ineligibility for Rehire Status
 - h. Indigenous People’s Day Emerson Morrow, Becky Corran
 - i. Naming Approval Tina Byford
 - Virtual Reality Laboratory (Rm 155 in Milton Hall) — Electronic Caregiver Virtual Reality Laboratory
6. **University-wide Information/Announcements**
 - a. Student Directory John Roberts, Liz Ellis, Stephen Lopez
 - b. Capital Outlay Update Glen Haubold
 - c. SPIN Electric Scooter Pilot Program Emerson Morrow, Glen Haubold
7. **Updates**
 - a. ASNMSU
 - b. Graduate Student Council
 - c. Chancellor
 - d. President

- e. Provost
- f. General Counsel – General Advice
- g. Faculty Senate
- h. Employee Council
- i. University Advancement

8. Other Comments and Information

Next Meetings

- Convocation, January 15, refreshments at 8:15am, Atkinson Recital Hall
- UAC 2019, 8:30am- 10:00am, CCSU Senate Chambers
 - February 12
 - March 12
 - April 9
 - May 14
 - June 11

Pending

Revision to ARP 8.61 University Tuition Remission

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 students 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. Previous rule included other alarms such as fire alarms, intrusion alarms and panic buttons.
 - 16.04 and 16.05: Relates to security rules at public and private events.
- **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; also 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**
 - 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.
 - 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 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
 - 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