

University Administrative Council Agenda
Tuesday, February 12, 2019
8:30 am–10:00 am
CCSU Senate Chambers, Room 302

1. **Call to Order** April Mason
2. **Introductions** April Mason
3. **Approval of Minutes – January 8, 2019** April Mason
4. **Old Business (Second read)** April Mason
 - a. Indigenous People’s Day Emerson Morrow, Becky Corran
 - b. Status Update: ARP 8.61- University Tuition Remission
5. **New Business (First read)** Liz Ellis et al.
 - a. 4 week or 6 week review period?
 - b. [NEW] ARP 16.86- Traffic and Parking Regulations for NMSU Community Colleges
 - c. [REV] RPM 2.44- Associated Students of NMSU
 - d. [NEW] ARP 2.44- Associated Students of NMSU
 - e. [REV] ARP 18.61- Management of Events at the Pan American Center
 - f. [REV] RPM 5.20- Student Conduct
 - g. [NEW] RPM 5.21- Student Complaints and Grievances
 - h. [REV] ARP 16.21- No Trespass Directive; Restricted Campus Access
 - i. Naming Approval Tina Byford
 - Agricultural Science Center (Tucumcari)- Rex E. Kirksey Agricultural Center at Tucumcari
6. **University-wide Information**
 - a. Fractional Grading Emerson Morrow
 - b. Employee Evaluations Gena Jones
 - c. Masters and Doctoral Ceremonies: Spring 2019 and Fall 2019 Renay Scott
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**
 - a. Feb 19 Basketball Games Mario Moccia
 - b. Commencement
 - Hooding Ceremony- Friday, May 10, 2019 at 6:00pm
 - Commencement- Saturday, May 11, 2019 at 9:00am & 2:00pm

Next Meetings

- Capital Outlay Discussion
 - February 28
- UAC 2019, 8:30am- 10:00am, CCSU Senate Chambers
 - March 12
 - April 9
 - May 14
 - June 11

Pending

Revision to ARP 8.61-University Tuition Remission

ARP 4.44-Small Class Policy

Policies open for comment until February 19, 2019.

- 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 7.75 – Process to Determine Ineligibility for Rehire Status

University Administrative Council Minutes Tuesday, January 8, 2019

1. **Meeting called to order**
2. **Introductions**
 1. **Sonya Cooper**, Interim Dean, HSS
 2. **Laura Castille**, OIE Executive Director
3. Approval of Minutes: Moved, seconded, passed.
4. Old Business
 1. ARP 3.80: Prohibition of Non-Discriminatory Bullying, Hazing, and Hostile Misconduct. Approved.
 2. ARP 7.21: University Closure Pay plus companions pieces 16.09 and 16.10. Approved.
 3. ARP 15.62: Protection of Federal Information. Approved.
 4. Revisions 16.01, 16.02, 16.04, 16.05 considered collectively
 1. Discussion: Need additional security if >1250 attendees.
 2. Collectively approved
 5. ARP 16.78: Mandatory Reporting of Suspected Child Abuse and Sexual Misconduct. Approved.
 6. ARP 16.79: NMSU Sponsored Youth Programs
 1. Request: Implement for camps starting after March 1, 2019
 2. Approved with one opposed.
5. New Business
 1. ARP 4.81B: Degrees, Majors, Minors, and other Academic Programs of Study
 1. Seeking streamlining to be responsive to community workforce needs. This proposal will be on the academic track and has a Faculty Senate Sponsor.
 2. ARP 12.71: Space Utilization and Scheduling.
 1. Proposal came from an ADAC subcommittee.
 3. ARP 12.75 Facility Space Use Management and Procedures & 12.70 Use of Non-Academic Facility Spacey, Generally.
 1. Companion revisions fixing inconsistencies with 12.71.
 4. ARP 10.60 Resolution of Faculty Grievances
 1. Makes other fixes to streamline
 2. Eliminates mediation, but faculty can still go through mediation
 5. ARP 3.25: Discrimination, harassment, and sexual misconduct on campus. Three changes:
 1. Changes timeline for filing grievances from 15 to 90 days with exemptions available after 90 days.
 2. Removes 60 day deadline to resolve claims; kept as internal guideline
 3. Specifies that Provost has 15 **working** days as a deadline.
 4. Requesting first and second reads today.
 1. Discussion: Policy is too important to not take time.
 2. Waive first read: Approved.
 5. Approved with instructions to make additional changes in a timely manner.
 6. ARP 7.75: Process to Determine Ineligibility for Rehire Status
 1. Rule standardizes process of determining hiring eligibility by moving it to HR-ELR. Rule includes provision for reinstatement.
 7. Indigenous Peoples' Day
 1. Asking that Indigenous Peoples' Day be recognized on campus and added to Academic Calendar
 1. Not asking for a day off.
 2. Seeking to promote awareness
 8. Naming Approval
 1. Renaming Virtual Laboratory to Electronic Caregiver Virtual Reality Laboratory. Electronic Caregiver has given us funds to refurbish laboratory in joint project for KIND, Psychology, and Engineering.

2. Approved.
6. University-wide Information
 1. Student Directory: We are limiting access to directory information (home address and phone number) for students to prevent predatory outside agents. Students have been victimized in the past and information appeared to have come from phonebook. Seeking to return this information to people who are part of an intranet.
 1. Discussion: DACC faculty use this information to contact students who have stopped attending classes. This information can still be downloaded from Cognos by Administrative Assistants until we get an internal phonebook solution.
 2. Capital Outlay request
 1. Capital Expenditures are funded through two mechanisms. Even years: General Obligation Bond and Odd years: Severance Tax Bonds
 2. Send feedback on projects to president.floros@nmsu.edu by February 22, 2019
 3. This process allows Ricardo to advocate strongly for full funding of projects.
 4. CUP has request for one-time maintenance.
 3. Scooters
 1. Companies drop these off with or without our permission.
 2. Spine scooters are unlocked by phone apps. Average ride is 10-12 minutes. Unlock fee is \$1.00 and the charge is \$0.15 per minute. 60-day trial period.
 3. Spin was just acquired by Ford Motor Company.
 4. Discussion
 1. Company is working on alternative access (not phone)
 2. Outreach campaign needed for safety education.
 3. Spin was selected because they proposed "Scooters done right." Assembled a team to look at this, we agreed to a 60-day trial.
 4. Spin will distribute helmets for free but helmets will not be required.
 5. Spin has communication channel that allows us to communicate rules.
 6. Spin requires a picture of scooter where it is left.
7. Updates
 1. ASNMSU: Thank you for supporting Spin program
 2. Graduate: Symposium in April.
 3. Chancellor and President: Legislative Session starts next week.
 1. Provost search committee starting. Looking for a new provost this summer.
 4. General Counsel: Invite Laura Castille to start-of-semester meetings.
 1. Mandatory language to syllabi being updated by OIE
 2. Also: Including information regarding that faculty are mandatory reporters.
8. Other Comments
 1. Ricardo needs to understand discussion relevant to our legislative agendas.
 1. Also, no gifts to legislators without discussion Ricardo
 2. April 11: Director of Ed FERPA training technical training unit.

Attendees: John Floros, presiding; Melody Munson McGee, Heather Watenpaugh, Glen Haubold, Tina Byford, April Mason, Greg Fant, Justin Bannister, Gena Jones, Andy Burke, Renay Scott, Mario Moccia, Laura Castille, Liz Ellis, Lisa Warren, Ermelinda Quintela, Lakshmi Reddi, Rolando Flores, Ken Van Winkle, John Gratton, Mickey Best, D'Anne Stuart, Kelly Brooks, Stephen Lopez, Scott Eschenbrenner, Adam Cavotta, JoAnne DuPre, Joan Esparza, Rod McSherry, Shelly Stovall, Norma Noel, Luis Cifuentes, Enrico Pontelli, Susan Brown, Becky Corran, Beth Titus, Ricardo Rel, Anthony Parra, Jim Hoffman, Sa'rae Montoya, Emerson Morrow, Michael Jasek, Miriam Chaiken, Sonya Cooper, John Roberts, Norma Grijalva