

**University Administrative Council Agenda**  
**Tuesday, November 12, 2019**  
**8:30 am–10:00 am**  
**Corbett Center Student Union Room 302**

1. **Call to Order** Chancellor Arvizu
2. **Introductions** Chancellor Arvizu
3. **Approval of Minutes – October 8, 2019** Chancellor Arvizu
4. **Old Business (Second read)**
  - a. [REV] ARP 16.21 – No Trespass Directive – Restricted Campus Access [ UGC] University General Counsel
  - b. Naming Committee Tina Byford
    - i. Request to name room 118B in the Devasthali Hall as *The Julia Barello Department Head Office*
    - ii. Request to name room 118D in the Devasthali Hall as the *Sara E Walker Art History Office*
    - iii. Request to name room 129 in the Devasthali Hall as *The Daniel Gamboa and Paula Rascon-Gamboa Fabrication Lab*
    - iv. Request to name room 222 in the Devasthali Hall as *The Fiel Family Photography Studio*
    - v. Request to name room 235 in the Devasthali Hall as *The Robert S. and Mary E. Culpepper Conference Room*
    - vi. Request to name room 238A in the Devasthali Hall as the *Jane Slagle Painting Faculty Office/Studio*
    - vii. Request to name room 27 in the O’Donnell Hall as the *Tara Jaramillo Autism Diagnostic Center*
    - viii. Request to name room 46 in the O’Donnell Hall as the *Glass Family Research Institute for Early Childhood Studies*
    - ix. Request to name room 111 in the O’Donnell Hall as the *Aprendamos Intervention Team, P.A. Lecutre Hall*
    - x. Request to name room 208 in the Domenici Hall as the *Lorenzo and Yolanda Moreno Office*
    - xi. Request to name room 210 in the Domenici Hall as the *Raquel Bone Office*
    - xii. Request to name room 212 in the Domenici Hall as the *Ross and Patty McCallister Office*
5. **New Business** University General Counsel
  - a. [REV] ARP 3.04 as new ARP 6.17 – Anti-Nepotism and Avoidance of Personal Conflicts of Interest [President’s Office; HRS or UGC]
  - b. [REV] RPM 3.80 – Prohibition of Hazing and Hostile Misconduct [UGC] (*waiver of First Reading requested, to proceed to vote to recommend to chancellor*)
6. **University-wide Information**
  - Shelter and Food Insecurity Meg Long & Laura Castille
  - Human Resource Services Gena Jones
    - Fair Labor Standards Act
    - I-9 and E-Verify
    - Performance Evaluation Process
  - Sustainability Policy and Oversight Council Ruth Johnston

- Fire events and fire drills

Johnny Carillo

#### 7. **Updates**

- ASNMSU
- Graduate Student Council
- Chancellor
- President
- Provost
- General Counsel – General Advice
- Faculty Senate
- Athletics
- Employee Council
- University Advancement

#### **Next Meetings**

- UAC
  - December 10, 8:30am–10:30am, CCSU Senate Chambers
  - January 14, 2020, 8:30am–10:30am, CCSU Senate Chambers
  - February 11, 2020, 8:30am–10:30am, CCSU Senate Chambers
- Graduate School (Hooding) Ceremony: December 13, 6:00 pm, Pan American Center
- Commencement: December 14, 10:00 am, Pan American Center
- Spring Convocation: Tuesday, January 21, 2020, 8:30 am, Atkinson Recital Hall

# University Administrative Council Minutes

## Tuesday, October 8, 2019

### 1. Call to order at 8:34

### 2. Announcement from Heather Watenpaugh re Cap Outlay process

- FY21 Cap Outlay (Severance Tax Bond request) season is starting
- Oct 22: Briefing at October 22 Deans meeting, then individual meetings with deans
- February 11: Will meet after UAC for project presentations
- Also: Think about \$100,000–\$500,000 cap outlay request for this year (renovations).

### 3. Minutes approved as distributed.

### 4. Old Business

- 6.86 Faculty Availability and Office Hours for Students
  - Robust discussion
  - Will Ad Astra reflect when classes are moved? Regular moves, yes, one-off moves, likely not.
  - Moved and seconded: passed to recommend approval

### 5. New Business

- ARP 8.12 and 6.15: Retirement, Educational and Re-Employment of Retirees. Syncing ARP with laws
  - Move approval of both policies and an expedited review.
  - Passed: Recommend approval
- ARP 8.41: LOA — Annual Leave
  - Clarifies that 9-month faculty do not accrue vacation
  - Motion to recommend approval passed
- FIRST READ: ARP 6.12 Cleary Act Compliance
  - Cleary Act requires that we have some policies in place. Chancellor passed these provisionally before the October 1 deadline; now looking to finalize these.
- FIRST READ: ARP 16.21 No Trespass Directive
  - This is a major clean up and should be reviewed by all campus presidents.

### 6. University-wide information

- Climate survey: released October 15
- Fair Labor Standards Act
  - Salary threshold is \$35,568/year, or \$684/week
  - Lag pay has implications — Payroll and HR are looking for solutions. Overtime is obligatory.
  - Next steps — HR will examine employees grade 6 and below to see who should be reclassified.
  - Review — Contact supervisors — open forums — Q&A
    - We could have exempt and non-exempt at level 5 and 6
- Enrollment Management
  - Retention: Navigate
    - Tool provides workflow and communication for a strategic care network
    - Helps with milestones, pain points, as indicated by 7–10 years of data.
    - Provides intelligence for administrators, strategies for faculty and staff, guidance for students
    - Launch with Advisors February 1. Identify pilot student groups.
    - Navigate is FERPA sensitive — example — users will only have access to information they are allowed to see.
    - Training for faculty— they can send student to-dos, quick polls (questions about stress, or returning, take-aways from class, etc).
    - Interfaces with Banner — puts a great front-page onto Banner data.

- Role of Strategic Chief Financial Officer
  - Sorting through system versus campus; Moving from learning mode to doing mode
  - Website to collect feedback
  - Strategic Financial Cabinet: How do we make budgetary decisions?
  - Direct reports: Katrina Doolittle, Carole Lobato, Scott Eschenbrenner, Ermelinda Quintela, Rich Clayton
  - Reach out if you want.

## 7.Updates

- Employee Council — October 25 at Preciado Park
- Faculty Senate
  - Held first meeting: Equity, classification, fractional grading
- ASNMSU
  - Veteran’s Housing Project in Tom Fort Village. 41 units are reserved for Veterans.
  - Seeking participation across the university.
- Foundation
  - \$5-6 million left to campaign. Foundation Board will have matching funds for Giving Tuesday
  - About 400 alumni at tailgate.
- Athletics
  - Buy tickets, go to Volleyball; Pistol Pete’s Beer is in 294 outlets in 71 cities in NM.
- Provost
  - Dean of Education Search coming soon
  - About to launch a task force regarding health; partners: extension, Burrell, related programs
- Chancellor
  - Produced water
    - Desalination Hub: Berkley, Oak Ridge, National Renewable + other universities
  - Produced water consortium
    - Looking to attract sponsors, \$1–2 million annually
    - NM Environmental Department — Has authority for all water except that produced by oil and gas industry.
  - Opportunity Scholarship
    - Who will pay for this? How will it be implemented?
    - This is a Lottery top-off program. Includes fees, first semester.
    - Chancellor is the Vice Chair of the Advisory Board for this program
- General Counsel: Pass
- President
  - Returned from HACU: We need a bigger contingency.
  - State of the University, October 14
- Other announcements
  - DACC has a bond issue on the ballot; 4-H week is this week
  - Today is Ermelinda’s birthday (yes, we sang)

**Attendees: John Floros, presiding;** Dan Arvizu, Heather Watenpaugh, mmm, Greg Fant, Melissa Chavira, Justin Bannister, Scott Eschenbrenner, Lisa Warren, Roy Collins, Andy Burke, Mario Moccia, Lenny Martinez, Mickey Best, John Gratton, Ken Van Winkle, Renay Scott, Ann Goodman, Enrico Pontelli, Susan Brown, Luis Cifuentes, Ruth Johnston, Rolando Flores, Steve Bettner, Alton Looney, Julie Maitland, Stephen Lopez, Laura Castille, Ermelinda Quintela, Toni Lavour, Maura Gonsoir, Abigail Denham, Evan Connor, Carlos Lobato, Beth Titus, Katrina Doolittle, Sonya Cooper, Miriam Chaiken, Becky Corran, Norma Grijalva, Sonia White, Adam Cavotta, Monica Torres, Shelly Stovall