

# 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