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)