

University Administrative Council Agenda
Tuesday, February 11, 2020, 8:30 am–10:30 am
Corbett Center Student Union Room 302

1. **Call to Order** President Floros
2. **Introductions** President Floros
3. **Approval of Minutes – January 11, 2020** President Floros
4. **Old Business (Second read)**
5. **New Business** University General Counsel
 - a. [REV] ARP 3.14 — Non-Work Related Use of University Resources & [REPEAL] ARP 15.18 — Use of NMSU Telephone Equipment
 - b. [NEW] ARP 6.21— Drug and Alcohol Abuse Prevention and Testing
 - c. [REV] ARP 16.65 — Drug and Alcohol Free University Community
 - d. [REV] RPM 16.65 — Drug and Alcohol Free Workplace
6. **University-wide Information,**
 - a. First Amendment and Higher Education Roy Collins
 - b. Data Governance (10 min) Provost Parker
 - c. Climate survey next steps and reports Gena Jones
 - d. Electronic I-9 & E-Verify Implementation Gena Jones
 - e. Performance Evaluations (due March 16) Gena Jones
 - f. Employees Response to Media Justin Bannister
7. **Updates**
 - ASNMSU
 - Graduate Student Council
 - Chancellor
 - President
 - Provost
 - General Counsel – General Advice
 - Faculty Senate
 - Athletics
 - Employee Council
 - University Advancement

Next Meetings

- Annual Capital Outlay, February 11, 2020, 10:30 am-11:30 am, CCSU Senate Chambers
- March 10, 2020, 8:30am-10:30am, CCSU Senate Chambers
- April 14, 2020, 8:30am-10:30am, CCSU Senate Chambers
 - 10:30am Spring Cart Exercise, CCSU Senate Chambers
- May 12, 2020, 8:30am-10:30am, CCSU Senate Chambers

University Administrative Council Minutes
Tuesday, January 14, 2020

1. Call to order at 8:31

2. Introductions

- Leslie Cervantes, Interim VP, Advancement
- Kate Terpis, Interim Dean Library

3. Minutes approved as distributed

4. Old Business

- ARP 3.04 (renumbered to 6.17) Prohibition of Nepotism COI in Hiring and other Personnel Actions
 - a. Move for approval — seconded. Motion to recommend approval — passed.
- Naming Committee
 - b. Devasthali Hall: moved by Naming committee, seconded, recommended for approval
 - c. Domenici Hall: moved by naming committee, seconded, recommended for approval

5. New Business

- ARP 5.75- First Time student vaccination and health requirements
 - d. Students immunization record will be added to Banner, including all international students
 - e. Discussion: holds on accounts of students who do not have their records or waiver?

6. University-wide information

- Expectations of UAC participants
 - f. What do we take away? How does this meeting make NMSU a better university?
 - g. Role of communication
 - We discuss important items — how is this information disseminated?
 - h. A&S — agenda is distributed to department heads before meeting, especially regarding policies.
 - Expectation is that department heads talk to departments.
 - Another communication goes out after UAC with updates.
 - i. HSS — Distributes UAC agenda and discusses at college meetings on Wednesdays. I
 - Common conversation around topics is valuable.
 - Could better define dean and department head role in communication.
 - j. NMSU-A: Campus version of UAC held the following day where they review agenda.
 - k. Student Success
 - Discuss with UAC material with staff. Most important items (FLSA) are covered in one-on-one meetings.
 - Some items are worked throughout the organization; others are more important at the director level (nepotism).
 - l. How are the agendas created? Call for items goes out and people submit items.
 - m. Faculty Senate — many decisions seem to be already made by the time they are brought to UAC. Can we have more discussion?
 - n. Is this meeting a best practice?
 - o. President's Comments: This body is not a common structure across other universities.
 - Department head communications should include other staff as appropriate (HR liaisons, administrative staff, fiscal staff, as examples)
 - Not all materials are relevant to everybody, such as budget details.
 - Do we need to dedicate more time on mission and vision driven items?
 - **Request: Please communicate items to your units.**
- Climate Survey
 - p. Trust between administration and faculty scored very low.
 - This should be top priority for next climate survey.

- q. Biggest negative is pay, and we have a multi-year plan to address.
- r. Expectations for faculty: We have hard-working faculty who have not been well-rewarded.
- s. Top item — people know what they are supposed to be doing
- t. We can't stand still on any of these items: Safety, cyber, etc.
- u. Perceptions — might not be real, but we still have to deal with them.
- v. Discussion
 - Trust issue: Communication is key here. Smaller units facilitate communication.
 - Not always the amount of communication — tone and content are important
 - Sonia: There is a perception that nothing changes following past surveys.
 - How are we evaluating department heads? Other supervisors? We need 360s — over several cycles, we can develop a culture of this. This could be accompanied with coaching.
- w. We will continue to talk about this survey. Plan for response.
- Free Speech and social media
 - x. Good content to share with your units
 - y. Free speech is not without consequences
 - z. Why is social media our business?
 - aa. Questions can be addressed offline and individually.

7. Updates

- University Advancement
 - bb. Giving Tuesday included many students beginning their philanthropy.
- Employee Council
 - cc. Currently working on a call for nominations for new members
 - dd. By-law changes: Bargaining unit members can be members
 - ee. Past chairs can continue to work on items not completed
- Faculty Senate
 - ff. First meeting: Thursday, January 16
 - Academic technology
 - Finalize comments about land acknowledgement statement response
 - College of Education certificates
- Athletics
 - gg. Fall 2019 academic achievements were stellar: 44 student athletes had a perfect GPA
 - hh. Aggie Cupboard partnership coming up for a basketball game
 - ii. February 1: Pack the Pan Am. Also: 1977 team reunion
- President's Comments
 - jj. Legislative Session is focusing on the budget.
 - kk. LFC recommendation is higher than the Governor's recommendation.
 - All lobbying still needs to go through Ricardo

Attendees: John Floros, Presiding; Anthony Parra, mmm, Carol Parker, Roy Collins, Greg Fant, Melissa Chavira, Justin Bannister, Gena Jones, Maura Gonsoir, Andy Burke, Ann Goodman, Lori McKee, Katrina Doolittle, Leslie Cervantes, Lisa Warren, Renay Scott, Stephen Lopez, Kate Terpis, Luis Cifuentes, Ken Van Winkle, Mickey Best, John Gratton, Enrico Pontelli, Susan Brown, Sonya Cooper, Yesenia Palma-Dominguez, Ruth Johnston, Marion Moccia, Laura Castille, Steve Bettner, D'Anne, Norma Noel, Carlos Lobato, Kathy Hansen, Jim Chavez, Pam Jeffries, Miriam Chaiken, Becky Corran, Lakshmi Reddi, Adam Cavotta, Sonia White, Ermalinda Quintela, Jim Hoffman, Monica Torres, Shelly Stovall, Alton Looney