

**University Administrative Council Agenda**  
**Tuesday, March 10, 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** – February 11, 2020 President Floros
4. **Old Business (Second read)**
  - a. [REV] ARP 3.14 — Non-Work-Related Use of University Resources & [Repeal] ARP 15.18 — Use of NMSU Telephone Equipment
  - b. NO ACTION REQUESTED; WITHDRAWN BY POLICY SPONSOR —[New] ARP 5.75- First time Student Vaccination and Health Requirements
5. **New Business** University General Counsel
  - a. [REV] ARP 6.01 — Hiring
  - b. [NEW] ARP 15.40 — Data Governance
  - c. [NEW] RPM 15.40 — Data Governance
6. **University-wide Information,**
  - a. Investigations Task Force (10 min) Provost Parker
  - b. Enterprise Risk Management (5 min) Katrina Doolittle
  - c. Coronavirus Update (5 min) Katrina Doolittle & Lori McKee
  - d. Aggie Memorial Service (5 min) Dean Goodman
  - e. Legislative Update (5 min) Ricardo Rel
7. **Updates**
  - ASNMSU
  - Graduate Student Council
  - Chancellor
  - President
  - Provost
  - General Counsel – General Advice
  - Faculty Senate
  - Athletics
  - Employee Council
  - University Advancement

**Next Meetings**

- 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
- 8<sup>th</sup> Annual Aggie Memorial
  - May 1, 2020, 5:30pm, NMSU Spiritual Center
- May 12, 2020, 8:30am-10:30am, CCSU Senate Chambers
- Spring 2020 Commencement Ceremonies:
  - Graduate Ceremony, May 15, 2020, 6:00pm
  - Undergraduate Ceremony, May 16, 9:00am and 2:00pm

**University Administrative Council Meeting Notes**  
**Tuesday, February 11, 2020, 8:30-10:30 am**

**1.Meeting called to order at 8:33**

**2.Introductions**

- Phil DeLeon is here for Luis Cifuentes

**3.Approval of Minutes from January 11, 2020: Approved as distributed**

**4.Old Business — none**

**5.New Business**

- ARP 3.14 — Non-Work Related Use of University Resources & Repeal 15.18 — Use of NMSU Telephone Equipment
  - Moved to shorten review process and recommend approval today
  - Motion passed, with one vote against
- ARP 6.21 — Drug and Alcohol Abuse Prevention and Testing
  - Policy based on best practices — includes expectations, roles, responsibilities.
  - Seeking meetings over next month with PSL, NMSU PD, Aggie Health and Wellness, HR, ESH& RM
- Combined: ARP 16.65 — Drug and Alcohol Free University Community & RPM 16.65 — Drug and Alcohol Free Workplace
  - Drug and Alcohol Free Campus
    - Part of effort to separate ARP and RPM.

**6.University-wide announcements**

- **First amendment and higher education, Roy Collins** [ARP 3.63](#)
- - Brandeis University Principles
    - <https://www.brandeis.edu/free-expression/principles/index.html>
  - Universities can restrict time, placement and manner of speakers.
    - University of Virginia <https://uvapolicy.virginia.edu/policy/PRM-017>
  - Case law allows fees to cover security
  - Heckler’s Veto — can’t allow a heckler to close down a talk.
- **Data Governance, Carol Parker**
  - Charged with keeping our data safe
  - This is important for our KPIs relative to our strategic plan.
  - Developing a process for requesting data: Would like for data requests to be filled where possible with standard reports
- **Climate Study Follow Up, Gena Jones**
  - Action Team is being developed — we have collected nominations and are finalizing committee.
  - Reports will be distributed soon for specific areas — departments, campuses, etc. for areas with >10 direct reports who participated in the survey. Use the information — it is important respond.

- **I-9 and EVerify, Gena Jones**
  - Going to 1-9 electronically on March 1.
  - The electronic form should be more accurate (internal checks).
  - Rationale: Better onboarding, faster first paycheck.
  - We can hire classes of people who can only be hired through e-Verify
  - Trainings will be provided for HR liaisons: HR will work with units as requested
  - Communication plan: Starts here
    - Counting on HR liaisons to assist
    - Communicate to rest of university starting next week
- **Performance evaluations, Gena Jones**
  - These are due March 16
  - Employee evaluations should be aligned with the goals of NMSU LEADS 2025
- **Employees and talking to the media, Justin Bannister**
  - Most inquiries are about timely subjects, like Coronavirus, computer hacking, etc. Some calls go directly to faculty members or staff.
  - Marketing and Communications can help with media requests: they support all of NMSU.
  - President's comments
    - Faculty and staff usually have not had training speaking to media.
    - Best practice: Think through things and get Justin Bannister's input.
    - Anybody speaking to the media will be viewed as speaking for NMSU.
    - Take time to prepare well. Have your major points.
  - Some requests will seem urgent, but you can always take time to prepare.
  - Justin will send guidelines on talking to the media
    - Definition of who is a journalist has greatly changed.

## 7.Update

- **Faculty Senate**
  - Land Acknowledgment statement
  - Curricular revisions — these are coming up
  - Julia Parra will be the next FS chair
- **Athletics**
  - Athletics collected food for Aggie Cupboard at a game.
  - Reunion teams
    - All 9 living members of 1970 team will be here Saturday
  - Baseball and softball continue this weekend
  - Luis Cifuentes throwing out the first ball this weekend
- **Employee Council**
  - New member voting — will have 6 new members, 4 new alternates
  - Meeting is Thursday. Voting for new executive team at that meeting.
- **University Advancement**
  - Call for nominations for Honorary Doctoral Recipient for May.
  - New VP for Advancement, Derek Dickson, starts April 1
  - About 200 people in SF for Alumni event — great turn out
  - President's Associates Ball — May 2 at Convention Center
- **President**
  - It is on all of us to explain the value of higher education to the state.

- Opportunity Scholarship has moved from last dollar to middle dollar. This costs more but benefits Pell Grant awardees
  - Executive is asking institutions to sign MOUs
  - Rolled out to 2-year institutions first.
- Look for an announcement soon about the AVP for Facilities and Services
- Marketing and Communications has moved but is still looking for space.
- Provost
  - Update on Reorgs: Candidates for digital learning visit next week. Greg Fant is retiring end of fiscal year. Library leadership is vacant.
  - Three searches — will be re-organizing office.
    - Vice Provost will have a portfolio related to Curriculum, Enrollment management, accreditation; will work with VP for digital learning.
    - Meeting with library staff → proposing VP for library with a broader role in support for community colleges, open resources, e-textbooks, etc.
  - Searches underway for deans of Honors, Education
  - Restructured IBP. Cindy Garrett serving as Executive Assistant. Will support a community of practice led by a faculty fellow for Beyond Borders.
  - Digital Measures administrator — this will support goal 3, especially.
  - Dean Cooper leading the health task force.
- Strategic Plan feedback
  - Due out this month.
  - Climate Survey
  - Contact the President's Office to schedule a visit

**Attendees: John Floros, Presiding;** Ann Goodman, mmm, Roy Collins, Carol Parker, Greg Fant, Melissa Chavira, Justin Bannister, Kelly Brooks, Lisa Warren, Andy Burke, Ken Van Winkle, Anthony Parra, Andrew Nwame, Renay Scott, Kate Terpis, Gena Jones, Mario Moccia, Steve Bettner, D'Anne Stuart, Norma Noel, Susan Brown, Enrico Pontelli, Phillip DeLeon, Sonya Cooper, Lakshmi Reddi, Leslie Cervantes, Stephen Lopez, Alton Looney, Heather Watenpaugh, Ruth Johnston, Katrina Doolittle, Ermelinda Quintela, Jim Chavez, Jim Hoffman, Shelly Stovall, Sonia White, Adam Cavotta, Norma Grijalva, Becky Corran, Miriam Chaiken, Rolando Flores,