

**University Administrative Council Minutes  
Tuesday, March 10, 2020**

1. **Call to Order** President Floros
  - a. Called to order at 8:32
  
2. **Introductions** President Floros
  - a. Letty Gallegos, new chair, Employee Council
  - b. Margaret Campos, PSL
  - c. Daniel James, College of Business
  
3. **Approval of Minutes – February 11, 2020** President Floros
  - a. Approved as distributed
  
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
    - Moved for approval and seconded. Recommended for approval.
  - b. NO ACTION REQUESTED; WITHDRAWN BY POLICY SPONSOR —[New] ARP 5.75- First time Student Vaccination and Health Requirements
    - Withdrawn — there were concerns over the enforcement mechanism. Might be back in a year: More generalized, more informed.
  
5. **New Business** University General Counsel
  - a. [REV] ARP 6.01 — Hiring
    - Will eliminate rule that requires a 28-day posting for under-utilized positions. Encourages consultation with OIE and HR regarding posting places.
  - b. [NEW] ARP 15.40 — Data Governance
    - New ARP rule — seeking to define roles and responsibilities. Please review and get comments to Provost Parker.
  - c. [NEW] RPM 15.40 — Data Governance
    - Context: seeking security for our data and to ensure that we have the data needed to do our job in a manner that is timely and secure.
  
6. **University-wide Information,**
  - a. Investigations Task Force (10 min) Provost Parker
    - Identified 3 categories of investigations
      - Incident like an accident, event based. We review the circumstances.
      - Allegation of a law or policy violation. Requires a review to determine events, policy violation.
      - Investigations into faculty-staff-student disputes. Have used investigation structure, which promotes adversity when we should be promoting reconciliation.
    - Recommendation: create a default procedure for these three types.
    - Develop training on due process
    - Thanks for Lisa Warren for her work on this.
  - b. Enterprise Risk Management (5 min) Katrina Doolittle
    - This office now reports to the Chancellor’s Office through Vice Chancellor Johnston
  - c. Coronavirus Update (5 min) Katrina Doolittle & Lori McKee
    - Coronavirus is running through population because it is novel, and nobody has immunity to it. 80% of cases are mild. This virus hits older adults, especially those with compromised Immune systems.

- NMSU has a plan in place — we are currently in level 1, which emphasizes preparedness, prevention, protection.
    - Level 1 means we should be THINKING about what happens if conditions worsen.
    - Provost will discuss online teaching with Deans in the event this becomes necessary — Nobody has authorized online teaching at this time.
  - No need for masks. These are needed for health care workers and people with symptoms.
  - [New Mexico Department of Health](#) is holding town hall meetings all over state.
  - Memorial Medical Center will be our isolation location for Las Cruces; Emergency Medical Services are screening all high-risk calls.
  - [Aggie Health and Wellness Center](#) is ramping up control measures and is emphasizing communication about prevention. Their [website](#) is a good information source.
  - Human Resource Services is getting questions about working at home. If you feel ill, stay home and call a health care provider. Talk to your supervisor if you have questions about work schedules or university travel.
  - Employees should not be required to travel to affected areas — unit business offices will need to address how to cover these costs. The Provost is not involved with decisions to cancel international travel that was previously authorized.
  - Travel concerns should be worked out between individual and supervisor with disagreements being taken to next level supervisor.
    - Travel considerations should include possible quarantine time.
  - To move to next level in the preparedness plan — we will look at information from the [New Mexico Department of Health](#).
  - We are monitoring and the situation changes often.
- d. Aggie Memorial Service (5 min) Dean Goodman
- Seeking to make Aggie Memorial Day a more coordinated and ceremonial occasion. Ideas include things like tabling for notes to families, Aggie Reflections, Memory coin for families.
  - This year's observance is May 1, 5:30 at the Spiritual Center. Units should consider observing a memorial event in their areas.
- e. Legislative Update (5 min) Ricardo Rel
- Information is on UGA website — will be updated tomorrow after the Governor signs.
  - Big items
    - Opportunity Scholarship
    - 4% Compensation increase
    - About a 2% increase in I&G budget
  - Coronavirus is affecting the budget and Governor can adjust the budget if she has concerns.

#### Updates

- ASNMSU
- Graduate Student Council
- Chancellor
- President
  - Department results will be out soon for climate survey if they are not now.
  - External review for diversity will be distributed this week. Please provide feedback.
- Provost
  - Searches are underway for Vice Provost for Digital Learning (announcement due today), Vice Provost for Academic Affairs, Honors College, and Education Dean. Your feedback from
- General Counsel – General Advice
- Faculty Senate
  - Currently looking at degree programs, fractional grading, and other items.
- Athletics
  - NMSU Men's Basketball has the nation's longest winning streak!
  - Thanks for Dr. Scott and Goodman for their work on eSports.
  - Women's track won conference!

- Employee Council
  - New members were elected. For the first time, these include Union members.
  - Save the Date — April 24 is Founder’s Day
  -
- University Advancement
  - Look for events at WAC tournament
- VPSS
  - [Social Mobility Summit](#) will be April 8. Free to attend but need a reservation.
- NMSU Grants VP for Student Success Beth Armsted from Grants is retiring.
- Creative Campus Charette will be tomorrow at the Farm and Ranch.
- Vice Chancellor
  - HR Team is re-visioning processes; Climate Action Team kicks off tomorrow.
- Chief Lopez
  - Bataan Memorial Death March is this weekend. Registration will be at the Convention Center; Concert at the Pan Am Friday.

**Attendees: John Floros, Presiding;** Lisa Warren, Lori McKee, Katrina Doolittle, mmm, Carol Parker, Greg Fant, Melissa Chavira, Justin Bannister, Scott Eschenbrenner, Andy Burke, Carols Lobato, Ann Goodman, Renay Scott, Leslie Cervantes, Enrico Pontelli, Susan Brown, Andrew Nwanne, Ken Van Winkle, Mickey Best, Luis Cifuentes, Margaret Campos, Lenny Martinez, Mario Moccia, Gena Jones, Kate Terpis, Stephen Lopez, Letty Gallegos, Ruth Johnston, Rolando Flores, Anthony Parra, Daniel James, Sonya Cooper, Roy Collins, Kim Rumford, Norma Noel, Adam Cavotta, Laura Castille, Ermelinda Quintela, Norma Grijalva, Miriam Chaiken, Monica Torres, Becky Corran, Shelly Stovall

**Minutes approved on April 20, 2020.**