

University Administrative Council Agenda
Monday, March 23, 2020, 8:00 am–10:00 am
Done by Zoom

1. **Call to Order at 8:01am** President Floros

2. **Updates**
 - COVID-19 in New Mexico Lori McKee
 - There have been 65 positive tests in New Mexico, one in Doña Ana County.
 - Public Health Department has increased screening – Friday, Saturday, Sunday, today (at Burrell)
 - Aggie Health Center is now doing tele-health.
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 - From last week President Floros
 - Students who left for Spring Break should not return
 - Staff have been working really hard to accommodate students.
 - Work from home
 - Everybody is working from home. When you need to be on campus, use social distancing.
 - Gena Jones: Forms for telework are on the website.
 - Employee Council (Letty Gallegos) has concerns about workers who have no work unless they are on campus.
 1. We are paying people who are home without work. These people need to be available for work. People who are sick or on vacation need to be on leave.
 - Connectivity: Internet Access Norma Grijalva
 - VPN Bandwidth has been greatly expanded. Equipment has been rented for work from home. Zoom is pretty functional: we had 1879 unique users on Zoom. Working on a virtual computer lab.
 - Adobe has extended their contract at no-cost. Computer labs are open to a limited extent.
 - ICT is looking at increasing access points in parking lots.
 - Building sanitizing is happening.
 - Student Update Ophelia Watkins
 - Friday, we communicated to students not to come back. About 500 students have signed up to pick up their stuff over the next week. People have been very cooperative.
 - Students are petitioning to return if they have no internet or their job is here.
 - 221 students have petitioned to stay on to campus. Many never left. Students with more complex requests are being reviewed by a group.
 - Empty spaces will be sanitized and we will spread out students to facilitate social distancing.
 - Library Kate Terpis
 - Can we close library?
 - Carlsbad's library is open two mornings a week for a couple of hours.
 - Alamogordo is open from 10-2, but that will likely change
 - Provost: Library needs to post clear direction on Library website for a hotline to get information.

- Kate says they can create a point of contact – President requested a communication explaining how information access can be maintained: this will be posted on the coronavirus page.
- Business processes and cell allowances D'Anne Stuart
 - More detailed communication will go out tomorrow.
 - Receipt of purchased deliveries – these can be delivered to homes.
 - Mail services suspended – mail will be held at mailroom, which will be open from 11-5. Packages will be held there.
 - Mobile device policy has been inactivated temporarily.
- Legislative Ricardo Rel
 - There has been discussion about a special session. They are researching how they can hold a session.
 - Federal – Chancellor talked to our senators. We are supporting assistance requests for higher education.

3. Communications

- Regular communications President Floros
 - Daily videos – will decide today when
 - Weekly Town Hall meetings, likely Thursday this week.
 - Weekly 2-hour UAC meetings Monday, plan for 8-10 and we'll try to make this shorter.
 - CART – We need to keep these meetings small.
 - Engineering is also holding Town Hall Meetings and advised to call them something else.
 - Provost is encouraging regular meetings to fight isolation.
 - Gena Jones is willing to attend any meeting
 - Next week, faculty should be busy with classes.
 - Recommend that we all start communicating through Microsoft Teams. It is very flexible.
 - If you have questions: Start with immediate supervisor and move up the line as needed.
- Administrative questions to systems.triage@nmsu.edu Ruth Johnston
 - Use this for UAC to ask questions.

4. Updates

- ASNMSU
- Grad Student Council: Trying to be proactive. Students are working from home in all cases possible.
- Employee Council: Joseph Almaguer was voted vice-chair. Founders Day is cancelled.
- Athletics – Most students are off campus. NCAA is deciding budget and eligibility. Seniors might have another year of eligibility.
 - Aggie Athletics Club had its best year ever.
- Faculty Senate – Doing regular business.
 - Julia has been a lead in helping faculty move online.
 - Exploring alternative grading options.
- General Counsel: No specific concerns. Attorneys are working from home.
- Advancement
 - VP Dictson is currently in isolation. Expect him to telework when he arrives.
- Administration and Finance
 - D'Anne Stuart, Norma Noel, and Norma Grijalva: Terrific job.
 - We will be looking at business implications for areas like Housing and Residential Life.
 - Gena and HR staff are doing a remarkable job.
- Research
 - We are working on business continuity. Files are loaded on Sharepoint so that grants and contracts can be processed.
 - Students and funding on grants – we will work on guidelines for these

- Student Success
 - Tutors are functioning 100% online. Zoom and Teams are great tools.
 - Norma Grijalva and ICT has greatly assisted.
 - Navigate has assisted with Advising serving students online. Advising Office excels in Teams use.
 - Financial Aid – they are meeting with Deans later this week to address questions about online and P/F grades. The office is 100% online.
 - Aggie Cupboard – Packaging items for students. Donations are being accepted – more information at <https://aggiecupboard.nmsu.edu/>
 - Admissions has moved to virtual – tour, chat, presentations. Orientation will be all online and virtual, too. First Orientation is April 24.
 - Student Life: ASNMSU has moved regular meetings to Zoom. Student organizations are being encouraged to go to a virtual environment.
 - Student conduct processes will resume after Spring Break. CARE meetings will start again tomorrow. Faculty members should forward concerns about students as usual.
 - Commencement – We are working with our vendor on alternatives. Proposal is under consideration.
 - Special consideration for students with special needs, led by Student Accessibility Services.
 - Academic Technology can assist with accessibility features of Zoom.
- Provost: Colleges have plans
 - Colleges have created plans to move nearly all instruction online; might have to look at different grading options for students who will not be able to finish certain classes.
 - HUGE thank you to ICT, Academic Technologies: Zoom integration into Canvas will be a great benefit.
 - Faculty are reaching out to students so they know what will happen March 30.
 - Connectivity for students – do we have a resource? ICT will work on making this clearer.
 - Faculty have really stepped up. Deans have maintained morale.
- Chancellor: Regent meeting on April 3. This will be virtual.
 - Chancellor has been talking with legislators.

Attendees: John Floros, Presiding; Mickey Best, Mario Moccia, Kate Terpis, Melissa, Norma Grijalva, Susan Brown, Ruth Johnston, Dan Arvizu, Ken Van Winkle, Ann Goodman, Andy Burke, Lori McKee, Enrico Pontelli, Letty Gallegos, Luis Cifuentes, Scott Eshenbrenner, John Gratton, Shelly Stovall, mmm, Sonya Cooper, Justin Bannister, Anthony Parra, Roy Collins, Adam Cavotta, Jim Chavez, Normal Noel, Jim Hoffman, Lenny Martinez, Alton Looney, Renay Scott, Kim Rumford, Carol Parker, D'Anne Stuart, Laura Castille, Greg Fant, Natalie Kellner, Ricardo Rel, Polly Wagner, Andy Bowen, Lakshmi Reddi, Leslie Cervantes, Monica Torres, Ermelinda Quintela, Rolando Flores, Lisa Warren, Sean Sellars, Carlos Lobatos, Miriam Chaiken

Next Meetings

- 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

NMSU Coronavirus updates: <https://nmsu.edu/coronavirus/>

Information line (575) 646-7373

Parking: Feel free. Parking regulations related to permit requirements have been suspended for the duration of the public health emergency. Any permit is valid in any parking area except special permit and disabled parking, and no permit is required for parking in student, faculty/staff, or open lots.

Mail delivery: Due to the closure of most buildings on campus, NMSU Mail Services will suspend daily mail routes to departments. Beginning March 20th, the NMSU Mailroom, located on-campus at 3533 Locust Street, will be open from 11:00 am to 5:00 pm to allow departmental staff to pick-up and drop-off mail.

Minutes approved on April 20, 2020.