

University Administrative Council Agenda
May 11, 2021, 8:30 am–10:30 am
<https://nmsu.zoom.us/j/92087622698?from=addon>

1. **Call to Order****President Floros**
2. **Introductions** **President Floros**
 - None
3. **Approval of Minutes – April 13, 2021** **President Floros**
4. **Old Business & New Business****General Counsel**
 - None
5. **Informational Items**
 - Export control requirements for international travelProvost Parker
 - University Boards Update..... Leslie Cervantes
 - Staff Compensation Assessment Project..... Gena Jones
 - NMSU On-DemandRobbie Grant, Beth Apodaca
 - Immunization Policy Seth Miner, Lori McKee, Polly Wagner
 - ARP 1.10 Policy on Operational Policies Ermelinda Quintela
6. **NMSU Updates**
 - COVID-19 in New Mexico and at NMSU Lori McKee
 - General comments President Floros
 - Academics..... Provost Parker
 - Vice Presidents
 - Student Success..... Renay Scott
 - Research Luis Cifuentes
 - Administration and Finance Andy Burke
 - Advancement Derek Dictson
 - General Counsel Roy Collins
 - Human Resources Gena Jones
 - Marketing and CommunicationsJustin Bannister
 - ASNMSU Mathew Madrid
 - Grad Council..... Ashlerose Francia
 - Faculty SenateJulia Parra
 - Employee CouncilJoseph Almaguer
 - Athletics.....Mario Moccia
 - Housing and Residential LifeOphelia Watkins
 - NMDAJeff Witte
 - Physical Science LabEric Sanchez
 - Community CollegesMonica Torres, Ken Van Winkle
 - Vice Chancellor.....Ruth Johnston
 - Chancellor..... Chancellor Arvizu
 - Economic Development Lenny Martinez
7. **Additional Updates**

University Administrative Council Agenda
Tuesday, April 13, 2021, 8:30 am–10:30 am

Call to Order	8:31
Introductions	Polly Wagner, by Katrina Doolittle
Minutes	Approved as distributed, for February and March
New, Old Business	None
Informational Items	<p>Final Legislative Report Ricardo Rel</p> <ul style="list-style-type: none"> • Full report on the web: https://govrelations.nmsu.edu/files/2021/04/Final-2021-Legislative-Rpt-Revised-041221.pdf • Some federal funds were restored but I&G funding was decreased. • RPSP process will be starting around May 1. <p>Digital Signatures Lenny Martinez</p> <ul style="list-style-type: none"> • Digital signatures ensure that a document was not modified after signing. • State code (NMSA) recognizes electronic signatures as legally binding. • Internal docs can be signed with electronic signature, and need to send to next signatory using NMSU email address. • Working on limiting options through the Adobe sign process. • Norma will create a training on digital signatures.
NMSU Updates	<p>COVID update, Lori McKee</p> <ul style="list-style-type: none"> • 1 student, 1 employee active. None at branches. • 6.8 million J&J vaccines administered -- 6 cases of blood clots. We are notifying people of their exposure. NO POD this week because of the J&J pause. • Public schools – When a student has an exposure, they quarantine the entire class. • One dose for Pfizer and Moderna (UK protocol) seems to be working pretty well. <p>President’s Update</p> <ul style="list-style-type: none"> • Large CART will be rolled into UAC • Annual Leave: Will not increase amount saved this year. Advise people to take time. • Updating NMSU LEADS 2025 <ul style="list-style-type: none"> ○ Hold on calendars for May 19 For retreat • Annual Update – April 20; Budget Town Hall -- April 27 • Regents approved differential tuition for Nursing and Engineering • Transitioning to face-to-face work and teaching. Teams are working on solutions and next steps. <p>Vice Presidents</p> <p>Renay Scott, Vice President for Student Success</p> <ul style="list-style-type: none"> • Solution to calendars. Crimson Connection, through Campus Labs. • This will allow students to know what is happening on campus, maintained by Dean of Students Office. • Enrollment: Tracking by target audiences. If retention increases, we could be up a little in the fall. Comparison to current metrics – we look to be up slightly. <p>Luis Cifuentes, Vice President for Research</p> <ul style="list-style-type: none"> • COVID-19 performance fund RFP is being run from the Research Office. Will support projects that are not research. • Key to funding – need to align with NMSU LEADS 2025 and HEERF funds. Colleges will submit through the Provost’s Office. Due April 23. <p>CFO, Andy Burke</p> <ul style="list-style-type: none"> • HEERF I has all been spent. • HEERF III – half to go to students. About half to performance fund. About \$49 million. 2 years to spend funds. • Graduate students and Online students are eligible for student aid in HEERF II. • Lost income covered first, then pandemic expenses.

- HEERF III guidance has not come from the Ed Department yet. Likely to have no access to funds until summer.

No report: General Council, Human resources

MarComm: Working on NMSU Online, Annual Update.

PSL: Will hear in July about NBOC. Other contracts are in the pipeline.

ASNMSU: Big Event had a campus focus. Spring Fling this week.

Grad Council: Elections next week.

Faculty Senate: 300 faculty voted for faculty talk. About 200 voted yes. Task Force led by Kellie Sharp-Hoskins. Looking at promoting communications among faculty.

Employee Council: Looking at how to bring people back.

Athletics: Testing in Athletics – had 107 cases from >11,000 tests. 7 recent testing sessions had no positives. Golf tournament fund raiser coming up soon. Donations for teams that had to go out of state raised \$183,000.

Housing and Residence Life, Ophelia: Near 1000 applications for fall 2021. Returning students are biggest group. Number is a little behind. Thanks for Lori for getting staff vaccinated.

NMDA: Working with Department of Health and Tourism – trusted voices and experiences with vaccinated.

Community Colleges

- Joe Butler for Monica Torres: Preparing for a drive-through commencement.
- Ken – Alamogordo, Carlsbad, and Grants are having a virtual commencement. Each community might include a drive-through process.

Ruth Johnston – Sign up for 2-factor authentication. 7700 people have already.

- ICT Futures: Consultants are wrapping up their report.
- Looking for interim through the registry.
- The A was painted and looks great!

Chancellor

- Revenues from federal sources: Working with senators. to attract federal funds.
- HED Secretary – priorities include new strategic plan, funding formula, data study.
- Exciting initiatives: Ag Modernization

President Comments: Budget looks positive for next year but still 260+ hours to go.

Attendees: John Floros, presiding; Ricardo Rel, Norma Grijalva, Scott Field, Adam Cavotta, Andy Burke, Andy Bowen, Abthony Parra, Carlos Lobata, Cynthia Wise, Dan Arvizu, David Smith, Derek Dictson, D’Anne Stuart, Eric Sanchez, Ermelinda Quintela, Gena Jones, Henrietta Pichon, Lenny Martinez, Jeff Witte, Jim Hoffman, Jim Murphy, Joe Butler, Jon Webster, Joseph Amlaguer, Julia Parra, Justin Bannister, Kate Terpis, Kathy Hansen, Katrina Doolittle, Ken Van Winkle, Kim Rumford, Lakshmi Reddi, Laura Castille, Lauren Goldstein, Lerlie Cervantes, Lori McKee, Luis Campos, Luis Cifuentes, Lydia Duran, Mario Moccia, Mathew Madrid, Natalie Kellner, Norma Noel, Oophelia Watkins, Phame Camarena, Polly Wagner, Renay Scott, Rolando Flores, Roy Collins, Ruth Johnston, Seth Miner, Shelly Stovall, Sherry Kollman

**Request for Establishment of University Board :
Entry # 554**

CONTACT INFORMATION

Name

Marisa Sage

Email - Submitter

misage@nmsu.edu

INFORMATION ABOUT THE BOARD

Official Name of the Board

NMSU Public Art Committee

Effective date of establishment

07/2020

Authorized by

President

Board Reports To (if applicable)

Dean of A&S, AVP of F&S

Type of Board

Ad Hoc

Scope of Impact

System

Purpose

The NMSU Public Art Committee is co-chaired by the University Art Museum Director and the University Architect. Its various members offer expertise in art, history, contemporary culture, and public archives to advise on the development and implementation of formal public art works, texts, policies and guidelines for the entire NMSU system.

The Committee provides oversight for the care and maintenance of existing public artworks when funds allow, including organizing, writing and the installation of interruptive texts, advising on repair, removal, and on an as-needed basis, the NMSU Public Art Committee serves an advisory role to the addition of new public artworks. This group works in coordination with the University Art Museum, Facilities & Services and the ARTWORKS Committee which includes the Department Head for the NMSU Department of Art.

This group shall encourage, develop and support public art across the NMSU system which reflects cultural sensitivities and current art needs of NMSU and the region of Southern New Mexico.

Authority

**Request for Establishment of University Board :
Entry # 554**

The NMSU Public Art Committee has the authority to create, approve and install interpretive text for all public art across the NMSU System.

The Committee is also charged with making recommendations and advising on public art projects across campus including past, present and future monuments and murals.

What university function/office is responsible for appointments?

The majority of appointments are by position. Those by appointment will be the responsibility of the Department Head of Art, History, and Library.

Members are appointed by

Combination

Position appointment description

The NMSU Public Art Committee:

Director, University Art Museum (Marisa Sage, Co-Chair, Ex officio)

University Architect (Heather Watenpaugh, Co-Chair, Ex officio)

Chair Diversity Council (Denise Rodriguez-Strawn, Member, Ex officio)

Director, American Indian Program (Michael Ray, Member, Ex officio)

Department of History Member (Professor, Iñigo Garcia Bryce, Member, Appointed by the Department Head of History)

Department of Art Member (Professor, Margaret Goehring, Member, Appointed by the Department Head of Art)

NMSU Library, Archives and Special Collections Member (Assistant Professor, Dylan McDonald, Member, Appointed by Department Head of Library, Archives and Special Collections)

Rotating specialist (Associate Professor, Dr. Dulcinea Lara, Borderlands & Ethnic Studies Program, Appointed by Co-chairs, Ad hoc Member)

Undergraduate Student in Department of Art, History, or Library (Hailee Alexander, Public History Student, Member)

Graduate Student Department of Art, History (Roberto Torres, Public History Student, Member)

Is membership representative?

Yes

Please describe how the membership is representative.

Yes, it has subject matter experts from faculty, staff and students.

What are the terms of appointment?

Terms are two years with one year exception made for student representation and Rotating Specialists. Rotating specialists can be drawn from the NMSU Diversity Council or members of the community who bring voice to the different cultures represented in the Public Art Works the committee is charged with creating interpretive texts for, preserving, installing or deinstalling.

Are terms staggered?

No

Are members subject to reappointment?

Yes

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Please explain the conditions under which members are subject to reappointment.

Appointed members are subject to reappointment, and Department Heads can reappoint department members including students. Co-chairs can reappoint Rotating Specialist member as needed.

What is the process for filling vacant positions?

When there is a vacancy, the Co-chairs of the NMSU Public Art Committee designates replacements, or contacts the Dean, AVP, or Department Head, of each entity being represented. The baseline schedule of meetings for the academic year are shared to ensure that the representative is available for essential meeting dates and times.

What is the process for selecting a chair?

Ex officio member include Co-chairs:
Director, University Art Museum
University Architect

MEETINGS & ADMINISTRATIVE SUPPORT

What university office/function provides administrative support to this board?

University Art Museum, Facilities & Services

What are the requirements for the number of meetings to be held annually?

Minimum of four meetings annually, two in Fall and Spring semester with additional meetings based upon public art projects and interpretive text needs.

Notes



Admin Notification (ID: 568af75e3a685)

added February 22, 2021 at 11:47 am

WordPress successfully passed the notification email to the sending server.



Submitter Notification (ID: 57607fb546a4b)

added February 22, 2021 at 11:47 am

WordPress successfully passed the notification email to the sending server.

Administrative Rules and Procedures Manual (ARP)

ARP 1.10 – Policy on Operational Policies (Policy)

Policy Administrator: Chancellor

Span of Applicability/Eligibility: All Faculty, Staff and Students at all campuses and locations

PART 1: PURPOSE AND SOURCE OF AUTHORITY

A policy is the guiding principle for the university to drive action. Policies are the instructions that govern the operations, delivery of programs, and services of the university. The New Mexico State University (NMSU or university) Board of Regents delegates authority ([Regents Policy Manual \(RPM 1.30\)](#)) to operate the NMSU System to the Chancellor, to include adoption and approval of institutional operational policies ([RPM 1.10](#)). The regulatory activities of the NMDA (New Mexico Department of Agriculture), undertaken in accordance with the State Rules Act, NMSA 1978, § 14-4-1 et seq., are outside the scope of this policy.

This policy promotes system-wide institutional policy awareness, accountability, consistency, transparency and periodic review and update. These expectations apply to the process for proposing new, revised, or repeal of operational policies (herein referred to as “policy”) contained in the NMSU system Administrative Rules and Procedures (ARP) Manual. Proposal(s) for policy action (Part 4 below) may be initiated by any member of the university community through the appropriate Policy Administrator (PA). Review and approval of policy action proposals will be conducted by appropriate committee and recommendation level(s) in accordance with principles of shared governance ([RPM 1.70](#)), to provide a consistent and transparent process. Policies are organized by major functional categories and may be viewed or downloaded from the policy website at arp.nmsu.edu.

The Policy Steering Committee (PSC), a sanctioned university board, serves as a system-wide collaborative body representative of executive leadership, general counsel, staff and faculty. The PSC oversees the process to change, develop, approve and adopt policy. The policy development, approval and adoption process will include submission of proposals through a policy action proposal form, [\[Link to electronic form\]](#) and standard operating procedures (SOP) [\[link\]](#) to this policy. The university system community (e.g. Faculty Senate, Employee Council, University Budget Committee, subject matter experts, employees) will be provided an opportunity to review and comment through appropriate channels. Comments received will be considered consistent with interests of the institution.

PART 2: DEPARTMENT POLICIES AND STANDARD OPERATING PROCEDURES

A policy should reflect its intended objective, and as a result, many policies will require accompanying standard operating procedure(s) (SOP), developed separately and necessary for a comprehensive understanding of the intent and application of the policy. Standard operating procedures are not subject to the same development, maintenance, review, and approval process and requirements of ARP 1.10. Department policies may set forth requirements within the department or unit. Standard operating procedures provide the series of steps or specific actions and timing to be followed as a repetitive and consistent approach for implementation of and compliance with policy. Department policies and standard operating procedures must not violate nor be inconsistent with any provision of the RPM or the ARP and must align and follow the intent of university policies, laws or regulations. The ARP will link, via

applicable department/unit website to applicable SOPs, forms, or templates, to help the user understand the intent, application, or administrative processes relevant to the policy objective.

PART 3: ROLES AND RESPONSIBILITIES

Key roles and responsibilities are identified below and may be further described in corresponding SOP.

- A. POLICY ADMINISTRATOR:** A university official at assistant vice president, department head or above, typically the person most involved in implementation of the policy, has the greatest subject matter expertise, or supervises multiple departments that each have a role in administering the policy. A policy administrator is expected to assure approval from the appropriate senior official to serve as policy administrator. A senior university official serves as vice chancellor, provost and senior vice president academic affairs, community college president or executive director, dean, or vice president and above. Responsibilities include:
1. Oversight and assurance of a collaborative process for drafting of new, revisions or repeal of policies in consultation with an advisory group (described in B. below), established by the PA.
 2. Ensure proposed policy actions are complete and unit/department SOP, forms, templates and other applicable documentation are in place, as necessary, to guide employees' efforts to follow and implement policies;
 3. Provide and maintain an accessible electronic copy of each edition of policy SOP, with an electronic copy should be forwarded to OP Facilitator and UGC, for historical reference purposes;
 4. Conduct a review of relevant policies upon a change in applicable law, regulation, or Regents' policy;
 5. Comprehensive review of policies conducted routinely from the last date of substantive modification or adoption, not to exceed five years;
 6. Interpret policy, under the purview of the PA, for applicability to a given set of circumstances. Should the interpretation be questioned, the final determination will be made by the chancellor.
 7. Secure support from OP facilitator for proposed policy actions (see Part 4).
- B. ADVISORY GROUP:** The advisory group to the PA will be comprised of subject matter expert(s), administrative representatives and stakeholders, to include university constituencies. Responsibilities include:
1. Advise and assist PA with proposed policy action and processes through development of a policy action plan, drafting new and revisions to policy and identification of policies for repeal;
 2. Enhance inter-university communication regarding policy action proposals and impact of such by holding forums or meetings, as deemed necessary to solicit feedback and different viewpoints for policies with broad ramifications to the university.
- C. POLICY STEERING COMMITTEE (PSC):** Appointed by the Chancellor, a collaborative university system operational policies board, representative of executive leadership, general counsel, staff and faculty. The PSC consists of the vice chancellor, provost, chair and vice chair of the Faculty Senate, university general counsel and ex-officio non-voting policy processing staff. The PSC provides general guidance for proposed policy action(s) and specific guidance for determination of need and type of policy action proposed. Responsibilities include:
1. Reviews and provides informed recommendation to the chancellor, through the OP Facilitator, regarding proposed policy actions (see Part 4);
 2. Facilitates communication between academics and administration and all campuses, if needed;
 3. Ensures transparency and promotes awareness of policy actions through effective and appropriate communication to and discussion with university stakeholders.
 4. Evaluates the potential for broad ramifications to the NMSU system community, identify academic proposals for routing to Faculty Senate for review, and notification to stakeholders and university constituencies, if any.

5. Determines appropriate process, should a conflict of interest arise, i.e. the OP Facilitator is a direct stakeholder of the proposed policy action.
- D. **STAKEHOLDERS:** University community members, including representative constituencies, impacted by a policy action proposal. The primary representative constituencies include: Faculty Senate, Associated Students of NMSU (ASNMSU) and Employee Council. The primary responsibility of stakeholders is to provide feedback to policy action proposals.
- E. **OPERATIONAL POLICY (OP) FACILITATOR:** The university official appointed by the chancellor to maintain the policy system for NMSU. The OP Facilitator will work with the Policy Steering Committee to prioritize and guide policy action proposals through the policy process. Responsibilities include:
 1. Coordinate and monitor policy action requests;
 2. Facilitate the policy action proposal through the process;
 3. Provide notice of periodic comprehensive reviews and updates by Policy Administrators;
 4. Publish notice to the university system community and serve as communications point of contact; Update and maintain the ARP and website upon adoption of policy actions;
 5. Document the revision history for each policy;
 6. Issue informational policy action reports to the Board of Regents.

PART 4: POLICY ACTIONS

Policy actions will fall within one of the categories identified as follows.

- A. **New, Revised or Repealed Policy:** Proposed policy action with more than a minor impact on operations, including budget considerations. Examples include: development or revisions to align with accreditation standards, new or changes to law or regulatory standards, executive order or Regents Policy Manual revision. Requires formal documented approval by chancellor.
- B. **Minor Policy Revisions:** Policy action with minor fiscal impact or minor impact on current university operations, as confirmed by the PSC and may be submitted directly to the chancellor for consideration, without requirement to post for review and comment. Examples include: repeal of obsolete policy provisions no longer in practice, documentation of policy to match practice, stylistic edits to enhance clarity. Requires formal documented approval by chancellor.
- C. **Interim Policy** – Policy action deemed necessary and implemented by the chancellor to establish or revise policy for compliance such as accreditation standards, state or federal law, regulation, executive order or policy, or to address time sensitive issues (e.g. for risk management purposes) are referred to as interim policy revisions. A Policy Administrator, upon consultation with OP Facilitator and/or other appropriate units, may recommend to the Chancellor promulgation of an interim policy. Interim Policies are effective for six months, up to a maximum of 12 months. This date may be extended in six month increments upon approval of the Chancellor. Requires formal documented approval by chancellor.
- D. **Non-Substantive Updates:** Policy actions with non-operational impact such as, updates to the identity of the policy administrator, departmental or unit names or position titles; correction of grammatical or typographical errors, links, or other similar revisions made occasionally by the OP Facilitator, without formal approval from the Chancellor.

PART 5: POLICY DEFINITIONS

Applicable university terms and definitions used throughout this policy should be included in this section. A glossary with consolidated terms and definitions [\[Link\]](#) may be a useful resource for updating existing or drafting new policies.

Standard Operating Procedures for ARP 1.10 – Policy on Operational Policies

Except as otherwise indicated herein, the following procedures apply to all policy actions in ARP 1.10, Part 4.

Step 1: Initiation of Request: Member of the university community contacts Policy Administrator to discuss a perceived need for new policy, elimination or revision to policy. Policy actions may be also be identified and initiated by the PA.

Step 2: Preliminary Review of Requests: The Policy Administrator conducts initial review of request and may coordinate with the OP Facilitator, to determine the type of policy action requested (See Part 4 above). **If the proposed or requested policy action is other than a non-substantive update, a Policy Action Proposal Form is required to initiate and track the process.**

Step 3: Routing of Policy Action Proposal Form: OP Facilitator will receive completed Policy Action Proposal Forms for review by the Policy Steering Committee. OP Facilitator will assign a policy number for each new policy developed and each proposed policy action type will be routed as follows:

- A. Non-Substantive Updates:** Policy action will not be routed, the OP Facilitator will work directly with the Policy Administrator or others, if needed, to implement non-substantive updates.
- B. Proposed Interim Policy or Minor Revisions:** Interim policy or minor revisions will be routed directly to the chancellor, without posting for review and comment.
- C. Proposed New, Revised or Repealed Policy Actions:** The OP Facilitator will work with the PA and advisory group to assist with the policy process. These proposed actions will route through the PSC; may require forums, meetings, review by faculty senate or other appropriate unit as determined by the PSC; will be posted for university community review and comment; and requires chancellor approval for adoption as policy.

Step 4: Formal Review and Submission for Approval: **Except for non-substantive, minor or interim policy proposals, the following applies:**

- A. Circulation for Review:** The draft policy will be reviewed by University General Counsel office for legal implications. If appropriate, the draft policy may be routed to Administration and Finance for financial implications; Internal audit, and/or compliance units for internal control and regulatory implications; and other appropriate units, as needed. PSC identified academic proposals will be submitted to Faculty Senate for review. **Policy Administrator makes necessary changes and submits draft policy, for review and comment.**
- B. Review and Comment Period:** The draft proposed policy will be posted and notification provided to allow for a 30-calendar day university system formal review and comment period.
 - 1. The review and comment period will be announced via NMSU mass communication systems.
 - 2. The review and comment period may be adjusted by the PSC, to allow for meaningful review time, and may be shorter or longer if there is a compelling legal, administrative, or business need, e.g. the proposed policy affects faculty who are away for the summer, etc.
 - 3. Record of the feedback received will be maintained in accordance with record retention requirements.
 - 4. Substantial feedback may result in changes to the draft policy and if significantly modified, the revised draft policy version will be posted, a minimum of 15 calendar days, for additional review

and comment and re-routed to University General Counsel office for legal implications and other appropriate units, as needed.

- C. **Lapse of Review Period:** Members of the NMSU system, including constituency groups, take no action or do not provide a response within the comment period, will be considered as having abstained.
- D. **Final Proposal Submission:** Once the proposed draft policy is updated and deemed finalized by the Policy Administrator, OP Facilitator will submit proposal and informed recommendation, if any, to the chancellor for final approval.
- E. **Chancellor Approval or Veto:** The Chancellor may approve or veto the policy. RPM 1.70 will govern any situation in which an academic proposal, formally approved as a faculty senate proposition, is vetoed, or otherwise not acted upon by the Chancellor.

Step 5: Publication, Communication and Reporting:

- A. **ARP Maintenance:** After approval by the Chancellor, the OP Facilitator will revise the ARP and document revision history. The updated records reflecting the revised policies will be published on the university website.
- B. **Notice to University Community:** New or substantively revised policy, including interim policy, will be announced via the NMSU mass communication channel(s) and appropriately disseminated. The Policy Administrator will inform and work with OP Facilitator if a more targeted communication strategy is needed.
- C. **Report to Board of Regents:** Facilitator will submit a summary of ARP revisions, with the exception of the non-substantive updates, as an informational item for placement on the agenda for each regular meeting of the Board of Regents.



**ADMINISTRATIVE RULES AND PROCEDURES MANUAL
POLICY ACTION PROPOSAL FORM (PAPF)**

This document provides guidance for completion of the Policy Action Proposal Form (PAPF), as per ARP 1.10. Questions may be addressed to policymanual@nmsu.edu. The FOR USE BY CANCELLOR'S OFFICE ONLY section at the bottom of the form, will document outcome of proposed policy action.

ACTION REQUESTED	Select the policy action type requested, as provided in Part 4 of ARP 1.10: New, Revision, Minor Revision, Interim, Repeal, or Non-Substantive Update.
ADMINISTRATIVE AND RULES NUMBER	Current ARP Number. If New policy request, OP Facilitator will assign ARP Number.
POLICY TITLE	Current ARP title. Propose, if new policy or requesting change in title.
APPLICABILITY/ELIGIBILITY	Identify the university population: 1) affected by the policy or 2) covered by or eligible for certain benefits. Type in the applicable population such as: All Faculty and Staff; Faculty; Staff; Executive Leadership; Students; All Faculty, Staff and Students; Affiliates; Visitors, etc.
POLICY SPONSOR TITLE	An appropriate level administrator defined in Part 3 of the policy, including not limited to vice chancellor, vice president or dean level, college president, or NMDA directory/secretary.
POLICY ADMINISTRATOR TITLE	Identify title of university official responsible for implementing policy and procedures. If responsibility lies with various entities, identify primary in this section and identify the other entity(ies) by name and title in the Other Comments section at the end of the form.
CONTACT INFORMATION	Provide the name (first and last) of the person currently authorized in the Policy Administrator Role. Include: title, department, email address, direct line and if applicable, mobile number. Additional contacts may be listed in the same Contact Information box.
PURPOSE AND SOURCE OF AUTHORITY	Provide the reason for the policy to exist. Identify the policy requirements and the authority, this should include legally mandated actions or constraints. Must include at least one source/cross reference, whether to the applicable accreditation standard, regulation, law, Regents policy or other. This will be and/or support the policy statement (actual policy language). If policy action request is to revise or repeal, explain the need for the revision or elimination.
ROLES AND RESPONSIBILITIES	Identify the key Roles and Responsibilities required for effective execution, implementation and maintenance of policy requirements. Responsibilities should be clear and direct.
POLICY PROCEDURES	Informs the NMSU community, at a high level, about minimum action(s) required as part of the policy. Provide sequence of actions/series of steps to be followed as a repetitive and consistent approach and when actions should be taken to comply with the policy. (Provide examples of criteria to be applied, if applicable, such as; when approvals are required). Provide link(s) to detailed SOP necessary to assist stakeholders to understand the intent of the policy. Link(s) will be included in the policy, as needed,.



**ADMINISTRATIVE RULES AND PROCEDURES MANUAL
POLICY ACTION PROPOSAL FORM (PAPF)**

INTERNAL CONTROL CONSIDERATIONS	If applicable (describe method to safeguard assets, effective segregation of duties, safeguards against misuse, or fraud.)
EFFECTIVE DATE	Date the OP is requested to be implemented. Dependent upon timing of routing and approval, the official Effective Date may change to reflect the date the policy is adopted or able to be adopted.
LAST REVISION DATE	If major revision, interim policy, or repeal, identify the last date the policy was revised.
FREQUENCY OF REVIEW AND REVIEW DATE	The Policy Administrator should periodically engage the Advisory Group to review policies under the purview. Comprehensive review is to be completed between three to five years after adoption or substantial revision. Policies should also be reviewed when a change in applicable law, regulation, or Board of Regents policy affects an OP.
ADVISORY GROUP MEMBERS	Individual(s) stakeholders, subject matter experts and those with knowledge or experience about the particular area of focus, engaged to participate in drafting the proposed policy/changes. List the names of individual participants for each policy.
OTHER COMMENTS	This section can be used to provide other information deemed applicable to the policy and to add any additional contacts or departments who serve as a reference or share a level of oversight (i.e. Campus Health and Environmental Health Safety and Risk Management)

DRAFT



**ADMINISTRATIVE RULES AND PROCEDURES MANUAL
POLICY ACTION PROPOSAL FORM (PAPF)**

This document should be completed prior to or with proposed policy action.

ACTION REQUESTED: Choose an item.

ARP NUMBER:

POLICY TITLE:

APPLICABILITY/ELIGIBILITY: faculty, staff, all system, students, visitors, affiliates

POLICY SPONSOR TITLE: Choose an item.

POLICY ADMINISTRATOR TITLE: Choose an item.

CONTACT INFORMATION:

Name:

Title:

Department:

E-mail:

Direct line:

Mobile:

POLICY PURPOSE AND SOURCE OF AUTHORITY:

ROLES AND RESPONSIBILITIES

POLICY PROCEDURES: *(No policies will be drafted or revised without pre-drafting the policy and/or standard operating procedures.)*

INTERNAL CONTROL CONSIDERATIONS:

EFFECTIVE DATE:

LAST REVISION DATE:

FREQUENCY OF REVIEW AND DATE: Choose an item.

DATE: Click or tap to enter a date.

ADVISORY GROUP MEMBERS:

OTHER COMMENTS:

FOR USE BY CHANCELLOR'S OFFICE ONLY

INITIAL REVIEW/DETERMINATION Choose an item.

CATEGORY: Choose an item.

ROUTE FOR FURTHER REVIEW OR OTHER