

Agenda Item 8(c)-1-

New Mexico State University
Board of Regents Meeting
Meeting Date: September 8, 2006

- Action Item
- Consent Item
- Informational Item

Presented by: Christina Chavez Kelley

Requested Action of the Board of Regents:

Ratification of revisions and additions to the New Mexico State University Policy Manual since September 8, 2005.

Executive Summary:

Attached for your ratification are additions and revisions to the NMSU Policy Manual. The substantive revisions and additions have been approved either by the Administrative Council, Faculty Senate, Advisory Council on Administrative Policy or are revisions/additions mandated by state or federal law. Editorial changes have been made to correct the table of contents and index. The following departmental name changes and title changes also have been made throughout the manual:

FROM	TO
Aggie Scholarship Association	Aggie Athletics Fund
Assistant Vice President for Business and Finance	Associate Vice President for Business, Finance and Human Resources
Assistant to the President	Senior Assistant to the President
Athletic	Athletics
Commission on Higher Education	Higher Education Department
Department of Intercollegiate Athletics	Athletics Department
Director of Intercollegiate Athletics	Athletics Director
Director of Physical Science Laboratory	Dean and Director of the Physical Science Laboratory
Director of University Communications	Associate Vice President for University Communications and Marketing Services
Hadley Hall Room 15	O=Loughlin House, 1130 University Ave.

Long-range Planning Committee Long range Planning Committee	Long-Range Planning Committee
Motor Pool	Transportation Services
Physical Science Institute	Deleted
President of the Board of Regents	Chair of the Board of Regents
Provost	Executive Vice President and Provost
Publications Board	Publications and Communications Board
Technology Transfer Corporation, Inc.	Arrowhead Center, Inc. (except in Chap. 2 table of contents and 2.68 heading)
University Communications	University Communications and Marketing Services
University Radiation Safety Committee	Radiation Safety Committee
Vice President for Human and Physical Resources	Senior Vice President for Planning, Physical Resources and University Relations
Vice President for Business and Finance	Senior Vice President for Business, Finance and Human Resources
Vice President for Student Services, Dean, Student Services	Associate Provost for Student Affairs and Community Colleges
Vice President of the Board of Regents	Vice Chair of the Board of Regents
Vice Provost for Economic Development	Vice President for Economic Development
Vice Provost for International Programs	Dean of International and Border Programs
Vice Provost for Research	Vice President for Research, Graduate Studies and International Programs

Significant additions/revisions include:

1.05.50 (Ch. 1, pg. 7) Administrative Council. Reflects accurate membership.

1.05.85 (Ch. 1, pg. 9) Leadership Scholarships. Revised to allow ASNMSU student senators who are appointed to serve the full semester, rather than elected, to also be eligible to receive a financial award.

2.90.50 (Ch. 2, pg. 39) Non-Disclosure Policy. Establishes new policy. Defines the responsibilities of employees who are not faculty who have access to NMSU records that contain sensitive or confidential information.

3.05 (Ch. 3, pg. 4) Alcohol Policy. Expands the existing policy to include every university function, class, or event and requires additional approvals.

3.98 (Ch.3, pg. 33) Smoking Policy. Expands the existing policy beyond state law to include building entries, specific areas and certain conditions.

4.30.05 (Ch. 4, pg. 20) Employment Background Review Policy. Establishes new policy to require that background reviews are conducted as part of the hiring process.

5.87 (Ch. 5, pg. 28) Post-Tenure Review. Establishes new policy instituting an annual review process for tenured faculty members.

5.88.10 (Ch. 5, pg. 28) University Library Faculty. Amends the Library=s criteria for promotion and tenure to bring the Policy Manual and the Library=s guidelines into agreement.

6.65 (Ch. 6, pg. 10) General Education Courses. Expands the existing policy to comply with New Mexico Higher Education Department >s mandate for a 35-hour lower-division general education common core curriculum, which will be transferable between all universities in the state of New Mexico. Also allows NMSU the ability to require additional course requirements for students to complete before graduating.

6.87 (Ch. 6, pg 16) Policy on Student Admission and Residency Processes in Relation to Immigration Status. Establishes new policy to conform with the New Mexico Higher Education Department=s rules and regulations.

7.03 – 7.23 (Ch. 7, pgs 1-31) Revised to reflect changes in health insurance coverage and other benefits, and to clarify existing policy.

8.16 (Ch. 8, pg. 7) Hardship Differential Pay. Establishes new policy to provide for extra compensation for employees assigned to work under extraordinary working conditions.

9.20 (Ch. 9, pg. 3) NMSU Real Estate. Revises Section 9.20 and establishes new policy. Clarifies the role of the NMSU Real Estate Office and delegates authority to the University President to sign certain real estate documents on behalf of the Board of Regents (*i.e.*, leases under five years and leases under \$100,000). All purchases and sales of real property remain subject to the approval of the Board of Regents.

9.34 (Ch. 9, pg. 4) Fleet Asset Management Program. Establishes new policy to provide fleet management programs and procedures for university vehicles.

Appendix 1-B (Appendices, pg. 4) Signature Authority. Revised to add Assistant Vice President for Auxiliary Services and to reflect title changes.

Appendix 1-C (Appendices, pg. 7) Organizational Chart. Revised to reflect organization as of June 30, 2006.

Appendix 1-D (Appendices, pg. 8) Constitution of the Faculty Senate. Revised to include gender neutral language and to cross-reference the lists of ex officio members to the Faculty Senate=s By-laws.

Appendix 1-F (Appendices, pg. 19) Councils, Boards and Committees. Revised to include undated list of councils, boards and committees as of June 30, 2006.