

New Mexico State University
Board of Regents Meeting
Meeting Date: August 10, 2016

- Action Item
- Consent Item
- Informational Item

Presented by: Liz Ellis, General Counsel

Summary Report - Recent Revisions to Administrative Rules and Procedures:

Pursuant to Rule 1.10, the following summary of revisions to the Administrative Rules and Procedures of NMSU (April 12, 2016 through July 12, 2016) is hereby provided to the Board:

1. **Rule 4.30.10 – Hiring Definitions** was amended May 10, 2016 to correct an inadvertent omission (provisions for seasonal employment) from an earlier amendment.
2. **Rule 4.05.50 – Faculty Grievance Review and Resolution** was amended May 10, 2016 based on work of the chair of the Faculty Grievance Review Board, Faculty Senate leadership, Asst. VP of Human Resource Services, and General Counsel's office. Generally, the revisions to improve the process to make it more equitable and timely, based on experiences to date. Examples include: clarifying the bases and form required to file a grievance, clarifying applicable time deadlines, requiring supervisors to be informed of the parties' grievance/response, clarifying mediator responsibilities and the mediation process, updating duties of individual FGRB members, clarifying avoidance of conflict of interest on part of decision maker, and reducing roles of Faculty Senate Chair and General Counsel.
3. **Rule 2.80 – University Communications; Use of NMSU Logo and Website(s) Guidelines** was amended on June 21, 2016 to clarify requirements relating to use of the NMSU Logo, to add a new section providing standardized Guidelines for NMSU websites, as well as to clarify usage requirements relating to the personal webpages hosted by ICT for use by faculty and staff.
4. **Rule 2.85 – University Logo** was repealed because its content was merged as revised with Rule 2.80.
5. **Rule 4.30 – Hiring** was amended on June 21, 2016 to add Section F. to provide for a distinct job classification of contract employee for athletic coaches and directors.
6. **Rule 8.50 Performance Evaluation/Probationary Period** was amended on June 21, 2016 to eliminate reference to "initial" probationary period and to clarify that exempt employees who are transferred, promoted or reclassified (involuntarily or voluntarily) will serve a probationary period in the new position.
7. **Rule 7.09 – Flexible Spending Account** was amended June 27, 2016 to reflect a change in eligibility criteria to require employment in a position of at least .75 FTE.
8. **Rule 7.15.05 Group Medical Insurance** was amended June 27, 2016 to reflect a change in

eligibility criteria to require employment in a position of at least .75 FTE, and to eliminate retiree health insurance coverage for employees hired after July 1, 2016, and to clarify that coverage ends at the end of the month in which a covered dependent reaches the age of 26.

9. **Rule 7.15.10 – Group Dental Plan** was amended to reflect a change in eligibility criteria to require employment in a position of at least .75 FTE, and to clarify that coverage ends at the end of the month in which a covered dependent reaches the age of 26.
10. **Rule 7.15.20 – Group Term Life Insurance** was amended June 27, 2016 to reflect a change in eligibility criteria to require employment in a position of at least .75 FTE.
11. **Rule 7.15.25 – Group Long Term Disability Insurance** was amended June 27, 2016 to reflect a change in eligibility criteria to require employment in a position of at least .75 FTE.
12. **Rule 7.15.30 – Supplemental Life/Voluntary Life Insurance** was amended June 27, 2016 to reflect a change in eligibility criteria to require employment in a position of at least .75 FTE.
13. **Rule 7.15.35 – Accidental Death & Dismemberment Insurance** was amended June 27, 2016 to reflect a change in eligibility criteria to require employment in a position of at least .75 FTE.
14. **Rule 7.15.40 – Vision Insurance** was amended June 27, 2016 to reflect a change in eligibility criteria to require employment in a position of at least .75 FTE.
15. **Rule 7.20.25 – Annual Leave** was amended June 27, 2016 to change accrual rates and to move the date by which excess accrued leave is forfeited from September 30 to June 30 of each year.
16. **Rule 7.20.75 – Sick Leave** was amended June 27, 2016 to eliminate the formulaic payout for accrued sick leave as of July 1, 2016 or after. The payout for accrued sick leave (more than 600 hours as of July 1, 2016) is retained.
17. **Rule 7.27 – Re-Employment of Retirees** was amended June 27, 2016 for consistency with the revisions to the Rule on Annual Leave.
18. **Rule 2.50 Namings** was amended July 12, 2016 to re-title it (formerly “Naming University Property and Academic Units”) and to more clearly delineate the scope of the Rule (university system wide), levels of authority, processes for distinct methods of donation, and generally to streamline the functions of the Office of University Advancement. The section on endowments was expanded and also contains the minimum thresholds, which were not changed. The naming approval procedures were simplified and put into a flow chart.
19. **Rule 2.89 – Use of Preferred Name** was adopted July 12, 2016 to permit students to use and be referred to by a name other than their legal name for purposes of internal NMSU documents, systems and verbal communications. When a preferred name is indicated, the NMSU community should respect that preference and use that name. The method to request a change in use of name will be through myNMSU. Some documents and transactions will continue to require use of the legal name, which will require proof of a legal name change for such documents to be able to reflect a preferred name (e.g. financial agreements, diplomas).