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SUMMARY OF REVISIONS TO THE ADMINISTRATIVE RULES AND PROCEDURES OF NMSU (FEBRUARY 14, 2018 THROUGH APRIL 10, 2018)

This informational report summarizes the revisions made to the Administrative Rules and Procedures of NMSU (ARP) during the period 02/14/18 through 04/10/18, in accordance with Rule 1.10 - Adoption and Amendment of Regents Policies, Administrative Rules and Procedures.

1. **ARP 16.63 - Smoking and Tobacco Restrictions** was revised on March 13, 2018 primarily to clarify that the rule also applies to e-cigarettes, in response to numerous false fire alarm calls. The rule was also generally updated for succinctness and consistency with the state law (NMSA 1978 §§24-16-1 *et seq*), which had been amended since this rule was first adopted in 2006. The rule revision received review and recommendation from the University Administrative Council, and approval from the Chancellor.
2. **ARP 6.89 - Mandatory Employee Training; Opportunities for Professional Development** was revised on March 13 to address issues which have arisen since the rule was first adopted in 2015. Primarily, the proposed amendment clarifies the expectation that supervisors and managers will facilitate and account for their employees' compliance with mandatory training. The update also included non-substantive restructuring and minor edits. The rule revision received review and recommendation from the University Administrative Council, and approval from the Chancellor.
3. **ARP 2.10 - Administrative Unit Change Process** was revised on April 10, 2018 to update and clarify the process for modifying administrative unit organization, while maintaining recommended levels of management and supervisory span of control (provided in the form of guidelines). Changes to administrative units must be reviewed and approved by the assistant vice president of human resource services, unless they deviate from the guidelines or propose to eliminate or relocate a unit, in which case, the chancellor must approve. The rule revision received review and recommendation from the University Administrative Council, and approval from the Chancellor.
4. **ARP 16.40 - Legal Matters** was revised on April 10, 2018 in coordination with a pending revision to Regents Policy 16.40, re-numbered as RPM 1.36. The rule is re-titled from Legal Services to Legal Matters, and provides guidance to the university community regarding operational protocols for working with the Office of University General Counsel. The rule revision received review and recommendation from the University Administrative Council, and approval from the Chancellor.
5. **ARP 13.30 - Bonds-Post Issuance Tax Compliance Procedures** was enacted on April 10, 2018 upon the recommendation of university bond counsel Katherine Creagan. A companion policy is pending approval by the Board of Regents. The rule clarifies the designation of the Senior Vice President of Administration and Finance as the university's Post-Issuance Tax Compliance Officer, responsible for carrying out the functions relating to federal tax law compliance as identified in Parts 2 through 6 of the rule. The rule proposal received review and recommendation from the University Administrative Council, and approval from the Chancellor.
6. **ARP 13.33 - Bonds - Post Issuance Continuing Disclosure Procedures** was enacted on April 10, 2018 upon the recommendation of university bond counsel Katherine Creagan. A companion policy is pending approval by the Board of Regents. The procedures will facilitate compliance with the requirements of federal securities law to maintain the tax-exempt status of the university's bonds. The procedures describe types of disclosures, responsibility for retention of bond counsel, requirements relating to disclosure compliance training for staff, in addition to listing the monitoring and reporting duties relating to continuing disclosure obligations. The rule proposal received review and recommendation from the University Administrative Council, and approval from the Chancellor.