

BOR= Board of Regents ♦ AC= Administrative Council ♦ FS= Faculty Senate

Policy Cite and Title	Policy Administrator	Brief Description of Policy Revision	Approval History
<p><b>Preface;</b></p> <p><b>1.05.20</b>, Board of Regents-Other Policies;</p> <p><b>1.10</b>, Policy Changes;</p> <p><b>1.05.95</b>, NMSU Community Colleges</p> <p><b>1.05.96</b>, Branch Faculty Council</p>	University President	<p>The revisions to the Table of Contents, Preface and Policies 1.05.20 and 1.10 consolidated various provisions relating to policy adoption. They re-titled Policy 1.10 “Policy Development, Review and Approval”, eliminated inconsistencies and streamlined the policy review and approval processes. Instead of the annual ratification, policies recommended by either the Administrative Council or the Faculty Senate and approved by the President will be placed on the next Board’s meeting agenda for consideration and approval. Policies will become effective upon approval by the Board, unless the provisional policy exception applies, or unless otherwise specified in the Faculty Senate legislation or policy proposal. An annual summary for all revisions throughout the year will continue to be done and posted on line and filed in the library.</p> <p>The revisions to Policies 1.05.95 and 1.05.96 update the manual to be consistent with the current organizational structure and other minor edits.</p>	AC: 07.13.10*** BOR 07.20.10
<p><b>2.69</b> Travel</p>	International Programs and Border Studies	The revisions added subsection 2.69.1 to provide specific policies relating to international travel. The revisions also include non-substantive edits to the existing 2.69, to clarify the existing policy requirements.	AC: 07.13.10*** BOR 07.20.10
<p><b>2.95.6</b> Parking and Traffic Regulations (Parking Fees)</p>	Transportation and Parking Services	Subsection 2.95.6 was amended to reflect the increase in fees approved by the Board at its April 1, 2010 meeting.	BOR 04.01.10

\* Presented as informational; no objection; no vote

\*\* Ratified by Board of Regents July 20, 2010, as part of Agenda Item 8 a 10

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<b>2.95 et seq</b> Parking and Traffic Regulations	Transportation and Parking Services	<p>This policy was revised as follows:</p> <ol style="list-style-type: none"> <li>1. To reflect the new name of the responsible administering department (Transportation and Parking Services);</li> <li>2. To change the forgiveness of parking citations from once every five years to once every two years, as recommended by the Parking Task Force;</li> <li>3. To increase the fee for faculty/staff to purchase multiple permits from \$140 to \$225, as recommended by Parking Task Force (note: other fee increases were approved by the Board on April 1, 2010);</li> <li>4. To reformat to move the fee schedules into a final subsection and insert cross references to it;</li> <li>5. To clarify the methodology for refund calculation based on the permit return date;</li> <li>6. To clarify where the permit must be posted on motorcycles;</li> <li>7. To modify to service/delivery zone provisions;</li> <li>8. To increase the boot removal fee from \$30 to \$40, as recommended by the Parking Task Force (note: other fee increases were approved by the Board on April 1, 2010; and</li> <li>9. To edit for clarity and consistency throughout, including changing ACAP's name to Employee Council.</li> </ol>	AC 06.08.10 BOR 07.20.10
<b>3.05</b> Alcohol Policy	Hotel, Restaurant, Tourism and Management	<p>The Tailgating subsection was revised to delete reference to the specific parking lot numbers and specific street names, and to delegate authority jointly to the Athletics Director, Director of Facilities and Services and NMSU Police Chief to designate the Tailgating areas around the football stadium. The purpose was to grant sufficient authority to be able to address changing conditions on the ground (i.e. re-paving of parking lots or street name change). This is also consistent with other provisions in the policy, which designate such decision to the Housing Director--See #2 under Permissible Uses.</p> <p>The revision also moved two paragraphs that were listed under the Tailgating heading, but did not relate to tailgating, up into the body of the policy, as appropriate.</p>	AC: 07.13.10 BOR 07.20.10
<b>3.20.15 **</b> Procedures and Remedies in Cases of Conflicts of Interest and/or Commitment	VP R/GS/IP Human Resource Services	The provisions relating to the routing and approval process for the Annual Conflict of Interest Disclosure form were amended to reduce the number of required approvals to one, provided no potential conflict is identified. If a conflict or potential conflict is disclosed, two levels of review continue to be required, as well as a plan to manage the conflict.	AC: 04.13.10* BOR 07.20.10

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<b>3.21.29 **</b> Retention of Records Concerning Conflicts of Interest in Sponsored Activities	VP R/GS/IP Human Resource Services	Revision to clarify that retention of Annual Conflict of Interest Disclosure form will be electronic, rather than hard copy.	AC: 04.13.10* BOR 07.20.10
<b>3.75</b> Non-Work Related Use of University Resources FS Prop. No. 19-09/10	EVP/Provost Human Resource Services	The Board ratified substantive revisions to this policy last year, when it became part of the rewrite of Policy 2.35 (General NMSU Information and Communications Technology Policies). The original purpose of the revision proposed with this Agenda Item was to update the remaining language in 3.75, which included a paragraph entitled, "Pornographic Material". In addition to revising that paragraph, other edits have been made to clarify the permissible and incidental personal use of NMSU resources.	FS: 04.29.10 AC: 06.08.10 BOR 07.20.10
<b>4.05.50</b> Appeals-Faculty FS Prop. No. 14-9/10A	EVP/Provost Human Resource Services	This policy currently houses three distinct faculty grievance procedures. A task force appointed by the Academic Deans Council, consisting of representatives from faculty, human resources and general counsel's office, consolidated the first two grievance procedures into one, for all faculty grievances. See memo attached for detailed description of the substantive changes, which will streamline and improve the process. The third faculty grievance procedure in 4.05.50 is an appeal process for tenure track and tenured faculty who may be involuntarily terminated for just cause; this procedure was not part of this revision, but is currently under review by the same task force, in conjunction with related sections located in Policy 5.98.	FS: 04.29.10 AC: 06.08.10 BOR 07.20.10
<b>4.65</b> Security Clearance (Department of Defense)	EVP/Provost	In conjunction with a Resolution adopted by the Board on May 9, 2010, this policy was revised in response to a request from the Department of Defense, Defense Security Service to implement an updated Key Management Personnel list (Managerial Group), to enhance the protection of classified information received pursuant to classified contracts awarded to NMSU. The Board of Regents, as the governing body for NMSU, delegates its authority to the Managerial Group, which it authorizes to negotiate, execute and administer such contracts on behalf of the University.	AC: 04.13.10 BOR: 05.07.10
<b>5.15.40 **</b> Appointments-Nontenure-Track	EVP/Provost Human Resource Services	Due to budgetary conditions, this policy was revised to create a limited waiver from current policy limitations on the retention of faculty employed in .5 and .625 part time capacity. The waiver will be in effect from Spring 2010 through the Spring 2011 semester, during which time a committee will be studying the broader issues relating to employment of nontenure-track faculty in order to recommend a more comprehensive revision.	AC: 02.09.10 BOR 07.20.10

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<b>5.25.40</b> Summer Compensation FS Prop. No. 20-09/10 (amending and superseding Prop 10-09/10 and 10-09/10A)	EVP/Provost Human Resource Services	Revised the paragraphs on <u>Sponsored Research</u> and <u>Combined Teaching-Sponsored Research</u> to allow more flexibility for faculty who work during the summer months on externally funded sponsored projects. Also, the revision was subsequently edited by way of amendment to the Proposition, to ensure compliance with federal regulations, including but not limited to OMB Circular A-21, as administered by the Office of Naval Research.	FS: 04.29.10 AC: 05.11.10 *** BOR 07.20.10
<b>5.55</b> Emeritus Status FS Prop. No. 15-09/10	EVP/Provost Human Resource Services	Revised to encompass non tenured college professors and extend to them the benefits afforded to Emeritus faculty, provided they are otherwise eligible for retirement.	FS: 04.29.10 AC: 05.11.10* BOR 07.20.10
<b>5.90.4.2</b> Promotion and Tenure/Criteria for P&T (scholarship and creative activity) FS Prop 09-09/10	EVP/Provost Human Resource Services	Revised to include a statement that allows NMSU's four community colleges to include professional development as one aspect of scholarship and creative activity; historically at the community colleges, this was evaluated as a separate category, but given the framework of the revised NMSU P & T policy, should be considered to fall within the Scholarship and Creative Activity category.	FS: 02.04.10 AC: 04.13.10* BOR: 05.07.10
<b>5.94</b> Research	VP Research GS/IP	The precursor to a major rewrite next Fall, this limited revision is to update the policy governing research involving human subjects, in order to comply with recommendations received from the Office for Human Research Protection. The revision eliminates the Level 2 review (by course instructor), which means that the IRB membership, in whole or in part, will perform that level of review and approval. Other minor editing changes were also made for consistency with the deletion of the course instructor review. Three other formatting changes were also made, for clarity and ease of future amendment: 1) The paragraphs describing the Council of Research Centers were moved from 5.94 into a new section 5.94.05; 2) The paragraphs describing the University Research Council were moved from 5.94 into a new section 5.94.06; The paragraphs describing the Institutional Review Board were moved from 5.94 into section 5.94.12, "Human Subjects in Research."	AC: 07.13.10 BOR 07.20.10
<b>5.96</b> Searches for Academic Administrators FS Prop. No. 04-09/10	EVP/Provost Human Resource Services	Revised to add a final sentence clarifying that the recently amended policy was not intended to in any way limit the authority of the Board of Regents with regard to negotiation with a prospective interim president.	FS: 12.05.09 BOR: 02.01.10
<b>7.03</b> ** Deferred Compensation	Human Resource Services	Revised for compliance with changes in the IRS regulations; deleted procedural detail; other minor edits.	AC: 02.09.10 BOR 07.20.10

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<b>7.05 **</b> Educational Opportunities for Employees and Families	Human Resource Services	This policy was edited twice, once to clarify the fees that are also discounted as part of the tuition remission benefit, and to add a link to other fees not discounted. The policy was revised again later in the year to delete a detailed procedural requirement (when forms are due).	AC: 11.10.09 AC: 02.09.10 BOR 07.20.10
<b>7.20.45 **</b> Family and Medical Leave	Human Resource Services	Revised for compliance with changes in law broadening coverage to include leave for caregivers of active duty service family members undergoing medical treatment, recuperation or therapy for a serious health condition incurred any time during the 5 years preceding the date of treatment; allows exempt employees taking partial day leave without pay to have a negative leave balance, until they are able to catch up on their next pay cycle; holiday hours which occur during a full week of leave will count toward the 12 week FMLA period.	AC: 11.10.09 BOR 07.20.10
<b>9.33</b> Vehicle Assignment	Transportation and Parking Services	The revision to Policy 9.33 is very minor; it relocates the hyperlink to the Vehicle Authorization form.	AC: 06.08.10 BOR 07.20.10
<b>9.34</b> Fleet Asset Management Program	Transportation and Parking Services	The proposed revisions redefine the scope of the program; clarify the responsible administrator as the Transportation and Parking Services Department; eliminate the option for long term leases of vehicles; eliminate the restriction for local rental agencies; clarify definitions of "vehicle" and "NMSU entity"; clarify Fleet Management Policy and assignment responsibilities; and make other minor changes for consistency or to delete unnecessary procedural detail.	AC: 06.08.10 BOR 07.20.10
<b>9.35</b> Transportation Services Rental/Leases	Transportation and Parking Services	The proposed revisions eliminate the long term lease option and restate the section name to Transportation Services-Rentals as well as update the links to other websites and documents.	AC: 06.08.10 BOR 07.20.10
<b>9.60 **</b> Wayfinding and Signage	Facilities Op. & Utilities Facilities Plan. & Construct.	This policy was recommended by consultants working with the NMSU Architect and adopted by Administrative Council to establish a unified graphic design for signage posted at NMSU's Las Cruces campus. The goal is to provide a sense of welcome, security, and ease of navigation to students, new employees and visitors.	AC: 11.14.06 BOR 07.20.10
throughout manual	General Counsel	Non-substantive revisions to reformat, to maintain consistency, or to correct may be made on an ongoing basis. Examples include edits to tables of contents, job and office title changes, and hyperlinks.	

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