

## **Chapter 1**

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## **CHAPTER 1 - GOVERNANCE, AUTHORITY, ORGANIZATIONAL STRUCTURE AND POLICY CHANGES**

### **1.05 Governance/Authority/Organizational Structure**

#### **1.05.10 Board of Regents Bylaws**

##### ARTICLE I - MEMBERSHIP OF BOARD OF REGENTS

Name: The name of the Board shall be “The Board of Regents of New Mexico State University.”

Membership, Appointment, Qualifications and Terms of Members; Removal and Replacement: The membership, appointment, qualifications and terms of the members of the Board and their removal and replacement shall be governed by the constitution and laws of the State of New Mexico.

Student Member: The governor shall nominate and by and with the consent of the senate shall appoint a student member to serve a 2-year term. The governor shall select, with the advice and consent of the senate, a student member from a list provided by the president of the institution. In making the list, the president of the institution shall give due consideration to the recommendations of the student body president of the institution. (Laws of 1993 - Constitutional Amendment 3)

##### ARTICLE II – EX OFFICIO MEMBERS OF THE BOARD OF REGENTS

Statutory Members: The Board shall consist of such statutory regular and ex officio members as provided by law.

Faculty Representative: At the pleasure of the Board, the chair of the Faculty Senate shall serve as the faculty, ex officio, nonvoting representative on the Board.

Student Representative: At the pleasure of the Board, the president of the Associated Students of New Mexico State University (“ASNMSU”) shall serve as the student, ex officio, nonvoting representative on the Board. The ASNMSU president’s designee may serve in this capacity if the ASNMSU president is unable to attend a meeting of the Board.

##### ARTICLE III - MEETINGS OF THE BOARD OF REGENTS

Compliance with Open Meetings Act: All meetings of the Board of Regents shall be conducted in compliance with the New Mexico Open Meetings Act, NMSA 1978, § 10-15-1 *et seq.* All records of the Board shall be open to inspection by the public at reasonable times, and in accordance with the New Mexico Inspection of Public Records Act. NMSA 1978, § 14-2-1 *et seq.*; NMSA 1978, § 21-1-16.

Regular Meetings: A minimum of 5 regular meetings of the Board shall be held each year on such dates, places and hours as may be fixed from time to time by the Board.

Special Meetings: Special meetings are normally reserved for time-restricted matters that require action before the next regular meeting, may be called by the chair of the Board or a majority of the Board upon reasonable notice. .

Telephonic Meetings: Pursuant to the Open Meetings Act, members of the Board shall be permitted to attend any special meeting of the Board by telephone. Should a Board member request attendance by telephone, a speaker phone of sufficient quality shall be used at the announced meeting location so that

the regent attending by telephone can be identified and understood. Through the use of the speaker telephone at the meeting location, the regent attending by telephone shall be able to hear and understand all discussions at the meeting. Nothing in this policy shall control or affect the telephone-attending regent's right to use whatever telephone equipment that regent determines appropriate. Telephonic meetings of the Board shall be publicly announced in the same manner as all other meetings of the Board and arrangements made for all persons desiring to attend the meeting as in any other open meeting of the Board.

Notice of Regular Meetings: Written notice of the date, place, and time of each regular meeting shall be distributed by the NMSU president to each member of the Board at least five (5) calendar days prior to the date of the meeting. Legal notice of regular Board meetings, in accordance with law, shall be placed at least five (5) calendar days prior to the meeting in newspaper(s) of general circulation in the state; the NMSU student publication; and posted at the Zuhl Library on the Las Cruces Campus of New Mexico State University. In addition, notice of such meetings shall be furnished to those broadcast stations licensed by the Federal Communications Commission and other newspapers that have made a written request for notice of public meetings.

Notice of Special Meetings: For special meetings, the Board will attempt to provide no less than three (3) calendar days' notice. Legal notice of special meetings will be attempted, including publication in newspapers of general circulation in the state that have requested such notification, the NMSU student publication, and such other newspapers as determined by the chair of the Board. In addition, notice of such meetings shall be furnished to those broadcast stations licensed by the Federal Communications Commission and other newspapers that have made a written request for notice of public meetings.

Emergency Meetings: Emergency meeting of the Board may be called by the chair of the Board or a majority of the Board to address unforeseen circumstances that, if not addressed immediately by the Board, will likely result in injury or damage to persons or property or substantial loss to the public body. The Board will provide 24 hour's notice unless threat to personal injury or property damage requires less notice.

For special and emergency meetings the notice requirements shall be satisfied if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted at the Zuhl Library on the Las Cruces Campus of New Mexico State University. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings

Closed Meetings: The Board of Regents may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

1. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
2. If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
3. Following completion of any closed meeting, the minutes of the open meeting that was closed, or

the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

4. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board in an open public meeting.

Additional Provisions Regarding Notices: All "Notices" of any meeting of the Board of Regents of New Mexico State University including closed meetings shall also indicate where a copy of the agenda for such meeting may be obtained. Furthermore, all notices shall be available on the New Mexico State University Web-site at [www.nmsu.edu](http://www.nmsu.edu).

In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the regents chief of staff at (575) 646-1727 at least three (3) calendar days prior to the meeting or as soon as possible.

Minutes. The Board shall keep written minutes of its regular, special and emergency meetings. The law does not require minutes to be maintained for closed sessions. Any record kept of a closed session shall not be subject to public inspection. Minutes shall state at a minimum the date, time and place of the meeting; the names of the members in attendance and those absent; the substance of any proposals considered, and a record of any decisions and votes taken that show how each member voted. The minutes become official upon approval by the Board. The Board's chair signs the minutes on behalf of the Board.

Agenda: An agenda shall be prepared for each regular meeting of the Board and mailed to each member at least 5 days before the meeting. Any member of the Board and the chair may, prior to the meeting, place items considered necessary or desirable on the agenda. The agenda shall set the order of Board business. During the course of the meeting, the chair or any Board member, with a consensus of a majority of the Board, may place an item on the agenda. The Board wishes to manage the university in a prudent manner. Therefore, it will be the policy of the Board that if any individual or group wishes to have a matter considered by the Board, all pertinent documentation must be submitted to the Office of the President at least 2 weeks prior to a regular meeting. If necessary, the chair will then correspond with the individual or group to obtain additional information and have the appropriate office within the university review the matter. The president of the university will interact with the Board to determine if the item shall be included on the next agenda. The individual or group will then be informed in writing of the decision.

Quorum: A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may convene from time to time until a quorum is in attendance.

Rules of Order: Except where they may be in conflict with these bylaws, the *Robert's Rules of Order*, revised, shall govern the conduct of the meetings of the Board.

Attendance: Board members shall make every effort to attend all meetings of the Board.

Per Diem, Mileage, and Insurance: Mileage and per diem for Board members shall be fixed by the Board, in compliance with the New Mexico Mileage and Per Diem Act. (See *Business Procedures Manual* for all other current mileage and per diem rates.)

Per Diem: Each member of the Board shall receive \$85 per diem expenses a day or any portion thereof for in-state travel expenses:

- for each Board or committee meeting attended; or
- for each day spent in discharge of official duties for travel within the state but away from home.

Each member of the Board shall receive \$95 per diem expenses for each day of travel outside the state on official business. The per diem amounts shall not be reduced due to incidental lodging or meals provided to the members of the Board in conjunction with the Board's or committee meetings attended. Partial day travel reimbursement will be prorated in accordance with the policy governing university employees at the time of the travel. When a member of the Board finds that the per diem allowance of \$85 or \$95 is inadequate for reimbursement of expenses for travel on university-related business, that Board member may elect to be reimbursed for actual expenses for lodging and a per diem amount of \$22.50 per day for meals. The additional lodging expense for the legal spouse accompanying the Board member shall be considered a necessary expense when the Board member is attending a Board or committee meeting.

Mileage: Each member of the Board shall receive mileage reimbursement for travel in a privately-owned vehicle, or a privately-owned airplane if the travel is necessary for the discharge of official duties, and if the private conveyance is not a common carrier provided; however, that only one person shall receive mileage for each mile traveled in a single privately-owned vehicle or airplane, except in the case of common carriers, in which case the person shall receive the cost of the ticket in lieu of the mileage allowance. The members of the Board shall be reimbursed at the mileage rates being allowed for university employees at the time of the travel. The mileage and per diem rates listed above reflect the actual and necessary traveling expenses in going to and returning from all necessary sessions of the Board and the necessary expenses while in actual attendance upon the same.

Insurance: The Board authorizes the administration to annually secure travel accident insurance for appointed and ex officio members of the Board and their legal spouses while traveling on university business at a total cost not to exceed \$1,000 annually.

#### ARTICLE IV - OFFICERS OF THE BOARD OF REGENTS

Election of Officers: The Board shall meet and elect officers at the March meeting of each year, unless a new member, or members, of the Board have not been appointed by the governor in which case the election of officers shall be held at the first meeting following such appointment. All officers so elected shall hold office until their successors are elected and qualified. At such elections they shall elect a chair, a vice chair, and a secretary-treasurer from their number. The chair and vice chair may also be referred to as the Board's president and vice president. Officers and members shall be covered under the New Mexico State Faithful Performance Blanket Bond.

Eligibility: Any member of the Board shall be eligible for any office of the Board; ex officio members are not eligible to hold any office on the Board.

Tenure and Vacancy: Each officer of the Board shall be elected for a one-year term and shall serve until a respective successor is elected and qualifies. A vacancy in any of the above designated offices, other than one caused by removal, shall be filled by election at the next meeting of the Board following its occurrence, and if caused by removal, may be filled at the same meeting at which the vacancy occurred. If because of a vacancy an officer of the Board is elected and qualifies for a different position on the Board, acceptance of this election will constitute resignation from the previous position. Election to a vacant office shall be for the balance of the unexpired term.

Duties of the Chair: The chair of the Board shall perform such duties as devolve upon the office by law and which may be pertinent to the office. The chair of the Board shall direct the president of the university to issue calls for all meetings of the Board. The chair of the Board shall preside at its

meetings, with full power to vote on and to second any motion, and to discuss all matters, with the same authority as any other Board member, notwithstanding any provision of the *Robert's Rules of Order*. The chair of the Board shall sign the official minutes of all Board meetings after the Board has approved them. The chair's signature shall be affixed to all diplomas for degrees and all other documents requiring Board approval. The chair of the Board shall perform such other duties as may be specified in these bylaws and as may be from time to time determined by the Board.

Duties of the Vice Chair: In the absence or incapacity of the chair, the vice chair shall assume the duties and obligations of the chair.

Duties of the Secretary-Treasurer: The secretary-treasurer shall serve as the recording secretary for meetings of the Board. The secretary-treasurer shall sign Board minutes when officially approved. The secretary-treasurer's signature shall be affixed to all diplomas for degrees, and all other legal documents requiring Board approval. The secretary-treasurer shall perform such other duties as the Board may direct and require.

#### ARTICLE V - FUNCTIONS/OPERATING PRINCIPLES OF THE BOARD OF REGENTS

Functions of the Board:

1. To exercise control and management over the university and to exercise all other powers, authority, responsibilities, obligations, immunities and duties granted to it by law and the Constitution of New Mexico.
2. To provide educational opportunity to prospective students, particularly those prospective students residing in this state, and to provide a high quality education to all students of the university.
3. To serve the interests of the students, faculty, and administration and the citizens of New Mexico, and to institute policies, facilities, and programs for their benefit.
4. To obtain adequate financial support.
5. To select a chief executive officer for the institution and the Director/Secretary of the New Mexico Department of Agriculture.
6. To promulgate rules and regulations for the university and for the New Mexico Department of Agriculture: to enforce statutes, rules and regulations pertaining to the university and to the New Mexico Department of Agriculture.

Principles of Board Operation: The Board exercises its control over the institution through its policies as administered by the administration. Decisions of the Board shall be made by the Board acting as a body in a duly constituted meeting; individual members of the Board may, however, discuss the affairs of the university and obtain information pertaining thereto from any other members of the Board and from any employee or student of the university. Policies of the Board shall be maintained in written form, but failure to do so shall not affect their validity. A member of the Board shall not be interested pecuniarily, either directly or indirectly, in any contract for building or improvement of the university, or for the furnishing of supplies, services or materials to said institution. Contributions to the university, in any form, by a member of the Board are not in violation of these bylaws. No one member should enter into correspondence as a member of the Board. This is a group operation and not an individual one; therefore, it is undesirable to have a letterhead specifically for the Board. Any change in organization or structure of any subdivision of this university from the level of dean and higher and any other organizational change which the administration deems of sufficient importance shall be approved by the Board before it is implemented.

## ARTICLE VI - AMENDMENTS

Amendments: The power to make, alter, amend, or repeal these bylaws is vested in the Board by the affirmative vote of at least 3 of its members.

Notice of Amendments: Copies of proposed amendments shall be submitted to the Board members at least 5 days prior to the meeting at which the proposal is to be acted upon, unless waived by unanimous consent of the Board.

### 1.05.20 Board of Regents – Other Policies

NMSU Foundation, Inc.: The Board of Regents shall elect one of its members to serve on the board of directors of the NMSU Foundation, Inc. during the annual election of officers in even-numbered years.

Arrowhead Center, Inc.: Annually, the Board shall also name two of its members to the board of directors of the Arrowhead Center, Inc, formerly called the NMSU Technology Transfer Corporation, Inc., and as merged with the NMSU Research Park Corporation, Inc.

Approval of Policies: Annually, all updated/revised policy and procedure manuals by which the university operates will be submitted to the Board for approval. Policies become effective upon adoption. (See also Policy Changes and Appendix 1-B for Signature Authority chart.) The following documents are incorporated into the primary Policy Manual by reference: *Undergraduate Catalog*; *Graduate Catalog*; *Handbook for Students*; *Business Procedures Manual*; *Parking and Traffic Regulations*; and *Police Manual*.

Modifying Existing Policy: The Board recognizes that provisional modification of a policy may occasionally be necessary to ensure effective operation of the university. The president is hereby given the authority to modify current policy as long as such modification has the approval of the chair of the Board. In the absence of the chair of the Board, such modification must be approved by the vice chair of the Board. Such policy modification will be in effect only until the next regular meeting of the Board. The policy modification will be considered by the full Board at that time.

Regents' Medal: The Regents' Medal shall be awarded on suitable occasions and with appropriate ceremonies to persons who have made outstanding contributions to the university, to the State of New Mexico, or to the United States. Documented nominations may come from any group or individual, through the administration, for consideration for this honor by the Board.

Autonomy of Regents: The local autonomy of each board of regents should be strengthened and the number of regents on each board should remain the same. The Board opposes any "super" board of regents or one central board of operation; further, the New Mexico Higher Education Department should be purely a coordinating financial review body and not involved in any kind of day-to-day business or administration of the university.

### 1.05.30 President of New Mexico State University

The president is the chief executive officer and is directly responsible to the Board of Regents for the overall programs of the university. The president is responsible for execution of such measures as the Board may enact regarding administration of all approved measures presented by the Faculty Senate or the various councils; however, the president may delegate administration of these matters. The employment, advancement, and dismissal of all administrators, faculty, and other university personnel is delegated to the president and to whomever the president delegates such authority. The executive vice president and provost serves as the chief administrative officer in the absence of the president. Although the Board should never actively nor directly participate in the actual hiring of university

personnel, with the exception of the president and the director/secretary of the New Mexico Department of Agriculture, the Board should always be at liberty to review any particular hiring by the administration, to determine compliance with the Board's hiring policies. The Board delegates authority for the internal management of the institution to the president. All key policy decisions are made by the president in consultation with the appropriate administrators. All administrators serve at the pleasure of the president. The president is authorized to sign contracts for the university, on behalf of the Board. The Board will approve a signature document as an administrative instrument that delegates the authority through the president to other appropriate administrators. (See also Appendix 1-B for Signature Authority.)

#### **1.05.40 Organizational Chart (See Appendix 1-C.)**

#### **1.05.50 Administrative Council [Ratified by Board of Regents 9/08/06]**

At the discretion of the president of the university, the Administrative Council is composed of the president; executive vice president and provost; senior vice presidents; vice presidents; assistant vice president for research and senior director for governmental relations; associate vice president for University Communications and Marketing Services; regents chief of staff; general counsel; vice provosts; associate provosts; senior assistant to the president; assistants to the president; academic deans; the dean of the University Library; dean and director of the Physical Science Laboratory; dean of students; dean of International and Border Programs; community colleges campus executive officers; chief information officer; director/secretary of the New Mexico Department of Agriculture; director of athletics; director of audit services (ex officio); director of human resources; director of Institutional Research, Planning, and Outcomes Assessment; director of real estate; chair of the Advisory Council for Administrative Policy; chair of the Faculty Senate; president of ASNMSU; and president of the Graduate Student Council. The president chairs the council. In the president's absence, the executive vice president and provost acts in this capacity. Following each meeting of the Administrative Council, minutes of that meeting will be distributed to the council members and to the members of the Board.

#### **1.05.60 Academic Deans Council**

The Academic Deans Council is composed of the president, the executive vice president and provost, the vice president for research, graduate studies and international programs, the academic deans, the dean of the University Library, the branch campus executive officers, and the chair of the Faculty Senate. The functions of the Academic Deans Council are as follows:

1. Provide an administrative vehicle for the dissemination of information, provide ready pooling of ideas, and provide a testing ground for the matters of concern to the administration of the university.
2. Make recommendations and discuss with the president problems relating to improvement in the administration of the institution.
3. Act as a sounding board and evaluation body for new ideas emanating from the staff or administration.
4. Consider ways and means of improving the academic quality and other aspects of the institution, including proposals dealing with academic policies and programs.
5. Coordinate efforts of the various deans and provide for desirable uniformity in carrying out institutional policy.

6. Provide administration-level coordination between the various agencies, colleges, and schools of the university.
7. Stimulate other official groups in the full development of action within respective areas.
8. Establish, from time to time, special committees and groups to render specialized service in developing recommendations in given areas.
9. Consider recommendations emanating from the Advisory Council on Administrative Policy when appropriate.

### **1.05.70 Faculty Senate (See also Appendix 1-D for Constitution.)**

The Faculty Senate has legislative jurisdiction over policies affecting the university's academic mission in regard to education, research, and service, including the definitions of purpose and objectives. Policy statements approved by the Faculty Senate are subject to the acceptance/veto of the president of the university. If the president vetoes a bill, a two-thirds vote of the Faculty Senate may return the proposition to the president and, if the president does not rescind the veto within 5 days, the president will present the proposition to the Board of Regents with a request for consideration and action. The Faculty Senate is composed of 3 categories of members: (1) the elected chair of the Faculty Senate; (2) 54 elected senators; and (3) ex officio nonvoting members who shall be the executive vice president and executive vice president and provost, chair and vice chair of the Advisory Council on Administrative Policy, registrar, dean of students, deans of each of the academic colleges and schools, dean of the university library, chair of the Graduate Assembly, and the president and vice president of ASNMSU. Propositions to be considered by the Faculty Senate shall be presented in writing and signed by presenting senator(s). Propositions shall be keyed to affected portions of any manual or policy document.

The general policy of the university is that the Faculty Senate be aware of, if not directly involved in, administrative planning processes. To facilitate this, representatives from the Faculty Senate should have (in some cases formal, in other cases informal) liaison members on administrative committees. The chair is a member of the Academic Deans Council and the Administrative Council, and the vice chair is a member of the Associate Deans Academic Council. Senators are elected to the University Budget Committee, the University Research Council, and the President's Associates Board. The executive vice president and provost will inform the chair and vice chair of the Faculty Senate of any proposed changes in the Policy Manual. Proposed changes that are under the purview of the Faculty Senate will be taken to that body for their action. (See also Chapter 4 Human Resources - General - Layoff/Financial Exigency for review by Faculty Senate of proposed program elimination or reorganization.)

Assigned Time for Chair and Vice Chair: The chair of the Faculty Senate will have 50 percent assigned time for Faculty Senate work, based on the teaching load. The vice chair will have 25 percent assigned time.

University Budget Committee - Senate Representation: Each year at the April meeting, the Faculty Senate will elect 2 members of the senate to serve on the University Budget Committee. The term of each office will be for 2 years and commence the day following the last class day each spring semester. The term of office will end the last class day of the spring semester 2 years following. No senator will serve more than 2 terms consecutively. Senate representatives to the University Budget Committee shall be available to report to the senate, upon request, on matters related to this appointment and will submit a written report on such matters at the end of the term of office.

### **1.05.80 Advisory Council on Administrative Policy (See also Appendix 1-E for Constitution and Bylaws.)**

Members of the Advisory Council on Administrative Policy are elected from the full-time staff and represent various groups, i.e., faculty and staff employees, both on and off main campus.

The Advisory Council on Administrative Policy exercises the following functions:

1. Investigates matters involving the policies and procedures of the administration.
2. Makes recommendations based on such investigations to the president of the university.
3. Establishes and maintains an organization of staff for providing communication between the staff and the administration and for providing communication among the several parts of the staff.

### **1.05.85 Associated Students of New Mexico State University (ASNMSU)**

All main campus students are members of the Associated Students of New Mexico State University (ASNMSU). The ASNMSU government is divided into the executive, legislative, and judicial branches. Members of the legislative branch (student senate) are elected; the executive offices of president and vice president are elected; and members of the judicial branch are appointed by the president of ASNMSU. The dean of students and the Student Legal Aid Program attorney serve as advisors to ASNMSU. The dean of students, in cooperation with student leaders and other appropriate university officers, shall advise and administer university policy, regulations, and procedures established and necessary to achieve the goals and objectives of ASNMSU and the university. ASNMSU's constitution and law book outlines the organization and responsibilities of ASNMSU. University regulations establish procedures within which ASNMSU funds are expended and accounted for and activities are conducted. ASNMSU has supervision over budgeting and expenditure of all activity monies allocated to ASNMSU; the Publications and Communications Board; the Intramural Board; the Student Activities Committee and other such boards and committees which are created from time to time. All of ASNMSU's accounts are channeled through the ASNMSU Comptroller's Office under the supervision of the Business Office. All recognized student organizations, except for fraternities and sororities, must conduct their financial affairs through the ASNMSU Comptroller's Office.

Leadership Scholarships: *[Adopted by Administrative Council 12/13/05; ratified by Board of Regents 9/8/06]* Students who meet the criteria outlined below and who are either: (a) elected to ASNMSU student senate in a campus-wide, student body election, or (b) elected by their respective college councils and recommended to serve as a semester-long appointee to fill a vacant ASNMSU student senate position are eligible each semester to receive a financial award amounting to at least 75 percent of the dollar value of an academic semester in-state tuition and fees scholarship. This financial award is subject to the conditions and processes governing all financial aid awards administered by the Office of Financial Aid and Scholarship Services. As such, students may be awarded only one tuition scholarship in any given semester.

The criteria for the initial award of the Leadership Scholarship are:

1. Undergraduate students must have an overall grade point average of at least 3.0 and, in the semester previous to taking office, have successfully completed 12 or more grades credits with at least a 2.5 grade point average.

2. Graduate students must have an overall grade point average of at least a 3.5 and have, in the semester previous to taking office, successfully completed 9 or more grades credits with at least a 3.0 grade point average and must serve the entire semester as a senator.
3. Undergraduate students must be currently enrolled in at least 12 credits and graduate students in at least 9 credits. Both undergraduate and graduate students must serve the entire semester as a senator to remain eligible for existing and future awards. Resignation, termination, or impeachment from the student senate prior to the completion of the semester voids any award made for that semester and holds the student liable for repayment of the amount awarded.
4. Renewal awards:
  - Undergraduate students must have an overall grade point average of at least 3.0 and must have successfully completed 12 credit hours the previous semester.
  - Graduate students must have an overall grade point average of at least 3.5 and must have successful completed 9 credit hours the previous semester.

Policy exceptions for termination and repayment of an award include cooperative education programs, medical withdrawals from the university, death, or any situation approved as an exception by the Office of the Associate Vice Provost for Student Affairs and Community Colleges.

ASNMSU - Students Club Endowment Policy: Establishes a policy for maintaining a Club Endowment and a separate Club Account.

Purpose of Policy: The Club Endowment is established to provide stable funding for recognized organizations. The income earned from this endowment is to be allocated to recognized organizations to provide consistent funding for them regardless of the financial picture of the ASNMSU.

Deposits: Beginning Fall 1991, \$1 for each full time student, and \$.50 for each part-time student shall be deposited in the Club Endowment each fall and spring semester.

Endowment Management: The Club Endowment shall be a permanently treated endowed fund of the NMSU Foundation, Inc. The principal shall be invested and reinvested in a common investment trust fund for endowments in accordance with the investment policies of the Foundation. The principal shall remain permanently invested and cannot be withdrawn without Board's approval. Income earned from the Club Endowment shall annually be transferred to the Club Account in the student account Business Office according to the policy of the Foundation.

Withdrawals: The ASNMSU senate, by a simple majority, may withdraw funds from the Club Account for recognized organizations. This shall be done through the normal appropriations process.

Transfers: The ASNMSU senate, by a 3/4 vote, may transfer money out of the Club Account to the Activity Surplus Account or the Major Expense Fund, providing the July 1 balance of the Club Account is a minimum of \$20,000. An amount no greater than the July 1 balance minus \$20,000 can be transferred. This shall be done through normal appropriation methods.

#### **1.05.90 Additional Councils, Boards and Committees (See Appendix 1-F.)**

#### **1.05.95 NMSU Community Colleges (See also policy headings such as Promotion, Tenure, etc.)**

The special mission of the university as a land-grant institution established under the provisions of the Morrill Act is to provide a liberal and practical education for students and to sustain programs of research, extension education and public service. The provisions of the Branch Community College Act of the State of New Mexico enable institutions of higher education to establish branch colleges at the request of communities to meet their educational needs. The university has a long history of success in serving the citizens of New Mexico through its community colleges. The benefits to students for access to quality education through the community colleges of the university have been documented and recognized. The Board of Regents supports, endorses, and recognizes the reciprocal benefits of its relationship to its community colleges and recommends the continuity of this partnership as one which contributes significantly to the educational and economic development of the state of New Mexico.

The Board of Regents pledges full cooperation in the further development of its community college programs to ensure that the higher educational needs of the several communities are fully met. Each of the community colleges will develop its own mission and purpose statement, which shall be brought forward periodically for review by the Board of Regents. Each community college is administered by a campus executive officer under the cognizance of the executive vice president and provost. (See also Chapter 5 Faculty Policies.). The community college executive officers are responsible for providing leadership for their campuses in the following areas:

- Educational Programs
- Faculty and Staff Appointments
- Student Services
- Community Relations
- Maintenance and Care of Physical Plant
- Facility Planning
- Assessment/Accreditation
- Campus Budgeting (a shared responsibility with the main campus Business Office.)

Course Approvals: All new and revised community college courses are submitted for approval to the executive vice president and provost, who circulates the proposed changes to the appropriate Las Cruces campus colleges and committees.

Program Approvals: New designated associate degree programs proposed by the university's community colleges are submitted for approval to the executive vice president and provost, who prepares the proposal for review and approval by the appropriate Las Cruces campus college, the Associate Deans Academic Council, the Academic Deans Council, the Faculty Senate, and the Board.

Semester End Dates: Whenever possible, the end of semesters in the community colleges are to be coordinated with the end of the semesters on the Las Cruces campus so that it is possible to report grades of students simultaneously.

Faculty Credentials: (See Chapter 5 Faculty - Appointments - Qualifications.)

Transfer of Students to NMSU Las Cruces Campus: Community college students who meet the admission requirements may transfer to the Las Cruces campus at any point or at the completion of the freshman and sophomore years.

Use of Community College Facilities: (See Chapter 9 Facilities and Services - Use of Facilities.)

Regents' Award for Outstanding Service to Its Community Colleges: The Regents' Award for Outstanding Service to its Community Colleges is a means to honor distinguished citizens, within a community college district, who have made outstanding contributions to one or more of the

university's community colleges. It shall be awarded on suitable occasions and with appropriate ceremonies. Documented nominations may come from any group or individual, which have been forwarded through the administration including the appropriate community college campus executive officers, for consideration for this honor by the Board. The award will be in the form of a plaque.

### **1.05.96 Branch Faculty Council**

The purpose of the Branch Faculty Council is to provide a forum for communication among the faculties of the four branch campuses of the university and with the executive vice president and provost. Membership is comprised of nine faculty members: four faculty senators representing the branches, one additional faculty representative from each branch campus, and a chair elected at large from the four campuses. The executive vice president and provost is an ex officio member of the Branch Faculty Council. The four campus faculty representatives may be college (full-time, regular), tenure-track, or tenured teaching faculty.

### **1.10 Policy Changes**

This manual contains approved policies and essential procedures by which the university operates. The president of the university or whoever the president delegates will have responsibility for maintaining and updating this manual. Adoption of policy will be obtained from the following or a combination of the following as specified by the president:

- Board of Regents (See also Board of Regents Other - Modifying Existing Policy.)
- President of the University
- Executive Vice President and Provost
- Administrative Council (with the concurrence of university administration)
- Academic Deans Council (with the concurrence of university administration)
- Faculty Senate (academic policy - with concurrence of university administration and, where appropriate, the Board of Regents)
- Advisory Council on Administrative Policy (with administrative approval)

Policies become effective upon adoption. This Policy Manual will be submitted annually to the Board of Regents for ratification.

### **1.15 Non-Academic Units-Creating, Reorganizing, Relocating, Eliminating (See Chapter 6.05-Academic Related Policies for Academic Units)**

For the purpose of this policy, a non-academic unit is defined as a unit that is **not** within a college, an undergraduate major, a graduate degree program or the library, whether these units are located on any NMSU campus. Any proposal to create, reorganize, relocate and/or eliminate a non-academic unit must be submitted for review and approval through the appropriate Vice President, Vice Provost or Dean and the Executive Vice President and Provost (refer to chart of approval process, Appendix 5-B).

If a change results in a structural change to the organizational hierarchy, the change will be effective January 1 or July 1 following the approval. Structural changes are defined as changes that affect the hierarchical organizational and reporting structure. Changes to organizational attributes may be processed at any time throughout the year. These changes are defined as: department long title, acronym, mail stop code, PO Box number, street address, city, state, zip code, building name (see Chapter 2 Miscellaneous-Naming Policies), room number, telephone number, fax number and departmental e-mail address.

Procedure: After the appropriate administrative approvals are obtained, the requesting department head/director must submit an Organization Request Form to the Office of Human Resources for processing. The form must be submitted with all relevant documentation attached no later than November 30 (for January 1 effective date) and May 31 (for July 1 effective date).

## **1.20 Gender Equity Policy and Statement of Principles**

New Mexico State University (NMSU) is committed to promoting and improving gender equity by adjusting its policies and implementing concrete actions designed to improve gender equity throughout the university community. To this end, New Mexico State University adheres to the following principles:

NMSU affirms the sex and gender equality of all individuals in the NMSU community. Gender equality among faculty, students, staff and associated workers is a source of human excellence, cultural enrichment and social strength. NMSU recognizes that a harmonious climate in relation to gender is essential to the academic, professional and personal development of its members.

NMSU acknowledges its ongoing responsibility to develop and support a responsive and open environment that is gender inclusive; to promote anti-sexism; and to create a study, work and living environment that is free of discrimination and harassment on the basis of sex, gender or gender identity.

NMSU is committed to the objective of ensuring sex and gender equity in the NMSU community. NMSU is committed to improving the status of women at NMSU to achieve sex and gender equity.

NMSU acknowledges its ongoing responsibility to develop and support a university community whose diversity reflects the students it educates; to support equity and full participation by women in the issues such as compensation and distribution of resources; and to support a work environment in which individuals with family responsibilities are not disadvantaged.