

ACAP
Advisory Council on Administrative Policy
AGENDA
April 9, 2009
Gerald Thomas Hall Room 297

3:00 PM

Call to order

Approval of Minutes from March 12, 2009

Old Business

- ACAP Records Archival Task Force
- ACAP List Serve
- Alternative Dispute Resolution (ADR) policy
- Recommendation regarding Interims

Committee Reports (Attached)

- Faculty Senate Committee Representative

New Business

- Police Department Demonstration
- Messages from staff on ACAP email
- New Items from Council Members

Report from the Chair

- Board of Regents – April 8, 2009
- Administrative Council – April 14, 2009

All primary ACAP Members are reminded that if they are unable to attend the meeting to contact an ACAP alternate to substitute for them. If the primary member does not arrange for a substitute, the member will be counted absent.

Next Regular meeting

May 14, 2009 3:00 PM Associates Room, Zuhl Library

**THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY
MINUTES OF REGULAR MEETING**

March 12, 2009

Doña Ana Community College, Room 114M

MEMBERS PRESENT: Mike Abernethy, Kurt Anderson, Roseanne Bensley, Ellen Bosman, Kelly Brooks, Alicia Carabajal, Tim Chappell, Katrina Doolittle, Woods Houghton, Allan Kaplan, Norma Ledesma, Karen Medina, Anthony Parra, Nellie Quezada-Aragon

EX-OFFICIO: Cherri Lambeth, D'Anne Stuart, René Yoder

ALTERNATES PRESENT: Bea Garrett, Cherri Lambeth, Jaime Marujo

GUESTS: Lawrence Alvarez, Doris Gleason, Denise Welsh

CALL TO ORDER AND MINUTES: Kelly Brooks called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:03 p.m. The meeting minutes for February 19, 2009 were presented and approved.

- Motion to accept the minutes was made by Kurt Anderson
- Seconded by Ellen Bosman
- Motion was passed unanimously

OLD BUSINESS

Update from HR:

° **Mercer Study Actions**

D'Anne Stuart responded to several questions and concerns from employees concerning the Mercer Study that were submitted to ACAP via e-mail. She stated that there is a misconception that the Mercer salary study process is completed. This is not the case; this was just an initial step in a much wider process to address salary issues. She added that HR will be meeting with Dean's and Vice Presidents to go over the next step of this process. That step will include defining new classifications and re-mapping. This will require a three-pronged approach: weight, experience, and merit. She provided a written response to the questions submitted to ACAP which will be placed on the ACAP website as well as placed on the HR salary website. Kelly indicated that employees she talked with were upset that they were told at the beginning they would have an opportunity to review the position slotting prior to completion of the process. D'anne indicated that in order to accomplish an initial salary adjustment the timeline for position placement was moved up. However, this process is not completed and employees will have an opportunity to appeal position placement once this process is finalized.

ACAP Records Archival Process:

This issue was mentioned at our February meeting. It was agreed that ACAP records should be maintained and that a task force should be formed to outline a plan. Ellen Bosman, Roseanne Bensley, and Tim Chappell volunteered to serve on this task force.

ACAP Listserve:

It was decided that ACAP should develop a listserv of committee members for committee use only. Anthony Parra volunteered to set up this listserv.

ACAP Website:

Kelly suggested that ACAP look into the possibility of hiring a graduate student to be responsible for the upkeep of the ACAP website.

Alternative Dispute Resolution (ADR) policy:

This is still on hold and will be coming forward soon.

Pending issues:**COMMITTEE REPORTS**

Budget Committee: Anthony Parra reported that the Budget Committee met and that although NMSU will not receive any new dollars next year, the budget looks good with no major cuts expected. He added that the legislature has delayed a decision regarding the equipment renewal replacement policy until mid-April or early May.

NEW BUSINESS

Kelly noted that Tim Chappell's service on the Faculty Senate will end in April 2009. A new ACAP representative will be voted on at the April ACAP meeting and begin their term in May 2009.

Tim Chappell reported that Faculty Senate is working on a proposition (#110809) to amend the policy manual and allow interims to compete for Academic Administrator Positions. He questioned if ACAP is involved in this. As the Faculty Senate proposition is only for academic positions, it was discussed that ACAP should review the policy related to non-academic positions. D'anne indicated that there is no current formal policy regarding this issue and recommends that, if ACAP has a strong opinion on the situation, it would be a good idea to issue a position statement.. It was discussed that ACAP made a recommendation under President Gouge, but it was unclear what the result was. Kurt Anderson suggested ACAP should make a recommendation. This item will be placed on the agenda for the next meeting so that members can research the issue and obtain feedback from their respective areas.

Messages from staff on ACAP email:

Four issues were raised through ACAP e-mail. All dealt with the Mercer Study and were addressed during the HR Update.

New Items from Council Members:

Roseanne Bensley announced the April 25th March of Dimes to take place at Young Park. People who make a donation will receive a t-shirt. The walk is 7 ½ miles but participants are not required to complete the course.

Roseanne Bensley indicated that she had heard rumors about the potential for closing down during spring break to conserve energy. D'anne responded that lots of alternatives have been reviewed as a result of the sustainability campaign but nothing formal was submitted or approved to do this.

Kelly indicated she received a request from Steve Loring to appoint a representative from ACAP to sit on the Sustainability Council. This council is the result of the reorganization of the Sustainability and Climate Change Task Force. Katrina Doolittle volunteered to serve on this committee.

- Motion to accept Katrina's nomination was made by Kurt Anderson
- Seconded by Anthony Parra
- Motion was passed unanimously

REPORT FROM THE CHAIR

Board of Regents

Kelly announced that the new Regents have not been confirmed yet. The presidential search will not be addressed until the Board membership is complete and ACAP will be represented on the search committee. Tim Chappell brought up the issue that since students are represented on the Board of Regents, faculty should be also. Kelly clarified that Faculty Council is represented on the BOR as an ex-officio member as is Student Government and noted that staff are the group who are not currently directly represented on the BOR.

Administrative Council:

Kelly Brooks indicated that ICT reported there will be no increases to the overall phone/data rates for FY10 although there was an adjustment to break them into two separate rates.

Other Announcements:

Kelly reported that she met with President Cruzado and she indicated that ACAP's recommendations regarding changes to dependent tuition and professional leave policies were still under review. She requested additional data from HR and the Business Office prior to making a decision. President Cruzado hopes to have this information in March and will make a decision soon. She is extremely supportive of ACAP and wants a standing meeting with its Executive Committee. Kelly added that President Cruzado is very willing to address our recommendations and plans to attend a future ACAP meeting.

Kelly thanked Anthony Parra for volunteering to represent ACAP on the Employee Climate Survey.

The April meeting is scheduled for Thursday, April 9, 2009 at 3:00 pm in Gerald Thomas, Room 297.

The motion to adjourn was made by Kurt Anderson and seconded by Mike Abernathy. The motion passed unanimously. The meeting adjourned at 4:18 pm.

NMSU Campus Planning Committee Meeting Minutes
February 4, 2009

Attending:

Voting Members –

LeRoy Daugherty, Co-Chair, Agriculture & Home Economics
Jim Nelson, Co-Chair, College of Business
Jennifer Villa, College of Education
Stephen Anderson, College of Health & Social Services
Andy Burke, Dona Ana Community College
Kalyn Garcia, ASNMSU
Roseanne Bensley, ACAP

Voting Members Absent:

Bob Czerniak, College of Arts & Sciences
Eric Johnson, College of Engineering
Michele Nishiguchi, Faculty Senate

Resource Personnel:

Michael Rickenbaker, University Architect
Greg Walke, Assistant University Architect
Janet McQueen, Facilities Planning & Construction

Guests:

Alton Looney, Facilities Planning & Construction
Jack Kirby, OFS Project Development & Engineering

The meeting was called to order at 3:30 p.m. by co-chair Leroy Daugherty.

1. Review and Approval of the Minutes of the November 5, 2008 Meeting

The minutes of the meeting of the November 5, 2008 meeting were approved as presented.

2. Action Item – Installation of Three Pole-Mounted Sirens for Campus Emergency Response (Greg Walke)

Greg explained that a PowerPoint presentation would be used rather than handing out paper copies of items for consideration. He also indicated that electronic copies of the presentations can be attached to the minutes when they are distributed.

OFS wants to install three pole-mounted sirens for the campus emergency response system, and the poles are about 45 feet tall. There are some boxes mounted on the pole and the siren at the top. This is Campus Planning Committee meeting minutes
February 4, 2009

for emergency response for weather conditions, problems on the campus involving the police, and is in response to the situation at Virginia Tech. Once you hear the siren, you can consult your Blackberry or cell phone and find out what condition exists.

Stephen Anderson indicated his concern would be that the emergency response people really educate people as to what they are, as we are not familiar with these sorts of system in our area.

Greg also explained there would be three locations, one in front of the Zuhl Visitors Museum, one at the southwest corner of the Pan Am Center, and one would be south of the driving range and a little east of the entrance to the Golf Course Clubhouse on Geothermal Drive.

Dr. Anderson asked if the sirens would be loud enough that you could hear inside the buildings, and Greg replied that they should be.

When asked about the dimensions of the pole, Greg explained that it would be seven feet from the ground to the equipment. Dr. Villa added that the structures look like they are remarkably unattractive. Greg explained that the whole structure is about 45 feet tall. Dr. Anderson asked why the pole near the Zuhl Visitors Center would be located so prominently by the street and not behind the structure, and Greg agreed that having it a little further from the hotel site might be a good thing. Greg also indicated that he didn't think there was anything scientific about the location, that they just needed three of them widely spaced with enough range that it gives complete coverage of the campus. Angela Throneberry said that it would be important to be able to alert the family housing area if something happened, for instance, in the middle of the night.

Greg agreed they would ask OFS to take a look at coverage of the alert system to ensure that all areas are covered. It was asked if putting it at or near an existing pole would be possible so that it would be less obtrusive. Alton Looney commented that the poles in the stadium are getting closed to maxed out with weight right now.

Greg also explained that the request from OFS is likely coming from the Police department.

Jim Nelson stated that he would like OFS to consider the committee's concerns, which, as re-stated by Greg, were:

- a) Making sure that everything is covered, including all the housing areas and Arrowhead;
- b) The possibility of co-location with existing poles;
- c) Moving the pole in front of the Visitors Center to a less conspicuous location.

Angela commented that there may be some thought to making it obvious that they are there, so that it gives a sense of security bringing students to campus. She indicated they get questions constantly at student orientation about the safety of the campus.

Greg explained that there are also Homeland Security and police requirements about these things, and maybe they are not allowed to co-locate.

The motion was made, seconded, and unanimously passed to approve the installation of three pole-mounted sirens for campus emergency response with consideration being given to the committee's concerns:

- a) **Making sure that everything is covered, including all the housing areas and Arrowhead;**
- b) **The possibility of co-location with existing poles; and**
- c) **Moving the pole in front of the Visitors Center to a less conspicuous location.**

3. Action Item – Installation of Outdoor Seating in the Music Center Courtyard (Greg Walke)

There is a request to place outdoor seating in the Music Center Courtyard behind the Music Building and in front of the old gymnasium. They would like to use seating similar to what was just approved and installed at the Activity Center, vinyl-coated perforated mesh in a cranberry color. They have not yet decided exactly how many, but it would be two or three depending on how far the money will stretch.

Michael Rickenbaker pointed out that in the Master Plan that area was recommended as an area where seating was needed, as it was a good outdoor space but did not accommodate anybody being out in it.

The motion was made, seconded, and unanimously passed to approve the installation of outdoor seating in the Music Center Courtyard.

4. Action Item – Well House at Well #16 (Greg Walke)

Greg illustrated with the PowerPoint presentation the location of the well where a new well house is needed. This well is just off University Avenue close to the location of the new hotel. It is surrounded by a fence and the well is in there. To meet Homeland Security rules for the protection of water sources, a building must be built around it, and around the building there must be a fence to secure it. They are proposing a small building, roughly 22 x 32 feet, and about 10 feet tall. It is a concrete block building with a sliding steel door and a sliding steel panel roof so that you can get in there and lift out the well equipment to replace it. There is a lot of other pump equipment that goes in this little building as well. We were thinking that rather than trying to dress up the building itself we would leave it as a utilitarian building, concrete block and steel. We thought we would surround the new building with a fence at least as tall as the building with dark-colored slat inserts and plant oleanders all around it, giving it the same look as the water station at the corner of University and Espina which is surrounded by oleanders and has a steel wall inside.

Eventually, this is going to end up in the parking lot of the hotel. The parking lot of the hotel will come some distance into the parking area where the well is located, and this will end up in an island in the parking lot of the hotel. That is all being worked out in the lease, and they are aware of it.

Michael added that the parking lot where the hotel is does have landscaped islands throughout it, consistent with the master plan, where we asked that “the park be put back into parking” and that we do some shading of our parking lots. Studies in Tucson have indicated that probably the cheapest and most effective way to reduce the effect of asphalt is to put shade trees and use drip irrigation so that a minimal amount of water is used.

Greg indicated that the building itself is one level of security, the fence is another, and the fence would be mounted with three rows of slanted but straight lines of barbed wire. The oleanders grow

very dense and are evergreen. We are fortunate in that twice a day this well releases 4,000 gallons or so of water, and we are going to try to capture that to water the oleanders and probably some other plantings in the hotel parking lot.

A question was asked if building a well house would have to be done to each well right away, or just as you do a major renovation, and Greg replied that he believed it was as you bring them on line, and this one is in the process of being brought on line.

The motion was made, seconded, and unanimously passed to approve the construction of a well house at well #16.

5. Action Item – Pan Am Center Canopies (Greg Walke)

Greg explained that there are two corners where we have a problem at the Pan Am Center, and they are proposing a solution at one corner which we think will work. At these large overhangs we have two sets of louvers, an intake louver and an exhaust louver for smoke exhaust in case of a fire situation. If the alarms go off and the system is working properly, as people are leaving the building, the smoke evacuation system will pick up any smoke from a fire and exhaust it through these louvers. The problem is that as people are leaving, the smoke is blowing down on them. Alton Looney was there during a test the other day, and as long as there is not a strong wind and it is not a major fire, you probably would not even notice it. However, the Fire Marshal has noticed it, and they said that this is not acceptable. We have to figure out some way to get the smoke away from people exiting the building. The other place where we have this problem is on the far southeast corner of the building, but you can see that the stairs are farther away from the corner and you exit quite a bit farther away from the louvers than you do at the northwest corner. Here you are at grade and you could go in another direction. We are thinking that we only have to do this at the northwest corner. What we are proposing is a canopy under the louvers about three feet down from the louvers, and it is just a sloping metal roof which will be placed to the edge of the canopy and will be tinted steel. We think this will deflect the smoke and will satisfy the Fire Marshal.

A question was asked about the color of the canopy, and Greg replied they had considered the maroon color of the Pan Am trim, but another option would be white or light grey to help the canopy be less visible. The comment was made that it would be better to make it less noticeable since it was not intended to be placed around the corner, but only on one side of the building. Michael Rickenbaker indicated that he agreed the canopy should be made to blend into the building and be as inconspicuous as possible. Greg also indicated this corner of the building is rarely seen, as it is on the International Mall side of the building. In driving up to the building, you would not see this area.

Michael clarified that the system is set up so that if there is a fire, it allows firefighters to run into the building and fight it, but it gives the patrons an opportunity to get out. There are some very special wind conditions that could push this smoke down on people from this space.

In response to a question from Angela regarding the canopy dimensions, Greg replied that it will be 10 x 24'.

A motion was made, seconded, and unanimously passed to approve the installation of canopies at the northwest corner of the Pan Am Center.

6. Action Item – Weekend College Class Consolidation Recommendation (Jennifer Villa)

Jennifer Villa brought to the committee an unscheduled item, asking the group to lend its support to a recommendation she would like to bring to the Sustainability and Climate Change Task Force. She indicated that the College of Education has concerns about the newly renovated O'Donnell Hall building being open on the weekends, because they are right on the edge of the park. She asked for the committee's support in recommending to the Sustainability and Climate Change Task Force, of which she is a member, that weekend classes be consolidated in a number of heavily used buildings toward the center of campus in order to save energy and save having some buildings open at all, which would reduce vandalism and other problems.

Stephen Anderson commented that faculty members sometimes do not want to teach in an unfamiliar building, which might make concentrating the scheduling more difficult.

Jennifer said that she was aware faculty reluctance was part of the problem, but that the Education Dean is going to bring this subject up at the Academic Council and try to convince them. Their college is trying to move towards more sustainability.

Roseanne Bensley asked if classes are held at other department's facilities, who pays the energy bills for that building? Angela explained that with classroom buildings they are funded through I&G, so any savings would go university wide.

Michael commented that consolidating weekend classes would likely reduce vandalism, is good in terms of safety and is incredibly useful in terms of energy costs.

The motion was made, seconded and unanimously approved to encourage administration through the Sustainability and Climate Change Task Force to try to consolidate weekend courses into a designated portion of campus for cost effectiveness, security purposes and energy savings.

There being no further business, the meeting was adjourned at 4:15 p.m.

Minutes prepared by Janet McQueen jmcqueen@nmsu.edu 646-7116

From: noricelee@comcast.net [mailto:noricelee@comcast.net]
Sent: Sunday, March 22, 2009 5:25 PM
To: vsilva@nmsu.edu
Subject: For Kelly: SB145--Please Support!

Hi Viola,
Kelly's e-mail address doesn't appear on the NMSU phonebook (it's hidden). Would you please forward the info. below to her? You can also let her know that I received clearance from Ricardo Rel (NMSU's legislative liaison) to lobby for this ... as a private citizen; although he did also say that it would be okay to do this on work time, so I guess that means were "safe." Please also let Kelly know, as an fyi, that it's been stuck in the Finance Committee since pretty much the start of the session. Thanks so much! ~n.

----- Forwarded Message -----

SB145: ELIMINATE END DATE FOR RETURN TO WORK sponsored by Senators Cynthia Nava and Mary Jane Garcia. SB145 amends the Educational Retirement Act to remove the January 1, 2012 "sunset" date for the return to work (RTW) provision that enables retired educators to resume working for an Educational Retirement Board employer without having to suspend retirement. Employees participating in this program are required to sit out from the system for 12 consecutive months prior to returning to work.

As one of the 1,200 educator/retirees in our State who participate in this important and valuable RTW program that benefits students of all ages, I urge you to support SB145 in consideration of the following:

- The RTW program presently provides highly qualified and experienced educators to fill serious teacher shortages and difficult-to-fill positions in 89 School Districts, 63 Charter Schools, 15 Colleges and Universities, 2 Special Schools (NMMI and the NM School for the Deaf), and 10 State Agencies across the State of New Mexico.
- The Educational Retirement Board's (ERB) stance on the RTW Program is that it is "good for employers and good for employees ... and that there is no actuarial impact on the retirement fund."
- **Elimination of the "sunset date" provision, as proposed by SB145 is the most desirable option**; however, at minimum, please do support any extension of the RTW program beyond 2012, which may ultimately include the ERB's recommendations to extend the program to 2022 and "allow for periodic review of the program," along with a provision that would "fortify the fund by having the employer make both the employer and employee statutory contributions."

Clearly RTW employees have a vested interest in the long term viability of both the RTW program AND the ERB fund. I/We want the RTW program to continue to be a win-win for everyone, as well as available for our colleagues who will be retiring in the future, whether they opt to return to work or not. **This being stated, we support BOTH**

SB145 as well as recommendations set forth by ERB, HED, and DFA that would extend the sunset date (preferably another 10 years at minimum), along with any needed adjustments to employer contributions for the overall benefit of the fund.

Thank you very much for your consideration and support of SB145 and/or related legislation that would permit highly qualified educators to continue working in our schools and affiliated agencies beyond 2012. Please do not hesitate to contact me if you have any questions or concerns and I would be more than happy to respond from my personal perspective. ~Respectfully, Norice Lee.

Public pensions take a hit during New Mexico Legislature

By The Associated Press

Posted: 03/24/2009 12:00:00 AM MDT

For more stories from the 2009 legislative session, click here.

SANTA FE — Public employees and educators will see pension changes in coming years and a bigger bite out of their paychecks.

That's the fallout from a handful of measures approved by the Legislature that will affect state and local government workers as well as educational employees ranging from teachers to college faculty.

Among the proposed changes:

- Longer work requirements on most governmental employees and educators before they can retire with full benefits. The change will apply to workers hired in the future, but not law enforcement and firefighters. The proposal is to take effect in July 2011, but the bill left in language stating that the changes apply to workers hired starting in July 2010.
- Restrictions on state and local government workers who retire and then return to work in a governmental job.
- Increased pension fund payments by state workers and educators during the next two years. The change will mean a reduction in take-home pay and has drawn sharp criticism from unions representing governmental and school workers.
- Higher payments by governmental employers and

workers over four years to a financially troubled program that provides health care for retirees and their dependents.

A driving force behind some of the pension legislation is concern over the long-term financial stability of the state's two large pension funds: the Public Employees Retirement Association, which covers state and local government workers, and the Educational Retirement Board's pension program. Pension funds have been hit with large investment losses recently because of the financial market meltdown.

"We just have to have a system where people work longer and contribute more for that system to make it fly," said House Republican Leader Tom Taylor of Farmington. "You just can't design a system where you work a shorter period of time than you are retired. It doesn't take an actuary to figure that one out."


Currently, most public employees and educators can retire with full benefits at any age after working for 25 years. That minimum work requirement would increase to 30 years under legislation sent to Gov. Bill Richardson.

For future employees, the bill also would allow retirement with no reduction in benefits if the worker meets a "rule of 80" — combined service and age at requirement equal or exceed 80.

Currently, a worker covered by PERA or ERB can retire at 65 years of age after five years of government employment. The legislation would change that to 67 years of age and five years of work.

The legislation also establishes a task force to recommend to the Legislature by October 2010 what needs to be done to ensure the long-term solvency

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of pension plans. It's possible that lawmakers could revisit and alter the retirement eligibility changes approved this session.

Rep. John Heaton, D-Carlsbad, who sponsored the bill, warns that more dramatic pension changes could become necessary if adjustments aren't made soon.

"If we don't do something to bring these plans into some sense of being funded completely, then I don't think the Legislature has any other option than to go to defined contribution plans — 401(k)," said Heaton.

The state provides a defined benefit pension plan, which pays a specific benefit to retirees based on a formula that includes their years of service and salary history. Under a 401(k)-type of plan, there's no promise that a worker will receive a specific amount during retirement.

Another bill cracks down on retirees returning to work. It applies to state and local government workers and retirees covered by PERA.

Starting in July, if the bill is signed into law, a government retiree must wait a year before returning to work and most will be subject to a \$30,000 yearly limit on how much they can earn in their job before their pension is suspended.

Currently, a worker can retire, wait 90 days and go back to work for the state, city or county — earning any amount without the loss of pension benefits.

The legislation provides exceptions to the return-to-work restrictions for some workers: police and firefighters and other employees hired back for critically needed jobs or by a smaller local government. Retirees who already have returned to government jobs will be subject to the \$30,000

earnings limit starting in July 2010.


The higher pension contributions required for public employees were approved to save the state money — not shore up the pension system. The legislation will boost employee payroll contributions by 1.5 percent and lower governmental payments by the same amount during the next two years — saving the state \$43 million annually.

Lawmakers said the cost-cutting provision was an alternative to layoffs or furloughs. A proposed \$5.5 billion budget bill reflects the savings but separate legislation will implement the shift in pension contributions.

The leader of an educational employees union is urging the governor to veto the budget.

"This budget forces school employees to pay for education cuts with their own pension funds, a truly unconscionable political decision at a time when these working people are cash strapped, struggling to stay in their homes and feed their families," said Christine Trujillo, president of the American Federation of Teachers in New Mexico.

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NMSU Policy Manual

Section 1 General NMSU Information and Communication Technologies Policies

Policy Title: General NMSU Information and Communication Technologies Policies
Approval Dates:
Scope: NMSU System
Administered by: Department of Information and Communication Technologies
Purpose: To establish requirements for users and administrators of University computer systems, networks and related technology to minimize risk of damage and/or loss to NMSU technologies and data.
Cross Ref:

Comment [11]: where is this policy supposed to "live?" in the Univ. Policy manual? if in Univ. policy than not all this is relevant to the entire univ. but mainly to ICT. As written this document mixes ICT procedure, potential Univ. policy, and ICT internal policy. Why would ACAP be asked to approval internal policy/procedure?

This section contains NMSU's computing and communication policies. The section is divided into three subsections as shown below:

1.1 General Policies

- 1.1.1 Acceptable Use Policy
- 1.1.2 Computer Account Policy
- 1.1.3 NMSU Account Purge Policy
- 1.1.4 Distribution of Information to NMSU Employees and Students Policy
- 1.1.5 NMSU Official Email Address Policy
- 1.1.6 NMSU Office Software Standards Policy
- 1.1.7 Employee Access to Data and Potential Conflict of Interest Policy
- 1.1.8 Emergency Notification Policy
- 1.1.9 Telephone Equipment Use Policy [See also 1.3.4, Mobile Communication Device Usage Policy]

1.2 Security Policies

- 1.2.1 NMSU Password Maintenance Policy
- 1.2.2 Computer Virus Scan Software Policy
- 1.2.3 NMSU Institutional Data Security Policy
- 1.2.4 NMSU Server Administration and Operation Policy
- 1.2.5 Computer Operating System Critical Updates Policy

1.3 Administrative Policies

- 1.3.1 Acquisition of Software Systems Policy
- 1.3.2 NMSU Records Access Policy
- 1.3.3 Caller ID Policy
- 1.3.4 Mobile Communication Device Usage Policy
- 1.3.5 High Speed Data Connectivity in Employee's Home Policy
- 1.3.6 Bandwidth Management Policy
- 1.3.7 Network Connection Policy
- 1.3.8 NMSU Wireless Network Policy
- 1.3.9 Alarm Systems Policy

NMSU Policy Manual

1.1 GENERAL POLICIES

1.11 Acceptable Use Policy

Purpose

This policy defines appropriate and inappropriate use of NMSU-owned and controlled resources, such as electronic devices, software, computer systems and networks that are directly, or through a third party, used to transmit, receive, process or store information or data such as computers, servers, databases, Personal Data Assistants (PDAs), telephones, wireless devices, e-mail systems, voice messaging systems and internet connectivity. Also included is the use of non NMSU-owned electronic resources storing or connecting to New Mexico State University data.

In addition, the policy defines privacy of data, copyright/intellectual property rights to data, and data ownership and access.

Policy

Ownership and Use

NMSU computing equipment and resources are owned and/or administered by the Board of Regents of New Mexico State University. Access to NMSU equipment and resources is a privilege granted to students and employees to facilitate instruction/learning, research and administration. All users of NMSU computing equipment and resources are required to affirm the following:

I have read the Acceptable Use Policy, and I understand and agree to abide by the terms of the policy. I also understand that my use of NMSU equipment and resources must be in accordance with the policy. I recognize that violations of this policy may cause restriction or elimination of my access to NMSU computer resources, other disciplinary action, or civil or criminal penalties.

Comment [12]: how do users affirm? Is it likely that students will be reading the policy manual or is this repeated somewhere for them?

User Responsibilities

- NMSU computing equipment and resources are used to support the mission of the University and may not be used for commercial or profit-making purposes.
- NMSU computing equipment and resources may only be used by users in ways that do not violate the law or New Mexico State University policies.
- The willful transmission of known destructive applications and viruses by a user is prohibited.
- Users whose activities place high loads on the NMSU system must conduct these activities in off hours or in low system demand times.
- Users are responsible for protecting University data and technologies from unauthorized uses and security threats.
- Users must be considerate of the rights of other users.

Copyright Compliance

- New Mexico State University shall comply with the Copyright Law of 1976 and its amendments (Title 17, United States Code), including the Digital Millennium Copyright Act of 1998. Faculty, staff, and students should be aware that copyright infringements occurring on University networks may result in termination of networking privileges as well as other penalties under federal law.
- Users must be in compliance with copyright laws and licensing agreements. The University's Information and Communication Technologies Department may block access to information alleged to be in violation of copyright laws. If a user is found to be in violation of copyright laws, the information found to be in violation shall be deleted from the University's computing system(s). Also, the violator may be subject to other sanctions.

Comment [13]: this is the attorney's job to determine and then inform ICT

NMSU Policy Manual

Misuse of Information and Technology Services

The University reserves the right to sanction a user for the misuse of University information and technology equipment and resources. In addition to other standards specified in NMSU Policy, examples of misuse include, but are not limited to:

- Intentionally altering, disabling, destroying or stealing electronic resources.
- Unauthorized access.
- Use of illegal software or data.
- The development and/or use of programs which impede the use of the network or cause damage.
- Attempting to defeat or circumvent any security measures, controls, accounts, or record-keeping systems.
- Using information and technology equipment and resources for unlawful purposes including fraudulent, defamatory or harassing acts, acts of violence, etc.
- Invading privacy and confidentiality rights protected under the law.

Incidental Personal Use of Electronic Resources by Employees

Incidental personal use of electronic University-owned resources is covered in NMSU Policy 3.75, Personal Use of University Resources, which states, in part:

Employees downloading, printing, accessing, forwarding, transmitting or viewing pornographic material on the university computers during and after work time is not allowed. Those who may happen to see the material could potentially report the incidents as offensive and/or inappropriate for the work environment.

Privacy

Notwithstanding users' rights to privacy, and any rights under the Electronic Communication Privacy Act of 1986, FERPA HIPAA and GLB, users grant specific permission to University to inspect users' accounts and file space for investigation of violation of University policy or as needed for maintenance functions. When investigating a possible abuse of the system, Information and Communication Technologies has the authority to examine files, passwords, accounting information, printouts, tapes, or other material that may aid in the investigation. Investigations must follow University procedures. Use of University equipment or resources implies consent to this policy.

Access - Investigative Purposes

The University reserves the right to access a user's account when there is reasonable suspicion that a law or University policy has been violated.

The following steps for a request to access a user's account include:

- Requests for access based on a reasonable suspicion must be in writing and approved prior to access being granted by University President/Chancellor, Provost, General Counsel, Human Resources, Internal Audit Department or law enforcement
- Each request must specify the purpose for which access is being requested

Access- Non-Investigative Purposes- Work Related

Access to work-related files is permitted as long as there is a work-related need and the users are, by the nature of their work, approved to access these files.

When an employee separates from the University, all work-related files remain the property of the University.

Sanctions

Use of information technology equipment or resources in violation of applicable laws or University policy may result in sanctions, which include, but not limited to, the sanctions listed below:

Comment [14]: suggest alternative wording as follows: Employee personal use must be brief and not excessive as determined by management; not creating any undue burden on the university's resources and systems; not interfering with normal business activities or the employee's ability to meet job expectations; be in compliance with all laws and NMSU Policy; be non-disruptive to co-workers.

Comment [15]: In addition to academic freedom issues, the problems w/this section are: is there's no definition of pornography; it doesn't say who gets to decide what's porn; it is both a warning and a restriction; Implies big brother

Comment [16]: yes the policy manual says this but it conflicts with academic freedom & is a poorly written statement because by this statement you can view porn before work but not during or after. It just needs to go and ICT should look to set a better policy by not repeating bad policy.

Comment [17]: negative. suggest rewording: NMSU will be in compliance with all laws and NMSU policy regarding confidentiality and privacy. the university, while it attempts to protect user privacy, it can not provide a total guarantee.

Comment [18]: these are not steps. each person named here can request access without the authorization of an other person.

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- Withdrawal of use privileges
- Disciplinary action, up to and including, expulsion or discharge from a position
- Legal prosecution

1.1.2 Computer Account Policy

Comment [19]:

Purpose

This policy outlines the eligibility requirements associated with the four different types of accounts that ICT provides.

Policy

It is the policy of the University that all active employees, students, and eligible NMSU retirees have an account managed by ICT. It is also policy that each department or unit and each chartered organization be provided one ICT-managed account.

1.1.3 NMSU Account Purge Policy

Purpose

This policy outlines the normal account purge process with respect to persons no longer affiliated with NMSU.

Policy

Former employees who have separated from the University but have not retired from the University, and former students without pending financial obligations, must have their NMSU account purged.

Once separation from NMSU occurs, the NMSU account shall remain active for one year. After one year, email notifications of the impending purge shall be sent to the NMSU account. Under certain circumstances, at the direction of the NMSU President, Provost, Senior Vice Presidents, CIO, or Human Resources Department Director, the NMSU account shall be terminated immediately. Data associated with the purged account shall not be retained by the University.

NMSU is not responsible for data lost due to an account purge and may not be capable of recovering the data once an NMSU account has been purged.

Employee access to institutional data is revoked immediately upon separation.

1.1.4 Distribution of Information to NMSU Employees and Students Policy

Purpose

This policy identifies the official University mass communication mediums for employees and students of the University.

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Policy

All official mass communications shall be transmitted via the University's email system. Official mass communications are memoranda or documents that are distributed to wide audiences, such as departments, colleges or all employees. Directors, supervisors and managers are responsible for insuring that all employees who do not access email regularly are provided this information through postings and distribution of the information in whatever means possible to reach each employee.

1.1.5 NMSU Official E-mail Address Policy

Purpose

This policy requires that a valid NMSU email address is assigned to each student, faculty and staff member to ensure that e-mail is a viable communication medium at NMSU.

Policy

The official email address for NMSU students, faculty and staff shall be their <NMSU Username>@nmsu.edu. This address shall be populated as the official email address in the electronic records and shall be marked as the preferred address for official communication. If desired, students, faculty and staff may choose to forward emails from this address to an address of their choosing by changing their email settings.

The official e-mail address (ending in @nmsu.edu) for all non-student employees is required to be displayed in the official NMSU phonebook.

1.1.6 NMSU Office Software Standards Policy

Purpose

This policy specifies the official standard file formats for electronic documents that are shared between NMSU employees.

Policy

The official standard file formats for electronic documents at NMSU shall be Microsoft Office application file formats: word processing - Word (.doc), spreadsheet - Excel (.xls), electronic presentation - PowerPoint (.ppt), and Adobe Portable Document Format (.pdf). All documents that are distributed for editing, collaboration or communication between employees shall use these file formats.

1.1.7 Employee Access to Data and Potential Conflict of Interest Policy

Purpose

This policy specifies the authorization requirements for NMSU employees who have access to the University's central computing systems, and through those systems, access to wide-ranging types of data that creates the potential for conflicts of interest.

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Policy

In order to mitigate the risk of conflict of interest, any employee who has update/modify capabilities to data, where those capabilities may result in a conflict of interest, must obtain authorization from the appropriate data custodian. The data custodian is authorized to grant employee access based on job responsibility.

1.1.8 Emergency Notification Policy

Purpose

The purpose of this policy is to establish a consistent method for collecting and maintaining contact information, delineate responsibilities of specific university offices, and provide guidance for the use of collected contact/notification information.

Policy

Students, faculty, and staff within the NMSU System are required to provide emergency notification information to the university that shall be used to contact them in the event of an emergency. At their discretion, students, faculty and staff may also provide emergency contact information. Both emergency notification information and emergency contact information shall be collected via university central administrative systems.

Official NMSU email shall be used as one method of contact. Depending on the availability of notification/contact information, additional communication methods, such as text messaging and cellular phone calls, shall be employed.

Emergency contact/notification information provided to NMSU shall be used only by designated offices for notification of emergencies or for testing of the emergency notification system(s).

Procedures

1. Types of Information Collected

- A. Emergency Notification Information: This information is used for mass notifications sent to the NMSU community. Examples of the use of this type of information include: tornado warning, active shooter alert, chemical release notice, etc.
- B. Emergency Contact Information: This information is used to contact next of kin or others in case of a personal emergency. Examples for the use of this type of information include: illness, accident, etc., such as when the student/employee is unable to communicate to emergency personnel.

2. Collection of Information

- A. Emergency Notification Information: Students, faculty, and staff have control over their emergency notification information, and shall be responsible for updating their information in the University's central administrative systems. When a new employee or student establishes a NMSU username, she/he shall be required to provide an email address or phone number. In addition, other optional contact information, such as text and cellular numbers, shall be requested.
- B. Maintenance of Emergency Notification Data: NMSU is responsible for controlling emergency contact information. NMSU shall grant access to the data to select offices, including campus presidents, the Information and Communication Technologies

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department, and agents of the university contracted to provide emergency notification services. Written agreements regarding confidentiality of the data and limitations on use shall be maintained by the NMSU Central Purchasing Office for any contracted services.

3. Mass Emergency Notifications

- A. An emergency notification of students, staff, and faculty may be initiated when the following criteria are met:
 - i. There is a major incident or threat affecting the safety of the NMSU community
 - ii. The emergency notification can help alleviate threats to others or shall otherwise improve public safety
 - iii. The emergency notification will not adversely impact public safety
- B. The contents of emergency messages will vary depending on the circumstances of each incident. The following are examples of items that might be contained in a message:
 - i. Statement that an emergency situation exists
 - ii. Location of the emergency
 - iii. Nature of the emergency (e.g., fire, explosion, shooting, tornado, flood, etc.)
 - iv. Guidance on actions to be taken
- C. Authorized NMSU personnel shall 1) make a determination regarding the notification method (e.g., text message, phone calls, e-mail, etc.) based on the circumstances of the incident and 2) initiate the notifications. After an emergency notification has been made, additional information shall be posted on the university website.

4. Communication with those Identified as Emergency Contacts

- A. University officials shall use Emergency Contact information to contact the next of kin or others in case of a personal emergency. Examples for the use of this type of information include: illness, accident, etc., such as when the student/employee is unable to communicate to emergency personnel.

Policy Administration; Creation of Emergency Notification Committee (“ENC”)

- 1. The primary administrator of this policy is the ICT Chief Security Officer.
- 2. An advisory committee is hereby authorized to assist with the implementation and day-to-day management of this policy.
 - A. The name of the university-wide board is the Emergency Notification Committee (“ENC”).
 - B. The functions of the ENC are:
 - i. To serve as a university-wide standing committee that shall develop and recommend procedures for approval by the University President relating to the implementation, oversight and other administrative issues relating to this Emergency Notification Policy. Examples of such procedures include the determination of who is authorized to use the emergency notification systems and at what level, and remedies for abuse of the system.
 - ii. To coordinate university-wide training regarding the existence of this policy; the need for data entry of emergency notification information and the option to provide additional emergency contact information; and the mechanics of how the system is intended to function.

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- iii. To provide insight regarding health, safety, law enforcement, fire, information technologies, university communications and/or planning, or other issues that may impact the administration of this policy.

3. ENC Membership and Chair

- i. The ENC shall consist of the following position appointments: The Director of Environmental Health and Safety or designee, the Vice President of University Communications or designee, The Chief of NMSU Police Department or designee, the NMSU Fire Chief or designee, the ICT Chief Security Officer, and the Senior Vice President of Planning, Physical Resources and University Relations or designee.
- ii. The Chair is selected by ENC members.

Contact Information

For any questions on this policy, please contact the Information and Communication Technologies Chief Security Officer at security@nmsu.edu or via phone at 575-646-2026.

1.1.9 Telephone Equipment Use Policy [See also 1.34 below, Mobile Communication Device Usage Policy]

Purpose

This policy specifies the appropriate use of university telephones, pagers, fax machines and telephone credit cards.

Policy

University desk telephones, cell or mobile telephones, pagers, fax machines, and telephone credit cards shall be used for NMSU business purposes:

- Deans, department heads, directors and other administrative officers shall be responsible for the fiscal management of telephone related expenditures.
- In the event that it is necessary to make a personal long distance call, the call shall be charged to an employee's personal credit card or home phone whenever possible.
- If a personal long distance call or fax is charged to a university desk phone, fax machine, pager or credit card, the employee shall identify that the call is personal in nature on the monthly statements sent from Telecommunication and Networking Services and shall reimburse the university for such calls. Employees are required to sign monthly certifications stating that all calls not reimbursed are business related.
- Management shall periodically review personal calls of each employee to verify that the employee reimburses the University for personal calls.

1.2 SECURITY POLICIES

1.2.1 NMSU Password Maintenance

Purpose

This policy specifies the requirements for passwords that are used to access University computer systems.

Policy

Passwords used to access University systems shall:

- Be selected in such a way that the password cannot be guessed or reverse engineered.
- Not be any word found in an English language dictionary, names of people, etc.
- Be selected using accepted industry standard techniques.
- Be a mixture of characters and numbers and at least 6 characters in length.
- Be changed every 120 days and not reused.

All systems that support password aging and password selection are required to have these features enabled.

Confidentiality of Passwords

Passwords for individually assigned user and administrator accounts should never be shared with any other person including a supervisor. This excludes system passwords which are used by technical staff to maintain an application, database, server, router, firewall or other network components. Requests for employees to share their password with others should be reported to the ICT Security Officer.

In instances where shared administrative accounts are required due to system design or system limitations, shared passwords are permitted with approval of the appropriate data custodian and ICT Chief Security Officer.

1.2.2 Computer Virus Scan Software Policy

Purpose

This policy specifies the requirements for virus scan software installed on NMSU network-connected desktop/laptop computers and other portable computing devices.

Policy

Any desktop/laptop computer or other portable computing device connected to NMSU network infrastructure shall have operational antivirus software installed and updated as appropriate. Where appropriate, servers using network infrastructure should have operational antivirus software installed and updated.

Computers failing to comply with this policy shall be subject to the loss of network privileges. See *Network Disconnection Policy* and *Security Tips* at <http://ict.nmsu.edu/security/>.

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1.2.3 NMSU Institutional Data Security Policy

Purpose

This policy addresses the secure management of data at NMSU.

Policy

NMSU requires that institutional data be used for work-related activities. Access to, and use of, these data is granted based on an employee's position and duties, and approval for access granted by the appropriate data custodians. Employees cannot transfer their access to other employees, and must be granted approval by the appropriate VP/Dean/Director and the Data Custodian. No personal use of institutional data is permitted unless acquired through appropriate Open Records Act procedures.

All users of NMSU institutional data shall sign a non-disclosure form and follow all federal laws, state laws and university policies, including FERPA, GLB, and HIPAA. Transmission of university data to other NMSU affiliates, like 3rd party vendors, must have prior approval by the appropriate VP/Dean/Director and data custodian.

Information Stored on Desktop Computers and Portable Computing Devices

Users with access to institutional data shall maintain reasonable measures to ensure the security of the data. The following requirements must be observed:

- Institutional data shall only be stored on University-owned computers or on computers owned by contractors to the University.
- Institutional data must be removed from computing devices when the data is no longer required.
- Regular backups shall be performed on computing devices that store University data.
- Institutional data should be encrypted on computing devices that store University data.
- Institutional data shall not be stored on removable media unless approved by the appropriate Data Custodian.

Information Security on Desktop and Portable Computing Devices

All desktop computers and portable computing devices that hold institutional data, including university-owned devices used at home, shall:

- Have automatic updates enabled to the operating system and virus protection as appropriate.
- Require a password for access when started or rebooted.
- Use a password-protected screen saver that locks access when unattended.
- Not run file sharing software, in particular software that allows the sharing of music and videos.

Information Security on Servers

All servers on which University-owned data are maintained shall follow existing university policy. Servers shall also:

- Have automatic updates enabled.
- Have a trained, full-time employee assigned as the primary system administrator of the server. Students and temporary staff shall not be the primary contact for the server.
- Reside on a physically separate subnet than that of desktop computers.

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- Have all unnecessary services turned off and/or removed from the server.
- Have backups of data, operating system and applications performed regularly. The backup media should be stored offsite in a secure storage area.
- Have a firewall enabled.
- Not be used as a desktop or personal computer.
- Use a web browser only for the download/update of software.

1.2.4 NMSU Server Administration and Operation Policy

Purpose

This policy addresses servers connected to the NMSU network. It specifies who is eligible for accounts, security maintenance requirements and the policy for reporting server break-ins.

Policy

Account eligibility and account maintenance: Account maintenance shall be in accordance with university policies and procedures. In general, computer accounts are limited to NMSU faculty, staff, and students. Other accounts used to facilitate official NMSU efforts are permitted and shall be limited to those services needed to assist the institution. Accounts should not be provided to family, friends, or other non-NMSU affiliates.

Access to the server should be limited to those computers (clients) that need access to the available services on the server. The server system administrator shall make efforts to restrict other access. Unused services shall be removed from the machine. The sharing of disk drives shall be limited to those clients who require access. Those sharing the disk are required to ensure the disk is password protected and does not violate copyright laws by exporting vendor software.

Security: Employees responsible for any computer classified as a server shall make every effort to ensure that the server is not compromised by internal and external malicious activity by:

- Regularly updating the server operating system as updates become available.
- Updating the server with all known security patches.
- Regularly performing account audits.
- Regularly performing access control reviews.
- Regularly performing a review of services provided by the server.

The server system-administrator is responsible for reporting any security-related incident to the ICT Chief Security Officer.

The department that owns the server is responsible for 1) performing any audits required by Information & Communication Technologies, NMSU, or other legal authorities and 2) bearing the costs of server administration tasks.

1.2.5 Computer Operating System Critical Updates Policy

Purpose

This policy details the requirements for critical updates to University network-connected computers.

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Policy

All computers using NMSU network infrastructure are required to have all applicable critical updates applied within 10 days of their release. It is the responsibility of the computer owner to ensure that all critical updates are applied to the computer's operating system except when the update and the applications that reside on the server are in conflict.

Also see security tips at <http://ict.nmsu.edu/security/>.

1.3 ADMINISTRATIVE POLICIES

1.3.1 *Acquisition of Software Systems Policy*

Purpose

This policy specifies the approval requirements for the purchase of software systems that interact with University data.

Policy

The acquisition of any software system that interacts with university data or has enterprise-wide impact requires approval by the appropriate university data custodian(s), Central Purchasing Office (CPO) and the university's central computing department, ICT. Failure to do so shall result in one of the following:

- Delay of the software system's implementation and integration with the university's central systems
- Postponement of related technology projects
- Exclusion of the system from connectivity to university systems and data

Practices such as "vendor exercising," which is the practice of inviting vendors to demonstrate their products prior to Central Purchasing Office involvement in the product's purchase, violate NMSU Purchasing guidelines and are prohibited. See: <http://ict.nmsu.edu/Guidelines/>.

Process

The Acquisition and Implementation of Software Systems Policy Process, <http://ict.nmsu.edu/Guidelines/>, details the software systems evaluation, notification of potential software systems acquisition, and the acquisition approval process.

1.3.2 *NMSU Records Access Policy*

Purpose

This policy specifies the requirements for accessing computer data logs.

Policy

Access to computer data logs is restricted. Access to these logs shall be granted with written approval of University President/Chancellor, Provost, General Counsel, Human Resources, Internal Audit Department or law enforcement.

1.3.3 *Caller ID Policy*

Purpose

This policy defines the caller id policy in effect at the NMSU Las Cruces campus and Alamogordo campus telephone systems. Caller identification information is deployed for both incoming and outgoing calls.

Policy

It is the policy of NMSU to share caller identification information with national telecommunications infrastructure. Telephone numbers that are listed as "private" on NMSU's telephone system shall be registered as "blocked" with external carriers. Caller identification information on all "unblocked" numbers shall be shared.

1.3.4 Mobile Communication Device Usage Policy

Purpose

This policy addresses the use of mobile communication devices for business purposes; and methods for making communication devices available to employees.

Policy

NMSU provides mobile communication devices to employees who have on-call responsibilities. All other employees who are required to use a mobile communication device to perform bona fide job duties shall use their personal mobile communication device. NMSU provides a monetary allowance to employees for the use of personal communication devices.

Acquiring a Mobile Device

1. University owned mobile devices:

A department may purchase and own mobile devices that may be loaned temporarily to individual employees. The mobile device is University property and shall be used by the employee for University business purposes only.

This option is limited to personnel whose responsibilities require them to assume on-call responsibilities as part of the job requirements. This is also available to departments utilizing the service for limited, job specific purposes. To qualify under the on-call provision, the mobile communication device is assigned to the employee only during on-call periods. **No NMSU employee shall be issued a University owned mobile device and service on a permanent basis.** The department and the on-call employee(s) must substantiate all business related usage by signing certification of the monthly bill provided by ICT. Personal use of a university owned device is strictly prohibited.

2. Employee owned mobile devices:

Allowances paid to the employee are considered taxable compensation and, accordingly, are subject to required tax withholdings. Allowance payments are not subject to retirement deductions. A department may elect to provide a monthly allowance to cover employee's mobile communication device expenses.

Infrequent Use of Mobile Communication Devices for Business Purposes

If an employee's job duties do not necessitate the need for a mobile communication device, then the employee is not eligible for an allowance to cover such expenses. Employees not eligible for an allowance can request reimbursement of business calls incurred on their personal device provided that the reimbursement for per-minute charges is limited to the total overage charge indicated on the invoice.

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Fees for Contract Cancellation

If the University cancels or changes its requirement that an employee use his/her personal mobile communication device for University-related job duties, and the cancellation or change results in additional fees or penalties levied by the employee's communication service provider, then the University shall reimburse the employee for any resulting fees or penalties imposed on the employee by the service provider.

Departmental Responsibilities

The dean, director, or department head is responsible for:

1. Determining if an employee's job duties necessitate the need for a mobile communication device;
2. Determining the source of funding;
3. If an allowance is provided, determining the appropriate monthly allowance plan based on business need; and
4. If an allowance is provided, completing the necessary forms to document approval. Detailed information can be found at <http://ict.nmsu.edu/ict/Guidelines>.

For university owned devices, the department is responsible for establishing a check-out system to be used during on-call periods.

Employee Responsibilities

1. University Owned Devices:

- Ensuring the device is used for business only;
- Ensuring the device is protected from damage and unauthorized use;
- Ensuring the device is returned to the university when expected (based on departmental check in/out or rotation procedures).

2. Employee Owned Devices

- Providing the department with current contact information or address of the communication device within three days of activation;
- Providing notification to the department within three (3) days of inactivation. An employee is prohibited from receiving an allowance when the device is no longer active or needed; and
- Responsible for all contract terms and payments to service provider.

1.3.5 High Speed Data Connectivity in Employee's Home Policy

Purpose

This policy addresses NMSU-funding of high-speed data connectivity at an employee's home.

Policy

When an employee requires high-speed internet access to satisfy NMSU job requirements, the cost associated with the access service can be borne by NMSU.

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In order to obtain NMSU funding of home internet access, NMSU employees shall obtain written approval, with justification, from their supervisor and department Dean or Vice President prior to the service being requested as outlined in the NMSU Policy Manual.

ICT shall provide guidance to employees for obtaining high-speed service, pricing, and methods of payment.

1.3.6 *Bandwidth Management Policy*

Purpose

This policy ensures that adequate bandwidth is available for official university use as overseen by NMSU's Information Technology governing bodies.

Policy

NMSU limits aggregate bandwidth for applications associated with peer-to-peer file sharing depending on bandwidth availability.

NMSU shall not eliminate the use of peer-to-peer file sharing programs on the network, nor monitor the content of file sharing programs, unless mandated by law.

1.3.7 *Network Connection Policy*

Purpose

Connections of devices to the NMSU institutional network are controlled to prevent disruption of service or loss of institutional or personal data.

Policy

ICT is responsible for the design, installation, and operation of the NMSU's institutional network. This network includes all voice, video, and data connections. All devices connected to the institutional network must comply with requirements published in University Policies. Devices not in compliance, or which disrupt other network clients, may be disconnected. To insure compliance with current policies and regulations, all network wiring, related components and installation must be approved by ICT. Installations that do not comply with published requirements are not authorized to be connected to the institutional network.

Network Disconnection Any networked device that compromises or critically impacts the NMSU network shall be immediately disconnected from the network until such time that the cause of the compromise or impact is rectified. If a networked device is identified as potentially harmful to NMSU's network, the device owner shall be notified to take corrective action to ensure that the NMSU network shall not be impacted. If corrective action is not taken, the network device shall be disconnected from the network.

In addition, any networked device that is not operating with updated virus scanning software, up-to-date critical operating system updates, or other software necessary to protect the NMSU network, may also be disconnected from the network.

Data Network Device Registration All devices connected to NMSU-Net must be registered with the netreg.nmsu.edu. Devices that are not registered shall be disconnected. This includes all devices such as printers, servers, workstations, and other devices.

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Entities and devices belonging to entities that connect to the New Mexico State University network (NMSU-Net) and are not governed by the Board of Regents of New Mexico State University (NMSU) shall be considered guest connections.

NMSU reserves the right to impose a fee on any and all users, including guest connections. If required by either the ISPs or by action of the NMSU Administration. Advance notification shall be given to those affected.

1.3.8 NMSU Wireless Network Policy

Purpose

This policy insures the continued safety and usability of the wireless network infrastructure at NMSU.

Policy

Individuals and departments shall not independently deploy wireless networking equipment on NMSU wireless network infrastructure without approval by ICT's Telecommunication and Networking Services Division. Any wireless networking equipment independently installed without prior approval shall be subject to disconnection/removal without notice.

Installation, engineering, maintenance, and operation of wireless networks serving NMSU faculty, staff, or students, on any property owned or tenanted by NMSU, are the sole responsibility of ICT's Telecommunication and Networking Services.

1.3.9 Alarm Systems Policy

Purpose

This policy establishes the guidelines for alarm systems in use at the University.

Policy

ICT and the University Police are jointly charged with establishing and maintaining intrusion alarms, panic alarms, or personal safety alarms on the campus in accordance with the following guidelines:

- All alarms shall utilize a standardized system.
- All intrusion, panic and personal safety alarms shall report to the Police Department.
- A reasonable fee shall be charged for monitoring alarms and for responding to false alarms.

All alarms installed on the NMSU campus after July 1, 1999 shall comply with these requirements.

