

Policy Manual Cite	Change	Purpose
<b>REVISED:</b> Entire Manual	Revises header to show correct date: October 22, 2007	Show date that revisions and additions to the NMSU Policy Manual were ratified by the Board of Regents
<b>REVISED: Section 1.05.10, Article III of the Regents' Bylaws, Chapter 1</b> (Governance, Authority, Organizational Structure and Policy Changes)	<p>Revises Article III - Meetings of the Board of Regents as follows:</p> <p>Adds heading: "Compliance with Open Meetings Act"</p> <p>Adds: 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, Section 14-2-1, <i>et seq.</i>; NMSA 1978, Section 21-1-16</p> <p>In connection with regular and special meetings, revises/adds language that clarifies the procedures and timetables for giving notice of Regents' meetings. Also added this language: 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.</p>	The New Mexico Open Meetings Act (NMSA 1978 Section 1015-1, <i>et seq.</i> ) requires public bodies to annually determine notice requirements for its meetings. The Board of Regents approved adoption of its Annual Open Meetings Resolution at its meeting on September 7, 2007.
<b>NEW: Section 1.20, Chapter 1</b> (Governance, Authority, Organizational Structure and Policy Changes)	Establishes a gender equity policy statement and principles. Adds the following language: "NMSU is committed to promoting and improving gender equity by adjusting our policies and implementing concrete actions designed to improve gender equity throughout our university community."	<p>The President's Commission on the Status of Women worked on developing this policy during the past two years. Very few universities in our country have established a gender equity policy. No other university in New Mexico has such a policy.</p> <p>The policy sets foundation to ensure that gender equity is a value for NMSU. With this policy statement, the Administration will determine whether additional recommendations from the President's Commission on the Status of Women will be implemented in the future.</p>
<b>REVISED: Section 2.11, Chapter 2</b> (General Operating Policies) Internal audit policy	Replaces current policy in its entirety.	Brenda Shannon, the Chief Audit Executive, asked the Board of Regents to adopt a policy that establishes and authorizes the Office of Audit Services, as the administrative unit tasked with performing internal audit functions, and reports to the Board of Regents and NMSU president. The Board of Regents adopted the Internal Audit Charter on July 23, 2007.

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<b>REVISED: Section 5.06.30, Chapter 5</b> (Faculty Policies)	<p>Inserts this revised language: "Department heads or equivalent and community college division deans or division heads will be reviewed by the appropriate supervisor within six months of the third anniversary of their first appointment to the position, and at least every five years thereafter, under the criteria prepared by their appropriate supervisor."</p> <p>Deletes reference to "branch campus"; substituted "community college".</p>	<p>The Faculty Senate passed Proposition 12-06/07 to revise Section 5.06.30 by replacing the first paragraph with the new language. The language pertains to the administrative review schedule for academic department heads and community college equivalents.</p> <p>President Mike Martin approved the legislation on March 3, 2007.</p>
<b>REVISED: Section 5.15.40, Chapter 5</b> (Faculty Policies)	Adds the words "per college".	The Benefits Services Department recommends the language to clarify which nontenure-faculty are eligible to be considered for a regular nontenure-track appointment.
<b>REVISED: Section 5.87.6, Chapter 5</b> (Faculty Policies)	Deletes the words "his or her".	The President's Commission on the Status of Women recommends that Section 5.87.6 pertaining to persistent teaching deficiencies be amended to ensure gender neutral language in the Policy Manual.
<b>REVISED: Sections 5.88; 5.90; 5.91, Chapter 5</b> (Faculty Policies)	Sections 5.88, 5.90, and 5.91 will be replaced in their entirety by Sections 5.90.1 through 5.90.7 effective August 1, 2008. We are providing a link to view the new policy pertaining to Promotion and Tenure in the updated Policy Manual.	<p>The Faculty Senate passed Proposition 18-06/07 to revise Sections 5.88, 5.90, and 5.91, which pertain to promotion and tenure of faculty on May 3, 2007. The Provost's Roles and Rewards Task Force submitted a report detailing suggestions for improving the promotion and tenure process to the Provost.</p> <p>President Mike Martin approved the legislation on May 11, 2007. The Board of Regents approved the new promotion and tenure policy guidelines on September 7, 2007.</p>
<b>REVISED: Section 6.70, Chapter 6</b> (Academic-Related Policies)	Adds the following language to Section 6.70: "Personally identifiable information, such as names, social security numbers and/or Banner I.D. numbers, in whole or in part, shall not be used for the purpose of publicly posting student grades . . ."	The Faculty Senate passed Proposition 02-06/07 to revise Section 6.70, which pertains to grade reports. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under 34CFR Section 99.3, personally identifiable information includes any information that would make the student's identity easily traceable, such as the student's name, social security number, or student identification number. President Mike Martin approved the legislation on November 9, 2006.

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<b>REVISED: Section 6.75, Chapter 6</b> (Academic-Related Policies)	The Honorary Doctoral Degrees Committee is abolished. Nominations will be sought through the Office of University Advancement. Amends language to clarify that retired faculty and administrators of NMSU can receive honorary degrees.	Revise Section 6.75 to make it consistent with the Board's directives.  The new policy was approved by Administrative Council on October 9, 2007.
<b>REVISED: Section 7.03, Chapter 7</b> (Benefits)	Revises Section 7.03 to allow full-time and part-time employees .... to exclude a portion of their salary, within certain limits, from their current taxable income ...” Adds a provision that NMSU may automatically set all 457 contribution amounts.	The Benefits Services Department recommends revising Section 7.03 pertaining to deferred compensation (457 Program) to eliminate the “two changes per year” limitation in order to allow employees to change as frequently as needed.
<b>REVISED: Section 7.05, Chapter 7</b> (Benefits)	Revises language regarding tuition remission. Adds new language pertaining to retiree benefits. Revises language regarding the Dependent Children Reduces Tuition Program and the Recognition of Employees Earning Degrees.	The Benefits Services Department recommends revising Section 7.05 pertaining to educational opportunities for employees and their families in order to clarify the policy and procedures.
<b>REVISED: Section 7.09, Chapter 7</b> (Benefits)	Revises language regarding supplemental life spouse coverage and the long term disability plan.	The Benefits Services Department recommends revising Section 7.09, which pertains to the Healthcare Flexible Spending Account Policy.
<b>REVISED: Section 7.15, Chapter 7</b> (Benefits)	Revises Section 7.15 to administer all insurance plans and to apply all premiums consistently for all non-exempt employees. Inserts new language pertaining to the Group Dental Plan. Also adds language regarding late enrollees.	The Human Resource Services Department recommends revising Section 7.15, which pertains to insurance (i.e., group medical insurance), to be consistent with Article 15 of the Agreement between NMSU and AFSCME. Additional revisions were made to Section 7.15 in order to clarify the policy and procedures pertaining to insurance.
<b>REVISED: Section 7.20.85, Chapter 7</b> (Benefits)	Revises names of the Benefits Services Department and Human Resource Services Department. Includes some clean-up of prior language.	The Benefits Services Department recommends revising Section 7.20.85, which pertains to leaves without pay to clarify language in existing policy manual.
<b>REVISED: Section 7.23, Chapter 7</b> (Benefits)	Revises how new employees may review orientation information and handouts on the NMSU Benefits web site.	The Benefits Services Department recommends revising Section 7.23 to clarify how new employees may review orientation information and handouts.
<b>REVISED: Section 7.26, Chapter 7</b> (Benefits)	Adds provision regarding the alternative retirement plan. Changes retiree golf benefits.	The Benefits Services Department recommends the revision to clarify retirement and educational benefits.
<b>REVISED: Section 7.27, Chapter 7</b> (Benefits)	Eliminates annual rehire requirements for Return to Work retirees hired into regular recurring positions.	The Benefits Services Department recommends the changes to Section 7.27 to clarify the re-employment of retirees.

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<b>REVISED: Section 7.45, Chapter 7</b> (Benefits)	Cleans up language.	The Benefits Services Department recommends clean-up language pertaining to work-related injuries/workers' compensation.
<b>REVISED: Section 8.15, Chapter 8</b> (Staff Policies)	Revises language to administer annual wage increases consistently for all non-exempt employees. Revises policy to add service increase for 25 and 30 years. Eliminates grade limits.	The Human Resource Services Department recommends revising Section 8.15 (compensation) to be consistent with Article 14, Section 2.J of the Agreement between NMSU and AFSCME.
<b>NEW: Section 8.15.05, Chapter 8</b> (Staff Policies)	Adds language that in offices where NMSU deems it necessary to have multi-lingual employees on staff, such employees shall be entitled to a differential in the amount of \$.10 per hour.	The Human Resource Services Department recommends adding Section 8.15.05, which pertains to multi-lingual pay, to be consistent with Article 14, Section 6, of the Agreement between NMSU and AFSCME.
<b>REVISED: Section 8.20, Chapter 8</b> (Staff Policies)	Revises new employee default from compt time to overtime pay. Allows all non-exempt employees to change existing status (overtime or comp time) during open election period twice a year.	The Human Resource Services Department recommends revising Section 8.20, which pertains to compensatory time, overtime, and holiday pay, to be consistent with Article 17, Section 8, pf the Agreement between NMSU and AFSCME.
<b>NEW: Section 8.20.05, Chapter 8</b> (Staff Policies)	Adds language that provides on-call pay of \$1.00 per hour for each hour of assigned on-call status.	The Human Resource Services Department recommends adding Section 8.20.05, which pertains to on-call pay, to be consistent with Article 17, Section 9 of the Agreement between NMSU and AFSCME.
<b>NEW: Section 8.20.10, Chapter 8</b> (Staff Policies)	Call-Back Pay	The Human Resource Services Department recommends adding Section 8.20.10, which pertains call0back pay, to be consistent with Article 17, Section 10, of the Agreement between NMSU and AFSCME.
<b>REVISED: Section 8.50, Chapter 8</b> (Staff Policies)	Eliminates secondary probationary period (after promotion, transfer, or reclassification)	The Human Resource Services Department recommends revising Section 8.50, which pertains to probation, to be consistent with Article 10 of the Agreement between NMSU and AFSCME.
<b>REVISED: Appendix 1-C</b>	Adds NMSU Organizational Chart, which was updated as of October 1, 2007	Show correct organizational chart
<b>REVISED: Appendix 1-D</b>	Replaces second paragraph of Article III, Section A, of the Constitution of the Faculty Senate.	The Faculty Senate passed Proposition 10-06/07, which amended the provision in the Faculty Senate's Constitution, in order to clarify Faculty Senate apportionment.  President Mike Martin approved the legislation on March 7, 2007.

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<b>REVISED:</b> <b>Appendix 1-F</b>	Adds Heritage Advisory Council to Appendix 1F.	In fall 2006, the ASNMSU Senate passed Resolution 7, supporting the formation of the NMSU Heritage Advisory Council. The Heritage Advisory Council is formed for the purpose of preserving the appreciation and promotion of the history and traditions of NMSU. The creation of the Heritage Advisory Council was approved by Administrative Council on August 14, 2007.
<b>REVISED: Appendix 1-F</b> (Councils, Boards, and Committees)	Deletes Energy Conservation Task Force; adds Sustainability and Climate Change Task Force	Show correct name of task force

**JOB TITLE / DEPARTMENT NAME CHANGES**

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<b>REVISED:</b> Section 1.05.50, Chapter 1	Adds Assistants to the President	Clarify membership of Administrative Council
<b>REVISED:</b> Section 1.05.50, Chapter 1	Adds Assistant Vice President for Research and Senior Director for Governmental Relations; deletes Director of Governmental Affairs	Clarify membership of Administrative Council; indicate correct title
<b>REVISED:</b> Section 1.05.50, Chapter 1	Adds Vice President for Research, Graduate Studies and International Programs; deletes Vice Provost for Research	Clarify membership of Administrative Council; indicate correct title
<b>REVISED:</b> Section 1.05.50, Chapter 1	Adds Dean of Students	Clarify membership of Administrative Council
<b>REVISED:</b> Where applicable	Adds Human Resource Services; deletes Human Resources	Indicate correct title
<b>REVISED:</b> Where applicable	Adds Benefit Services Department; deletes Human Resource Employee Benefits	Indicate correct title
<b>REVISED:</b> Where applicable	Adds Department of Human Performance, Dance and Recreation; deletes Physical Education, Recreation and Dance Department	Show correct department name
<b>REVISED:</b> Where applicable	Adds Parking Department; deletes Parking Division	Show correct department name