

Faculty Senate Policy Committee

Minutes April 5, 2010

1. Members present:
 - Nikki Katalanos
 - Jane Slaughter
 - Martha Muller
 - Roli Varma
 - Jackie Hood
 - Floyd Kezele
 - Tim Lowrey
- Excused:
 - Martha Muller
- Ex Officio
 - Melanie Baise
 - Vivian Valencia
 - Rick Holmes
2. Minutes of March 1, 2010, approved.
3. April 5, 2010, agenda approved.
4. Review of Proposed and new policies in Business Manual

I Proposed New Policies:

Policy 3290 “Professional Development and Training”

- Concern brought up by FSPC is that there is no feedback or evaluation regarding whether or not this service provider (specifically Learning Central, but other service providers as well) is ever evaluated for actual outcome. Testing of knowledge happens, but does it actually change the outcome?
- Are Branch Campus faculty/staff also mandated to take the same “required” courses? Who follows up on this?

Policy 7215 “Credit Card Processing”

No concerns

II Proposed Changes to Existing Policies:

Policy 2260 “Bicycles and Other Non-motorized Vehicles”

Concerns:

- How will Physical Plant actually enforce the safety factors? Can they actually do it? Do they have the training and skills? Does this place the Physical Plant employees at risk?

- If they are actually responsible, then why do they have to ask if there is a problem?
- There are many safety issues not addressed. Should they be in this policy?

The FSPC feels this policy needs further review and evaluation.

Policy 2440 “Internal Service Centers”

No concerns

Policy 2615 “Non Standard Payment Processing”

No concerns.

Policy 4030 “Travel”

Concerns:

6.0 Unclear if grant funds are considered the same as university funds.

7.3.1 Error in line 3, should read: “rental car”.

Rental car insurance is not protective in a foreign country. This needs to be addressed.

7.4.3 Does airline cost include luggage costs? This needs to be addressed as work related travel can include considerable packaging and supplies, etc.

7.6 Need to consider that certain hotels have excessive food/beverage charges and it may be reasonable to go elsewhere for meals. But also needing to be considered is that some neighborhoods are not safe to walk in. Transportation may be indicated in certain cases.

9.2.1 Error in line 5; should read: “per diem”.

10 Error in line 3, 2nd paragraph; should read: “per diem”.

Policy 6340 “Mailing Services”

The FSPC found this policy to be greatly improved and properly updated.

Concerns (all in wording):

4.4 Error in sentence; should read: Delivery of...if it is not addressed properly.

8 Error in last sentence; should be two sentences and read: Employees cannot have large or heavy personal packages sent to the University. UNM Mailing Systems may require that other types of personal packages be picked up by the recipient at UNM Mailing Systems ~~by the recipient~~.

Large or heavy may need to be defined.

“Other types” may need to be defined.

Policy 7000 “Budgets and Fund Balances”

Deferred to next meeting

5. Meeting adjourned; next meeting date May 3, 2010.

Respectfully submitted,

Nikki Katalanos