

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

April 9, 2009
Gerald Thomas Hall, Room 297

MEMBERS PRESENT: Mike Abernethy, Kurt Anderson, Roseanne Bensley, Ellen Bosman, Kelly Brooks, Alicia Carabajal, Tim Chappell, Lydia Duran, Woods Houghton, Mohammed Hussain, Norma Ledesma, Lori McKee, Anthony Parra, Nancy Qualkenbush, Karla Thompson

EX-OFFICIO: Cathy Thomas for Cherri Lambeth

ALTERNATES PRESENT: Mack Adams, Linda Beavers, Jaime Marujo, Soum Sanogo

GUESTS: Ben Gabriel, 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 March 12, 2009 were presented and approved.

- Motion to accept the minutes was made by Woods Houghton
- Seconded by Kurt Anderson
- Motion was passed unanimously

OLD BUSINESS

ACAP Records Archival Process:

The task force has not met. It was determined that Ellen Bosman would lead this task force.

ACAP Listserve:

Anthony Parra set up this listserv. The address is ACAP_L@nmsu.edu. Kelly will send out a test message to members.

Alternative Dispute Resolution (ADR) policy:

Diana Quintana is still working on this issue and will present it to the Committee soon.

Recommendation regarding Interims:

Faculty Senate has sent out a memorial regarding academic administrators recommending that interims should be eligible to apply for the position they are filling. It has been approved by President Cruzado and is on its way to the Regents.

- Motion was made by Kurt Anderson to endorse this recommendation but recommend to the president to broaden the scope from academic to apply to all administrators.
- Seconded by Norma Ledesma
- Motion was passed unanimously

ICT Policy:

A copy of the revised ICT Policy which will be presented to the Administrative Council next week was provided to the Committee members. Ellen brought up the following issues:

- Section 1 is regarding internal policy and should not be in the NMSU Policy Manual;
- NMSU has no copyright policy;
- Questioned whether or not students will read the NMSU Policy Manual regarding their agreement to the Ownership and Use policy;
- ICT should not have the authority to “block access to information alleged to be in violation of copyright laws.” Only NMSU Counsel should have this authority;
- Item 3.75 is bad policy;
- There is no definition of pornography;
- Should use the wording “should be in compliance with all the laws”

Tim Chappell expressed concern that some of these issues may leave the University open to possible law suits. Anthony suggested that ACAP be very specific regarding its recommendations and present them to President Cruzado and Bruce Kite.

-Motion was made by Woods Houghton to recommend to the President that this policy be tabled by Administrative Council to allow further review due to the seriousness of some of these issues

-Seconded by Kurt Anderson

-Motion was passed unanimously

COMMITTEE REPORTS

The Executive Council has decided that Kelly will go through the entire list of committees at each ACAP meeting and ask for the highlights of any meetings that were held.

The Campus Planning Committee met and agreed to purchase a digital sign for the Herschel Zohn Theater. They will hold an open meeting on April 28, 2009 from 5:30-6:30 pm in Corbett Center’s New Mexico Room.

Tim Chappel reported that Faculty Senate met and the Extended Learning College will be requesting monies from ASNMSU.

Tim’s term on Faculty Senate expires this month, but he is willing to continue to serve.

-Motion was made by Kurt Anderson for Tim to continue as ACAP’s representative to Faculty Senate

-Seconded by Anthony Parra

-Motion was passed unanimously

Denise Welsh serves on the Climate Sustainability Committee and reported that plans are being made to establish community gardens for family housing. They are also taking steps to make the campus greener.

Anthony Parra reported that the Business Office has submitted its recommended tuition increase to the Board of Regents and it was approved.

NEW BUSINESS

Police Department Demonstration:

The Police Department was not available for this meeting.

Messages from staff on ACAP email:

One concern was received from a return to work retiree regarding the sunset date of 2012 for the return to work program. It's too late to make a recommendation regarding this issue since the legislative session has concluded for this year, however, it was recommended that we visit this issue and the impact to existing return to work employees. Kelly has asked Ricardo Rel to provide a legislative update at our May ACAP meeting.

New Items from Council Members:

- Ben Gabriel is in charge of Outdoor Recreation at the Activity Center. He reported that May is Bike Month. May 12 is Bike to Work day. A kick off celebration will be held at Presidio Park with a group ride at noon. Roseanne Bensley added that city developers are working to connect different areas of the city to the bike path on Triviz. Lori McKee requested that ACAP introduce a proclamation to President Cruzado regarding NMSU's endorsement of Bike Month.

- Motion for ACAP to endorse this proclamation and recommend approval to President Cruzado was made by Kurt Anderson

- Seconded by Ellen Bosman

- Motion was passed unanimously

- Lori reported that the Wellness Committee agreed with Kurt's recommendation that NMSU retirees should not be charged for using the Activity Center and amended the proposed fee structure in the Wellness Strategic Plan submitted and previously approved by ACAP.

- Lori requested \$500 of ACAP funds for the purchase of water and healthy snacks for the May 12th Bike Day Event. The amount of funds available and any possible restrictions of the funds were discussed. Roseanne recommended that the Executive Committee of ACAP develop guidelines and/or procedures for expenditure of ACAP funds brought before ACAP for approval.

- Motion to provide these funds if available and allowable was made by Kurt Anderson

- Seconded by Ellen Bosman

- Motion was passed with 1 no vote

REPORT FROM THE CHAIR

Board of Regents:

The Board approved an increase in tuition, as well as housing and meal plans. The Presidential search was postponed until the new Board members were confirmed. ACAP will be represented on the search committee.

Administrative Council:

no information to report

Kelly indicated that the Executive Committee of ACAP met with President Cruzado and she is very supportive of ACAP and will continue to meet with them on a regular basis. The President will attend ACAP's May 14th meeting.

The May meeting is scheduled for Thursday, May 14, 2009 at 3:00 pm in the Associates Room of Zuhl Library.

The motion to adjourn was made by Kurt Anderson and seconded by Mike Abernathy. The motion passed unanimously. The meeting adjourned at 4:20 pm.