

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

July 9, 2009
Hadley Hall, Room 130

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

EX-OFFICIO: Cherri Lambeth, Tim Nesbitt, D'Anne Stuart

ALTERNATES PRESENT: Linda Beavers for Karla Thompson, Bea Garrett for Lydia Duran, Jaime Marujo for Nancy Qualkenbush, Olga Viramontes

CALL TO ORDER AND MINUTES: Kelly Brooks called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:01 p.m.

The meeting minutes for June 11, 2009 were presented and approved.

- Motion to accept the minutes was made by Kurt Anderson
- Seconded by Bea Garrett
- Motion was passed unanimously

OLD BUSINESS

Alternative Dispute Resolution (ADR) policy:

Diana Quintana asked that this item be removed from the agenda for now. Changes are being proposed at the state level in the upcoming term that will impact the policy.

Presidential Search Update:

Tim Nesbitt shared that the members of search committee have signed confidential agreements and will be meeting in the near future. A job description for this position will be on the web in the next day or two. Tim added that he is very impressed with the search consultants hired by the University to assist with this search. He agreed to continue to bring updates to this group each month.

Proposed Policy – HR Practices in a University State of Emergency:

Katrina Doolittle was unavailable to present this report.

ICT Policy:

Some of the concerns voiced by ACAP members is that this policy is contradictory to the academic freedom policy and is outdated. Kurt Anderson added that it also confuses improper conduct vs. illegal conduct.

-Motion to forward a recommendation to the President that this policy needs to be reviewed and that ACAP is willing to assist in this goal was made by Norma Ledesma

- Seconded by Woods Houghton
- Motion was passed unanimously

COMMITTEE REPORTS

Anthony Parra provided an update on the Budget Committee. He shared that there are no performance dollars available. Performance requests were ranked along with ERR's. An attempt will be made to locate monies for these but the University should prepare for another tight year. Kelly added that there may be a special session of the legislature with the potential of more budgetary cuts.

NEW BUSINESS

Faculty Representation on ACAP:

Kelly reported that when the Executive Team met with Interim President Pacheco, he had questions regarding the purpose and mission of ACAP. He indicated that he was surprised to see faculty represented and wanted to know what the process was for ACAP recommendations. How did our recommendations go through Faculty Senate, Administrative Council, etc? As a result of that discussion, Kelly wanted input from the members regarding the membership of ACAP. Discussion took place about whether or not there was overlap with Faculty Senate. It was discussed that due to the administrative nature of the policies reviewed by ACAP, it does not overlap with Faculty Senate and it is helpful to have input from faculty members.

- Motion to make no changes to the membership of ACAP was made by Woods Houghton
- Seconded
- Motion was passed unanimously

Kelly suggested that the name of the Council (Advisory Council on Administrative Policy) has been a source of confusion for administration as well as employees, especially as we strive to increase interest and involvement in ACAP. One of the primary purposes of ACAP as noted in [Article II Section 3a](#) of the ACAP Constitution is to establish and maintain an organization of the university staff to provide communication between the staff and administration of the university. ACAP is often viewed more as a committee and is not seen as an elected body representing NMSU employees. Kelly also indicated that she felt this may be why ACAP is not viewed at the same level as Faculty Senate or Student Council at Regents Meetings. After some discussion, a resolution was made to change the name to "NMSU Employee Council." As this requires a change to the constitution, per Roberts' Rules of Order, Kelly will send out prior notice of an impending vote to ACAP members. This will be followed by a formal vote to be taken by email and requires approval of 2/3 of the membership as well as NMSU Presidential approval to pass.

Messages from staff on ACAP email:

A staff member asked why ID cards can not indicate that a person is an employee and a student. This would allow employees who are also students to take advantage of discounts in the community offered to NMSU students only. It was discussed that it would be costly as student status would have to be determined/updated each semester/year and would be complicated to administer. As it was determined that the benefits of being an NMSU

employee outweigh those of being a student and the costs to renew ID cards is cost prohibitive, no recommendation will be made on this issue.

Another staff member asked about the possibility of providing AFLAC for employees. Kelly submitted this issue to the Fringe Benefits committee to review and report back to ACAP.

Kelly indicated she had received information from several ACAP members regarding employee concerns shared with them regarding the Aggie Fit program. Kelly indicated that she spoke to Lori McKee who responded that some of the issues are glitches experienced in starting this new initiative and that they are being addressed. Lori indicated that she is willing to respond to employee concerns directly and is also willing to meet with ACAP in August to go over these issues.

New Items from Council Members:

Linda Beavers asked if salary letters will be sent out this year. D'Anne Stuart indicated that she asked President Pacheco and he did not wish these letters to go out. It was discussed that even though there were no raises, employees still use the letter to verify salaries and it is useful. D'Anne indicated they may be able to provide this information via MyNMSU as well.

-Motion to request that President Pacheco endorse the distribution of salary statements was made by Woods Houghton

-Seconded by Norma Ledesma

-Motion was passed unanimously

Roseanne Bensley brought up the issue of the ERB increase approved by the Legislature effective July 1st. It was discussed that as this was an important issue and would impact take home pay, it would be good to remind employees. It was also discussed that the Union has filed an injunction and faculty are considering filing a suit regarding this issue. D'Anne indicated that HR would send out a general reminder regarding the ERB change.

Ellen Bosman asked for the status of the By-Laws Committee's re-wording of the policy regarding the archiving of ACAP records. Norma indicated that the By-Laws Committee had not met yet and will schedule a meeting to address this issue.

REPORT FROM THE CHAIR

Administrative Council:

Kelly announced that Administrative Council will be meeting next week. There was no Board of Regents meeting.

Kelly indicated that she had received word from the President's office regarding ACAP's recommendation to extend the dependent tuition waiver to include graduate school courses. President Pacheco indicated that due to funding issues it could not be approved at this time. D'Anne Stuart reported that a cost analysis was performed and the analysis showed that this could cost the University up to \$100,000, therefore, it is cost prohibitive. HR is also looking

into what other universities are doing in this regard and looking for ways that could improve this benefit at a lesser cost. D'Anne will give their findings to the Fringe Benefits Committee.

The next meeting is scheduled for Thursday, August 13, 2009 at 3:00 pm in the NMDA Conference Room.

- Motion to dismiss was made by Kurt Anderson
- Seconded by Tim Chappell
- Motion was passed unanimously

Meeting was adjourned at 4:39 pm.