

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

June 11, 2009
Skeen Hall, Room 200

MEMBERS PRESENT: Mike Abernethy, Kurt Anderson, Roseanne Bensley, Ellen Bosman, Kelly Brooks, Alicia Carabajal, Tim Chappell, Katrina Doolittle, Lydia Duran, Karen Medina, Anthony Parra, Nellie Quezada-Aragon, Karla Thompson

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

ALTERNATES PRESENT: Mack Adams, Bea Garrett, Jaime Marujo

CALL TO ORDER AND MINUTES: Kelly Brooks called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:02 p.m.

Kelly began the meeting by introducing Executive VP & Provost, Dr. Waded Cruzado:

- Dr. Cruzado thanked the committee for their hard work during her term as Interim President, especially regarding the Mercer Study.
- She stressed that two essential things to remember are the importance of communication and building a sense of community.
- She presented a recommendation to the NMSU Board of Regents that the ACAP representative be seated at the Board of Regents table along with the Student Council and the Faculty Council representatives. The Board determined that this issue would be addressed at a later date.
- ACAP's recommendation related to dependent tuition policy which would allow graduate courses to be included was being reviewed by HR and the analysis may be ready by next week, according to D'Anne Stuart.
- ACAP's recommendation regarding professional leave was sent to Bruce Kite and Lisa Warren for review and she will follow up on the status of this recommendation.
- She met with the chair of the Employee Climate Survey Committee, Jon Juarez, regarding the development of a comprehensive Employee Climate Survey and more information will be forthcoming on this initiative.
- As a result of information obtained in the recent Sustainability survey, she hopes to implement a 4-day work week during summer next year.

The meeting minutes for May 14, 2009 were presented and approved.

- Motion to accept the minutes was made by Kurt Anderson
- Seconded by Anthony Parra
- Motion was passed unanimously

OLD BUSINESS

Kelly Brooks stated that recommendations that have been forwarded to the President are available on the ACAP website.

Alternative Dispute Resolution (ADR) policy:

Diana Quintana is still working on this issue and will present it at the July 9, 2009 meeting.

Recommendation regarding Interims:

A copy of suggested language for a proposed policy related to searches for non-academic administrative positions was distributed to the group. HR assisted with this language as well as recommended where this policy should be placed in the NMSU Policy Manual. This was in response to ACAP's endorsement of a similar initiative implemented by Faculty Council for academic administrators.

- Motion was made by Kurt Anderson to endorse the proposed policy

- Seconded by Tim Chappell

- Motion was passed unanimously

Kelly will submit a recommendation to Interim President Manuel Pacheco.

ICT Policy:

A copy of Section 3.75 of the ICT policy was e-mailed to all ACAP members. Kelly asked that members review this information for discussion at our July meeting.

COMMITTEE REPORTS

A report from the Budget Committee was sent to all ACAP members. For any questions, members were instructed to contact Anthony Parra.

NEW BUSINESS

Police Department Demonstration:

Police Chief Jaime Chavez, Deputy Police Chief Stephen Lopez, and Officer Matthew Bowen presented some of their latest equipment along with information regarding the fight against crime on campus including gang and drug activity. It was noted that NMSU police response time to emergency calls is approximately 90 seconds. In addition, they described some of the training courses they offer to NMSU employees which include Pepper Spray Training, Fight Like a Girl, and Verbal Judo. In addition, they will be providing RadKids training for kids during the summer. University departments can also request specific training for their staff.

Proposed Policy – HR Practices in a University State of Emergency

Katrina Doolittle stated that work continues on the State of Emergency policy. They are now working to differentiate between essential and alternate positions. Essential personnel would be required to report to work in a state of emergency. Katrina asked that committee members read the proposal and forward their feedback to her. She hopes to have more to report at our July meeting.

Presidential Search Committee Input

There will be organized opportunities for employees to provide their input to the Presidential Search Consultants, Greenwood/Asher & Associates, on June 22, 2009, 4-5 pm (faculty) and June 23, 9-10 am (staff). Both meetings will take place in the Senate Gallery of Corbett Center. Items can also be sent to Tim Nesbitt who is serving on the Presidential Search Committee. Tim shared that the committee will recommend 5 finalists to the Board of Regents for their final decision.

Messages from staff on ACAP email:

One concern was received regarding off-campus employees having the opportunity to take part in the Aggie-Fit program. Lori McKee responded to the employee stating that this program is being piloted in Las Cruces. If successful, it will be expanded to our satellite campuses. A copy of this response is available on the ACAP website so that members can share it with any employees who raise this concern.

New Items from Council Members:

Katrina Doolittle stated that an item of concern that has arisen in the State of Emergency planning is the ability of staff to work from home. She suggested that the Fringe Benefits Committee look at this issue. Per D'anne Stuart, it was discussed that NMSU policy is silent on this issue. Mike Abernathy shared that Workman's Compensation frowns on this issue. As it was not clear if telecommuting was a fringe benefit issue, this item was tabled until a future meeting.

REPORT FROM THE CHAIR

Administrative Council:

Kelly announced that Administrative Council is reviewing a proposed policy regarding NMSU vehicles. The policy defines the various types of University-owned vehicles and would require departments to justify vehicle assignments and purchases. This policy is intended to focus on the most effective and efficient utilization of University-owned vehicles. Kelly indicated the proposed policy is on the ACAP website and asked that Committee members forward any concerns or suggestions to her as soon as possible.

The next meeting is scheduled for Thursday, July 9, 2009 at 3:00 pm in Room 130 of Hadley Hall.

Since there was no longer a quorum, no motion to adjourn was made. The meeting adjourned at 5:13 pm.