

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

May 14, 2009
Zuhl Library, Associates Room

MEMBERS PRESENT: Mike Abernethy, Kurt Anderson, Roseanne Bensley, Ellen Bosman, Kelly Brooks, Tim Chappell, Katrina Doolittle, Allan Kaplan, Norma Ledesma, Karen Medina, Tim Nesbitt, Anthony Parra, Nellie Quezada-Aragon, Diana Quintana

EX-OFFICIO: Cherri Lambeth

ALTERNATES PRESENT: Linda Beavers, Bea Garrett, Soum Sanogo, René Yoder

GUESTS: Ricardo Rel, Viola Silva, Vicente Vargas, 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 April 9, 2009 were presented and approved.

- Motion to accept the minutes was made by Norma Ledesma
- Seconded by Tim Chappell
- Motion was passed unanimously

Legislative Update

Ricardo Rel and Vicente Vargas gave a report on the latest Legislative session. This included information about a 1.5% increase in the employee portion of the retirement rate which will decrease the take home pay of employees effective July 1, 2009. Tim Nesbitt suggested to Rene Yoder that this fact be communicated with NMSU employees as soon as possible. They also reported that the Return to Work sunset deadline for ERB retirees was extended until 2020.

Kelly Brooks will obtain a copy of Ricardo's PowerPoint Presentation to be put on the ACAP website.

Kelly thanked both gentlemen for the information and invited them to attend ACAP's December, 2009 meeting with another legislative update.

OLD BUSINESS

ACAP Records Archival Task Force:

Ellen Bosman reported that the task force has met with the University Archivist and she stated that any documents produced by this group are State property and should be preserved. After discussion regarding the best way to accomplish this initiative:

- The following motions were made by Ellen Bosman:

- 1) Include Archivist on the ACAP listserve;
Seconded by Norma Ledesma
-Motion was passed unanimously
- 2) Ask the By-Laws committee review the ACAP Constitution and make a recommendation how this document should be amended to address this issue.
-Seconded by Kurt Anderson
-Motion was passed unanimously

Additionally it was discussed that the Records Archival Task Force would draft a recommendation in support of the importance of archiving records across the University. Kurt recommended the University needs to better inform employees of the guidelines related to University documentation.

Discussion also centered on how to address the collection of past documentation. Kelly indicated that the main focus would be on addressing this issue as we go forward and set procedures to insure the future collection of ACAP information for archiving. We will make efforts to collect past documentation, perhaps contacting past Presidents, but the focus will be on setting future procedures.

Police Department Demonstration:

The NMSU Police Department has agreed to perform their demonstration at our June 11th meeting.

Alternative Dispute Resolution (ADR) policy:

Diana Quintana reported that there is no change in this regard.

Recommendation regarding Interims:

The recommendation voted on at ACAP's April 9, 2009 meeting was not forwarded to President Cruzado as it was not completed prior to the announcement that she will be moving back to her position as Provost. Kelly Brooks and René Yoder will continue to work on the specific wording. Kelly will send a draft of this recommendation to the Committee for input prior to submission.

ICT Policy:

As a result of the motion from the April 9th ACAP meeting, Kelly Brooks sent a request to President Cruzado asking that the new ICT Policy be tabled at the May 12th Administrative Council meeting until our concerns could be adequately documented and presented. The President sent our request to Sean Cooper who came to Administrative Council ready to address the concerns that related to NMSU Policy Manual Section 3.75. He agreed to remove his recommended changes which would have conflicted/amended Policy 3.75. He agrees that policy 3.75 is outdated and should be reviewed. It was noted that ACAP had other concerns that were part of this policy that were not addressed.

Kelly will send ACAP members a copy of policy 3.75 for review to determine if ACAP would like to recommend changes. Note: The new ICT Policy was approved by NMSU Administrative Council on May 12, 2009.

COMMITTEE REPORTS

Denise Welsh reported that the Insurance Committee met on February 25, 2009. A letter will be sent to all NMSU retirees giving them the opportunity to choose/change their insurance carrier.

Anthony Parra reported that the Budget Committee did not meet.

Anthony Parra reported that Employee Climate Survey Task Force is trying to decide which way to go regarding the Employee Climate Survey. The results will be presented to University groups such as ACAP.

Cheri Lambeth reported that the Fringe Benefits Committee has met. The two issues they discussed were child care and the Bicycle Commuter Act. There are no recommendations to ACAP at this time.

NEW BUSINESS

NM Higher Education Staff Association:

Tim Nesbitt announced that NMHESD will meet on June 30, 2009. His tenure expires in June.

- Motion was made for Tim to continue representing ACAP on NMHESD by Anthony Parra
- Seconded by Tim Chappell
- Motion passed unanimously

Messages from staff on ACAP email:

One question was received from an NMSU employee regarding retirees having access to Delta Dental insurance. René Yoder stated that retiree health insurance is on a private contract directly with BCBSNM specifically for the retiree population. The active employees are part of the State of New Mexico medical and dental programs. The retiree program is completely separate and does not include dental. We have, in the past, looked into dental for retirees, however most dental plans require a minimum level of participation to guarantee rates and our retiree population is relatively small. It is difficult to find an affordable dental plan for small groups. In addition, normally an employer contribution is required with this type of plan and given the state of current financial issues, it is highly unlikely that NMSU would even be able to implement such a plan.

Kelly will forward this information to the employee.

New Items from Council Members:

René Yoder distributed copies of NMSU's policy regarding tuition reduction for dependents. She stated that she determined that the policy had already been amended to remove the cap on the number of credits a dependent can use under this benefit. They can, however, only use this benefit until they reach the age of 25. René requested that we submit an amended recommendation as a result.

-A motion was made to re-word the recommendation to the President removing the wording about increasing the cap. The only change ACAP is requesting is that graduate classes be included in this benefit.

-Seconded by Anthony Parra

-Motion was passed unanimously

REPORT FROM THE CHAIR

National Bike Month at NMSU:

Kelly shared a copy of the memo forwarded to President Cruzado regarding ACAP's recommendation on this issue. It was noted that Jennifer Taylor recommended that the funds for this event should come from the Activity Center account and ACAP funds would not be necessary.

Board of Regents:

Kelly shared a copy of a letter from the Chair of the Board of Regents regarding President Cruzado and the presidential search. Tim Chappell shared concern at the lack of information regarding the effective date of President Cruzado stepping down and who is in charge in the interim. Tim Nesbitt was selected by the NMSU Regents, in light of his long-term experience with ACAP, to serve on the new Presidential Search Committee.

NMSU Administrative Council:

The results of the Climate Sustainability Survey were presented at the Administrative Council meeting on May 12, 2009. The implementation of temperature set points for buildings will proceed immediately with consideration given to special areas such as labs that may require special accommodations. Compressed summer scheduling is being considered for the summer of 2010.

The recommendations of the Wellness Committee related to the AggieFit program were approved.

Other:

The ACAP meeting for June is scheduled for Thursday, June 11, 2009 at 3:00 pm in Skeen Hall, Room 200.

The motion to adjourn was made by Kurt Anderson and seconded by Mike Abernathy. The motion passed unanimously. The meeting adjourned at 5:05 pm.