

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

February 23, 2007

MEMBERS PRESENT: Kurt Anderson, Ellen Bosman, Cindy Bullard (Alternate for Jane Boykin), Ida Chavez, Katrina Doolittle, Terri Giron, Linda Beavers (Alternate for Russell Hardy), Tina Byford (Alternate for Norma Lesdesma), Sandra Moreno, Tim Nesbitt, Paul Ponce, Bobbi Raub, Nellie Rosales, Tom Rubadeau, Robert Sanderson, Dario Silva

ALTERNATES PRESENT: Genevieve Bauer, Reina Clark, Lori Mckee

VISITORS PRESENT: Conrad Keyes, Greeley Myers, Enrique Perez, Cherri Lambeth

CALL TO ORDER AND MINUTES: Tim Nesbitt called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:04 p.m. Meeting held at the Zuhl Library in the Associates Room.

The meeting minutes from January 25, 2007 were presented and approved with two corrections. Conrad Keyes and Greeley Myers were both in attendance at the January meeting.

- Motion to accept the minutes made by Bobbi Raub
- Seconded
- Unanimous

Update on Negotiations of AFSCME contract-Mack Adams

Tim introduced Mack Adams from the NMSU personnel office. Tim explained that he invited Mack to come and provide an update as to the progress made in contract negotiations as a result of a message received on the anonymous ACAP email site. Mack stated that first time labor contracts take a lot of time and work to negotiate. NMSU received a proposal on October 1, 2006 from the union and NMSU took approximately 1 month after that to respond. NMSU has been negotiating as of November 5, 2006, but because of the holiday break for NMSU negotiations were picked up again on January 24, 2007 with a second full proposal given to NMSU by AFSCME. A counter proposal will be issued to AFSCME from NMSU in a few weeks, which will be March 5, 6 or 7th, 2007. Many tentative agreements have already been finalized. After the meeting on March 5, 6 and 7th, 2007 broadbanding will take place for NMSU. There are about 18 or 19 articles to be negotiated between NMSU and AFSCME.

Standing Committee Membership Committee

We are not sure if the website for ACAP or the minutes are accurate regarding ACAP

committee membership. Tim asked for volunteers to go through and review these issues-Bobbi Raub and Dario Silva have agreed to head up a Clarification Committee to review ACAP standing committee membership.

Resignation-Tammy Anthony

Tammy Anthony resigned her position of ACAP which expires on 1/31/08. ACAP votes in a replacement from the alternate members, which are ACAP exempt members. The people that can accept the position are Yolie Baca, Tina Byford, Lori McKee and Valerie Pickett. ACAP members will vote in a replacement for Tammy Anthony. The ballots were tallied by Bobbi Raub. Tina Byford will take over Tammy Anthony's position which will expire on January 31, 2008. Mike Abernathy will replace Tammy Anthony as an alternate as he received the next highest number of votes in the most recent election. He will be invited to the next meeting.

Committee Reports

Committee Reports were attached to the mailing. The Athletic Committee and Insurance Committee have not met yet. The By-Laws Committee needs to reestablish an internal by-law. Katrina Doolittle has volunteered for this committee. A movement has been put to review the by-laws of the demographics information of the population of NMSU to make sure we're representing the groups properly. That is our main goal. ACAP should look at Faculty Senate staff and their demographics to see how they come up with their membership. There is a clause in our by-laws that say no more than one individual from a major college or department may serve on ACAP-that's been called into question. What is a Department? Cherri Lambeth asked that the Fringe Benefits Committee make up of the by-laws needs to be reviewed also.

The ballots were tallied by Bobbi Raub and Tina Byford will take over Tammy Anthony's position which will expire on January 31, 2008. Mike Abernathy will replace Tammy Anthony as an alternate. He will be invited to the next meeting.

Election of ACAP Officers

Secretary: Cherry Lambeth asked that the duties of Secretary be read. Tim explained that in 2005 ACAP received approval and funding to pay a secretary to take minutes, coordinate minutes, etc. as does Faculty Senate. The funding for this effort is based on a maximum of ten hours per week at \$10 per hour and is provided by the Presidents office. The ACAP Secretary position is the elected position and is an un-paid position elected by the ACAP membership. Bobbi Raub volunteered to serve as Secretary. The motion was made to accept by acclamation. The motion passed unanimously.

Chair Elect: Dario Silva nominated Tim Nesbitt to serve as chair elect. Tim asked if there were other nominations. Kurt Anderson moved to accept the nomination of Tim Nesbitt by acclamation. The motion passed unanimously.

New Business

Tim asked for a discussion about good will activities. Tim Nesbitt regrets that the notification of the Roberts Award ceremony was sent out by personnel so late. This ceremony is an example of a good will activity that raises the level of what ACAP is all about. Two ACAP members were present.

We need ideas regarding other potential good will activities. The New Mexico Higher Education Staff Association (NMHESA) has discussed this issue at their meetings. One example of good will provided at a NMHESA meeting was the Staff Association Pancake Breakfast provided for all staff at UNM.

Tim encouraged ACAP members to think about ideas to discuss at our next meeting. Additionally ACAP should recognize outgoing members, such as Maureen Camunez who served ACAP for 9 years and Bill Glenn who also served ACAP for many years. Tim suggests that recognizing new members with a certificate will also be re-implemented. Bob Sanderson asked if the Roberts Award was addressed in the by laws. Tim explained that an ACAP committee reviews nominations and ranks the nominees based on documentation supplied. That recommendation is forwarded to ACAP for certification and then forwarded to Personnel for the award presentation. The Roberts Award ceremony was held at the Colfax room at Corbett Center and was very nicely. Tim will be sure that the notification is sent out earlier in 2008 so that more ACAP members are able to plan to participate.

New Items from Council Members

Genevieve Bauer who was not present during Mack Adams presentation, asked to discussed AFSCME issues. Genevieve is on the AFSCME bargaining committee as well as Nellie Rosales and (visitor) Enrique Perez. The university bargaining committee consists of Rich MacRorie, Diana Quintana, Mack Adams, Bob Czerniak, Ryan Randall (Lawyer from Albuquerque) Bruce Kite and Susan Grotevant. Genevieve reports that there appears to be a lack of preparedness by the university. The AFSCME team has to wait at the beginning of meetings while they discuss earlier proposals. NMSU has not provided AFSCME with a full contract. AFSCME has given the university two proposals and has only received piece meal responses back. There are 7 members on the university side which were to attend a meeting that started at 6:00 p.m. and did not show up until twenty minutes 'til 7:00 p.m. This is not unusual for the university. The AFSCME bargaining committee usually meets at the Corbett Center. March 5th is the deadline for NMSU bargaining committee to deliver a full contract. ACAP will meet again on March 8th, 2007 and AFSCME will give an update on bargaining issues.

Tina Byford questioned what Genevieve expected of ACAP regarding AFSCME bargaining issues? Genevieve stated that NMSU had a chance to discuss union issues at ACAP so AFSCME should also have a chance to discuss their issues.

Tim reminded ACAP membership that the unionization effort was being discussed as a result of an anonymous ACAP email message.

Corbett Center Student Union Meeting

Bobbie Raub stated that Ann Bock had issues about how students were not getting priority on usage of rooms at Corbett Center. The prioritization of who uses the Corbett Center was an issue with ACAP. Tim reminded the group that the issue was that student activities should be given priority over community activities. Paul Ponce stated that Corbett Center was more interested in bringing in revenue. Ellen Bosman questioned why the students are being charged to rehearse for a play? Bobbie Raub will bring up these issues at the student union meeting.

Emergency Management Policy/Emergency Policy

Katrina Doolittle discussed a letter sent from Health and Human Services regarding communicable disease and preparedness planning. For the last 8 months a committee has formed of 19 different departments in which plans are being developed for the university in case of a critical communicable disease outbreak. The campus as a whole needs to be informed of these issues. Administrative control can also help reduce illness in the work force. An incident occurred at one of our Science Centers in Clayton where an employee came in contact with an electrical hot wire on the job site that has raised the level of awareness about this subject. NMSU employees did not know what to do for this individual. Every department has an emergency action plan they are supposed to follow. Environmental Health and Safety has an emergency management link on their website for emergency management issues.

Bob Sanderson stated that there should be some active education, communication, and training provided to staff. Tim Nesbitt stated that ACAP should make a recommendation to the President for a mandatory training program. Items will be put on the next agenda regarding Health and Safety issues for the next meeting.

Report from the Chair

Next **Administrative Council** meeting will be held March 13, 2007.

NMHESA-has not met but is currently lobbying the state legislature for compensation increases for all of higher education in the state of New Mexico.

Board of Regents will meet again on March 12, 2007.

Anonymous messages from the staff were addressed in today's meeting regarding union issues.

The ACAP website has been updated regarding union issues.

Tim stated that at the next meeting the Secretary will have a calendar with times and locations of all ACAP meetings in the year 2007.

Meeting adjourned at 4:05 p.m.