

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICYMINUTES OF THE REGULAR MEETING

February 9, 2006

MEMBERS PRESENT: Cherri Lambeth, Steve Hussman (alternate for Bernd Leinauer), Genevieve Bauer, Russell Hardy, Phil Wright, Tom Rubadeau, Ida Chavez, Bill Glenn, Tina Byford (alternate for Norma Ledesma), Elliott Willman (alternate for Kurt Anderson), Jane Boykin, Nellie Rosales, Dario Silva, Tim Nesbitt, Yolanda Baca (alternated for Maureen Camunez), Mary Hoke, Paul Ponce, Diana Quintana, Sandra Moreno, Terri Giron

CALL TO ORDER AND REVIEW OF MINUTES

Tammy Anthony called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:09 pm. The meeting was held at Wooten Hall room 105.

The minutes of the January 19, 2006 meeting were presented and approved without modification.

Tammy Anthony provided a list of new members elected into ACAP at the most recent election. Details of the election results are included in the minutes of the January 19, 2006 meeting.

OLD BUSINESS:

Committee Reports:(written summary of all committee reports was distributed)

Ø Contained within the written summary of the committee reports under the Faculty Senate Liason section a question was raised about the statement about concerns. The first concern listed is “Separation of Religion”. The question is “separation” from what? The item was tabled for discussion with Mary Hoke as she was not present at the time this discussion occurred.

Ø By-Laws Committee Report: A detailed edit and review of the by-laws of ACAP was provided to the membership. Regarding the

appropriate level of representation on ACAP, the current membership recommends that Diana Quintana bring back to ACAP a suggestion as to how to ensure that a proper level of representation could be achieved. Specifically Diana Quintana will address the question: Is the membership definition of what constitutes a department providing the appropriate level of representation?

The description of the role of the recording secretary will be changed to read.” The Recording Secretary will prepare accurate records of all business meetings and will transmit those records on a timely basis to ACAP membership.”

Other edits indicated on the provided working copy will be incorporated into the by-laws and the document will be brought back to ACAP at the March meeting for further discussion and possible approval.

Ø Hired ACAP Secretary: Only one applicant was available for consideration for the paid secretary position for ACAP. The membership was reminded that President Martin had approved a provision of \$10 per hour for up to ten hours per month for a paid secretary for ACAP. A motion was seconded to offer the position to the applicant as soon as possible.

Ø Background Review Policy: A few groups on campus have requested more time to provide feed back to the administration regarding the Background Review Policy. Diana Quintana reported that she intended to extend the feed back period. Issues of concern discussed included the cost of background checks on students, the effect on hiring timeliness, applicability to foreign nationals being hired, and redundancy of the background check when current employees experience a promotion. Diana Quintana advised the membership that the background review policy would not be applicable to independent contractors. Diana Quintana commented that it is impossible to address every scenario in the policy. The membership was reminded that they were welcome to

provide their input to Diana Quintana via email. Diana provided her email address.

Ø Policy Manual Review : The policy manual review process is on-going. ACAP's representatives are Yolanda Baca and Dario Silva.

NEW BUSINESS:

- Ø Nominate and Vote for “Chair Elect” and “Secretary”
 - Tim Nesbitt was nominated and elected Chair Elect by acclamation
 - Phil Wright was nominated and elected Secretary by acclamation

- Ø Alternate ACAP Positions
 - Faculty Alternate-Kathleen Chinn
 - Non-Exempt Alternate-Cindy Bullard

- Ø Fill Committee Openings
 - Building Naming Committee-Genevieve Bauer volunteered to fill the position which has an open term
 - Personnel Grievance Board (Exempt) Bill Glenn volunteered to fill the position with a termination date of January 2009
 - Personnel Grievance Board (Non-exempt) Sandra Moreno volunteered to fill the position with a termination date of January 2009

- Ø New Business from membership
 - Genieve Bauer requested that the six answers to the twenty-one questions addressed in meeting with Bishop Ramirez be posted on the ACAP website.

- Mary Hoke reports that it appears that many community events are taking scheduling priority over NMSU activities. Tammy Anthony will invite a representative of Corbett Center to an ACAP meeting to discuss scheduling priorities for Corbett Center.
- Bill Glenn requested that ACAP recommend that the campus community be given an opportunity to be involved in discussions regarding the naming of the Dona Ana Branch. Tammy Anthony will invite Maureen Howard to the next ACAP meeting to discuss the issue.

Ø Report from the Chair and Past Chair

- Tim Nesbitt reported that he attended the Board of Regents meeting in Santa Fe on January. Tim reported that the meeting went overtime so his report to the board was a brief description of the activities involving ACAP. Tim reported to the regents a summary of the topic discussed at the January 26 employee open forum. Those topics included employee benefits, an update on broadbanding, an update on the status of a vote to unionize, and answers to the twenty-one questions discussed with Bishop Ramirez and other community leaders. Tim reported that he thanked university administration for their willingness to participate in the open forum and that he strongly encouraged that the forums continue to keep university staff informed.
- Tim Nesbitt reported that the minutes from the January 10 Administrative Council meeting were not yet available.
- Regarding the employee open forum, some ACAP members reported that the quality of the web broadcast was poor and needed to be improved before the next open forum. Tim Nesbitt agreed to

notify Michael Hites and Maureen Howard of the situation and ask for their help to improve the situation for the next forum.

o Tammy Anthony commends Gloria Ferrales in Norma Ledesma's office for doing a good job on maintaining the ACAP website. Bill Glenn congratulated ACAP for doing a good job of getting information posted on the website. Bill Glenn recommends that the drafts of the minutes be posted on the website ten day prior to the next meeting. Other members expressed concerns about the fact that the minutes are not approved and should not be posted until approved. This item will be discussed further at a future meeting.

Ø The meeting adjourned at 4:23 pm

Tim Nesbitt, acting recording secretary

Tammy Anthony, Chair