

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

July 9, 2007

MEMBERS PRESENT: Ellen Bosman, Jane Boykin, Katrina Doolittle, Terri Giron, Russell Hardy, Norma Ledesma, Sandra Moreno, Tim Nesbitt, Paul Ponce, Ermelinda Quintela, Tom Rubadeau, Dario Silva

ALTERNATES PRESENT: Michael Abernethy

VISITORS PRESENT: Conrad Keyes (Pioneers), Cherri Lambeth (Chair-Fringe Benefits)

CALL TO ORDER AND MINUTES: Tim Nesbitt called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:12 p.m. The ACAP meeting was held at the Corbett Center, Colfax room 210. The meeting minutes for June 14, 2007 were presented and approved.

- Motion to accept the minutes was made by Russell Hardy
- Seconded by Norma Ledesma
- Unanimous

OLD BUSINESS

Student Satisfaction Survey:

Tim Nesbitt spoke with Jennifer Hiatt to follow-up on the presentation Jennifer made to ACAP on the Student Satisfaction Survey at the May 2007 ACAP meeting. During her presentation Jennifer pointed out one complaint from students is that they feel they get the run around when attempting to resolve administrative issues. During Jennifer's presentation in May, ACAP offered to formulate some ideas of how to correct the condition of students feeling like they get the run around. Jennifer agreed to meet with Tim to discuss some possibilities. Information will be brought back to ACAP after the follow-up meeting occurs.

AFSCME Contract Update:

President Martin sent a memo to all NMSU employees dated July 12, 2007 announcing "Union Contract Supervisory Training and Employee Open Forums". Several meetings are scheduled to try and accommodate faculty/staff at Corbett Center Senate Gallery, Dona Ana Branch, Gerald Thomas Hall Auditorium, Physical Science Laboratory, Grants Branch, Albuquerque Branch and

Alamogordo Branch and Carlsbad Branch. Hopefully the trainings will provide answers to questions folks have about the union contract and how to manage under the new arrangement.

Human Resources put out information regarding a new overtime and comp time authorization form. There is some confusion regarding comp time and overtime. Employees must continue to have approval prior to accumulating over time. To comply with federal regulations and the newly ratified AFSCME contract, Human Resources states that employees must elect, before they are given the opportunity to use comp time or overtime; how they wish to be paid for comp time or overtime. This new form documents the employee's payment preference when the employee accumulates prior approved overtime. The authorization form will automatically go out to employees twice a year. If an employee fails to complete and submit the authorization form, the system will default to comp time as the pay out method.

COMMITTEE REPORTS

There are no committee reports at this time.

NEW BUSINESS

NMSU University Communications-Web Site Questions:

Ellen Bosman put together a list of questions to be answered by University Communications. Tim Nesbitt emailed the questions to University Communications. Ellen Costello from University Communications responded that more time was needed to prepare answers to the questions and asked to be invited to the August 9, 2007 ACAP meeting. If anyone has any other questions please email them to Tim Nesbitt or Laura Lujan and they can be added to the list.

Making the Anonymous Message Truly Anonymous:

A request was made to talk about the anonymous message website. Norma Ledesma had previously worked with Michael Hites from ICT and at the time the only technique was to manually remove names from messages. Ellen Bosman thinks there may now be a method to set defaults to allow the original sender to remain truly anonymous. Tim will contact Michael Hite's office to see what can be done.

Another question came up on the website regarding \$50 reduction for the 2007/2008 medical deductible for planned participants to complete a health risk assessment between July 1, 2007 and August 31, 2007. The bottom line is that the instructions are not clear on the web. Ellen Bosman followed the link and found nothing. Ellen called employee benefits and was told to go to her benefits webpage and it still was unclear. Tim Nesbitt will ask for clarification from the Employee Benefits specialist Rene Yoder. Dario Silva reported email messages sent to any department in Human Resources are not receiving any response. Tim Nesbitt will report this situation to Human Resources as well.

Norma Ledesma had some questions from faculty/staff of the College of Engineering regarding the mandatory donations for basketball and football tickets. When Tammy Anthony was chair of ACAP she wrote a letter to the President and copied the Athletic Director asking for clarification regarding a change in the athletic ticket purchase policy for NMSU employees. The intent of the memo was to request input before any decision was made regarding the policy. Tim Nesbitt will request a report by the appropriate staff from the Intercollegiate Athletic Department. Ermelinda Quintella suggested that it may be appropriate for someone from the Advancement office to be included as well.

NEW ITEMS

New Mexico Higher Education Staff Association called a meeting to discuss the effectiveness of the organization in its first year of existence. The meeting will be held in Gallup on July 13, 2007. Tim invited Tom Rubadeau, Christina Chavez-Kelly, and Diana Quintana to attend the meeting with him.

Meeting adjourned at 3:43 p.m.