

THE ADVISORY COUCIL ON ADMINISTRATIVE POLICY MINUTE OF THE REGULAR MEETING

MARCH 9, 2006

Tim Nesbitt introduced Conrad Keyes as alternate for Greeley Meyers, Pioneer's Representative. He also introduced Linda Bishop as the new ACAP Secretary.

Members Present: Tammy Anthony, Tim Nesbitt, Maureen Camunez, Bill Glenn, Ann Bock (alternate for Mary Hoke), Lori McKee (alternate for Dario Silva), Bobbi Raub, Kurt Anderson, Terri Giron, Eugene James Leon, Genevieve Bauer (alternate for Sandra Molina), Paul Ponce, Nellie Rosales, Tom Rubadeau, Jane Boykin, Phil Wright, Ida Chavez, Russell Hardy, Reina Clark (alternate for), and Suzanne Loera (alternate for)

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 3:05 pm. The meeting was held at Zuhl Library in the Library Associates Room.

The minutes of February 9, 2006 meeting were presented and approved with changes to add Sandra Moreno, and Terri Giron as present for the last meeting.

OLD BUSINESS:

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

Ø Bill Glenn questioned the "Sabbatical Leave" for professional staff, as to whether or not there would be leave allowed as for faculty. This issue is still with the Fringe Benefit Committee.

Ø Religious Separation: Dr. Hoke was to elaborate on this but she was not present. It was stated that a memorial was passed affirming religious and Spiritual tolerance

Ø By Laws Committee Report: Phil Wright, Norma Ledesma and Jane Boykin will provide the final draft with changes discussed at the February meeting. Concern was expressed regarding proper level of representation of exempt and non exempt employees on ACAP. Tammy Anthony asked for Personnel's assistance to review the demographics of the staff so that ACAP could reevaluate the distribution of representation by the June or July timeframe to allow any changes needed before the next ACAP elections in the fall.

Ø Background Review Policy: There is concern regarding who would be required to have a background check. Should Professional Services have them; and where do we start within the university. Who should be responsible for the cost? Diana Quintana and Augustine should be present at our next meeting to give some feed back on this.

Ø Corbett Center Scheduling: There is still concern that CC seems to schedule community events over university events. Tammy Anthony has invited a representative from Corbett for discussion on the subject.

Ø DABCC Naming (Branding Issue): Dr. Anderson raised the question as to why there needs to be a change in the name. Further communication is expected through the branch campus and any further review by ACAP will be deferred until more is provided by these communications..

Ø Dr. Bock questioned how departments funded sabbaticals, because when she took hers she had to teach her classes as a Distance Ed program. She also mentioned that another of the Professor's in her department had to go to different people begging for monies to fund her sabbatical and she had to acquire enough money to support her salary; not the salary of the substitute. Tammy Anthony suggested that she present this to the Faculty Senate.

NEW BUSINESS:

✚ Policy Manual 8.30 Disciplinary Action/Involuntary Termination – Ellen Bosman submitted her concerns and a survey of policy manuals of NMSU's peers to Tammy Anthony. Tammy Anthony asked her to be present at the next meeting to clarify this with HR. HR should be able to provide the history of our policy and it's intent for us to further discuss/recommend changes based on Ellen Bosman's concerns.

✚ Tim Nesbitt recommended that there be training for supervisors to afford them the means to deal with these situations constructively. Cherri Lambeth stated that Mac Adams was working on that.

✚ Tim Nesbitt, also, recommended that recommended Tom Rubadeau replace Cathy Thomas on the Personnel Grievance Committee. Cathy was promoted and is no longer non-exempt and could no longer serve.

The meeting adjourned at 4:25 pm

Linda Bishop Recording Secretary

Tammy Anthony, Chair