

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

October 13 2005

MEMBERS PRESENT: Roger Hartley, Bobbi Raub), Bernhard Leinauer, Kurt Anderson, Maureen Camunez, Dario Silva, William Glenn, Norma Ledesma, Bea Pacheco, Nellie Rosales, Russell Hardy, Ida Chavez, Tom Rubadeau, Jane Boykin, Sandra Moreno, and Phillip Wright.

ALTERNATES PRESENT: Genevieve Bauer, Steve Hussman, and Linda Beavers

VISITORS: Jim Anthony (Chair of Fringe Benefits Committee).

Since Tim is in Washington , Norma Ledesma called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:03 p.m. in room 333 of Breland Hall.

Norma called for additions or corrections to the minutes of October 13, 2005. The minutes should include that Kelly Brook and Jane Boykin will serve on the citation committee. A motion was made and seconded to accept the minutes as corrected; the minutes were unanimously approved.

COMMITTEE REPORTS: Committee reports were emailed and are attached to these minutes.

OLD BUSINESS

- A. Norma stated that no date has been set yet for the next employee open forum. President Martin has agreed to participate in a fact gathering session at the end of October with Rep Antonio Lujan, J. Paul Taylor, Bishop Ramirez, Diana Quintana, Juan Montoya from the NM Dept of Labor, a representative from AFSCME, and Tim Nesbitt; a date will be set after that meeting. Email Tim Nesbitt if you have any questions.
- B. ACAP Secretary. Larry Crider talked with the Faculty Senate Secretary and she is not interested in the position. There is money from the President to hire a secretary for 10 hours a month. ACAP members present agreed that 10 hours a month would be enough time for the position. If a secretary is hired, ACAP Bylaws will need to be modified. Norma will email Tim with the info. If you know of someone who might be interested in the position, email Tim.

NEW BUSINESS

- A. Labor Board Report. Information from the Labor Management Board has been released. Tim will receive a copy once it is available. In the report the Board encourages both sides to communicate openly on issues.
- B. Communications from Staff. There was a question from a Palestine TX employee regarding administrative costs for ERB. The question has been forwarded to HR; no answer received yet.

REPORT FROM THE CHAIR

Administrative Council and Regents minutes were emailed with agenda. Bill Glenn was concerned with how a DABCC Community Education request for alcohol use was presented in the Admin Council minutes. It should be noted that DABCC and Community Education did what was required according to the alcohol policy in effect at the time of the class. Bill will email Tim for this clarification to be made in the council minutes.

Bylaws Committee – someone is needed to replace Paula Ross on the committee. Phil Wright volunteered. ACAP members should be reviewing the bylaws and should forward any concerns/questions/suggestions to the committee.

Russell Hardy stated that President Martin has contacted Branch CEOs for input on the roles of the Branch Campuses. He will work with Dr. McClure on this issue.

Due to reclassifications, two ACAP members (Ida Quinones and Bea Pacheco) will need to be replaced.

Bill Glenn raised the concern that policies are being revised and new policies being created without ACAP's knowledge. Part of ACAP's purpose is to provide advisory input for administrative policy revisions and proposals. ACAP also serves to disseminate information regarding policy changes to the campus population. Norma will talk with Tim on this issue.

Kurt Anderson raised another concern regarding University policies. Many policies don't seem to follow the written manual; there are new unwritten rules. There is a problem when written documentation is not correct or when a policy changes but people are not notified of the change. Norma stated that procedures are constantly changing and good communication is needed. It was discussed that some of the problems started when procedures were pulled from the policy manual. Bill Glenn voiced concern with having an ACAP representative on the current policy manual revision committee and also with the tight revision schedule.

The meeting adjourned at 3:25 p.m.

Linda S. Beavers, OLC Alternate

Norma Ledesma, Past Chairperson

The Council has not approved these minutes.