

ACAP
Advisory Council on Administrative Policy
AGENDA
June 11, 2009
Skeen Hall Room 200

3:00 PM

Call to order

Approval of Minutes from May 14, 2009

Old Business

- Alternative Dispute Resolution (ADR) policy
- Recommendation regarding Interims

Committee Reports (Attached)

New Business

- Police Department Demonstration
- Proposed Policy – HR Practices in a University State of Emergency (Katrina Doolittle)
- Presidential Search Committee Input
- Messages from staff on ACAP email
- New Items from Council Members

Report from the Chair

- Board of Regents Meeting (Special) – May 19, 2009
- Administrative Council – June 9, 2009

All primary ACAP Members are reminded that if they are unable to attend the meeting to contact an ACAP alternate to substitute for them. If the primary member does not arrange for a substitute, the member will be counted absent.

Next Regular meeting

July 9, 2009 3:00 PM Hadley Hall Room 130

- 1) Include Archivist on the ACAP listserve;
Seconded by Norma Ledesma
-Motion was passed unanimously
- 2) Ask the By-Laws committee review the ACAP Constitution and make a recommendation how this document should be amended to address this issue.
-Seconded by Kurt Anderson
-Motion was passed unanimously

Additionally it was discussed that the Records Archival Task Force would draft a recommendation in support of the importance of archiving records across the University. Kurt recommended the University needs to better inform employees of the guidelines related to University documentation.

Discussion also centered on how to address the collection of past documentation. Kelly indicated that the main focus would be on addressing this issue as we go forward and set procedures to insure the future collection of ACAP information for archiving. We will make efforts to collect past documentation, perhaps contacting past Presidents, but the focus will be on setting future procedures.

Police Department Demonstration:

The NMSU Police Department has agreed to perform their demonstration at our June 11th meeting.

Alternative Dispute Resolution (ADR) policy:

Diana Quintana reported that there is no change in this regard.

Recommendation regarding Interims:

The recommendation voted on at ACAP's April 9, 2009 meeting was not forwarded to President Cruzado as it was not completed prior to the announcement that she will be moving back to her position as Provost. Kelly Brooks and René Yoder will continue to work on the specific wording. Kelly will send a draft of this recommendation to the Committee for input prior to submission.

ICT Policy:

As a result of the motion from the April 9th ACAP meeting, Kelly Brooks sent a request to President Cruzado asking that the new ICT Policy be tabled at the May 12th Administrative Council meeting until our concerns could be adequately documented and presented. The President sent our request to Sean Cooper who came to Administrative Council ready to address the concerns that related to NMSU Policy Manual Section 3.75. He agreed to remove his recommended changes which would have conflicted/amended Policy 3.75. He agrees that policy 3.75 is outdated and should be reviewed. It was noted that ACAP had other concerns that were part of this policy that were not addressed.

Kelly will send ACAP members a copy of policy 3.75 for review to determine if ACAP would like to recommend changes. Note: The new ICT Policy was approved by NMSU Administrative Council on May 12, 2009.

-A motion was made to re-word the recommendation to the President removing the wording about increasing the cap. The only change ACAP is requesting is that graduate classes be included in this benefit.

-Seconded by Anthony Parra

-Motion was passed unanimously

REPORT FROM THE CHAIR

National Bike Month at NMSU:

Kelly shared a copy of the memo forwarded to President Cruzado regarding ACAP's recommendation on this issue. It was noted that Jennifer Taylor recommended that the funds for this event should come from the Activity Center account and ACAP funds would not be necessary.

Board of Regents:

Kelly shared a copy of a letter from the Chair of the Board of Regents regarding President Cruzado and the presidential search. Tim Chappell shared concern at the lack of information regarding the effective date of President Cruzado stepping down and who is in charge in the interim. Tim Nesbitt was selected by the NMSU Regents, in light of his long-term experience with ACAP, to serve on the new Presidential Search Committee.

NMSU Administrative Council:

The results of the Climate Sustainability Survey were presented at the Administrative Council meeting on May 12, 2009. The implementation of temperature set points for buildings will proceed immediately with consideration given to special areas such as labs that may require special accommodations. Compressed summer scheduling is being considered for the summer of 2010.

The recommendations of the Wellness Committee related to the AggieFit program were approved.

Other:

The ACAP meeting for June is scheduled for Thursday, June 11, 2009 at 3:00 pm in Skeen Hall, Room 200.

The motion to adjourn was made by Kurt Anderson and seconded by Mike Abernathy. The motion passed unanimously. The meeting adjourned at 5:05 pm.

Chapter 8 Staff Policies

- 8.05 Area/Shift Differentials
- 8.10 Career Development/Apprenticeship Training
- 8.15 Compensation
 - 8.15.05 Multi-lingual Pay
 - 8.15.10 Employee Recognition Program
- 8.16 Hardship Differential Pay
- 8.20 Compensatory Time, Overtime, Holiday Pay (See also Chapter 4 - Hiring - Definitions - Employees Exempt)
 - 8.20.05 On-call Pay
 - 8.20.10 Call-back Pay
- 8.25 Consulting (Exempt Staff)
- 8.30 Disciplinary Action/Involuntary Termination (See also Chapter 4 Human Resources - General - Appeals) [Adopted by Administrative Council on 09.09.08; Pending Annual Ratification]
- 8.35 Grievances (See Chapter 4 Human Resources - General - Appeals)
- 8.40 Hiring (See Chapter 4, Human Resources - General - Hiring)
 - 8.40.1 Ineligibility for Rehire
- 8.45 Layoffs and Recall (See also Chapter 4 - Human Resources - General - Layoff/Financial Exigency)
- 8.50 Performance Evaluation/Probationary Period (See also Chapter 5 - Faculty - Deans - Reviews and Department Head - Reviews) [Adopted by Administrative Council 09.09.08; Pending Annual Ratification]
- 8.55 Promotion and Reclassification (Exempt and Nonexempt Staff) (See also Compensation-Rate of Pay for Promotion, above and Career Development)
- 8.60 Resignations
- 8.65 Terminations (See Disciplinary Actions or Resignations)
- 8.70 Transfers
- 8.75 Workweek (See also Comp Time/Overtime)

University Budget Committee Report

The University Budget Committee met on Friday May 15, 2009.

BRR

Glen Haubold and Jack Kirby presented to the committee regarding the Building Repair and Renewal process including sector investment for FY 10 and funding recommendations. Included with the committee report is a copy of their presentation. The presentation was to request a shift in sector investment for FY 10 that is more in line with the needs of the campus community. Movement of the allocations that were recommended was in both NON-OFS and OFS areas moving funding from capital improvements and major maintenance to infrastructure and to addressing the critical needs presented in the Environmental, Health, Safety and Access. The committee has supported the recommendations.

RPSP and Legislative update

Vicente Vargas presented a legislative update as well as addressing Research and Public Service requests for FY 11. The legislative update was the same as what was presented to ACAP.

He indicated that FY 11 forecasts present a similar picture as FY 10 in that funding will be tight again at the state level. RPSP funding will be hard pressed and probably limited in FY 11. The committee decided to put out requests for FY 11 from the community to be carried forward knowing that funding may be limited.

Performance Funds

Carmen Santana-Melgoza provided a status report of Performance Fund Awards. The majority of the projects have either met or exceeded their goals for the current year. A copy of the report is attached.

For FY 10, a limited amount of funding may be available for allocation on a non-recurring basis. The amount has yet to be determined.

ER&R

Jennifer Taylor discussed ER&R for FY 10. For FY 10 there is \$3,055,261.69 available for allocation. The amount is lower than FY 09. The committee has elected to continue to follow the distribution formula established in FY 09. Under the formula 40% of the funds will be allocated to I&G units based upon their prorated share of the total I&G net depreciated book value of all IT hardware. This allocation is expected to address all routine hardware purchases. The remaining 60% of the funds in this pool are available for allocations to qualifying submitted proposals.

Budget Hearings FY 10

The University Budget Committee will hold budget hearings on June 18, 19, and 22nd for both ERR and RPSP requests. The deadline for submission of the requests is June 10th for non-academic units and May 27th for academic units.

Kelly L. Brooks

Subject: FW: [Clovisasc_grp] AggieFit Sessions -

-----Original Message-----

From: Nesbitt, Tim
Sent: Thursday, June 04, 2009 10:48 AM
To: Mckee, Lori
Cc: Kelly L. Brooks; Roseanne Bensley; Ledesma, Norma; Quintana, Diana
Subject: FW: [Clovisasc_grp] AggieFit Sessions -

FYI Everyone:

As predicted the off campus folks are wondering, "what about us?"

Tim

-----Original Message-----

From: bus_off-bounces@nmsu.edu [mailto:bus_off-bounces@nmsu.edu] On Behalf Of Angadi, Sangu
Sent: Thursday, June 04, 2009 10:31 AM
To: Mick O'Neill; Crabb, Elizabeth; cahe@nmsu.edu
Subject: RE: [Clovisasc_grp] AggieFit Sessions -

Elizabeth,

I also support Mick's suggestion.

Sangu

Sangu Angadi, Ph.D.
Assistant Professor
New Mexico State University
Agricultural Science Center at Clovis

-----Original Message-----

From: clovisasc_grp-bounces@nmsu.edu [mailto:clovisasc_grp-bounces@nmsu.edu] On Behalf Of Mick O'Neill
Sent: Wednesday, June 03, 2009 11:31 PM
To: Crabb, Elizabeth; cahe@nmsu.edu
Subject: Re: [Clovisasc_grp] AggieFit Sessions -

Elizabeth,

This sounds very worthwhile for Las Cruces employees but what about off-campus employees? Can similar benefits be extended to them through local campuses, community colleges, spas, health clubs, or other similar facility? Perhaps they could develop a plan with local organizations and be included in the AggieFit program. I am sure you will find interested off-campus faculty/staff who would like to participate. Please discuss this point during the June 8 informational meeting in the Gerald Thomas, Auditorium, Rm. 194.

Regards,
Mick

-----Original Message-----

From: farmington_grp-bounces@nmsu.edu
Sent: Thursday, June 04, 2009 1:56 AM
To: cahe@nmsu.edu
Subject: FW: AggieFit Sessions -