

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

September 20, 2001

MEMBERS PRESENT: William Lindemann (F), John Mullen (F), Stan Lopez (F), Bobbi Raub (F), Tina Byford (P), Maureen Camunez (P), Shaun Cooper (P), Norma Ledesma (P), William Glenn (P), Terry Cook (P), Nellie Rosales (Alternate for Annette Alvarez) (C), Jack Clifton (C), Lilly Dominguez (C), Diane Lopez (C), Margaret Holland (C), Paula Ross (C), Viola McCormick (C), Ida Chavez (OLC), Linda Beavers (Alternate for Susan Martin) (OLC) and Phillip Wright (OLC).

VISITORS: Missy Giacomelli (Fringe Benefits), Bob Howell (Personnel), Janet May (Employee Benefits) and Ruth Cantrell (Theatre Arts).

ALTERNATES PRESENT: Monica Smiggen (P), Kelly Brooks (P), Josie Alexander (C) and Ancelmo Encinias (P).

Bill Glenn called the regular meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:00 p.m. in conference room of the New Mexico Department of Agriculture Building.

Bill asked Bob Howell to begin the meeting by talking to the Council about policy consolidation and the work that his Committee has been doing to consolidate three primary manuals (the Administrative Policies and Procedures Manual, the Personnel and Benefits Policy Manual and the Board of Regents Policy Manual) into one policy manual. Copies of the "Proposed New Mexico State University Policy Manual" were handed out to all members of the Council. Bob said that the proposed manual was also available on the web. The charge to the Committee was not to change policy but to make revisions, clarify policy statements and to remove duplication and obsolete policies. They worked on making editorial changes without changing the intent of the policy. Bob explained a policy review timeline that will enable the new Policy Manual to be presented to the Board of Regents on December 14. The Committee would like input on style and format. Bill reported that the Executive Committee (Shaun Cooper, Maureen Camunez and Paula Ross) will be the Reviewing Committee for ACAP and he requested that any of the Council members who have comments e-mail or contact one of the Executive Committee members. Bob added that the Board of Regents Manual is not easily available. He stated that a lot of it is duplicated from the AP&P and that other information in their manual deals with the duties and authorities of the Board of Regents.

Next Bill introduced Ruth Cantrell from Theatre Arts. Theatre Arts has requested that the free ticket benefit for retired NMSU employees be discontinued. The Theatre Arts Department figures that this benefit to retired employees costs their Department about \$2,200.00 a year. Student ticket prices are \$6, \$7 and \$8 depending on the night of the performance. Dr. Cantrell is proposing that the rate for

retirees be the same as for students and probably a limit of two tickets. Students get one ticket per ID. A lengthy discussion followed. A motion was made that we present our concerns to the President about erosion of benefits for both employees and retirees and that we would like for there to be some way of additional funding considered to the Theatre Arts Department to make up the loss that they may have to cover in continuing free tickets for retirees. Motion passed.

Bill then called for additions or corrections to the minutes of the August ACAP meeting. A motion was made and seconded to accept the August minutes as written. Motion passed.

FRINGE BENEFITS COMMITTEE: Missy Giacomelli reported that the President has requested the Fringe Benefits Committee to look at our benefits package. She reported that it will take time and funding is a huge issue. They will keep us apprised of their progress. =

INSURANCE COMMITTEE: Tina Byford, the new Chair for the Insurance Committee, reported that the Insurance Committee would be meeting on Tuesday, October 25th, at 10:30 in the Hadley Hall Conference Room. The insurance plan description booklet is still being worked on. There is progress being made and they are trying to make it user friendly.

ATHLETIC COUNCIL: Inactive.

CORBETT CENTER: Inactive. =

INTRAMURAL POLICY BOARD: Inactive.

CAMPUS PLANNING: Has not met.

BUDGET COMMITTEE: Maureen Camunez handed out copies of recommendations submitted to President Gogue regarding the budget for 2001-2002 provided by Brenda Shannon, ACAP representative on the Budget Committee. The budget has been approved and the Committee will start meeting again in the Spring.

REPORT FROM THE CHAIR: Bill reported that the Administrative Council has been meeting and that President Gogue had asked if there were any areas of campus concern because of happenings on September 11. They also have discussed the new proposed Policy Manual, the building list, enrollment, help from NMSU being requested for the building of Unidad Park and support for the United Way.

OLD BUSINESS: Interim/Acting Committee Report. Tina Byford reported the Committee made up of Bobbi Raub, Phil Wright, Kelly Brook, Jack Clifton and Bob Howell had tried to find out if other institutions had policies regarding Interim/Acting appointments. = They found out that not many do. Tina passed out a handout explaining that the purpose of this proposed policy is to clarify the use of and differences between the titles "interim" and "acting when filling vacancies at the administrative level, as well as to define the criteria for appointing interim administrative candidates.

Under their proposed policy, an "acting" title would be used if an administrator is absent for a short period of time (usually 30 days or less). The absent administrator retains the responsibility of his/her position but delegates the authority to the "acting person" for a short period of time.

An "interim" title is used if an administrator resigns and a replacement is sought or if an administrator is absent for a longer period of time (usually exceeding one month). The "interim" person has both the authority and the responsibility of the office.

Under the proposed policy, all appointments, interim or acting, would follow current personnel routing and approval procedures.

Appointments to "acting" positions would be approved by the administrator at the next level in the organization. The organizational unit dean, vice-provost, vice-president, or director would approve appointments to "interim" positions.

Persons who are appointed as interim replacements may apply for and be considered with all other candidates for the position on a permanent basis. Departments should begin the search process immediately upon the appointment of an interim person; interim appointments would be effective for a maximum of 12 months.

Discussion of the proposed policy followed. A motion was made and seconded that the Council accept the proposed policy as written and that the policy be sent forward to President Gogue for his review. Motion passed.

Picnic Committee: Because a National Day of Prayer and Remembrance had been called for on September 14, it was decided that the Annual Employee Picnic should be cancelled and proceeds from the ticket sale be sent to aid the people of New York. We will know more about the amount of money that will be sent in the next few days.

NEW BUSINESS: Building Safety. Because of the happenings of September 11, Council recommends that departmental and building monitors be urged to review with employees their building safety and evacuation procedures.

Committee Elections. Phillip Wright was selected to serve a two-year appointment to the Athletic Council. President Gogue has requested ACAP to appoint two members to the new Compensation Committee – one Professional and one Classified employee. Kelly Brook will serve as our Professional representative and Margaret Holland will serve as our Classified representative. Monica Smiggen was appointed to serve as ACAP's Faculty Senate Liaison.

Request for Four-Way Stop Signs. ACAP has been asked to look into the possibility of four-way stop signs being installed at the corners of Espina and Gregg and at the corners of North Horseshoe and

Espina. This will be turned over to Monica Smiggen, our representative on the Campus Planning Committee.

Selling Back Annual Leave. A request has been made to ACAP that the Fringe Benefits Committee again look at the possibility of employees selling back annual leave that they would lose if not taken by the end of September.

With no further business to discuss, a motion was made to adjourn. Motion seconded and passed.

Paula Ross, Secretary William Glenn, Chairperson

The Council has approved these minutes.

NOTICE OF NEXT MEETING:

THURSDAY, October 11, 2001

New Mexico Department of Agriculture 92s Conference Room

3190 Espina

3: 00 p.m.