

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

April 12, 2001

MEMBERS PRESENT: Bobbi Raub (F), William Lindemann (F), Bill Glenn (P), Maureen Camunez (P), Tina Byford (P), Shaun Cooper (P), Anselmo Encinias (Alternate for Norma Ledesma) (P), Terry Cook (P), Ann Nieto (Alternate for Annette Alvarez) (C), Margaret Holland (C), Jack Clifton (C), Lilly Dominguez (C), Paula Ross (C), Phillip Wright (OLC), and Linda Beavers (Alternate for Susan Martin) (OLC).

VISITORS: Dr. Gary Cunningham (Vice-President), Lydia Bruner (Financial Aid), Missy Giacomelli (Fringe Benefits), Brenda Shannon (Budget Committee Representative) and Dennis Hallford (Faculty Senate Representative/Compensation Committee Representative).

ALTERNATES PRESENT: Monica Smiggen (P).

The regular meeting of the Advisory Council on Administrative Policy (ACAP) was called to order at 3:00 p.m. by Bill Glenn in the New Mexico Department of Agriculture's Conference Room.

Bill introduced and welcomed Vice-President Gary Cunningham to the ACAP meeting. Dr. Cunningham thanked the committee members for allowing him to come visit with them today about a proposed draft regarding Flexible Faculty Appointments. The following is the draft that is being proposed:

"New Mexico State University (NMSU) will allow, under appropriate circumstances and with appropriate approvals as detailed below, a full-time (9 month) faculty member to reduce his/her full-time equivalent appointment by up to 20% (to 0.8 FTE) and retain their 1.0 FTE benefits and salary dollar amount. While on the flexible appointment, the faculty member must continue to meet the established teaching, research, and service obligations and expectations of their department (i.e., normal teaching loads may not be reduced). Faculty may obtain support for the remaining % FTE (i.e., up to 20%) through external funding sources for work that supports the creative scholarly activity and research goals of the department and the university. The faculty FTE reductions on flexible appointments will be subtracted from the faculty member's consulting time allowance. These flexible appointments are intended to encourage and reward externally funded creative scholarly activity and research that enhances these goals.

Faculty must make a formal application for a flexible appointment through their department head. The

department head, dean, and Provost must approve the application. Flexible appointments of non-tenured tenure-track faculty should only be made with the consultation and advice of the departmental tenure committee, as such appointments increase the workload of those on Flexible Faculty Appointments. Modified employment forms must be submitted following appropriate approvals of the application. Faculty who are approved for Flexible Faculty Appointments cannot return to normal faculty status."

Dr. Cunningham wants us to think about this proposal and to give him any comments before he takes it back to Administrative Council. He hopes to have this proposal approved by the beginning of the fiscal year.

Tina Byford will chair a committee made of Missy Giacomelli, Bill Lindemann and Bill Glenn to review the proposal. She asked for input from the Council members.

Bill thanked Dr. Cunningham for visiting with Council.

Bill then called for additions or corrections to the minutes for the February ACAP meeting. A correction to add Bobbi Raub's name to those in attendance was requested. A motion was made and seconded to accept the February minutes with the correction. Motion passed.

Bill then called for additions or corrections to the minutes for the March ACAP meeting. A motion was made and seconded to accept the March minutes as written. Motion passed. Paula Ross thanked Lilly Dominguez for taking the minutes for the March meeting for her.

FRINGE BENEFITS COMMITTEE: Missy Giacomelli reported that the Fringe Benefits Committee had not met in March. When they meet in April they will begin looking into the childcare issue which has been brought up by President Gogue and also a request from the Department of Theatre that they be able to give free tickets to retirees.

INSURANCE COMMITTEE: Bill distributed a summary of the Insurance Committee's activities prepared by Doreene Alexander, who could not attend the ACAP meeting. The summary is as follows: "The Insurance Committee has continued to be very productive. The major emphasis of the Committee was directed toward a recommendation of a health insurance carrier. The Committee recommended, to ACAP, Blue Cross/Blue Shield of New Mexico as the health insurance carrier. This recommendation was then forwarded to President Gogue and supported. On Thursday, April 5, 2001 the public announcement of Blue Cross/Blue Shield as the health insurance carrier effective July 1, 2001 was made. Representatives of Blue Cross/Blue Shield, community health providers and members of the university community had an opportunity to interact during this informational meeting. Enrollment meetings are scheduled for April 23, April 24 and April 25. The monthly meeting of the Committee was held on Tuesday, March 20, 2001 in the Zuhl Library Associates Room." Their next meeting will be devoted entirely to retiree coverages.

Paula reported that she has received the approved minutes from the Insurance Committee's meetings for

January 19, 2001, February 14, 2001 and February 27, 2001 from their Secretary Jim Strickland. Copies of these minutes were available for members of ACAP to take if they desired. The minutes will be put on our web page along with our ACAP minutes.

Tina Byford commented on the new insurance carrier and reminded everyone that the deadline to enroll in the new insurance plan is May 11.

A question was asked as to why the new insurance plan had not been brought through ACAP for review. The answer was because of the time frame the Insurance Committee was under and because ACAP is represented on the Insurance Committee. The Committee did a tremendous job of going through the huge volume of information. Normally we would expect anything coming from the Fringe Benefits Committee or the Insurance Committee to go through us first, but there just wasn't time.

ACAP appreciates all the efforts that the Insurance Committee did and they literally put in hours and hours of research, review and meetings.

ATHLETIC COUNCIL: Paula reported that Roseanne Bensley had submitted to her the approved minutes from the Athletic Council meetings of December 5, 2000, February 2, 2001 and March 9, 2001. Copies of these minutes were available for Council members if they wanted them. Highlights of the minutes are as follows:

December 5, 2000 --

The Athletic Director's Report was given by Brian Faison. Faison praised football on their recognition in academics and swimming for breaking team records recently. He also reported a gift of stock had been given to the department toward the building of the sports medicine and academic complex. The value of the stock was \$975,000. The donor had wanted it to be a complete \$1,000,000 so he added \$25,000 on his own.

Academic and Athletic Honors and Recognitions: Simone Bremicker (4.0 GPA in International Business and competing in two sports) was introduced as the Female Scholar-Athlete. Tim Englehardt (3.627 GPA in Accounting and former football player) was introduced and the Council was informed that he would be joining the newly formed XFL, playing for the Chicago Enforcers. Golfer Kate Dunn was introduced as the New Mexico 2000 Woman of the Year. She has won this award for the last three years.

New Business: Team reports were given. Linda Koch distributed copies of the University Excused Absence Policy. Concern was expressed about the system on which grade checks are done. Attendance at home athletic events was discussed. This is not only a problem at NMSU but at schools all over the nation.

February 2, 2001 --

Assistant AD/Compliance Report -- Academic Report for Fall 2000. The Fall Achievement Report was handed out. The report was broken down by sport and athlete. They are not entirely happy with the report since there was some slippage in grades.

Sun Belt Activities -- Karen Key attended the Fall meeting for the Sun Belt and discussed tournament changes that were approved.

Athletic Director's Report -- Brian Faison. Brian requested a letter be sent to Stan Fulton thanking him for his gifts to the Athletic Department. The time schedule for the new complex that will be built with the money from Mr. Fulton was discussed. Brian stated that it appeared that they would begin a search for an architect in April.

The Council had a long discussion on the UTEP football game controversy.

March 9, 2001 --

Special Recognitions. The Aggie Swimming and Diving Team and Assistant Coach Jonathan Johnson were introduced and recognized by the Council for their outstanding season.

Comments by President Gogue. President Gogue made several comments to the Council on observations that he has made so far. He is happy with the graduation rate and the percentage of student-athletes with a 3.0 GPA or better is very impressive. President Gogue suggested the Council become more involved with the athletics department budget. Athletics needs to resolve its debt.

CORBETT CENTER: No report.

INTRAMURAL POLICY BOARD: No report.

CAMPUS PLANNING: Monica Smiggen reported that the Campus Planning Committee had met and talked with Fire Chief Darrell Smith and Police Chief Lou Cabot. Chief Smith reported that they will be adding a new bay on to the fire station for their fire truck and Chief Cabot gave an update on what they want to do to make NMSU more visitor friendly. There will be more parking meters and more signage. Over the summer there will be road construction on University Avenue by the Interstate 25 overpass. A stoplight will be installed to assist traffic coming on to University Avenue.

BUDGET COMMITTEE: Brenda Shannon reported that the University Budget Committee had met this morning. They had some very interesting discussions, but still have much work to do before a recommendation is developed.

They do know that no additional state appropriations are expected for the foreseeable future. Flat enrollments and flat to slightly reduced funding overall is expected, for at least the next three years and possibly much longer than that. (High school graduation rates are projected to be essentially flat until

2008 and then drop off after that.) Tuition and fees are not expected to be a source of additional funding either.

What that means is that, whatever we do with budgets comes down to reallocation of existing resources. If you put money in one place, you have to take it away from someplace else -- rob Peter to pay Paul.

They talked about what institutional priorities should be. The things that seemed to be foremost on everyone's minds were:

1. The Library (which is facing a \$750,000 budget reduction for the coming year)
2. Salary equity/market dollars
3. Technical support and infrastructure for computer classrooms, distance education, etc.
4. Advancement
5. Departmental Operating Funds.

Expenses were easy to come up with. The only source of income that they were able to come up with that offers any flexibility is overhead return.

The Committee is going to try to come up with 3-4 projects to support as requests to the Legislature for Research and Public Service funding.

There are some equipment funds available for 2001-02 but we will have to come up with some allocation methodology.

FACULTY SENATE: Dennis Hallford reported on four propositions that had been considered at their last meeting.

Proposition: 09-00/01. "Amendment of Intellectual Property Policies" was referred back to Committee.

Proposition: 11-00/01 -- to approve addition of degree passed.

Proposition: 13-00/01 -- to change the qualifications for membership on the Graduate Faculty and to add a committee to assist the Graduate Dean in deciding on Graduate Faculty membership passed.

Proposition: 12-00/01 -- to amend the AP&P and make salary adjustments based solely on merit with no base 10 dollars was hotly discussed. Part of the bill, dealing with removing the base 10 and merit received a do pass. The remaining part of the bill will be discussed again at the next Faculty Senate Meeting.

Other propositions discussed had to deal with the Library's funding, Language requirements and establishing Branch Faculty Council. A Memorial was also passed to recommend that Administration try to find funding to help the Library.

COMPENSATION COMMITTEE. Dennis reported that the proposal from the Compensation Committee had been presented to the Faculty Senate and was referred to the Faculty Affairs Committee. Discussion followed about the 7% and 6.5% compensation package that NMSU should be receiving. Emphasis was placed on the fact that the money that will be received is the amount of the compensation increase that NMSU will receive and does not mean that raises will be 7% and 6.5%.

CONSTITUTION COMMITTEE: Shaun Cooper passed out a handout outlining the proposed changes that the Committee has made to the ACAP Constitution and By-Laws. Shaun requested that members review the proposed changes and be prepared to discuss and vote on the individual changes at our May meeting.

REPORT FROM THE CHAIR: Glenn reported the following:

- Administrative Council discussed Visitor's Parking and the proposed Students' Bill of Rights.
- The Board of Regents passed the Free Speech Policy.

OLD BUSINESS: Students' Bill of Rights

The Committee that was formed to review the proposed Students' Bill of Rights recommends that the bill be sent back to ASNMSU. In a handout given to the Council, the Committee stated that it is not something that should be supported or advanced in its present form. Points of concern were outlined point by point. Discussion followed. ACAP does not accept this Bill of Rights as presented and requests that ASNMSU revise it and return it to us again in draft form. Bill will write a letter to ASNMSU's President, Bill McCamley, stating our position.

NEW BUSINESS: Ft. Bliss Award. At our May meeting, we will form a Committee with Shaun Cooper serving as Chair to select the Ft. Bliss Award winner.

Change in Meeting Date. A motion was made and seconded that our next meeting be changed to May 3 in order to avoid conflicts that often occur during Finals Week. Motion passed.

Other. The Committee that was appointed to look into the issue of Interim and Acting positions will meet over the summer and have a report for us in the Fall.

At our May meeting, we will also begin talking about the annual Employee Picnic.

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

Paula Ross, Secretary William Glenn, Chairperson

These minutes have been approved by the Council.

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NOTICE OF NEXT MEETING:

THURSDAY, May 3, 2001

New Mexico Department of Agriculture's Conference Room

3190 Espina

3:00 P.M.

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