

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

April 8, 2004

MEMBERS PRESENT: Elliott Willman (F), Bernhard Leinauer (Alternate for Roger Hartley) (F), Bobbi Raub (F), William Glenn (P), Tim Nesbitt (P), Viola McCormick (C), Carla Casas (Alternate for Christie Padilla) (C), Robert Medina (C), Ida Quinones (C), Paula Ross (C), Bea Pacheco (Alternate for Cathy Thomas) (C), Linda Beavers (OLC) and Phillip Wright (OLC).

ALTERNATES PRESENT: Kelly Brooks (P).

VISITORS: Greg Fant, Chair of the Compensation Committee.

Tim Nesbitt called the regular meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:30 p.m. in the Conference Room of the New Mexico Department of Agriculture. At this time it was determined that a quorum was not present.

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

Tim introduced Dr. Greg Fant, Chairman of the Compensation Committee. Dr. Fant handed out the following Salary Compensation Committee meeting update:

The Compensation Committee met on March 19, 2004. Discussion centered on the proposed changes to the faculty salary policy. The Committee will be presenting the following proposed faculty salary policy change to Faculty Senate at their next meeting. The Compensation Committee is requesting approval from ACAP on these changes to faculty policy at this time:

1. Current policy refers to a “50% cost of living maximum” and a 30% base adjustment.” These statements are contradictory. The proposed changes remove this confusion. (see paragraphs one and two of Section 5.25).
2. Historically NMSU has not given true “Cost of Living Adjustments” (COLA), instead we have made base salary adjustments. Therefore, all references to the term “COLA” should be eliminated from the Policy Manual.
3. Our current system does not allow for flexibility to respond to current economic conditions. These changes will allow the provost to allocate raise dollars in a manner that helps the maximum number of faculty members. For example, in a year when raise dollars are no more than 1% or 2%, the provost

could allocate all funds (after promotions) for a base adjustment rather than using the merit system to allocate small amounts of money that insult rather than reward outstanding work. On the other hand, in a year when the raise dollars are 4% or 5%, the provost could allocate a portion for base adjustment, a portion for merit, and use some funds for equity issues. In other words,, much like we are currently doing.

It was also determined that we would seek input from ACAP regarding the following possible change to the professional and classified salary policy before going forward with a recommendation. We are requesting feedback from ACAP on the following policy recommendation:

Across the board salary adjustments will be awarded when annual raise dollars are 3% or less. During years when raises are 3-5%, dollars will be distributed according to a formula. For classified staff, 60% of the average increase will be allocated for base adjustment purposes, and the remaining 40% will be allocated for performance purposes. Professional staff will be awarded raise dollars based on a base adjustment representing 30% of the average increase and a performance adjustment of 70% of the average increase. During years when the raise dollars exceed 5%, the President (or his designee) may direct a portion of the amount above 5% toward equity and market issues.

Proposed changes to the AP&P are as follows:

5.25 Compensation (See also Research – Intellectual Property, and Reassignment of Administrators/Department Heads.)

Salary increases are determined after the legislature has appropriated funds for the operation of the university. Salary increments will be based upon the annual performance evaluation and a separate cost of living adjustment. The cost-of-living adjustment will not exceed 50 percent of the amount allocated by the university for salary increases. The following categories will be determined from the total university allotment for faculty salaries. Salary increases for faculty promotions will be taken from the total university funds available for faculty base salary adjustments and performance increases **raises**. The remaining funds will then be proportionately allocated as listed below.

~~Base Salary Adjustments: (Faculty whose appointments occur before January 15 are eligible for base (cost of living) adjustments for the following year.) Thirty percent of the total funds available for salary increases is set aside for the base salary adjustment and allocated to faculty on the basis of the all university average salary for a given rank. The base salary adjustment compensates to some degree for increases in consumer prices. Faculty hired prior to January 15 are eligible for base adjustments for the following year.~~

Promotion: It shall be the policy of the university that all promotions shall include a fixed percentage salary increase, irrespective of other salary increases, currently six percent of the mean salaries of ranks currently held. (For example, an assistant professor being promoted to associate professor would receive an increase equal to six percent of the current mean salary of all assistant professors).

~~**Performance Evaluation:** The balance of these funds for faculty salaries will be distributed based upon the annual performance evaluation. The following policy shall determine the distribution of the money allocated in this category. Faculty employed after October 1 will be excluded from performance evaluation increments for the following year.~~

After promotion dollars are determined, the remaining funds shall be distributed proportionally to each college and branch (unless the branch allocation is separate from the main campus allocation) based on their current salary pool. When allocating these funds, consideration should be given for performance, equity, and market issues as well as base adjustments.

The department head makes a salary recommendation to the college dean. When final salary determination has been made and approved by the department head, deans, and provost, the faculty member is informed verbally by the department head of his/her salary for the next year, including a breakdown of cost of living, performance, and/or promotion increments. **Faculty hired after January 15 will not receive a salary adjustment. Anyone hired prior to that date and after October 1 would be eligible for a base adjustment during the years a base adjustment is given.** Faculty salary and salary increase information shall be made available to the tenured and tenure-track faculty in the form of tables reflecting increases by rank for the university and each college. Salary letters are issued by the Office of the President. The percentage increase in salaries to each college and department is public information which is available upon request. **Each year the Provost shall report to the faculty on how raise dollars were distributed.**

After the Council had a chance to read and review the handout, Dr. Fant explained that the objective of the Compensation Committee was to put some flexibility changes into the AP&P and to allow the flexible decisions to be the responsibility of the Provost. These proposed revisions represent a flexible system.

Much discussion followed. A question was brought up regarding the Ag College and the different problems that the Ag College faces because of I&G shortages and the Experiment Station appointments. The response was that the Ag College, NMDA and other places that don't have the full amount of I&G money would have to be taken up as a separate issue.

The Compensation Committee wants feedback from ACAP on the Classified and Profession staff suggestions also.

After further discussion, it was decided that ACAP wanted to wait until our next meeting to make a recommendation to the Compensation Committee. Many of the Council members are totally confused by the “base” plan and want to talk to their peers and administrators about the proposed changes.

Tim thanked Dr. Fant for the obviously hard work that the Committee has completed and assured him that we would vote on the issue at our next meeting.

FRINGE BENEFITS COMMITTEE: Cathy Thomas, Chair of the Fringe Benefits Committee, was unable to attend our meeting but submitted the following report:

1. At the February Fringe Benefits Committee Meeting, Ms. Katrina Doolittle from the Safety Office, attended our meeting to discuss the possibility of developing a wellness/fitness program for the university which might allow university employees to receive time off for fitness. Ms. Doolittle explained that she had done a study entitled “Worksite/Wellness/Fitness Program”. Handouts were distributed. In her study, Ms. Doolittle found that 60% of the colleges in the US already offer some type of wellness program. She emphasized the importance for supervisors to support this program in order to implement any changes. It was mentioned, that since NMSU already has an intramurals fitness program for students, that maybe it could be expanded to include NMSU employees. It seems that there is some interest from Governor Richardson and Provost Flores to get the campus community involved in some type of a wellness program. As time ran short, the item was tabled until the March meeting. At the March meeting the topic of the Time Off for Fitness/Wellness Program was brought up again and a member of the committee provided further information. A discussion was held on the many aspects involved in setting up such a program and the following recommendation was made.

“The Fringe Benefits Committee recommends that the University administration form a committee to evaluate the feasibility of a Wellness/Fitness Program for NMSU, to coordinate and promote both existing and new activities and facilities on campus.”

In addition, Janet May informed the Committee that she, Lori McKee, Katrina Doolittle, Paul LaPorte, and Peter Maud will be meeting to organize a Health Fair, aimed at Faculty, Staff and Students for next fall.

2. Debbie Widger, Director, Alumni Relations, met with the Committee to express the concerns of the Alumni Relations Office regarding the expected increase in the costs of mailing the “*Aggie Panorama*” to retirees once the format of the publication goes to a magazine. Currently, the publication is sent to all donors, alumni and the Pioneers (any employee who retires from NMSU or has been employed for 20 years). The current cost of mailing the publication is \$20,000 (30% of this cost is to Pioneers) and when the format changes that amount will increase to approximately \$24,000 to \$44,000

contingent upon how many issues have to be mailed. To reduce this cost, the Alumni Relations Office proposes to send the publication to all donors, alumni and those Pioneers who have paid membership dues. The “*Aggie Panorama*” will be available on-line for those Pioneers who do not wish to pay membership dues to the Pioneer organization. If a Pioneer does not fall into one of the categories mentioned, and is unable to access the publication on-line, but would still like to receive the publication by mail, they can contact the Alumni Relations Office to make other arrangements. After some discussion, the Fringe Benefits Committee agreed to support this change. Notice of this change will be included in the letter that Employee Benefits will be sending to all retirees at the end of March.

The Council decided to consider any action on the Wellness/Fitness Program for NMSU at our next meeting (in May) when we have a quorum.

INSURANCE COMMITTEE: No report.

FACULTY SENATE: No report.

ATHLETIC COUNCIL: Has not met.

CAMPUS PLANNING: Robert Medina submitted a handout for a Campus Planning Committee Meeting held on April 7th. Items on their agenda included:

1. A presentation was given by Richard Kaselow requesting approval of the Medicinal Plants Garden at the Fabian Garcia Horticulture Farm. The project will be paid for by grant monies. The Committee approved the project.
2. On April 1, Richard Kaselow received information on the “way-finding” concept for campus. Drafts were presented indicating what type of markers, signage, landmarks could be used to help first time visitors to the campus feel safe, secure and able to easily locate their destination while on campus.
3. An update on Regents Row’s future usage was given. Ben Woods suggested it would not be cost effective to remodel the existing part of Regents Row, which housed students. He suggested it should be taken down and for the time being developed with an attractive landscape and to keep the wing of Regents Row to be utilized for office space. He will present the ideas to the Board of Regents in May. The Committee reinforced his ideas.
4. Richard Kaselow provided more drawings and gave an update of the most recent details planned for the additions to the Pan American Center’s first phase.
5. Rich MacRorie gave a presentation on NMSU’s utility situation. He provided the Committee and those present with graphs. He pointed out that gas consumption peaked this year due to the Chiller’s being replaced on campus and some possible options for

the 1.2 million dollar shortfall projected for this year.

6. Dave Bollschweiller gave a brief presentation on the potential implementation for the future control of storm water run-offs. The EPA standards for the control of the storm water may require some control measures to be implemented to meet those standards. An example of a control measure for construction sites would be the landscaping on the east side of Payne Street along side of those dirt lot areas where grass and trees were planted to control the run-off of storm water.

7. Rick Kiser gave a brief update on the KRWG-TB tower project. The plan is to develop a 199 foot tower with a 15,000 to 16,000 sq. ft. building to support the facility. The plan is to merge with the City of Las Cruces, Dona Ana County, Mesilla Valley Regional Dispatch Center (MRVDA) to meet everyone's needs for the digital system requirements. The tower will be built on "A" mountain.

8. Once again the request by the "College Canteen" to have a neon sign at the new Health and Social Science facility has been tabled until the final way-finding measures are determined for the entire campus.

9. Approval was given by the Committee for an entrance on the south side of Jett Hall. Richard Kaselow presented the artist's drawings of the proposed area.

10. An update of the proposed Tennis Center to be developed south of the new Fullton Center was presented by Richard Kaselow. Drawings were presented for the new Tennis Center that probably won't be completed until 2005.

11. Approval was given by the Committee for two more windows to be installed at the Genesis Center for the Employee Health expansion.

NAMING COMMITTEE: Bobbi Raub reported that the Naming Committee met on February 25th in the Curry Room. There was discussion but no action was taken about honoring J. Paul Taylor's help and support to the University over the years.

Two requests were presented to the Committee:

1. The New Mexico Space Grant Consortium has taken over the Sanitary Engineering Research Laboratory (Building 212) on Knox Street. This 2,500 square foot building will undergo extensive remodeling before it is inhabitable. The request was to change the name to fit its new purpose. There was much discussion as to how to phrase the name, but "New Mexico Space Grant" was the final choice. The new name was approved by the Committee.

2. The College of Health and Social Services received a gift from the Mountain View Regional Medical Center that will reach \$75,000. These monies are to provide funds for faculty development. The request was to name the nursing classroom, Room 226, the "Mountain View Regional Medical Center Nursing Classroom" with appropriate signage at each entrance. They have also received two framed prints to be placed in the classroom. This request was approved.

There was discussion as to the size of the signs to be sued, etc. The Committee is

awaiting some type of signage policy from Ben Woods' office.

BUDGET COMMITTEE: No report.

ALCOHOL USE COMMITTEE: Bernhard Leinauer reported that two requests were received by the Committee – one for a President's reception and the other was for a boxing and Marshall Arts presentation at the Pan Am Center. Both were approved. The Board of Regents would not approve use of alcohol on campus.

PARKING CITATION HEARING PANEL: The panel was meeting at the same time as our ACAP meeting.

ENERGY CONSERVATION COMMITTEE: The Committee has met three times and their discussions are still on going. The Committee has asked that members only reveal information as necessary. At their first meeting the utility shortfall amount was mentioned and at their second meeting a smaller amount was quoted. The Committee has been divided into three subcommittees. The utility debt will be rolled over. Things are improving. The Committee also discussed ways the University can try to cut back on the utility costs to the University such as turning off lights that might not be necessary and heat being turned down.

CAMPUS CLIMATE SURVEY TASK FORCE: No report.

REPORT FROM ADMINISTRATIVE COUNCIL AND REPORT FROM THE CHAIR: There was no report from Norma.

OLD BUSINESS: None.

NEW BUSINESS: Election of Faculty Representative. Because of the small attendance at the ACAP meeting and because all of the Faculty Alternates had not been asked if they would be willing to serve as a regular voting member, the election was tabled until our next meeting.

With no further business to discuss, the meeting was adjourned.

Paula Ross, Secretary

Norma Ledesma, Chairperson

The Council has approved these minutes.

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NOTICE OF NEXT MEETING

THURSDAY, MAY 13, 2004

NEW MEXICO DEPARTMENT OF AGRICULTURE'S CONFERENCE ROOM

3190 Espina

3:00 P.M.

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