

# THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY MINUTES OF THE REGULAR MEETING

August 15, 2002

**MEMBERS PRESENT:** Bobbi Raub (F), William Lindemann (F), Elliott Willman (F), Don Caccamise (Alternate for John Mullen) (F), Bill Glenn (P), Maureen Camunez (P), Shaun Cooper (P), Terry Cook (P), Monica Smiggen (P), Norma Ledesma (P), Viola McCormick (Alternate for Annette Alvarez) (C), Carla Casas (Alternate for Nellie Rosales) (C), Cathy Thomas (C), Paula Ross (C) and Linda Beavers (OLC).

**VISITORS:** Brenda Shannon (Budget Committee Representative), Janet May (Employee Benefits) and Bob Howell (Personnel).

**ALTERNATES PRESENT:** Tim Nesbitt.

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

Shaun called for additions or corrections to the minutes of the May 2002 ACAP meeting. A motion was made and seconded to accept the minutes as written. Motion passed.

**BUDGET COMMITTEE:** Brenda Shannon gave the following report. The budget process was started late this year because of the budget situation in Santa Fe. Normally the process would start one to two months earlier.

April 10, 2002: Orientation meeting was held for budget committee members.

April 24, 2002: Budget Hearing notices were sent to the Provost, Vice Provosts, Vice Presidents, Deans and Selected Directors asking them to submit budget requests for Instruction & General Funds (I&G) and Research and Public Service Funds for the 2003-2004 fiscal year. Once again, no new funds were anticipated (or realized) for the 2002-2003 fiscal year.

May 28-31, 2002: Budget hearings were held where the various colleges, departments and divisions presented their requests. (The next representative should be prepared to spend most of a week in budget hearings.)

June 4, 2002: Budget committee members met to discuss and consider the requests for Research and Public Service Funds and to decide on a final ranking. (Before the meeting, all of the individual members performed preliminary rankings that were shared with the rest of the committee via e-mail.)

June 5, 2002: Budget committee recommendations for Research and Public Service Projects for 2003-2004 were sent to the President.

Regarding the Recommendations for Research and Public Service Funds, the committee once again tried to focus on items that we thought were consistent with the University's Goals and Objectives as set forth in the Strategic Directions, and on items that we thought the legislature would be receptive to in this continuing environment of limited resources.

June 6, 2002: The President approved the committee's recommendations.

August 19, 2002: The budget committee will meet to discuss I&G Equipment Priorities. There are some funds available for distribution in 2002-2003.

Brenda's term in the Budget Committee is actually over but ACAP approved her staying on as our Representative so that there would be continuity on the Committee. Brenda recommended to ACAP that the term of this Committee appointment be changed so that the Representative would start in January or February and not in the middle of budget hearings.

**FRINGE BENEFITS COMMITTEE:** Missy Giacomelli was not able to attend our meeting. The Committee is still working on the Voluntary Benefits Proposal and over the summer it was decided to look at other providers that could offer the services. Legal services, long-term care, vision insurance and pet insurance and medical/child care spending accounts are among the services the Committee has prioritized for the Voluntary Benefits Program.

**INSURANCE COMMITTEE:** Tina Byford called Maureen and asked her to report that the Insurance Committee had not been meeting over the summer. August 29<sup>th</sup> will be their next meeting. A question was asked about using the new hospital and if our Blue Cross/Blue Shield policy would cover care at the new hospital. Certification of the new hospital has to be completed and then we can use the new hospital and our Blue Cross/Blue Shield insurance.

**COMPENSATION COMMITTEE:** Kelly Brooks had sent an e-mail to ACAP members regarding the progress of the Compensation Committee. Paula Ross, also a member of the Committee, expressed her concerns about the direction the Committee is going and the slow progress that the Committee seems to be making. After much discussion, the Council agreed that a letter should be written to the Provost suggesting that the Committee be divided into two Committees – one representing Faculty and the other representing Professional and Classified Staff – and then the two Committees getting back together to form their final suggestion to the President. Shaun will write the letter.

**ATHLETIC COUNCIL:** Although Phil Wright couldn't attend our meeting, he sent a schedule of Aggie home games for football and volleyball and encouraged people to attend.

**FACULTY SENATE:** Monica reported that the Faculty Senate had not met over the summer. Their new Chair is Donna Alden from Dona Ana Community College.

**CAMPUS PLANNING:** Monica reported that the first Campus Planning Committee meeting would be on the first Wednesday in September.

**PAN AMERICAN ADVISORY COMMITTEE:** Did not meet over the summer.

**NAMING COMMITTEE:** Met the end of May and did not meet during the summer.

**REPORT FROM THE CHAIR:** Shaun made the following report:

**Theatre Arts and Retiree Benefits.** Over the summer ACAP received an e-mail from Ruth Cantrell regarding retiree benefits and free tickets. Her e-mail is as follows:

“Regarding the Retiree Benefits: Theatre Arts has posted in our lobby the following: Retiree Policy – 2002-2003

Retirees with ten years service at NMSU

In accordance with University Policy, you are entitled to the following benefits:

1. The following shows have been selected for your free ticket on preview night or Tuesday, Wednesday or Thursday of the next week.

Six Characters in Search of An Author

Dinner with Friends

2. For non-selected shows, you may purchase tickets at a reduced price. See Student Price. Discussion followed. On the NMSU website under Retirement Benefits, it says “As a retired employee with 10 years or more, you are entitled to the privileges listed below at New Mexico State University. The information listed below is just a general overview. NMSU reserves the right to revoke or amend any of these benefits. . . . Free admission to various NMSU music department concerts, theater department plays, activity center, natatorium, tennis center, and golf course (not valid on weekends and holidays). The value of golf course membership is partially taxable. Contact the Music Department, Theater Department, Activity Center, Natatorium, Tennis Center and Golf Course for more details.”

The Council strongly encourages the Theatre Department to put out some kind of notification of their new policy for free tickets.

**September Events.** Two events are planned in September that will replace the Employee Picnic. Shaun said that he didn’t know if there was anything that ACAP would be asked to do to help with either the September 11<sup>th</sup> remembrance or the September 20<sup>th</sup> concert but he should know after August 21. He doesn’t think that we will probably have to help with the September 11<sup>th</sup> remembrance but that we may be asked to help with the concert.

**OLD BUSINESS: Retiree Benefits/Ruth Cantrell (Theatre Arts)** – Covered in Report from the Chair.

**Interim/Acting Positions.** The Committee to work on drafting ACAP’s suggestions regarding Interim/Acting positions met several times over the summer and tried to come up with

a policy that clarifies the use of and differences between the titles “interim” and “acting” when filling vacancies at an administrative level. The following is the draft that the Committee presented to the Council.

“An ‘acting’ title is 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. Appointments to ‘acting’ positions shall be approved by the administrator at the next level in the organization.

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. Persons who are appointed as interim replacements may, at the discretion of the appointing authority, apply for and be considered with all other candidates for the position on a permanent basis at the will of the organizational unit dean, vice-provost, vice-president, or director except for academic administrators which must have a formal waiver to apply for the position they hold as interim. A waiver allowing an academic interim incumbent to apply for Department Head/Division Head can be requested only by a majority of the department/division’s tenure-track faculty members from the Dean of the College or Campus Executive Officer. All departments should begin the search process immediately upon the appointment of an interim person; interim appointments are effective for a maximum of 12 months.”

Much discussion followed. The Council agreed that this was not the wording that they were looking for. Shaun will try to get with President Gogue and work on better language for the proposed draft.

**NEW BUSINESS: Regents Report.** Shaun reported that the Golf Course will be realigned and a new Club House will be built in the next year. The Skyboxes at the football stadium should be ready this time next year.

**Replacements/Reappointments.** Maureen said that only two Classified Staff Alternates responded and only one of them was interested in taking Margaret Holland’s place as a voting member of ACAP. Viola McCormick is willing to take Margaret’s position until January of 2003. A motion was made that Viola be appointed to the position. Motion seconded and passed by acclamation. Other positions that need to be filled are memberships as Faculty Senate Liaison, Budget Committee, Campus Planning Committee and Athletic Council. Athletic Council membership is OK until 2003. We are going to try to work with the Budget Committee so that our representative on the Committee can begin his/her term in the Spring and have a two-year term (January through December). Brenda Shannon will stay on through December and then we hope to have the term tenure changed. A motion was made and seconded to have Brenda serve through this budget cycle (probably through December). Motion passed. The term limit for the representative to the Campus Planning Committee was questioned. The Executive Committee will review the by-laws and make a recommendation at our next meeting. There were no volunteers for the Faculty Senate Liaison. Executive Committee will consider possible

candidates and have a recommendation at our next meeting.

**Ft. Bliss Awards.** The Ft. Bliss Awards Committee has reviewed the nominees and made their recommendations. The Awards will be presented during the Opening Day Meetings. The Committee and Executive Board are concerned about the new award that it has been given to award. The award is for a Classified/Professional employee who is involved in research. The Committee found it very difficult to compare a Classified and a Professional employee. Maybe the award should be split or two awards offered or maybe rotating the award between Classified and Professional staff. The Committee also suggests that we might want to look at changing the make up of the Selection Committee. Should ACAP make the decision or should more votes be given to the Ft. Bliss representatives. We need more clarification as to the voting procedure. Bob Howell was requested to get a clarification.

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

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Paula Ross, Secretary

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Shaun Cooper, Chairperson

The Council has approved these minutes.

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**NOTICE OF NEXT MEETING:**

**THURSDAY, September 12, 2002**

**New Mexico Department of Agriculture's Conference Room**

**3190 Espina**

**3:00 P.M.**

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