

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

December 13, 2001

MEMBERS PRESENT: William Lindemann (F), John Mullen (F), Bobbi Raub (F), Monica Smiggen (Alternate for Tina Byford) (P), Maureen Camunez (P), Michael Abernethy (Alternate for Terry Cook) (P), Shaun Cooper (P), Norma Ledesma (P), William Glenn (P), Annette Alvarez (C), Margaret Holland (C), Lilly Dominguez (C), Viola McCormick (C), Paula Ross (C) and Linda S. Beavers (Alternate for Phillip Wright) (OLC).

VISITORS: Janet May (Employee Benefits), Bob Howell (Personnel), Missy Giacomelli (Fringe Benefits Committee), Brenda Shannon (ACAP Budget Committee Representative) and Greg Fant, Chairman of the Compensation Committee.

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

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

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

Bill then introduced Greg Fant, the Chairman of the new Compensation Committee. Our representatives on the Compensation Committee are Margaret Holland and Kelly Brooks. The Compensation Committee will be made up of four Faculty members, two Professional members and two Classified members with staggering terms. Chairman Fant requested that ACAP let the new Committee know of any issues that we would like to have them consider either through our representatives or by contacting him directly.

FRINGE BENEFITS COMMITTEE: Missy Giacomelli reported that the Fringe Benefits Committee is reviewing the Sick Leave Bank and eligibility for using the Sick Leave Bank. The Fringe Benefits Committee feels that there needs to be better education about the Sick Leave Bank. They propose that Employee Benefits handle educating employees about the Sick Leave Bank during their meetings regarding Leave Benefits.

The Fringe Benefits Committee is also looking into Long Term Care, Vision Insurance, Pet Insurance and a wide variety of other benefits. They are asking vendors to give them information about a variety of things that could be considered benefits. Right now they are just gathering information and it will be a while before they have any recommendations.

A question was asked about ACAP's representative to the Sick Leave Bank Committee. Someone was appointed to represent ACAP back in 1993 but no one seems to know who this person is or how long a term the person was supposed to have served on the Committee. As far as we know, no one has represented ACAP on the Committee. Bob Howell said that he would check old minutes and see if he could determine who was supposed to represent ACAP on the Sick Leave Bank Committee.

Bob then tried to explain to us the financial aspects of the Sick Leave Bank. Criteria for receiving benefits from the Sick Leave Bank would be along the same lines as using sick leave =96 if you are using it because of a dependent, the dependent must be your spouse or child. You have to have used all your annual leave and sick leave. If you have less than 600 hours of sick leave at the onset of a catastrophic incident, then you must use all of your available sick leave and annual leave before applying for sick leave before applying for sick leave bank coverage. If you have 600 hours or more of sick leave, then you just have to use up your sick leave before applying. You can't just apply for (for example) three days of leave from the Sick Leave Bank. It has to be for a catastrophic illness. The Sick Leave Bank has been established to cover the period between the illness and Long Term Benefit Insurance. If you don't pay into the Long Term Benefit Insurance, you won't get the sick leave from the Sick Leave bank. We also need to look at and review the criteria for applying to the Sick Leave Bank because it's been close to ten years since the current criteria were established and maybe they need to be reevaluated. This charge should be given to the Fringe Benefits Committee as they review the Sick Leave Bank.

INSURANCE COMMITTEE: The next meeting of the Insurance Committee will be December 18th at 10 a.m. in the conference room at Hadley Hall. The Insurance Committee has met and they went over some reports from Blue Cross/Blue Shield. By January they hope that the information they are getting from these reports will give us a better idea of how our expenses are going with the new plan. Changes will be made in the Formulary and Clariton and Prozac will be included. The website has also been updated.

FACULTY SENATE: Monica Smiggen reported that a proposal for a new BS degree in Engineering/Physics received a do pass recommendation. There was also discussion about the "Acting" and Interim" positions. The Faculty Senate did not pass anything but it did not seem like they would be in agreement with ACAP's proposed recommendation and that they would send their own proposal on for review.

ACAP has a Faculty Senate Liaison attending the Faculty Senate meetings and giving a monthly report to ACAP about the Faculty Senate's meetings. The Council discussed the possibility of our Faculty Senate Liaison giving a report each month to the Faculty Senate as to what ACAP is doing. Both Bill and Monica will talk to Jim O'Connell about this proposal.

ATHLETIC COUNCIL: The Athletic Council has met twice since the last ACAP meeting. On November 26, a joint meeting was held with the Student Athlete Advisory Committee. Sasha Medina (Women's Golf) and Ryan Herbon (Football) were recognized as student athlete scholars. Both students

were also recognized at halftime of the Aggie-UNM basketball game.

Joint discussion was held between the council and the athletes concerning the revision of the student athlete substance abuse policy. A final draft should be available soon.

Breakout sessions were held with smaller groups to discuss concerns that the athletes had concerning their experience on campus. The majority of their concerns were aimed at receiving excused absence notices from their coaches in a timely manner to get to their professors before the absence occurs.

On December 5, discussion was held on new direction and focus of the council. Four standing sub-committees were formed or revamped with each council member requested to serve on two committees. The committees are: Compliance and Governance, Academics, Budget and Finance and Equity.

The council voted to support the athletic directors final submission of the substance abuse policy.

The council voted to support the recommendation of the athletic director to offer a one year extension of contract to Head Volleyball Coach Michael Jordan to help in his recruiting efforts.

The council voted to support the recommendation of the athletic director to take no action on the contract of Head Football Coach Tony Samuels. Discussion followed and the council voted to recommend the athletic director express the concerns of the council to President Gogue and Coach Samuels about the direction of the football program under Coach Samuels.

CORBETT CENTER: Inactive.

INTRAMURAL POLICY BOARD: Inactive.

CAMPUS PLANNING: Has not met.

BUDGET COMMITTEE: Brenda Shannon reported that there was no report because the Committee has not met.

REPORT FROM THE CHAIR: Administrative Council and Report from the Chair. Bill reported that he had met with President Gogue and that there will be a Board of Regent's meeting on December 14. President Gogue wants ACAP listed on the agenda for the meetings along with Faculty Senate and "Good News" items.

A motion was made and seconded that the Chair of ACAP serve as our representative to the Board of Regents meetings and that the Chair give our report to the Regents. Motion passed. Bill will write a note to President Gogue expressing ACAP's appreciation for this opportunity.

January 19-21 will be Las Cruces days in Santa Fe.

The Use of Personal Computer Software Policy will be coming out on ABCD within the next week or so and will also be available on the internet.

The other policy that was talked about was the "Interim/Acting" positions. We will be looking at proposed definitions and proposed policies again and again because everyone has different ideas.

OLD BUSINESS: Robert's Award. Shaun Cooper reported that Committee had met and made their selection for the recipient of the Robert's Award. The award will be presented in February and, as is our custom, the name of the recipient will not be announced until the ceremony.

New Members to the Insurance Committee and Fringe Benefits Committee. Shuan Cooper announced that the following people were elected to serve on the Insurance Committee and the Fringe Benefits Committee at our last meeting.

Insurance Committee:

Jacalyn Ryberg (Department of Nursing)

Holly Shinault (Graduate School)

Mike Levine (Business Development Counselor at DABCC)

Fringe Benefits Committee:

Peg Rushing (PSL)

Cherri Lambeth (Accounts in Business and Finance)

Mark Buckholz (Associate Professor at Carlsbad)

The committee assignments are for three years and begin December, 2001.

NEW BUSINESS: NMSU Suggestion Box. Shaun Cooper brought up the idea of a "Suggestion Box" that could be added to our ACAP website. The Suggestion Box would be available for any employee or student at NMSU that has a suggestion that (if implemented) might help save time (such as in paperwork) or money for the University.

A Committee was set up (Shaun Cooper, Chair, Mike Abernethy, Norma Ledesma and Sam Encinias). The Committee will look into what other Universities might be doing along these lines, establishing

rules and guidelines for making suggestions and setting up a reward system for implemented suggestions. The Committee will get together after the first of the year.

ACAP Campaign Guidelines. At the present time, ACAP does not have any guidelines as far as what is acceptable in campaigning for election to ACAP. After some discussion, it was decided that some guidelines were probably needed and maybe even made as amendments to our Constitution or By-Laws. Shaun Cooper, Terry Cook, William Lindemann and Monica Smiggen will serve on the Committee to review the situation.

A question was asked about the "Star of Excellence Awards" that President Gogue talked to us about at our November meeting. A letter will be sent to President Gogue asking him the status of these awards and the criteria for nominations.

Bill thanked Shaun for getting ACAP set up with its own list server.

Ballots that were sent out to the Off Campus employees for the election of new members to ACAP didn't get to the campuses until Monday (December 11) and they are due tomorrow. Concern was expressed that there is still a problem with ballots for Off Campus employees.

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, January 10, 2002

New Mexico Department of Agriculture's Conference Room

3190 Espina

3: 00 p.m.