

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING DECEMBER 7, 2004

MEMBERS PRESENT: Bobbi Raub (F), Bernhard Leinauer (F), Roger Hartley (F), Elliott Willman (F), Tina Byford (P), Maureen Camunez (P), Candice Guzie (alternate for Shaun Cooper), William Glenn (P), Norma Ledesma (P), Tammy Anthony (alternate for Tim Nesbitt) (P), Viola McCormick (C), Carla Casas (C), Nellie Rosales (C), Paula Ross (C), Cathy Thomas (C) and Phillip Wright (OLC).

ALTERNATES PRESENT: Tammy Anthony and Candice Guzie.

VISITORS: Meg Haines (HR) and Janet May.

Norma Ledesma called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:00 p.m. in room 297 of Gerald Thomas Hall.

Norma called for additions or corrections to the minutes of the November meeting. A correction was submitted. A motion was made and seconded to accept the minutes from the November meeting with the correction.

FRINGE BENEFITS COMMITTEE: Cathy Thomas reported that the Fringe Benefits Committee had not met in November. Their next scheduled meeting is December 20th from 2:00 to 3:30 p.m. in Breland Hall, Room 333.

INSURANCE COMMITTEE: Tina Byford reported that there really wasn't anything to report from the Insurance Committee. Bids for our health insurance coverage are due back by January 11th.

COMPENSATION COMMITTEE: Paula Ross reported that the Compensation Committee had not met.

FACULTY SENATE: No report.

ATHLETIC COUNCIL: Phil Wright reported that Athletic Council has not met.

CAMPUS PLANNING: Mark Medina submitted the following report. The Campus

Planning Committee will not meet this month. The next meeting is scheduled for February 2, 2005. Since Mark will not be able to attend today's meeting, he wished everyone a Merry Christmas and a Happy New Year and he will see everyone next year.

ALCOHOL USE COMMITTEE: Bernd Leinauer submitted the following report. During the months of November and December 20 requests to serve alcohol were submitted to the Alcohol Use Committee. Nineteen requests were for serving alcohol at the Fulton Center and one request was for the Nason House. All requests were approved. With the opening of the Fulton Center, the number of requests have dramatically increased.

Bernd discussed the increase in requests to serve alcohol and said that the next time the Alcohol Use Committee meets, he would like to propose that the Fulton Center be exempt from having to make a formal request to the Alcohol Use Committee each time it needs to serve alcohol. A motion was made and seconded that ACAP supports the recommendation that the Fulton Center be exempt from the current required approval of the Alcohol Use Committee each time they need to serve alcohol. The motion passed with one objection.

NAMING COMMITTEE: Bobbi Raub had no report.

PARKING CITATION HEARING PANEL. Nellie Rosales submitted the following report. On the 14th of December the Parking Citation Panel held court at the Agriculture Building on El Paseo. Chief Justice was Mike Alex from ASNMSU and Judges were Henry Hernandez and Nellie Rosales. Out of the forty cases, twelve were found not guilty due to insufficient paperwork from the Parking Department and the rest were found guilty. No date was set for the next court hearings.

ENERGY TASK FORCE: Bernd Leinauer submitted the following report. The Energy Task Force Committee has met twice in the last two months. He was not able to attend either of these meetings due to other obligations. Minutes of these meetings have not yet been forwarded to him.

CHILD CARE COMMITTEE: Tammy Anthony reported that the Child Care Committee has met three times and that NMSU will be building a new Child Care Center.

OLD BUSINESS: EMPLOYEE RECOGNITION PROGRAM. (Applicable to all Faculty and Staff Employees) The Council discussed the proposed Employee Recognition Program. The Council felt that the qualifications for receiving the awards need to be more clearly outlined. A motion was made and seconded to approve the Employee Recognition Program with an addition to the definition of **bonus** and **award** that would clarify the qualifications needed to receive the bonus or award. Motion passed. The Council's recommendation will be sent forward.

Conflict of Interest Proposal. Approval of the Conflict of Interest Proposal was brought up for a vote. A motion was made and seconded to approval the Conflict of Interest proposal as written. Motion passed.

Broadbanding – A member suggested that the policy be amended to include “direct experience” to knowledge, skills and abilities referred to in the document presented for approval. Motion to accept the document with those changes was made, seconded and approved.

Norma Ledesma will prepare letters to President Martin unanimously accepting the revision to the NMSU Policy Manual’s Conflict of Interest Policy; the Employee Recognition Program (applicable to all faculty and staff employees); and endorsing the Boardbanding Pay Policies and Procedures.

NEW BUSINESS: Election Committee. In February we will be electing new officers for ACAP. Positions that will be open and needing nominees are Chair-Elect and Secretary. Cathy Thomas made a motion that the Executive Board serve as the Election Committee. Motion seconded and passed.

Insurance and Fringe Benefits Committees Vacancy Replacements. It was reported that because we were late in getting the announcement out about the vacancies on the Insurance and Fringe Benefits Committee and would not be able to vote on people to fill the expired terms of members on these two important Committees until our January meeting, that we allow those currently serving on the Committees to have their terms extended for one more month. Discussion followed. A motion was made and seconded to extend the terms for one additional month for one time only. Motion seconded and passed.

Name Tags and Certificates. Executive Board would like to have nametags made for each Voting Member and Alternate Member of the Council so that when we attend meetings, do service work for the University, etc., other people attending will know that ACAP is also represented. Executive Board would also like to have Certificates made for new members to ACAP that could be hung in their offices so their co-workers know who their ACAP representative is. Discussion followed and agreement was expressed. Executive Board will be working on ideas that will be brought forward to the Council for their review in the near future.

ACAP Logo and Modernizing our Webpage. A hand out was presented to the Council showing three draft logos that have been designed for us to put on our webpage, our stationary and maybe even our nametags. Unfortunately, the prints are small and it's hard to see the detail. Discussion of the logos followed and suggestions were made. These suggestions will be incorporated and new and larger examples will be brought back to Council.

Executive Committee has had several meetings over the last month working on a brand new webpage for ACAP. The webpage will have most of the things that are currently on our webpage (member list, committee list, Bylaws, Constitution, old minutes, etc.) but also some new features. A handout was distributed showing a proposed addition to the webpage that outlines the

Purpose of ACAP, the Structure of ACAP Membership and items that have been supported by ACAP over the last several years. The work on our webpage will be continuous with additions and changes all the time. As soon as possible, we will have it ready for the Council to view.

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, DECEMBER 13, 2004
ROOM 297 of GERALD THOMAS HALL
3:00 P.M.
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