

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

February 14, 2002

MEMBERS PRESENT: William Lindemann (F), Elliott Willman (F), Maureen Camunez (P), Tina Byford (Alternate for Terry Cook) (P), Shaun Cooper (P), Norma Ledesma (P), Monica Smiggen (P), William Glenn (P), Annette Alvarez (C), Margaret Holland (C), Robert Medina (C), Ida Quinones (C), Nellie Rosales (C), Cathy Thomas (C), Paula Ross (C), Leman Taylor Jr. (Alternate for Mark Buckholz) (OLC), Linda S. Beavers (OLC) and Phillip Wright (OLC).

VISITORS: Janet May (Employee Benefits), Bob Howell (Personnel) and Missy Giacomelli (Fringe Benefits).

ALTERNATES PRESENT: Kelly Brooks (P), Carla Casas (C) and Donald Caccamise (F).

Shaun Cooper called the regular meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:00 p.m. in the conference room of Hadley Hall.

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

The Council is having an abbreviated meeting today so that members can attend the Roberts Award Ceremony in Dove Hall. Several of the Committee reports will be given at our next meeting.

INSURANCE COMMITTEE: Tina Byford reported that the next meeting of the Insurance Committee would be on February 28 at 1:30 p.m. and that Delta Dental would be attending the meeting to talk to the Committee about the dental plan. Mercer will also be at the meeting to talk about insurance rates.

COMPENSATION COMMITTEE: The Compensation Committee has met twice but they do not have another meeting scheduled. They are waiting to see what happens with the Legislative session and our insurance rates before they make any recommendations.

It was also noted that the Compensation Committee is a long-term committee =96 not just a committee that will be getting together if we should get money from the Legislature.

FACULTY SENATE: Monica Smiggen reported that the Faculty Senate did pass their proposal regarding Acting/Interim Appointments and is compatible with our version. The language just needs to be worked out. We are very close to getting it resolved.

Maureen announced that the call for nominations for the Ralph B. Crouch Memorial Award would be out soon. For 2002, nominations are being requested for Professional or Faculty employees. Nominations will be due no later than March 22 and the award will be present in April.

REPORT FROM THE CHAIR: Administrative Council and Report from the Chair. Shaun reported that the University is moving to take printed social security numbers off student identification cards. President Gogue has talked to the Legislature about an out-of-state tuition waiver for students from El Paso. He doesn't know if it will pass or not, but it would affect about 1500 students. There was no mention of any kind of salary increase for the next year.

Board of Regents Meeting. Bill attended the meeting. This was ACAP's first invitation to sit in on the Board of Regents Meetings. Bill discussed with them what the Advisory Council on Administrative Policy was about and outlined what we do. He gave them our webpage address. They seemed to be pleased to be able to hear our viewpoints. ACAP will have a spot on their agenda from now on. The potential for salary increases was very gloomy.

Personnel has a RIF out requesting input on flexible spending. One vendor is coming in to talk to the Fringe Benefits Committee soon. It will probably be a little while before they have anything to report back to us.

OLD BUSINESS: None.

NEW BUSINESS: ELECTION OF OFFICERS/ELECTION TO COMMITTEE POSITIONS.

Maureen Camunez and Monica Smiggen were both nominated for the ACAP Chair Elect position. Both Maureen and Monica gave a brief biographical sketch of themselves and why they would like to serve as Chair Elect.

Paula Ross was the only nominee for the Secretary position.

Tim Nesbitt and Norma Ledesma were nominated to serve on the Personnel Grievance Board for Professional Staff and Cathy Thomas was nominated to serve on the Professional Grievance Board for Classified Staff. Annette Alvarez was nominated to serve on the Alcohol Use Committee and Bobbie Raub was nominated to serve on the Building Naming Committee. Ballots were handed out for voting.

Other: The revised AP&P manual was given to the Board of Regents at their recent meeting. They will review it and vote on it at their next meeting. The old AP&P manual is still on the web.

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

Paula Ross, Secretary Shaun Cooper, Chairperson

The Council has approved these minutes.

NOTICE OF NEXT MEETING:

THURSDAY, March 14, 2002

New Mexico Department of Agriculture's Conference Room

3190 Espina

3: 00 p.m.