

## THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

### MINUTES OF THE REGULAR MEETING

February 8, 2001

**MEMBERS PRESENT:** William Lindemann (F), John Mullen (F), Bobbi Raub (F), Bill Glenn (P), Maureen Camunez (P), Tina Byford (P), Shaun Cooper (P), Norma Ledesma (P), Terry Cook (P), Annette Alvarez (C), Margaret Holland (C), Paula Ross (C), Jack Clifton (C), Lilly Dominguez (C), Diane Lopez (C), Phillip Wright (OLC) and Susan Martin (OLC).

**VISITORS:** Janet May (Employee Benefits), Bob Howell (Personnel), Missy Giacomelli (Fringe Benefits), Doreene Alexander (Insurance Committee), Vice President James McDonough and Dennis Hallford (Animal and Range Sciences).

**ALTERNATES PRESENT:** Monica Smiggen (P) and Kelly Brooks (P).

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

Bill Glenn introduced Vice President James McDonough. Vice President McDonough had provided a copy of the proposed changes to the operating processes for the Office of Business and Finance before our meeting so Council members would have a chance to review them. He explained that these changes were still being reviewed and would be for the next month or so. He wants to be sure that everyone has a chance to review and comment on them. The changes are intended to give departments more freedom. It will be up to the Faculty member or Staff member to be sure that the information provided on all transaction forms is correct. This is a big turn around because it is putting the responsibility on the employee to submit correct information. The target date for implementing the new procedures is March 31. Vice President McDonough requested that any comments that ACAP members might have be sent to him as soon as possible.

The proposed changes were explained and discussed with Vice President McDonough and Council members. One area of concern that was discussed regards the slow turnaround time for establishing accounts for new grants. Vice President McDonough said that it is hoped that with the new procedures, once a proposal leaves Vice President Gary Cunningham's office, paperwork can be started on it and assigning it an account number even before we get the final contract so that accounts can be started much faster. Once the proposed changes are approved, there will be a lot of training sessions across campus and at the branch stations.

Bill called for additions or corrections to the January minutes. A motion was made and seconded to accept the January minutes as written. Motion carried.

Bill welcomed all the new members to their first official ACAP meeting and expressed appreciation to them for being willing to serve. He hoped that everyone had a chance to review the ACAP Constitution and Bylaws and briefly reviewed Section A, Article II regarding Membership and Duties.

Bill then called for reports from the standing committees:

**FRINGE BENEFITS COMMITTEE:** Missy Giacomelli, Chair of the Fringe Benefits Committee, reported that they have looked into the concept of prepaid legal benefits and are not in support of pursuing this as a benefit option for New Mexico State University. Objections include the following: 1. Little employee interest; 2. Not widely accepted by employers; 3. Many restrictions within the plans; 4. High administrative costs; 5. Better use of university resources in the benefits arena; and 6. Not open to retirees. Discussion followed and Missy was asked what things they took into consideration. Missy said that this type of plan is not a benefit at most institutions. The cost to add such a benefit, of course, has to be paid by either the University or the employee. At this time there is no money for the University to take on a new benefit. The Fringe Benefits Committee is also looking at long-range care and will continue looking at it and a request from retirees for a different structure for parking.

**INSURANCE COMMITTEE:** Tina Byford, ACAP member and member of the Insurance Committee, reported that the Insurance Committee had met on January 19 and Doreene Ward Alexander was elected Chair and Jim Strickland was re-elected Secretary. A letter was read from Joel Diemer who was unable to attend our meeting. Tina introduced Doreene Ward Alexander to the Council. Doreene reported that bids from insurance companies were due to Mike Abernathy by January 23. The Committee is also looking at the Age 70 rule, evaluations from the strategic planning process and the retiree/spouse issue. The Committee thanks Joel Diemer for his 20 years of service to the Insurance Committee. The next meeting for the Insurance Committee will be on February 14 to review the insurance bids. This meeting will be for Committee members and consultants only -- not an open meeting. A handout was passed around of the names, addresses and phone numbers for members of the Insurance Committee. Doreene said that a Certificate of Appreciation would have been given to Joel Diemer today if he had been able to attend the meeting. She will see to it that he gets the certificate. Bill also thanked Joel for his service. The Insurance Committee is critically important and we hope to have a recommendation for our insurance carrier by April 2. The next regular meeting of the Insurance Committee will be in Hadley Hall on February 27.

**ATHLETIC COUNCIL:** The Athletic Council met on February 2 at 3:30 p.m. The Gender Equity Student Welfare and Minority Issues Committee met on January 11 from 1:30 p.m. to 3:30 p.m. A Student Panel of Minority Student Athletes met on January 17 from 6:30 p.m. to 8:00 p.m. to review concerns the student athletes may be having as a minority and a student athlete. All meetings were held in the Aggie Scholarship Room of the Pan Am Center. At the time of our ACAP meeting today, minutes from the February 2 meeting were not available. (Reported by Roseanne Bensley, ACAP representative)

for Athletic Council and Chair of the Gender Equity, Student Welfare, Minority Issues Committee.)

**CORBETT CENTER:** Has not met.

**INTRAMURAL POLICY BOARD:** Has not met.

**CAMPUS PLANNING:** The Campus Planning Committee has met and Ben Woods presented three items to them.

1. The Espina Closure Issue -- Because of the overwhelming negative comments, Ben Woods felt that it was not the right time to pursue the Espina closure as outlined in the Master Plan. Basically this proposal has been put on hold indefinitely. Hopefully the stoplights that will soon be installed on Union and the opening of the overpass will help the traffic flow.
2. Space Management -- The space management item that the President has on his agenda for better use of space on campus involves looking at the space we have and how we can use it better.
3. Visitors Center -- The Physical Plant will be working with Alumni and Police to make a Visitors Center. There is some money that may be coming in and used for the Center. The Visitors Center would also contain a small museum and would be housed at the Police Station. The Police Station will be moved into the building that used to house the Ag Institute.

**FACULTY SENATE:** Dennis Hallford reported that the Faculty Senate met last Thursday. Vice President McDonough gave a presentation on proposed changes in procedures and Jim O'Donnell was elected Chair. Included in the items of business that were discussed were three items that are pending before the Faculty Senate. These items are the Freedom of Expression proposal, the changing of the name of the Civil, Agricultural, and Geological Engineering Department to the Civil and Geological Engineering Department and the proposal to amend the AP&P to streamline procedures for hiring instructors on the Branch Campuses.

A memorial was presented to support the Association of Students to change the Fall calendar to include a 2-day holiday in the Fall.

A second memorial was passed in honor of Wilmer Harper who has past away. Dr. Harper had been active in the Faculty Senate for many years.

Two other proposals were also heard. The first was presented by Paul Anderson and would change the AP&P regarding Intellectual Property. This section has not been changed since 1985 and is now under review. The second proposal came from the College of Education and would eliminate the requirement that a student would have to have a MS degree in order to begin work towards an EDS. They think they have some students with a BS degree who could do just as well as a student with a MS degree.

**CONSTITUTION COMMITTEE:** The Committee has not met. Membership election is one thing that really needs to be looked at. Shaun Cooper will take over as Chair. If anyone is interested on serving on this Committee, please let Shaun know.

**COMPENSATION COMMITTEE:** Dennis Hallford, Chairman of the Compensation Committee, reported that last Fall President Gogue and the Presidents of the other Universities and Colleges in New Mexico recommended a 7% increase in Faculty and Staff salaries. This increase has received the endorsement of everyone but our Governor. At the present time, the Committee (made up of three Faculty Senate members and three ACAP members [Brenda Shannon, Margaret Holland and Paula Ross] and chaired by Dennis Hallford) are looking at salary dispersion for any money that we might get through the legislature. Changes in benefits can't really be made at this time because there isn't time to get them implemented before July 1.

**REPORT FROM THE CHAIR and ADMINISTRATIVE COUNCIL:** Administrative Council used to have 10 or 12 members. At one time ACAP asked to be included in the membership and was turned down. President Gogue has changed the membership of the Council and has added the Chair of ACAP to its membership.

Our recommendation to support the Policy on Freedom of Expression will be reviewed by Administrative Council. This policy has brought up another issue -- clarifying freedom of expression for Faculty. Bill would like a statement to come from ACAP regarding additional charges to be given to the Committee that worked on the new Policy on Freedom of Expression. Do we want the committee to look at taking it further, come up with specific issues or drop it all together. Discussion followed. ACAP felt that the Committee did a good job and would like to see it continued. The Faculty component of ACAP feels it is a Faculty issue and should be looked into by the Faculty Senate. It was agreed that the ACAP Executive Committee will talk to the Faculty Senate Board about having the matter brought before the Faculty Senate.

Report from the Chair. Bill said that the Vice Presidents' review is still being looked at and something will be coming out this month. Bob Howell has requested that someone from ACAP serve on the Policy Consolidation Committee. Norma Ledesma volunteered to represent ACAP. Procedures have been established in the Personnel Office to make it easier for Faculty and Staff who are wanting to take advantage of their free class benefit.

**OLD BUSINESS: Tuition Remission.** President Gogue has asked ACAP to review again the proposal regarding making up time from work for time spent taking class(es). Bob Howell handed out a reworded version of the proposal. Again, the matter received a great deal of discussion. A motion was made and seconded to accept this revision to the Tuition Remission as stated in the AP&P. Motion failed.

**NEW BUSINESS: Election of Officers.** Officers were elected for 2001-2002. William Glenn will serve as Chair, Shaun Cooper will serve as Chair Elect and Paula Ross will be Secretary. Maureen Camunez, as retiring Chair, will also be a part of the Executive Committee.

**Benefits Affected with Leave Without Pay.** Two proposed changes were presented to the Council regarding benefits for employees on leave without pay. The first one is as follows with changes indicated with \*\*\*. Section B. Educational Leave (without pay): Any regular full-time professional staff member or faculty member on regular appointment with rank of instructor or above \*\*\*is eligible for (this is to be deleted and) may request (substituted)\*\*\* an educational leave of absence without pay after 3 years of service, normally for the purpose of taking coursework toward a degree, professional licensure or certificate which is related to the individual's NMSU job assignment. \*\*\*If educational leave is approved,\*\*\* (to be added) all annual leave should be used before the educational leave without pay begins. The individual's sick leave balance at the beginning of the leave remains on hold during the period of the leave. \*\*\*The university will contribute the employer's portion of insurance premiums during the leave period.\*\*\* (to be added).

Section C., beginning with paragraph two and regarding Professional Leave without pay: Annual and sick leave do not accrue during professional leave without pay. All days, including legal holidays, in the period between the date the professional leave commences and the date the employee returns to work are taken without pay. \*\*\*The university will contribute the employer's portion of insurance premiums during the leave period.\*\*\* (to be added).

Discussion followed. A motion was made and seconded to approve the changes. Motion passed with one abstention.

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

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Paula Ross, Secretary William Glenn, Chairperson

These minutes have been approved by the Council.

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NOTICE OF NEXT MEETING:

THURSDAY, MARCH 8, 2001

New Mexico Department of Agriculture's Conference Room

3190 Espina

3:00 P.M.

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