

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

January 11, 2001

MEMBERS PRESENT: Joan Crowley (Alternate for Ray Sadler) (F), Bobbi Raub (F), Bill Glenn (P), Maureen Camunez (P), Tina Byford (P), Shaun Cooper (P), Norma Ledesma (P), Brenda Shannon (P), Annette Alvarez (C), Margaret Holland (C), Paula Ross (C), Ida Chavez (OLC) and Linda Beavers (Alternate for Susan Martin) (OLC).

VISITORS: Janet May (Employee Benefits), Bob Howell (Personnel), Missy Giacomelli (Fringe Benefits), and Angela Velasco (Personnel), William Lindemann, John Mullen, Christopher Halverson, Phil Wright, Terry Cook, Stan Lopez and Vice-President James McDonough.

ALTERNATES PRESENT: Mike Abernethy (P), Jim O'Donnell (F), Sam Encinias (P), Kelly Brooks (P) and Josie Alexander (C).

The regular meeting of the Advisory Council on Administrative Policy (ACAP) was called to order at 2:30 p.m. by Maureen Camunez in the West Ballroom of Corbett Center.

Maureen asked Bill Glenn to introduce our newly elected members who are attending today's meeting as visitors and will begin their three-year terms on ACAP at our February meeting. New members representing the Faculty are William Lindemann (Agronomy and Horticulture) and John Mullen (Industrial Engineering); new members representing Professional Staff are Maureen Camunez (Intellectual Property) and Terry Cook (Center for Learning Assistance), and representing the Outside of Las Cruces employees is Philip Wright. Stan Lopez (Curriculum and Instruction) will serve as a Faculty Alternate and Keith Duncan will serve as an Outside of Las Cruces alternate. Bill also announced that new members to the Fringe Benefits Committee include Cathy Thomas and Gerald Burke with Gene Ott serving as a retiree alternate and Jim Strickland and Doreene Alexander being reelected to serve on the Insurance Committee with Quentin Ford serving as a retiree alternate.

Bill also reported that at our next meeting we will be electing new officers. Bill Glenn will become our new Chair and Maureen Camunez will stay on the Executive Board for another year as the retiring Chair. The offices that will need to be filled will be Chair-Elect and Secretary. If you would like to serve or if you would like to nominate someone for one of these offices, please get in touch with Bill.

Maureen introduced Vice-President James McDonough. President Gogue is wanting and making changes and Vice-President McDonough will briefly discuss some new travel procedures.

Vice-President McDonough said that many changes have been proposed and are being considered and that today he would like to briefly go over some of them with us and then come back to our next meeting and give a more thorough explanation of changes. In regards to travel, they are looking at changing the per diem and they want to get Hadley Hall out of the process. The traveler and his/her Department Head will sign off on the travel voucher and Hadley Hall will not be doing the detailed review they used to do. Another area where there will be change is in creating new accounts. New accounts will be created within 48 hours of receiving the grant. Trouble getting new accounts established has been a big problem for at least the last three years. There will still be a lot of documentation that will need to be done before a new account can be created, but the proposed new system should make things progress much smoother.

Many changes are being proposed and considered by the Office of Business and Finance. There are a lot of changes that may be made and some of it is really complex. Once they get it to the "proposed" stage, the ideas will be reviewed by various groups (such as ACAP) to make sure that they are agreeable.

President Gogue wants from four to ten ideas from Vice-President McDonough on ways to cut down on bureaucracy.

Other areas receiving review include: Procurement Cards =96 the cards have been helpful for Faculty but have created a nightmare for the Departments. The Business Office hopes to have something better by March 1. They may raise the limit to \$2,500. Petty Cash =96 The Petty Cash reimbursement paperwork has always been audited when you brought it in. They aren't going to do that any more and will just process the reimbursement. The responsibility for accuracy will belong to the person applying for the refund. Hadley will no longer be the policeman. If you sign off on a document you had better be sure that it is right. You will be the responsible person if it is caught in an audit. Vice-President McDonough thinks we can make it work if we all work together.

Maureen called for additions or corrections to the December minutes. Paula noted a correction that has already been made. A motion was made and seconded to accept the December minutes as corrected. Motion carried.

Maureen then called for reports from the standing committees:

FRINGE BENEFITS COMMITTEE: Missy Giacomelli, Chair of the Fringe Benefits Committee, reported that they have not met but would be looking at prepaid legal issues at their next meeting.

INSURANCE COMMITTEE: The Insurance Committee has not met but their next meeting will be held on January 19.

ATHLETIC COUNCIL: The next meeting will be on February 2 at 3:30 p.m. The Gender Equity, Student Welfare and Minority Issues Committee will meet on January 11 from 1:30 p.m. to 3:30 p.m. A

Student Panel of Minority Student Athletes will take place on January 17 from 6:30 p.m. to 8:00 p.m. to review any concerns the student athletes may be having as a minority and a student athlete. All meetings will take place in the Aggie Scholarship Room, Pan Am Center.

CORBETT CENTER: Has not met.

INTRAMURAL POLICY BOARD: Has not met.

CAMPUS PLANNING: Has not met.

FACULTY SENATE: Dennis Hallford submitted the following report: The Faculty Senate met at 4:00 p.m. on December 7, 2000 (same time as ACAP meeting). The main item of business was to select the following Faculty members to serve on the Provost Search Committee: Marie Heaton (Chemistry), Molly Melloy (Library), and Enedian Vasquez (Education). In addition, Adrian Hanson (Engineering) and Jim O'Donnell (Education) were placed on the ballot for Faculty Senate Chair for 2001-2002. Ballots will go out to Faculty the week of January 8 and will be due on January 31, 2001.

The Faculty Senate met again on January 4, 2001. Dr. Beck introduced Dr. Tom Gale who will serve as the interim Provost at NMSU. Three propositions were introduced at this meeting:

1. Proposition 03-00/01 was introduced by Dr. Greg Ware. It deals with the Proposed University Policy Regarding Freedom of Expression on the NMSU Main Campus and was referred to the University Affairs Committee by Vice Chair Dr. Cheryl Wilson.
2. Proposition 04-00/01 was introduced by Dr. Hanson and would change the status of the BS in Agricultural Engineering to a Minor in Agricultural Engineering within the Civil Engineering Department. It also suggests changing the name of the Civil, Agricultural, and Geological Engineering Department to the Civil and Geological Engineering Department. This bill was referred to Scholastic Affairs.
3. Proposition 05-00/01 was introduced by Dr. Alden and proposes to amend AP&P to streamline procedures for hiring instructors on the Brach Campuses. It was referred to Faculty Affairs.

COMPENSATION COMMITTEE: No report.

CONSTITUTION COMMITTEE: Has not met.

REPORT FROM THE CHAIR: Maureen reported the following highlights of the Administrative Council meeting:

1. Council is looking at a new policy regarding use of ABCD mailing and what is appropriate and what should go on the hotline. There is a policy that has been looked at but nothing is set as of yet. They hope to use ABCD mailing only for policy things.
2. Dr. Gary Cunningham is working on safety issues.

3. Our (ACAP's) proposal regarding personal use of university equipment is in the review process and could be started as early as next month.
4. CNN has had their name changed to Information and Communication Technologies (ICT).

OLD BUSINESS: University Policy Regarding Freedom of Expression on the Main Campus of NMSU. President Gogue has asked ACAP to review the proposed "University Policy Regarding Freedom of Expression" document. Maureen turned the meeting over to Mike Abernethy who represented ACAP on this Task Force Committee. Copies of the proposal had been handed out to ACAP members before the meeting and Mike and several members of the Task Force answered questions and responded to comments from the Council. The Task Force Committee was complimented because their outlined procedures were broad enough but still protect the campus. ACAP thought the committee had done a great job and thanked the committee for all their work.

The Committee was asked what the timeline was for getting this proposed policy into place and we were told that President Gogue would like to have it back so that it can be presented to the Board of Regents at their March meeting.

A motion was made to accept this proposed "University Policy Regarding Freedom of Expression" as presented. The motion was seconded and passed. Further discussion was held between the Council and the Committee assigned to write the policy. Although it was agreed that the Committee had completed their charge in writing this policy, there were several items that Council members felt should also be included in a "Freedom of Expression" policy. It was agreed that a letter would be prepared and sent to President Gogue stating that ACAP is in favor of the policy but that we recommend that the Committee be continued and allowed to explore other matters along these lines. Mike Abernathy said that he would be happy to stay on this Committee.

Anonymous Comments from the Website: The comments this time had to do with the Business Office and the Faculty and Staff Class Authorization Form. Why can't the paperwork for taking a class go faster? -- A new form and a change will be coming out in the near future which will make it easier for everyone.

NEW BUSINESS: Thanks!!! Maureen thanked Brenda Shannon and Dennis Hallford for their service to the Council and encouraged them to run again next year. Keith Duncan will be serving as an alternate for the next three years and we hope that he will remain active on the Council. Richard Long and Joan Crowley will also be retiring from the Council. She then turned the meeting and the Chair's gavel over to Bill Glenn.

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

Paula Ross, Secretary Maureen Camunez, Chairperson

These minutes have been approved by the Council.

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NOTICE OF NEXT MEETING:

THURSDAY, FEBRUARY 8, 2001

New Mexico Department of Agriculture's Conference Room

3190 Espina

3:00 P.M.

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