

**New Mexico State University
Advisory Council on Administrative Policy
Minutes of July 14, 2005 Meeting**

MEMBERS PRESENT: Kurt Anderson (F), Tammy Anthony (P), Maureen Camunez (P), Roseanne Bensley (alternate for Dario Silva) (P), William Glenn (P), Tim Nesbitt (P), Norma Ledesma (P), Genevieve Bauer (alternate for Sandra Moreno) (C), Tom Rubadeau (C), Nellie Rosales (C), Ethel Lynch (alternate for Paula Ross) (C), Russell Hardy (Branch) and Ida Chavez (Branch).

ALTERNATES PRESENT: Roseanne Bensley (P), Genevieve Bauer (C), Ethel Lynch (C), Steve Hussman (F), Linda Beavers (Branch) and Kelly Brooks (P).

GUESTS: Janet May (HR), Jim Anthony (Fringe Benefits Committee) and Diana Quintana (HR).

1. The meeting was called to order by Tim Nesbitt at 3:05 pm and the minutes of May 10, 2005 were approved as corrected for attendance.

Committee Reports: None were presented.

Old Business:

1. Appeal to Protect Branches from Pending Restructuring/Realignment by Secretary of Higher Ed Department.
 - a. Russell Hardy provided background information describing a movement within the realm of Higher Education to possibly repeal the Branch Campus Community College Act. In addition, Russell distributed information detailing the impact that the branch campuses have on the NMSU system. Currently, the NMSU branches represent 37.4% of the total NMSU student body, 14.4% of the total NMSU budget, and 8.4% of the NMSU full-time employment. According to Russell, if the branches were to be stripped away from NMSU, it could affect the ability of NMSU to receive grant and research funds as well as impact the national ranking of NMSU among its peer institutions.
 - b. After a brief discussion regarding the NMSU branch campuses, Russell made a motion encouraging ACAP members to advise President Martin to publicly state his support for the NMSU branch campuses during this period of uncertainty and change. The motion was seconded and passed unanimously.
1. Broadbanding Update
 - a. Diana Quintana reported on the current status of Broadbanding, a new employee classification system intended to condense the number of positions and move the

University toward a market-based compensation system. According to Diana, Broadbanding training has already occurred for supervisors. General employee training is scheduled to follow within the next few months. The implementation date for Broadbanding has not been finalized due to problems encountered with the recent conversion to Banner.

- b. Diana discussed the procedure for employee classification and the appeal process involved if employees feel that they have been improperly classified. Dr. Michael Hites provided testimony regarding the positive benefits his department has received as a pilot project under the Broadbanding program. According to Hites, Broadbanding allowed his department (ICT) to retain qualified individuals by monetarily rewarding hard work and experience through salary savings which resulted through normal attrition within the department.
- c. After considerable discussion, Ida Chavez motioned to advise the President to include the NMSU Library and the Dona Ana Branch Community College as pilot projects under the Broadbanding program. The motion was seconded and approved.

3. Flex-Time Issues

- a. Linda Beavers voiced a concern about inequities in the amount of annual leave/sick leave that an individual earns when they work a schedule that is non-traditional (i.e. 9 hours Monday-Thursday, 4 hours Friday). Under Banner, employees who work a non-traditional schedule do not earn the same rate of annual leave/sick leave during short pay periods.
- b. Janet May commented that the Human Resources office is aware of the problem and is working on resolving this issue. Individuals impacted by this problem should contact Pamela Roggow or D'anne Stuart and complete an adjustment report in order to correct this deficiency.

New Business

4. Replacement of Retired Member Christie Padilla

- a. Ethel Lynch was voted in as a replacement for Christie Padilla.

5. First Light Federal Credit Union Committee

- a. A subcommittee was created to review the First Light Federal Credit Union Staff Awards (Formerly Fort Bliss Credit Union).

6. Administrative Council Meeting Highlights (Tim Newsbyte)

- a. The NMSU Administrative Policy & Procedures (AP&P) Manual is slated to be re-written within the next year. Tim asked for volunteers from ACAP to serve on this re-write.
- b. The purchase of an airplane in partnership with another state university from the State is being considered by University administration. President Martin has specifically stated that if the purchase doesn't make "business" sense, it won't be purchased.

- c. The mascot "Pistol Pete" is being revised to portray a more modern image.
 - d. President Martin received a favorable evaluation from the Regents after his first year in office.
 - e. The Albuquerque Center is now open and ready for use (for a fee). The Albuquerque Center is managed by Carmen Gonzales, Assoc. Provost for Distance Ed.
 - f. President Martin will be holding a forum in the near future. The forum is in response to ACAP's recommendation to enhance communications between the administration and the staff. ACAP members may be called to serve as moderators for this event. The forum will be open to all NMSU staff members and others interested in NMSU. Future plans will include open forums similar to the one planned soon.
7. ACAP Secretary needed.
- a. Tim made an impassioned plea asking for a volunteer to fill the Secretary position for ACAP. After no one stepped forward, Tim agreed to ask the President if a secretary could be hired to cover ACAP meetings, similar to what is currently done at Faculty Senate meetings.
8. A motion to adjourn was received and approved by acclamation.

Campus Planning Report

8/11/05

Robert Medina reports that the Campus Planning Committee will resume meetings in September.

Parking Committee Report

8-11-05

Nellie Rosales reports that she has not been called by the Parking Committee to be on any court hearings.

Compensation Committee

8-11-05

Kelly Brooks reports that the Compensation Committee has not met.

Alcohol Use Committee and Energy Conservation Committee

8-11-05

Dr. Bernard Leinauer reports that the Alcohol Use Committee and the Energy Conservation Committee have not met.

Committee Reports for ACAP

8-11-05

Jim Anthony reports that the Fringe Benefits Committee has not met. They will resume their normal monthly meetings starting August 17th.

Maureen Camunez reports that the Budget Committee has not met since our last ACAP meeting.

Tina Byford reports that the Insurance Committee will be meeting in September.