

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

March 8, 2001

MEMBERS PRESENT: Bobbi Raub (F), John Mullen (F), Bill Glenn (P), Maureen Camunez (P), Tina Byford (P), Shaun Cooper (P), Norma Ledesma (P), Terry Cook (P), Josie Alexander (Alternate for Annette Alvarez) (C), Viola McCormick (Alternate for Margaret Holland) (C), Jack Clifton (C), Lilly Dominguez (C), Phillip Wright (OLC), and Linda Beavers (Alternate for Ida Chavez) (OLC).

VISITORS: Jay Gogue (President), Bill McCamley (ASNMSU President), Janet May (Employee Benefits), Bob Howell (Personnel), Missy Giacomelli (Fringe Benefits), Angela Velasco (Personnel) and Dennis Hallford (Faculty Senate Representative).

ALTERNATES PRESENT: Kelly Brooks (P) and Stan Lopez (F).

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 New Mexico Department of Agriculture's Conference Room.

Glenn introduced and welcomed President Jay Gogue to the ACAP meeting. Gogue thanked committee members for their service and expressed appreciation for the leadership and service committee members provide on various university committees. He stated the role of this committee has grown tremendously and provides an opportunity to discuss issues affecting the university community. Gogue asked the committee to address the following items:

1. Clarify policy between interim and acting designations. The committee needs to consider specific items that would determine the criteria for designating an individual either interim or acting.
2. Develop a policy addressing church/state type of issues. With people of different religious faiths other than the main stream, the university needs to adopt a policy dealing with this diversity. A subcommittee, including Terry Cook, Shaun Cooper (Chair), Lilly Dominguez and John Mullen was appointed to prepare a proposed policy.
3. Reconsider policy on requiring individuals to make up class time. He would like the university to support and encourage staff to pursue a higher education.

Gogue asked the committee if they had any questions or comments for him. He was asked if university employees can contact legislators. Gogue stated that any individual has the right to talk to any legislator, but the individual needs to state he/she is speaking as an individual and not for the university. Also, individuals are not to use their university title, letterhead, address, equipment or supplies when

contacting legislators.

Gogue reported that the legislative compensation package process was on going. When asked about budget issues, he stated that \$68 million would be a very strong budget and he would argue the urgent need for compensation. He also reported that since the football game with UTEP had been cancelled, other teams were being looked at to complete the season schedule.

Glenn thanked Gogue for visiting with the committee.

Glenn introduced Bill McCamley, ASNMSU President. McCamley distributed a draft of Students Bill of Rights which, if approved, would be included in the student handbook and AP&P. He stated students determined the need to have a formal document addressing the issues of concern to them. He asked committee members to review the proposed items. A subcommittee, including Terry Cook (Chair), Missy Giacomelli and John Mullen was appointed to review the proposed Students Bill of Rights.

Glenn thanked McCamley for meeting with the committee.

Glenn stated the minutes for the February ACAP meeting would be presented at the next meeting.

INSURANCE COMMITTEE: Glenn distributed a summary prepared by Doreene Alexander, who could not attend the ACAP meeting. The summary included the following:

The Insurance Committee met on February 27. Highlights of the meeting included:

- A recommendation to devote an entire meeting to retiree concerns and issues.
- The committee reviewed a report from CIGNA specific to provider access. The access report considered PCP's and some specialists in the counties of Dona Ana, Otero and El Paso. The conclusion was that the provider network in these three counties meets and/or exceeds the New Mexico State managed care regulations.
- A member brought forth a concern about the increase in premiums once the age of 70 is reached. Janet May explained the existing policy.
- The committee responded to a request for a member regarding the pregnancy benefits for dependent female children. The member requested that this particular benefit be repealed. The committee voted not to make any changes in this benefit as it currently exists.
- Monthly meetings of the committee will be held on the third Tuesday of each month from 10:00 a.m. to 12:00 p.m. Locations will be announced. The March meeting will be held in the Library Associates Room, Zuhl Library.

A second major area of effort has been the review process for a health insurance carrier. The committee met on February 14th to review the Executive Summary completed by William Mercer and prepare for vendor presentations. These presentations took place on March 5th. The members are awaiting additional data for discussion and anticipate having a recommendation to ACAP prior to the next meeting.

Tina Byford reported that the committee was waiting for a response from the insurance carriers. The committee will meet on March 19th and hope to have a recommendation on that day.

FACULTY SENATE: Dennis Hallford reported that Faculty Senate had met on March 1. He reported the following:

Proposition: 05-00/01. "Amending AP&P to change approval process for branch campus community college instructors." Passed.

Proposition: 06-00/01. "Supporting the efforts of the ASNMSU Senate to include a two-day holiday to occur sometime during the mid-part of the fall semester." After much discussion a memorial passed to approve the concept but questioned the mechanics. Vice President Franco is looking at the academic calendar for dates. To accommodate the two-day holiday, the semester would begin 2 days earlier.

Proposition: 10-00/01. "The College of Education school psychology program is requesting modification of existing admission standards, specifically asking that the bachelor's, not the master's, be the required degree for admission." Passed.

Proposition: 09-00/01. "Amendment of Intellectual Property Policies."

New Legislation:

Proposition to add designated associate degree.

Graduate Council established an advisory committee to Dean of the Graduate School. The Council was not satisfied with current procedures for faculty input.

The Compensation Committee discussed issues and the mechanics of awarding salary adjustments. The Faculty Affairs Committee will address these issues at their next meeting scheduled for the week of March 11th.

FRINGE BENEFITS COMMITTEE: Missy Giacomelli reported that the Fringe Benefits Committee is looking at packages for long-term spouse/parent care packages, which would be offered to retirees and people planning to retire. The employee would pay 100% of the cost.

Glenn stated that President Gogue had requested ACAP to consider the possibility of the university

contracting with a private business to provide a child care facility on the main campus for children of faculty and staff. The President stated the university may be able to provide space, utilities, etc. for the child care facility. Glenn asked Giacomelli to take this request to the Fringe Benefits Committee.

ATHLETIC COUNCIL: No report.

CORBETT CENTER: No report.

INTRAMURAL POLICY BOARD: No report.

CAMPUS PLANNING: No report.

CONSTITUTION COMMITTEE: Shaun Cooper reported the committee had met once and would present revised changes at the next ACAP meeting.

BUDGET COMMITTEE. Maureen Camunez reported that budget hearings are being conducted for 2002-2003 and will be adding 3% of reallocation based on retirement of people in 2002.

REPORT FROM THE CHAIR: Glenn reported the following:

- Administrative Council had approved the free speech policy, and it now goes to the Board of Regents. The Personal Use of University Resources policy was also approved by the Council.
- An emergency notification system is being implemented at the university. Vice President Woods and his staff have been working on implementing a radio system, which will place radios around the campus. Staff will be notified of the system, etc. The system will be tested weekly and brochures about the system will be distributed.
- The name of the Financial Aid Office has been changed to Office of Financial Aid and Scholarship Services.
- The provost search is continuing. Search for the assistant provost for distance education has begun.
- Anonymous Comments/Questions from the Website: Why can't professionals have two payrolls a month? In a survey sent to professionals, professionals voted against receiving two paychecks.

NEW BUSINESS:

- It was recommended that the ACAP Chair be appointed as an ex-officio member to the Board of Regents.

- Removing retirees from the university health insurance plan and putting them in the State pool.
- Request for picnic funds from President Gogue can be solicited after July 1.
- President Gogue continues to seek avenues to reduce or minimize bureaucracy and asks for suggestions/recommendations.
- May meeting date may change.

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

Lilly Dominguez William Glenn, Chairperson

These minutes have been approved by the Council.

*****< /P>

NOTICE OF NEXT MEETING:

THURSDAY, APRIL 12, 2001

New Mexico Department of Agriculture's Conference Room

3190 Espina

3:00 P.M.

*****< /P>