

**THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY
MINUTES OF A SPECIAL MEETING HELD ON
MARCH 17, 2005 | MARCH 10, 2005**

MEMBERS PRESENT: Roger Hartley (F), Bobbi Raub (F), Bernhard Leinauer (F), Kurt Anderson (F), Tammy Anthony (P), Maureen Camunez (P), Roseanne Bensley (alternate for William Glenn) (P), Norma Ledesma (P), Tim Nesbitt (P), Sandra Moreno (C), Christie Padilla (C), Nellie Rosales (C), Paula Ross (C), Cathy Thomas (C) and Russell Hardy (Branch).

ALTERNATES PRESENT: Roseanne Bensley (P).

VISITORS: Janet May (HR), Tina Byford (Insurance Committee) Diana Quintana (HR) and Mike Abernathy (Purchasing).

Tim Nesbitt called this special meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:00 p.m. in room 297 of Gerald Thomas Hall.

The Insurance Committee called this confidential and special meeting of ACAP so that ACAP could review the returned bids for our insurance coverage for the next four years.

This meeting and what goes on at this meeting must remain confidential because this is not a bid that we are reviewing but a proposal and must be kept confidential until the time of the award and a contract is issued.

Five bids were received requesting to be our health insurance carrier.

Tina Byford, Chair of the Insurance Committee, presented the plan that the Insurance Committee favors and reviewed changes in the proposed plan and our current plan with Blue Cross/Blue Shield. The new plan is a renewable contract that we can review every year but every four years our insurance plan goes out for new bids.

Mike Abernathy also provided information for the Council's consideration.

A motion was made and seconded that ACAP support and approve the proposed changes and bid for our health insurance. The motion passed unanimously.

Tim thanked Tina and the Insurance Committee and Diana Quintana for their hard work in securing for NMSU the proposed health insurance plan.

Tim also thanked Mike Abernathy for attending the meeting and explaining the necessity of keeping the information we received confidential.

With no other business to discuss, the meeting was adjourned.

Paula Ross, Secretary

Tim Nesbitt, Chair

The Council has not approved these minutes.

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

MARCH 10, 2005

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MEMBERS PRESENT: Roger Hartley (F), Steve Hussman (alternate for Kurt Anderson) (F), Bobbi Raub (F), Bernhard Leinauer (F), Tammy Anthony (P), Maureen Camunez (P), Dario Silva (P), William Glenn (P), Norma Ledesma (P), Tim Nesbitt (P), Sandra Moreno (C), Tom Rubadeau (C), Nellie Rosales (C), Paula Ross (C), Cathy Thomas (C), Russell Hardy (Branch) and Ida Chavez (Branch).

ALTERNATES PRESENT: Steve Hussman, Linda Beavers, Kelly Brooks, Yolanda Baca and Genevieve Bauer.

VISITORS: Robert Medina and Jim Anthony.

Tim Nesbitt called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 3:00 p.m. in room 333 of Breland Hall.

Tim called for additions or corrections to the minutes of the February meeting. Several corrections were presented. A motion was made and seconded to accept the minutes from the January meeting with corrections. Motion carried.

The following reports from our standing committees were either submitted in writing or presented at the meeting.

FRINGE BENEFITS COMMITTEE: Cathy Thomas introduced Jim Anthony as the new Chair of the Fringe Benefits Committee. Jim reported that the Fringe Benefits Committee had not met.

INSURANCE COMMITTEE: Tina Byford reported that the Insurance Committee is still in negotiation on a new health carrier so there is not an insurance report today.

COMPENSATION COMMITTEE: Kelly Brooks reported that the Compensation Committee had not met.

FACULTY SENATE: Roger Hartley submitted the following Faculty Senate report. I attended the Faculty Senate on March 3, 2005. The first presentation was Dean Carruthers talking about the long-term view document (LTV). He said that the committee had reviewed the current goals and objectives for NMSU and found them to be too numerous and too vague. The aim of the LTV committee was to simplify the goals of the university, and to make realistic comparisons with our peers. The major goal was to be in the top quartile of the peer institutions for 80% of the measurements in the comparison. He said that NMSU is already in the top quartile in some areas (he mentioned diversity as one of these) but that we are behind in many others.

Two other pieces of business were transacted. The first was the change of name of the Accounting and Business Computer Systems department to Accounting and Information Systems department. This was approved. The other was a bill concerning the missing two weeks of pay caused by the change to Banner for those 9 month faculty members who opted to be paid in 12 monthly installments.

ATHLETIC COUNCIL: Phil Wright reported that Athletic Council met on Tuesday, March 8 th , but did not have a quorum.

CAMPUS PLANNING: Mark Medina submitted the following report.

The Campus Planning Committee met on March 2 nd at the OFS Conference Room. Items on the agenda included:

- Zuhl Artifact. The relocation of a petrified artifact donated by Dr. Zuhl is presently located in front of the Alumni Association Visitors Center on College Drive. The artifact is to be placed on the southwest lawn of Breland Hall. The relocation will be associated with the Geological Sciences at Breland. A motion was made to accept the relocation and the Committee passed it.
- The Committee requested information from Stephen Lopez of the NMSU Policy Department. The Committee requested information regarding the installment of speed bumps/strips requested by the Housing residents to slow traffic in certain areas. Four types of devices were introduced. Two were discarded. The other two devices, the Rumble Strips and the Speed Table will be considered at certain locations. But Ben Woods was concerned about drainage in the housing areas and what is the past performance of these devices? Other concerns were maintenance and manpower of the devices. Stephen said he would look into these matters and come back with the information.

- Stephen Lopez and Michael Rickenbaker, OFS, were looking for feedback from the Committee on portable shelters placed at strategic locations for shelter from inclement weather. Six types were introduced. The “Round” with mesh panels was the favorite and seemed the most practical. The cost and maintenance were concerns. Stephen asked members to give ideas for location placement of shelters. A Fall 2005 trial program may be implemented.
- Ron Washburn (OFS) gave a presentation on the formalizing of addresses on the East campus area to logically coincide with present and future plans for development in that area. Primarily to meet the “emergency” responses dispatched by city and NMSU police dispatchers, dispatching various agencies to respond more quickly to the location accurately. The Committee passed the request for Mr. Washburn to proceed.
- Ben Woods spoke about a preliminary site for a Conference Center. He is going to bring this idea forward to the Board of Regents meeting on March 14 th . The Concept is for NMSU to enter into an agreement with a private sector entity in the hotel industry and develop business for academic related activities and expand on the HRTM programs. The proposed area is by the new golf course clubhouse. His presentation was to give the Committee a “heads-up” on developing a long-term relationship with private industry to open “hidden” assets of NMSU.

Ken White, Chair of the Committee, asked if there was any other business. There wasn't so the meeting was adjourned until the first Wednesday of April.

ALCOHOL USE COMMITTEE: Bernhard Leinauer reported that the Alcohol Use Committee has not met.

NAMING COMMITTEE: Bobbi Raub reported that the Committee had not met.

PARKING CITATION HEARING PANEL. No report.

ENERGY TASK FORCE: Bernhard Leinauer reported that the University is trying to cut down on electrical usage. Dr. Leinauer handed out stickers to be put on light switches reminding people to turn off lights when offices and labs are not in use and to turn out lights when leaving for the day. Discussion followed on saving electricity and how security lights are needed to insure safety. A campaign will soon begin to promote the conservation of electricity on campus.

CHILD CARE COMMITTEE: Tammy Anthony reported that the Child Care Committee has not met.

ADMINISTRATIVE COUNCIL: Tim Nesbitt provided the following report:

Minutes of February 8, 2005

The minutes of January 10, 2005, were approved as distributed.

Old Business

No items.

New Business

No items.

Pending Decisions

No items.

Announcement of Decisions

High Speed Internet Service (Hites)

The policy itself was approved at the December meeting with several follow up items. Michael Hites verified that the highest level of approval would be the cognizant dean or vice president/vice provost. All employees who currently have the internet service at home will need

to complete the required form. The signed form will reside in the office of the cognizant dean or vice president/vice provost. He also distributed a guideline checklist for use in the approval process. The Council unanimously approved the wording as distributed for the policy manual.

University-wide Information/Announcements

Endowment Performance (Dukes)

Rebecca stated that the NMSU Foundation's investment return of the overall endowment fund for the past fiscal year was a little over 20 percent. This puts NMSU just behind Yale and Harvard in performance.

Payment/Contribution Issues – Fundraising Events (Shannon)

Brenda stated that their office had been asked by our Black Programs Office to ensure they were properly handling the purchase of tickets for the Martine Luther King breakfast. As a result, some questions and concerns surfaced. Brenda stated that since this event was a fundraising event, tickets should generally be purchased with personal funds. It may be appropriate for those administrators who are expected to attend numerous events, introduce others, and/or make remarks to use discretionary funds for this purpose. It is not appropriate to use university operating accounts. Brenda would like to see language in announcements for events that payments/contributions should generally be considered a personal expense.

Jennifer stated that Vice President McDonough had asked her to prepare a summary of university- and foundation-sponsored events and also some guidelines to determine the appropriateness of using university funds for various events.

Garrey Carruthers stated that the Academic Deans Council will also look into this issue, as well as the solicitation policy. Bruce Kite recommended that requests for contributions clearly state that participation is voluntary and that a decision not to participate will not impact other areas.

Christina is working with a small committee to determine when it is appropriate for NMSU, with limited resources, to sponsor a corporate table at community events. Christina welcomed suggestions that may help prepare a policy for this purpose.

Steve Castillo said that purchasing a corporate table should also be viewed as a marketing tool for the university.

Rebecca Dukes stated that the intent of the donor when the gift was made and the use and nature of discretionary funds are important when considering the use of charitable gifts.

Public Service Announcement – Website on Financial Literacy (Shannon)

Brenda distributed a handout about a website entitled “360 Degrees of Financial Literacy” which is a national volunteer effort of Certified Public Accountants designed to help individuals understand their personal finances and develop money management skills. The web address is <http://www.360financialliteracy.org>.

Dean Carruthers stated that they have an appropriation request before the Legislature for \$50,000 for economic literacy. They are also working with the College of Education to begin to introduce economic literacy concepts to public school teachers.

Rebecca stated that if anyone was interested in putting the program in their classroom with college students, the foundation might be able to underwrite some of the costs to implement the program.

Coordinated Communications Committee (Howard)

Maureen stated that they have been working with a committee to find a way to provide more coordinated communications. A brief survey will be sent to identify those who have some responsibility for communications so they can be included in the effort.

University-wide Information Technology Planning (Hites)

Michael stated that for planning and decision-making purposes, ICT will be asking for feedback from administrative support units about the information technology services they provide. He distributed a memo that will be sent to the Association of Computing and Networking

Support (ACANS) units requesting that they prepare a departmental profile by April 1 indicating the information technology services they provide and describing how those services are provided.

Other Announcements

Christina thanked everyone who helped make the Presidential Inauguration a success. She also thanked those who participated in Las Cruces Day in Santa Fe. We received a lot of positive comments from various Cabinet Secretaries, members of the Executive Branch, and Judicial Branch. The Las Cruces Chamber of Commerce is very grateful for NMSU's participated in the events.

She also encouraged everyone to visit NMSU's Albuquerque Center. Rebecca said that the entire first floor of the center is wireless, and she invited members to use the Alumni Office space at the center when in that area.

Council members were encouraged to attend the Clara Belle Williams Awards Ceremony and Building Dedication this coming Sunday sponsored by Black Programs.

Margie Huerta thanked everyone who participated in the Dona Ana Community College bond issue passage.

Dr. Martin gave an update on the Legislative Session and also mentioned that he sent a memo reminding those who are in Santa Fe on official NMSU business to coordinate their visit with Patricia Quintana or Richardo Rel. He explained that the intent of the memo was not to prohibit or in any way limit an individual's personal right to visit with Legislators, but rather to have a coordinated effort involving university matters.

Next Meeting: March 8, 2005, 8:30 a.m., Corbett Center, Room 210.

OLD BUSINESS: None.

NEW BUSINESS: President Martin Is Requesting Input From ACAP Regarding the unionization effort here at NMSU. There is a provision that when a petition to organize is submitted with 30% of the affected body signing, a vote to unionize or not to unionize is allowed. The institution may waive the 30% petition requirement and allow for an immediate vote.

Discussion followed and many questions were raised. What group or groups of employees benefit from AFSCME membership? What are the benefits? Who pays dues and what is the dollar amount of the dues? What type of union agency will NMSU be, i.e. open, closed, or union shop? How do employees notify AFSCME that they do not want to be contacted?

Some ACAP members offered their understanding of the answers to the questions raised above but the membership felt that it was important that the questions be forwarded to university administration for answers to keep the campus community involved and informed. A motion was made to advise the President not to waive the

More discussion occurred. A suggestion was made that a forum be held so employees could come and ask questions of both AFSCME and University Administration. It was also suggested that any forum be broadcast on some sort of distance education mechanism to increase participation.

A vote was called for. The Council voted unanimously in favor of not waiving the 30% vote and to formally ask for answers to questions discussed at this ACAP meeting. Tim Nesbitt agreed to put together a written statement to include the questions and pass it along to all ACAP members for input before it was sent to the President.

President Martin has promised ACAP that he will help us get the work out about ACAP – by using the *Round-Up*, flyers, etc. Our nametags will be ready by our next meeting. Tim urged us all to wear them whenever we can so people will know we are part of ACAP and they will hopefully bring concerns to us to present to the Council.

Website Update. Norma reported that we are real close to having our website ready. It looks really nice.

Banner Pros and Cons and Paycheck Woes. A lot of things are good and some things are not good about our new Banner system. We did try to help the Graduate students and the two-week lag period for their paychecks.

Tim provided copies of some of the e-mails he has received from some non-exempt employees and how the smaller checks they will be receiving is affecting them. The fluxuating checks makes it hard for families to budget and pay their bills. The problem is because non-

exempt employees are now hourly employees and even though our annual salary amount has not been changed, with hourly pay periods, some pay periods will be smaller and some pay periods will be larger. This is causing our checks to fluxuate (i.e. for the last two weeks in February pay checks will be from \$50 to \$150 smaller but later on this amount will be made up by a greater amount of hours worked during a pay period). In the past our checks were basically the same each pay period.

Discussion followed on this problem. The Council shares the concerns of the employees who sent e-mails to us. A motion was made and seconded that we ask President Martin to consider non-exempt employees be put on an equal check per pay period so that employees will consistently receive closer to the same pay for each pay period and therefore be able to better manage their basic budget. This would mean going back to 24 checks per year or equal distribution of an employee's salary.

The vote was called for and passed. Tim agreed to include this issue in the memo to the President discussed above.

Council members also requested that Diana Quintana be asked to come back and talk to us some more about Broadbanding.

With no further business to discuss, the meeting was adjourned.

Paula Ross, Secretary

Tim Nesbitt, Chairperson

The Council has not approved these minutes.

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NOTICE OF NEXT MEETING

THURSDAY, APRIL 14, 2005

ROOM 105 of WOOTEN HALL

3:00 P.M.

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