

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

May 13, 2004

MEMBERS PRESENT: The attendance record sheet that is routinely passed around for members, alternates and visitors signatures was not returned so we do not have a record of attendance for the May meeting.

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

Norma called for additions or corrections to the minutes of the April ACAP meeting. A motion was made and seconded to accept the minutes as written. Motion passed.

FRINGE BENEFITS COMMITTEE: The Fringe Benefits Committee has not met. Janet May said that the Committee has been asked to look at the Dependent Tuition Program again.

INSURANCE COMMITTEE: The Insurance Committee did meet in April but there is no new information to report. They probably won't have a meeting in May. This last year was a great year for NMSU and the insurance plan.

COMPENSATION COMMITTEE: No report.

FACULTY SENATE: No report.

ATHLETIC COUNCIL: No report.

CAMPUS PLANNING: Robert Medina submitted a handout for a Campus Planning Committee Meeting held on May 5th. The meeting covered the Capital Outlay plans for 2004-2005.

Richard Kaselow and Ben Woods reviewed designs and plans for some of the current and upcoming projects. Ben discussed the costs and funding requirements of each project. Updates on the Fine and Performance Arts Center and the President's Residence Annex were given.

There was nothing on the agenda to vote on or make a resolution for at this time. The next Campus Planning Committee Meeting is scheduled for the Fall unless an emergency

meeting is needed.

ALCOHOL USE COMMITTEE: Dr. Leinauer reported that one request for alcohol use was received for a car show that will be held on campus.

NAMING COMMITTEE: Bobbi Raub submitted the following report.

Chairwoman Dukes called the May 11, 2004 meeting of the Naming Committee to order at 8 a. m. Minutes from the previous meeting were approved as issued.

Under New Business, two requests were reviewed and voted upon.

1. The College of Business Administration and Economics requested consideration in naming the first floor study lounge area adjacent to the Dean's office. Mr. Hank "Henry" Willis had requested that the area be named in his late wife's honor. As NMSU graduates and staunch supporters of NMSU, Mr. Willis feels that this would be a fitting tribute to his wife. He has offered to make a substantial contribution to the Dean's discretionary fund should the honor be bestowed. Mrs. Willis's maiden name was Fite and her family has a long history in Las Cruces; her father was once a NMSU faculty member.

The motion was made and seconded to name the study area adjacent to the Dean's office in Business Complex I the "Mrs. Bernice Mabel Fite Willis Study Lobby." The motion passed unanimously.

2. A request was brought forward from John Porter Bloom to name the Regents Room in the Educational Services Center the "John R. McFie Regents Room" to honor many of the contributions Mr. McFie made to the university in the late 1800's. Under current guidelines, there needs to be a substantial monetary contribution to name university property. Mr. Bloom mentioned a token amount and proposed the naming for a historical purpose. A motion was made and seconded to name the Regents Room in Mr. McFie's honor. The motion failed.

No further meetings were scheduled.

BUDGET COMMITTEE: Has not met.

PARKING CITATION HEARING PANEL: The panel met on April 30th. Twenty-two people showed up for the meeting. Three cases were dismissed and about four or five fines were lowered. The rest of the cases needed to pay the fines. There will be one more meeting of the panel in July.

ENERGY CONSERVATION COMMITTEE: No report.

CAMPUS CLIMATE SURVEY TASK FORCE: The Task Force will be meeting next Thursday.

REPORT FROM ADMINISTRATIVE COUNCIL AND REPORT FROM THE CHAIR: Norma reported that the compressed hours proposal for summer hours was denied. Administrative Council felt that it would be too hard to rearrange schedules and there would be too many community ramifications if the University went to compressed hours during the summer. They unanimously voted to drop the proposal. They cited that the University already has the flextime option for employees. Discussion followed on Council's disappointment of the proposal being denied.

Banners is on schedule and doing fine. January 1, 2005, all employees will go to receiving two paychecks a month. People who are working on Banners need a chance to show us that it is going to be a good thing.

OLD BUSINESS:

Compensation Committee Request. The Faculty Senate passed the Faculty part of the recommendations from the Compensation Committee. Discussion followed regarding the impact of the Compensation Committee's proposal for Professional and Classified employees. Broad banding was discussed. It was felt that Broad banding is not as structured as our current policy and that a department must have money to make increases in salaries. The Council felt that Professional and Classified salary policy should remain the same until Broad banding is either initiated and proves to be a successful change or until the Broad banding proposal is replaced with something else.

Wellness/Fitness Program – Fringe Benefits Request. At our last meeting, the Fringe Benefits Committee recommended that the University administration form a committee to evaluate the feasibility of a Wellness/Fitness Program for NMSU to coordinate and promote both existing and new activities and facilities on campus. The recommendation was tabled for further discussion at this meeting. The Council felt that another new committee was not needed and should be handled as an ad hoc committee through the Campus Climate Survey Task Force. A motion was made and seconded that the Wellness/Fitness proposal be given to the Campus Climate Survey Task Force for further consideration. Motion passed.

Gas and Electricity Shortfall. We had a reported 2.5 million dollar deficit for our gas and electricity bill but that is now down to about \$800,000. Ideas have been presented as to how our use of both gas and electricity can be cut but no decisions have been made. We need to do better about utility conservation all across campus. Computers do not save energy by running all the time and space heaters are an issue that needs to be addressed.

Election of Faculty Replacement. Dr. Bernhard Leinauer was unanimously elected to be a

new Voting Faculty Member on the Council.

NEW BUSINESS: ACAP Members, Service and Awards. Recently several active members of ACAP were nominated for awards that carry a monetary gift to the recipient. It is the suggestion of the ACAP Executive Board that when these awards (the Ft. Bliss Federal Credit Union Award and the Roberts Award) are being considered by committees made up of ACAP members, that the award should not be given to an active ACAP member. The Board further suggests that the By-Laws be changed to reflect this decision. The Board will review the By-Laws over the summer and present the suggested revisions at our next meeting for a vote by the Council.

Other New Business: Linda Beavers brought up the concern that the Branch Campuses are not getting information about meetings and other important information. It was suggested that Michael Hites be notified of their concern.

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

Paula Ross, Secretary

Norma Ledesma, Chairperson

The Council has approved these minutes.

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NOTICE OF NEXT MEETING
THURSDAY, AUGUST 12, 2004
ROOM 200 GODDARD HALL
Jerry Shaw Conference Room
3:00 P.M.

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