

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

May 9, 2002

MEMBERS PRESENT: Bernhard Leinauer (Alternate for John Mullen) (F), Elliott Willman (F), Terry Cook (P), Monica Smiggen (P), Shaun Cooper (P), William Glenn (P), Norma Ledesma (P), Annette Alvarez (C), Robert Medina (C), Ida Quinones (C), Cathy Thomas (C), Paula Ross (C), Linda S. Beavers (OLC) and Ida Chavez (Alternate for Mark Buckholz) (OLC).

VISITORS: Janet May (Personnel), Missy Giacomelli (Fringe Benefits Committee) and Tina Byford (Insurance Committee).

ALTERNATES PRESENT: None.

Shaun Cooper 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 Building.

Shaun 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: Missy Giacomelli reported that the Fringe Benefits Committee met in April and went over several things including the enforced parking hours during the summer, compression of hours and flex time hours. The Voluntary Benefits Proposal has been sent out for review and is due back to the Fringe Benefits Committee in May. The next meeting of the Fringe Benefits Committee will be on May 22. If the Committee feels that any points in the Voluntary Benefits Proposal need to be discussed with ACAP over the summer, a meeting will be called and members will be notified by e-mail.

INSURANCE COMMITTEE: Tina Byford reported that the April meeting of the Insurance Committee will be their last meeting until after the summer break. A Blue Cross/Blue Shield Question and Answer Session was held on April 24. Beginning about July 1 there will be a system available that will allow you to look at your claims over the web. The link will be available from our web page.

Retiree Surveys show that most everyone that responded to the survey was happy with the plan. Tina passed out a handout listing the Insurance Committee Goals for FY 2001-2002. The Insurance Committee feels that they have come pretty close to meeting each of their goals.

One of the goals that the Insurance Committee had set was to provide a recommendation to ACAP on the continued use of the Medicare Carve Out Plan for retirees. The Committee feels that it is a good plan for our retirees and recommends that ACAP recommend the continuation of the plan. A motion was made and seconded that ACAP recommends the continuation of the Medicare Carve Out Plan for retirees. Motion passed.

Another goal of the Insurance Committee was to review the policy and cost implications of offering health insurance to temporary employees. Tina reported that they have asked Blue Cross/Blue Shield to make a proposal to us for adding temporary employees and also they will ask for proposals from other vendors.

A meeting held with Delta Dental went very well. It was a pretty calm meeting for an Insurance Committee meeting. The Insurance Committee will be putting together another list of goals for the next year.

COMPENSATION COMMITTEE: Kelly Brooks could not come to our meeting but the Compensation Committee has met and they haven't been able to make any real progress. They are not going to limit their focus to just Faculty and Classified Staff compensations. They will be looking at peer institutions. Paula Ross (who was elected to fill Margaret Holland's vacated position) reported that she was not able to attend the last meeting of the Committee.

FACULTY SENATE: Monica Smiggen reported that the Faculty Senate had several proposals and things to review. They passed two special Memorials – one was in recognition of Rene Casillas' many years of service to NMSU as he retires and another was to offer continued support for distance learning.

Discussion followed about Memorials. A motion was made that ACAP would like to pass a Memorial recognizing Margaret Holland for her many years of service to NMSU, her work for many years on ACAP and numerous sub-committees for ACAP and her years of service to NMDA. The motion was seconded and unanimously passed.

ATHLETIC COUNCIL: No report.

CAMPUS PLANNING: Monica Smiggen reported that the Campus Planning Committee had not met.

BUDGET COMMITTEE: Brenda Shannon sent the following report: The Budget Committee has not met. Budget requests for 2003-2004 are due by May 20, 2002. No additional information from Santa Fe yet regarding budget for 2002-2003.

PAN AMERICAN ADVISORY COMMITTEE: Norma Ledesma reported that the Pan American Advisory Committee had met. They are still doing a lot of "brain storming" about

the needs of the Pan American Center and getting ready to send a report to the President. Items being discussed by the Committee include customer service, physical issues, ticket sales, having just one ticket window for General Admission tickets, people complaining that the ticket office only has one or two windows open during peak sales times, concerts here and their impact with UTEP being so close, more seats at the North end for General Admission and a renovation of the sound system. Norma asked that any ACAP members who have any comments or suggestions e-mail them to her.

NAMING COMMITTEE: No report.

REPORT FROM THE CHAIR: Administrative Council and Report from the Chair. Shaun reported that things are mostly status quo. The Administrative Council talked about new degrees, naming of buildings etc., and the lack of a budget. May 15th will probably be the call back date for the State Legislature and we won't know until then about the budgets.

OLD BUSINESS: Acting/Interim Appointments. Our Committee has not met but will do so over the summer.

Ft. Bliss Awards. The call for nominations for the Ft. Bliss Awards will go out June 3rd and will have a deadline of July 3rd. There will be three awards given – one for Classified Staff, one for Professional Staff and one for a Classified/Profession Staff member involved in research. Maureen Camunez, Monica Smiggen, Cathy Thomas and Norma Ledesma will serve on the Selection Committee.

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

Paula Ross, Secretary

Shaun Cooper, Chairperson

The Council has approved these minutes.

NOTICE OF NEXT MEETING:

THURSDAY, August 15, 2002

New Mexico Department of Agriculture's Conference Room

3190 Espina

3: 00 p.m.
