

**THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY**  
**MINUTES OF THE REGULAR MEETING**  
**November 14, 2002**

**MEMBERS PRESENT:** Elliott Willman (F), Bobbi Raub (F), Shaun Cooper (P), Maureen Camunez (P), Tim Nesbitt (Alternate for Terry Cook) (P), Monica Smiggen (P), William Glenn (P), Tina Byford (Alternate for Norma Ledesma) (P), Viola McCormick (C), Robert Medina (C), Ida Quinones (C), Nellie Rosales (C), Carla Casas (Alternate for Paula Ross) (C), Cathy Thomas (C), Linda S. Beavers (OLC), Ida Chavez (OLC), Phillip Wright (OLC).

**VISITORS:** Bob Howell (Personnel), Missy Giacomelli (Fringe Benefits), Brenda Shannon (Budget Committee), Kelly Brooks (Compensation Committee).

The regular meeting of the Advisory Council on Administrative Policy (ACAP) was called to order at 3:00 p.m. by Shaun Cooper in the conference room of the New Mexico Department of Agriculture Building.

Shaun called for additions or corrections to the minutes of the October, 2002 ACAP meeting. A motion was made and seconded to accept the minutes as corrected by email. Motion passed.

**FRINGE BENEFITS COMMITTEE:** Missy Giacomelli, chair of the Fringe Benefits Committee, reported that the committee had been informed that ACAP had voted to: 1) accept their recommendation that the ...”issue of establishing a more appropriate funding mechanism be sought to cover the benefits offered to retirees by departments...” be brought to the President’s attention; and 2) accept their recommendation that “No change be made to the current policy regarding sabbatical leaves and professional staff”, and that Bob Howell would incorporate a statement about the possibility of professional exchange.

Missy also announced that Cathy Thomas would be assuming the duties of chair of the committee in January, 2003. The next committee meeting will be held Wednesday, November 20<sup>th</sup>, time and place to be announced.

**INSURANCE COMMITTEE:** Tina Byford reported that the committee met on October 31<sup>st</sup>. Representatives from Mercer and Blue Cross/Blue Shield attended the meeting. Mercer reported that the last three months have seen the greatest increase in claims since starting with BC/BS. Because our demographics are not exactly like any other structured group that BC/BS services for New Mexico, the most valuable comparisons will be to ourselves. The committee will continue to collect data and report the figures to ACAP. The next committee meeting is scheduled for December 4, 2002, at 1:30 p.m. in the Hadley Hall Large Conference Room.

**COMPENSATION COMMITTEE:** Kelly Brooks reported that the committee met on October 18<sup>th</sup>. David Boge, a professor in the management department in the College of Business, did a presentation on the concept of a “living wage” and how the calculation is made. More information and local data will be necessary to determine the “living wage” for Las Cruces. The committee will continue to look into the possibility of implementing a “living wage” policy at NMSU as well as research the impact of such a policy.

The compensation committee will meet again on Friday, December 6<sup>th</sup>, in the NMDA conference room. The committee is trying to schedule Dr. Gerald Burke to provide insight about what is happening with funding for next year. He is a retiree of NMSU, and a member of the Commission of Higher Education (CHE).

**FACULTY SENATE:** Elliott Willman reported that the Faculty Senate sponsored a memorial moving the insurance cap to 90%. The memorial was given a “Do Pass” and was sent to the President. There are several other proposals before the Faculty Senate, three of which ACAP is also reviewing today, “Policy on Consensual Relationships”, “Policy on Sexual Harassment” and the “EEO Statement”. Other items before the Faculty Senate are: a review of the Academic Calendar because it is longer than other institutions; a proposal for expanding the number of Board of Regents to 7; and revising provisional requirements for enrollment to the university to help increase enrollment.

**ATHLETIC COUNCIL:** The committee did not meet but a draft of the NCAA Report is posted on the web and comments are requested by November 25<sup>th</sup>.

**CAMPUS PLANNING:** No meeting was held.

**PAN AMERICAN ADVISORY COMMITTEE:** No meeting was held.

**NAMING COMMITTEE:** No meeting was held.

**BUDGET COMMITTEE:** Brenda Shannon both emailed and distributed hard copies of the following report: At the ACAP meeting on August 15, 2002, we reported that the President had accepted the Budget Committee’s recommended priorities for New/Expanded Research and Public Service Projects for 2003-2004, and we shared those recommendations with ACAP members. The recommended priorities were approved by the Board of Regents on July 30, 2002 and forwarded to the Commission on Higher Education by the August 15 deadline. The CHE has held hearing, but has not yet made a final decision as to what they will recommend to the Legislature.

The committee met on August 19 and September 11, 2002 to finalize our recommendations for I&G operating funds for 2003-2004, and to finalize recommendations for the allocation of I&G equipment funds for 2002-2003. We forwarded two separate memos to the President dated September 16 and September 17, 2002 respectively. On October 29, 2002, the President concurred with the committee's recommendations for I&G operating funds and approved the methodology for allocating I&G equipment funds.

Copies of the September 16, 2002 memo to President Gogue and the FY2002—2003 Formula for Distribution of Equipment Funds were also distributed (email copies had been sent to ACAP members before the meeting).

This finishes the budget cycle.

Brenda also reported that the Faculty Senate had introduced a memorial recommending that all colleges establish internal budget committees with faculty representation to review college budget requests before they are submitted. The memorial received a "Do Pass". Shaun thanked Brenda for serving as the ACAP representative on the Budget Committee and for all her hard work.

**REPORT FROM THE CHAIR:** Shaun gave the following report:

**Executive Board:** Nomination forms are in and the ballots will go out from Mail Services this week.

**Board of Regents Meeting:** Attended the last Board of Regents Meeting on November 1<sup>st</sup> at the Gadsden Branch Campus. It is a very nice facility.

## **OLD BUSINESS:**

**Budget Committee Term Period:** The Faculty Senate passed legislation changing the terms of representatives to the Budget Committee to run January – December. Shaun will send a letter to the President recommending that the term for the ACAP representative to the Budget Committee be changed to reflect these dates and if so requested, Shaun will make a presentation to Administrative Council.

**Interim and Acting Policy:** The most recent draft of the Interim/Acting Policy (copies were both emailed to ACAP members and available in hard copy at meeting) was presented at the last Administrative Council meeting. The draft was not well received and it was suggested that ACAP revisit the policy again. Shaun stated that ACAP did not volunteer to help write this

policy, but did so at the request of the President. After some discussion, the ACAP members felt having spent much time and energy on this policy, no changes need to be made and that it should go to the Administrative Council for a vote “as is”. If this draft policy fails, the policy on Interim Appointments approved by the Faculty Senate on 2/7/02 and signed by President Gogue in April, 2002, will be the working policy of the university.

Maureen made the recommendation that in the future, when committees are asked to write policies, that they meet early on with the university general council to determine if wording is acceptable before making any presentations to university administrative committees.

**Roles and Rewards Task Force:** This committee will be meeting for the first time next week. As ACAP chair-elect, Maureen Camunez will be serving as the ACAP representative to this committee.

## **NEW BUSINESS:**

ACAP was asked to review some new and revised Personnel Policies. (Copies of these policies were both emailed to the ACAP members and available in hard copy at the meeting.) Bob Howell stated that all of the policies had been sent to the university general counsel for review before being sent to the various committees. The “Policy on Consensual Relationships” is a new policy that is patterned after one in use at the University of Texas. The “Policy on Sexual Harassment” and the “EEO Statement” have had the wording changed slightly.

**Policy on Consensual Relationships:** A motion was made and seconded to accept this policy. It was brought up under discussion that the “Immediate Supervisor Responsibility” section was vague and that perhaps a statement should be added to “contact the Personnel Office for specific procedures”. Bob agreed to add the statement. The motion was amended to accept the policy with the wording changes. The motion was seconded and passed unanimously.

**Policy Statement Against Sexual Harassment:** A motion was made and seconded to accept this revised policy. It was brought up under discussion that the wording under the “Grievances” section, line 2, be changed to read “...whenever possible first *approach* the person or persons” instead of “...whenever possible first confront the person or persons”. The motion was amended to accept the revised policy with the wording changes. The amended motion was seconded and passed unanimously.

**Policy Statement on Equal Employment Opportunity and Affirmative Action:** A motion was made and seconded to accept this revised policy. It was brought up under discussion that the wording under the “Grievances” section, line 2, be changed to read “...whenever possible first *approach* the person or persons” instead of “...whenever possible first confront the person or

persons”. The motion was mended to accept the revised policy with the wording changes. The amended motion was seconded and passed unanimously.

**Citations Appeals Hearing Representatives:** ACAP received a letter from Mike Meeks, Parking Department, requesting that ACAP provide two representative to sit on the Citations Appeals Hearing Board. They will serve staggered two-year terms. The committee felt more information was needed about the Board before volunteers were asked for. ACAP members with specific questions should email them to Maureen and she will compile a list and meet with Mike Meeks before the December ACAP meeting and bring back more information.

**Classified Pay Increases for Longevity:** ACAP received a request from Janet McQueen, a classified staff member, to review the policy on giving longevity pay increases to classified staff. The present policy states “Regular classified employees occupying positions at or below a grade 14 and selected administrative support positions above a grade 14 level will be eligible for a service increase at the end of the calendar year in which 10, 15 and 20 years of regular consecutive service has been obtained. The increase will be effective on January 1 of the year in which the employee has met the criteria during the preceding year.” This means that if a person earns a service increase on January 2, he/she would not see an increase for a year. At the same time, if someone starts on December 29, he/she would see the adjustment just past the anniversary. In essence, a person who starts earlier in the year has to wait longer for the increase as compared to those who start later in the year.

Bob Howell was asked why the policy was written this way and he stated that when the policy was first established there were a large number of people who qualified for this increase and it was done to minimize the financial impact.

A motion was made and seconded that ACAP send a letter to the President recommending that, effective January 1, 2003 this policy be changed to reflect that the increase will be effective the first day of the month following the anniversary date of the employee. The motion passed unanimously.

Shaun will make sure that Janet McQueen gets a copy of the letter that is sent to the President.

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

Cathy Thomas, Acting Secretary

Shaun Cooper, Chairperson

The Council has approved these minutes.

---

**NOTICE OF NEXT MEETING:**

**THURSDAY, December 12, 2002**

**New Mexico Department of Agriculture's Conference Room**

**3190 Espina**

**3: 00 p.m.**

---