

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

November 8, 2001

MEMBERS PRESENT: William Lindemann (F), John Mullen (F), Jep Robertson (Alternate for Stan Lopez) (F), Bobbi Raub (F), Tina Byford (P), Maureen Camunez (P), Kelly Brooks (Alternate for Terry Cook) (P), Shaun Cooper (P), Norma Ledesma (P), William Glenn (P), Annette Alvarez (C), Margaret Holland (C), Paula Ross (C), Diane Lopez (C), Viola McCormick (C), Ida Chavez (OLC), Linda S. Beavers (Alternate for Susan Martin) (OLC) and Phillip Wright (OLC).

VISITORS: Bob Howell (Personnel), Missy Giacomelli (Fringe Benefits Committee) and President Jay Gogue.

ALTERNATES PRESENT: Monica Smiggen (P), Ancelmo Encinias (P) and Bette Berry (F).

Bill Glenn 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.

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

FRINGE BENEFITS COMMITTEE: Missy Giacomelli circulated a handout outlining proposed changes to the Sick Leave Policy and the FMLA Policy. The proposed changes are as follows:

Current Sick Leave Policy:

3. Birth fathers may use up to six consecutive weeks of sick leave.

Proposed Sick Leave Policy Change:

3. Birth fathers and mothers may each use up to six weeks of sick leave within the first 12 weeks immediately following the birth of a child. Birth mothers may use more than 6 weeks of sick leave (if available) for time that is required to be off work due to complications arising from the birth of the child that is directly associated with the mother's health. Time used for care of a newborn child due to illness or injury may be administered under the sick leave policy pertaining to dependent care.

Current FMLA Policy:

3. Eligible employees may take up to 12 weeks in a 12-month period (beginning from the date of the first leave taken under FMLA), for one or more of the causes listed below (a total of 12 weeks for all causes). Any type of leave taken for the conditions listed below will be considered as leave for FMLA purposes.

1. Childbirth

Leave must be taken consecutively within the first 12 months following childbirth.

2. Adoption or Foster Care

Leave must be taken consecutively within the first 12 months following placement.

3. Care of spouse, child, or parent with a serious health condition.
4. Employees own serious health condition preventing employee to perform job.

C. An intermittent schedule may be arranged for #3 and #4 only if medically necessary and justified.

Proposed FMLA Policy Change:

1. Childbirth: Leave must be taken within the first 12 months following birth. Combined FMLA leave time for birth mothers and fathers whom both work for the university cannot exceed 12 weeks within the 12 month period.
2. Adoption or Foster Care: Leave must be taken consecutively within the first 12 months following placement. Combined FMLA leave time for mothers or fathers whom both work for the university cannot exceed 12 weeks within the 12 month period.
3. Care of spouse, child, or parent with a serious health condition. Combined FMLA leave time for spouse whom both work for the university cannot exceed 12 weeks within the 12 month period.
4. Remain the same as current policy.

C. An intermittent schedule may be arranged for items 1-4 above only if medically necessary and justified.

The Fringe Benefits Committee feels that these changes are employee friendly changes and recommends that ACAP accept them and recommends that they be incorporated into the new Policy Manual. A motion was made and seconded to endorse these proposed changes in policy. Motion approved.

The Fringe Benefits Committee also looked again at the idea of being able to sell back unused annual leave. This has been reviewed by the Committee in the past and it is again the recommendation of the Fringe Benefits Committee that there be no change in the policy. The issue was discussed by the Council and a motion was made to accept the recommendation of the Fringe Benefits Committee. The motion

was seconded and passed unanimously.

The next meeting of the Fringe Benefits Committee will be on November 13th at 8:30 a.m. in room 2 of the Educational Services Building.

A question has been posed to an ACAP member regarding the possibility of using a sick leave day for a Jewish Holiday. Is it possible to add a floating holiday to our holiday times? Missy responded that his has come before the Fringe Benefits Committee before and they do not feel that it should be discussed again.

Another problem that was brought up was regarding 9 month Faculty not having sick leave and annual leave. Recently a Faculty member at a branch campus had worked for only 1 =BD weeks and had a heart attack and had no benefits. This is a problem that Missy and the Council felt should be taken up in the Faculty Senate.

President Jay Gogue. Bill then introduced President Jay Gogue to the Council. President Gogue said that he wanted to visit with the Council for a little while during our meeting and express his appreciation for all that the Council and the employees of NMSU have been doing since September 11. He said that NMSU has tried to respond to the needs of the NMSU employees and students during this difficult time. He assured us that food and water services have been secured. He talked about committees that have been formed and about ceremonies that were held on campus in the days following the September 11th tragedies. He encouraged each of us to do everything we can to help with counseling people across the state who are in fear. We have offices in every county in the state with people that they can ask for help. We need to ask ourselves what NMSU can do to help the people of our state. The Cooperative Extension Service is already working on doing that.

He said that the University is approving additional Chairs and Professorships for outstanding Faculty but he also wants to do something to recognize deserving Staff employees. In the near future he will be initiating "Star Employee Awards" for Professional and Classified employees.

President Gogue also talked about the budget request for next year. He said that they hoped to get 7% again but this won't happen. He said that the Legislative Finance Committee has said that there will be a 0% raise because of the state of the state's financial position. He still hopes that there will be some way of getting between 3.5% and 1.5% just to keep us from falling farther behind our peers.

President Gogue then asked for questions from the Council. He was asked about the "Star Employee Awards" and the criteria for receiving the award. He said that the criteria have not been set yet and that he doesn't know how many awards will be awarded the first time =96 could be 100. The awards would be made through nominations and letters from people supporting the nomination showing that a person is doing an excellent job in their position with the University.

He also said that during Homecoming, money was received so that five new Professorships can be

awarded.

Discussion followed about the use of Social Security numbers at NMSU and about the reviews recently completed on Deans and at the Branch Campuses. He said that survey results and information will be released but it will be very general.

INSURANCE COMMITTEE: Tina Byford, Chair of the Insurance Committee, said that the Insurance Committee would be meeting tomorrow at 1:30 p.m. Their original meeting had to be rescheduled so that representatives from Blue Cross/Blue Shield could meet with them. Meetings for employees to talk to the representatives were being held today. They appeared to be poorly attended with very few questions being asked. The Insurance Committee met on October 18th and discussed various things that they need to keep an eye on regarding our insurance plan. They are watching the cost of the plan, changes in the formulary (adding drugs) and putting as much information as possible on the web. Clariton will be on the formulary by January 1.

ATHLETIC COUNCIL: The Athletic Council met last night (November 7) but they did not have a quorum. They will be reviewing the athletic drug policy. Everyone is encouraged to go out to the ball games.

CORBETT CENTER: Inactive.

INTRAMURAL POLICY BOARD: Inactive.

CAMPUS PLANNING: Meeting cancelled but our request that Campus Planning consider four-way stop signs on Espina and a cross-walk being established between Skeen Hall and Gerald Thomas Hall have been sent to Ben Woods.

FACULTY SENATE: Monica Smiggen's reported that they did not have any action items. A recommendation was made regarding a possible BS degree in Engineering/Physics. The recommendation was passed on to the Scholastic Affairs Committee.

BUDGET COMMITTEE: Brenda Shannon was unable to attend our meeting but Maureen Camunez gave the following report for her:

As reported previously, half of college I&G equipment funds were distributed, with the other half to be distributed in the spring. Funds for other I&G units have also been distributed.

There are remaining equipment funds of \$650,000 to be distributed for "university priorities", whether that be distance education, computer classrooms, multimedia lecture halls, etc. The committee chair is requesting an inventory of current classroom space. A sub-committee was formed to examine this inventory, go back and look at budget requests and who has already received equipment funds, and then make recommendations for the next step.

There was some discussion surrounding priorities identified for current and future years, in addition to enhanced technology in support of academic and administrative activities and expanded distance education efforts that include:

Financial flexibility

Minority faculty recruitment

Additions to departmental operating funds

Utilities

The outlook for future funding is even bleaker than before.

REPORT FROM THE CHAIR: Administrative Council. Bill reported that the Administrative Council had met. They discussed our insurance plan and felt that so far people are happier with our Blue Cross/ Blue Shield plan than they were with the old plan. Computer software is still being looked at. Approval was given for a Military Withdrawal Policy. Bill handed out a copy of a proposed NMSU implementation of an ERB (Educational Retirement Board) return to work program. Among the proposed policies being considered is that an ERB retiree who has not worked for an ERB institution for at least 12 consecutive months can return to work at the university on a full-time or part-time basis without earnings limitations. Bill suggested that if Council members had any questions about the proposed program that they call him or Bob Howell.

ACAP's draft Policy on Appointment of Interim or Acting Administrators was presented to the Administrative Council. The proposed policy has also been given to the Faculty Senate for their review. The Faculty Senate thinks our policy looks good but they want the following sentence deleted =96 Persons who are appointed as interim replacements may, at the discretion of the appointing authority, apply for and be considered with all other candidates for the position on a permanent basis. Discussion followed. ACAP has decided to keep our proposal as written.

Report from the Chair. Bill reported that stop signs would be added on Gregg Street to make it a four-way-stop on Espina and Gregg by the Dona Ana Community College.

The website for ACAP will now have the answers to the anonymous questions that we receive.

OLD BUSINESS: Employee Picnic Fund. Shaun Cooper reported that he had gotten a summation of the money that was collected for picnic tickets and that about \$2700.00 would be sent to New York for the September 11th disaster. Shaun read a note from Dr. Gogue thanking us for the work that went into planning the picnic and then recommending that the picnic be cancelled. He suggested that maybe we could have the Employee Picnic as a memorial picnic in future years.

NEW BUSINESS: Elections: Shaun reported that he had given out the packets for the nominees of the Roberts Award to the Committee members. They will have a meeting soon.

Ballots were handled out for the election of new members to the Fringe Benefits Committee and to the Insurance Committee. Shaun will let us know the outcome of the election.

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

Paula Ross, Secretary William Glenn, Chairperson

The Council has approved these minutes.

NOTICE OF NEXT MEETING:

THURSDAY, December 13, 2001

New Mexico Department of Agriculture's Conference Room

3190 Espina

3: 00 p.m.