

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY

MINUTES OF THE REGULAR MEETING

October 9, 2003

MEMBERS PRESENT: Bernhard Leinauer (Alternate for William Lindemann) (F), John Mullen (F), Elliott Willman (F), Bobbi Raub (F), Maureen Camunez (P), Terry Cook (P), Tina Byford (P), Tim Nesbitt (P), Candice Guzie (Alternate for Norma Ledesma) (P), Viola McCormick (C), Robert Medina (C), Christie Padilla (C), Cathy Thomas (C), Paula Ross (C), Bea Pacheco (Alternate for Ida Quinones) (C), Nellie Rosales (C), Linda Beavers (OLC), Ida Chavez (OLC) and Phillip Wright (OLC).

VISITORS: Janet May (Employee Benefits).

ALTERNATES PRESENT: Carla Casas and Kelly Brooks.

Maureen Camunez 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.

Maureen called for additions or corrections to the minutes of the September ACAP meeting. A correction was made to the minutes as originally sent to the Committee members and new copies with the change incorporated were available to the Committee. A motion was made and seconded to accept the minutes with the correction. Motion passed.

FRINGE BENEFITS COMMITTEE: Cathy Thomas, chair of the Fringe Benefits Committee, reported that the Committee would be meeting on October 15th in Breland Hall. The "Floater" position will be discussed again. The Committee wonders why the position had been discontinued and assumes that it was because of a lack of funding for the position. A survey about Roles and Rewards will be coming out, probably in the Spring, and the Committee would like to have a question about the "Floater" position on the survey.

INSURANCE COMMITTEE REPORT: Tina Byford, Chair of the Insurance Committee, said that representatives from Blue Cross/Blue Shield had attended their September meeting. Tina handed out a summary of claims data from Blue Cross/Blue Shield for the third quarter of 2003. There are 6,345 people covered by our health insurance plan plus 582 retirees under age 65. Of the 6,345 people insured, 4,298 are on the HMO plan, 1,858 on the three tiered TOPOS plan and 188 on the PPO plan. Retirees under 65 on the HMO plan number 324 and

there are 208 Retirees under

65 on TOPOS and 50 on the PPO plan. We have one more year with Blue Cross/Blue Shield and then we will be going out for bids. We will also be going out for bids for our dental coverage. The Employee Health Center has opened up more walk in hours on Tuesdays and Thursdays.

COMPENSATION COMMITTEE: The committee has not met but will have their first meeting tomorrow, October 10.

Comment: The Council of Presidents is recommending a 4% salary increase and asking for a minimum of 2.5% for cost of living increase. It doesn't look real good, but at least they are trying.

FACULTY SENATE: No report. The Faculty Senate is expected to come up with a policy statement regarding dual career couples. The policy would outline what could happen if a person gets a job at NMSU and their spouse needs a job and how the University can help the spouse to find a job either at NMSU or in the community. They will also be revisiting the Interim/Acting policy.

ATHLETIC COUNCIL: Phillip Wright reported that the Athletic Council met on September 16th. New members were introduced and oriented to procedures and purpose of the Athletic Council. New members are Greg Mack from Arts and Sciences and Danieli Rivera from ASNMSU.

Officers for 2003-2004 were elected. Charley Johnson will serve as the Chair, Phil Wright will serve as Vice Chair and Cheryl Coker will be the Secretary.

Sub-committees were discussed and a plan was set forth on duties. Sub-committees include: Governance and Compliance, Academic Standards, Fiscal Standards and Equity. Each member will serve on two committees.

The next meeting of Athletic Council will be on October 23 at 5:30 p.m. in the Aggie Scholarship Room of the Pan American Center.

CAMPUS PLANNING: Robert Medina, representative to the Campus Planning Committee, reported that the scheduled Campus Planning Committee was cancelled and will be rescheduled.

ALCOHOL USE COMMITTEE: Bernard Leinauer, representative to the Alcohol Use Committee, reported that the Committee has very interesting meetings. They meet by e-mail. They announce upcoming events requesting permission to serve alcohol and then the members vote by e-mail.

NAMING COMMITTEE: Bobbi Raub, representative to the Naming Committee, reported that the Committee has not met.

BUDGET COMMITTEE: Tim Nesbitt, representative to the Budget Committee, reported that the Budget Committee had not met.

PARKING CITATION HEARING PANEL: There were no appeals heard.

REPORT FROM ADMINISTRATIVE COUNCIL AND REPORT FROM THE CHAIR: ACAP members have been requested to attend a meeting with Laura Conniff from the Board of Regents and Bill Funk from Korn-Ferry International (the company that NMSU will be working with in finding candidates) for the President's position on October 22 at the President's residence.

OLD BUSINESS: ACAP Representatives on Search Committees. A Classified ACAP member's name has been submitted as a nominee to serve on the EEO Search Committee and several Classified ACAP members' names have been submitted as nominees to serve on the President's Search Committee.

Election Committee. Norma Ledesma, chair of the Fall Election Committee, has held a meeting with members of the Election Committee (Bobbi Raub, Mark Medina, Christie Padilla, Cathy Thomas and Paula Ross) and they have things ready for requesting nominations for vacancies on the Council. As soon as the Committee receives the mailing labels from Shaun Cooper, the request for nominations will be mailed out.

Openings on the Fringe Benefits and Insurance Committees. Requests for nominations to fill openings on both the Fringe Benefits Committee and the Insurance Committee have been announced through Hotline and ABCD mailings. We will vote to fill the vacant positions at our next meeting.

Domestic Partners. A copy of the packet that was sent to Interim President Flores regarding the Domestic Partners issues was made available to Council members. Maureen has met with Ben Woods. ACAP's suggestions and the packet of information will go through Vice Presidents' Council, Faculty Senate and then to Administrative Council. Indications are that it will go through unless there are financial matters that we aren't aware of. There may be a decision by January.

NEW BUSINESS: Interim President Flores will be meeting with ACAP on December 11th (pending any emergency) to discuss the state of the University and to answer any questions.

In January or February Ben Woods will be visiting ACAP to review the results of the Roles and Rewards survey.

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

Paula Ross, Secretary

Maureen Camunez, Chairperson

The Council has approved these minutes.

NOTICE OF NEXT MEETING

THURSDAY, November 13, 2003

NEW MEXICO DEPARTMENT OF AGRICULTURE BUILDING

3190 ESPINA

3:00 P.M.
