

THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY MINUTES OF THE REGULAR MEETING

September 12, 2002

MEMBERS PRESENT: Bobbi Raub (F), William Lindemann (F), Elliott Willman (F), Don Caccamise (Alternate for John Mullen) (F), Bill Glenn (P), Maureen Camunez (P), Shaun Cooper (P), Terry Cook (P), Michael Abernethy (Alternate for Monica Smiggen) (P), Norma Ledesma (P), Lorenzo Holguin (Alternate for Annette Alvarez) (C), Viola McCormick (C), Robert Medina (C), Ida Quinones (C), Carla Casas (Alternate for Nellie Rosales) (C), Cathy Thomas (C), Paula Ross (C), Linda Beavers (OLC) and Phillip Wright (OLC).

VISITORS: Janet May (Employee Benefits), Bob Howell (Personnel), Missy Giacomelli, Greg Fant (Chair of the Compensation Committee) and Sam Encinias (Compensation Committee).

ALTERNATES PRESENT: Kelly Brooks and Tim Nesbitt.

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 New Mexico Department of Agriculture's Conference Room.

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

FRINGE BENEFITS COMMITTEE: The Fringe Benefits Committee has not met but will meet next Thursday.

INSURANCE COMMITTEE: Tina Byford was not able to attend our meeting but left a report that the Committee had met with Blue Cross/Blue Shield representatives and that our new hospital is OK for us to use.

COMPENSATION COMMITTEE: ACAP members were e-mailed a copy of a memo addressed to ACAP members and the Faculty Senate from the Compensation Committee. Greg Fant, Chairman of the Compensation Committee, Sam Encinias, Kelly Brooks and Paula Ross, members of the Committee, were available to answer questions that the Council might have regarding the progress of the Compensation Committee. Highlights from the Progress Report included a summary of the Committee's goals and objectives as they meet to consider various

aspects of higher education compensation and to make recommendations that will be viable for the long term as well as the short term.

Topics and issues that have been visited since January, 2002 include:

1. Recommendations from the last committee
2. Broadbanding for Professional and Classified Staff
3. Faculty salary comparisons with our peers, UNM and UTEP
4. Faculty salary compression issues
5. Classified concerns with merit pay
6. Cost of living and how it impacts wages
7. Why health insurance premiums paid by the institution are capped between 60% and 75% by state law
8. Impact of the Retiree Healthcare Authority
9. Providing a living wage for classified employees
10. How other universities deal with compensation issues.

The Committee encourages the Council of University Presidents to continue their work with the legislature and governor to establish market equity funds that would be used to offset areas of salary inequities identified by the Compensation Committee and agreed upon by ACAP and Faculty Senate.

Since this is a continuing committee, the committee feels that specific recommendations should be spread out over the course of time rather than one long list of recommendations on an annual basis. Since there is currently little or no money for any salary improvements, the committee is trying to be as creative as possible. The goal is to help all university employees. At this time medical insurance is viewed as the first priority of the committee. Although not all employees are on the health care plan, the majority does participate. The Compensation Committee requests that ACAP and the Faculty Senate pass resolutions that support and encourage the administration to seek legislation that would raise the current cap on the amount that the university can pay toward health insurance premiums.

Discussion followed with members of the Compensation Committee. The most important thing is to get the idea of raising the cap on the amount that the university can pay toward health insurance premiums on the agenda for the legislature. This amount is now mandated by legislature.

A motion was made and seconded that ACAP will support the initiative proposed by the Compensation Committee to work towards getting the current cap raised. Motion passed.

ATHLETIC COUNCIL: Phil Wright reported that Athletic Council would be meeting next week.

FACULTY SENATE: Faculty Senate did meet for the first time this semester. Deans' reviews will be coming up. The Compensation Committee's recommendation was taken under advisement.

CAMPUS PLANNING: Has not met.

PAN AMERICAN ADVISORY COMMITTEE: No report.

NAMING COMMITTEE: The Naming Committee has begun naming some roads on Campus. They are also looking at different ways of bringing in money for the University but nothing specific, just general discussion.

REPORT FROM THE CHAIR: Shaun made the following report:

Administrative Council. Council discussed things that are going on around Las Cruces and the number one rating that Las Cruces has recently received. A Diversity Workshop will be coming up for Department Heads. ACAP has \$2,794 in operating funds available to us so we will be able to pay for the mailing labels and printing for our elections that will be coming up in the next few months.

Board of Regents. Shaun said that NMSU is very fortunate to have a President that allows us to be a part of the Board of Regents meetings and to be able to talk to them about some of the things we are working on.

OLD BUSINESS: Campus Planning Representative. Monica Smiggen's term as Campus Planning Representative has expired. A request was made for volunteers. Terry Cook and Robert Medina volunteered. The election will be held at our next meeting so that we can give Monica a chance to volunteer if she would like to serve again. Terry Cook asked that her name be removed from the ballot.

Interim/Acting Positions. The Council again had considerable discussion on Interim and Acting Positions. A suggestion was made that the ABCD mailing list might be used to determine what upper management positions should be subject to the Interim/Acting rule. The Council feels that we are closer to coming to an agreement about a proposal but that it is still too vague at this point. Shaun is going to get a printout and formal explanation of the breakdown of the ABCD mailing list and we will look at it at our next meeting to see if it applies to what we are trying to get to.

A question was asked as to where we are with this proposal. If we should come to an agreement at our next meeting on how ACAP will word their proposal, what happens next? It would go back to President Gogue as our recommendation and he would decide where it goes from there. Before our next meeting, Shaun will try to get a copy of the Faculty Senate draft and will try to put together a draft of what he thinks we want in our proposal.

NEW BUSINESS: ACAP's Help on September 20. Shaun reported that ACAP probably wouldn't need to help with the September 20th concert in the Pan Am. Tickets for the concert are \$22 and so far only about 800 tickets have been sold. If tickets don't start selling, the concert

might have to be cancelled.

Shaun also thanked everyone on Council who helped with the September 11th Remembrance.

Replacements/Elections. Maureen said that Elliott Willman would represent ACAP as the liaison to the Faculty Senate. Maureen asked for volunteers to serve on the Election Committee. She described the duties of the Committee and explained that it is really not time consuming. This Committee will oversee the election for new members to the Council. Cathy Thomas, Shaun Cooper and Bill Glenn volunteered to serve. In October or November we will also be holding an election for vacancies on the Insurance and Fringe Benefits Committees.

Shaun reported that a letter would be sent to President Gogue regarding changing the term of our representative to the Budget Committee. We would like the person who serves on this Committee to begin their membership at the beginning of the year so that they start at the beginning of the session and not after the Committee has started meeting. Shaun has already discussed this with the President and he has agreed but it will also have to be approved by the Faculty Senate.

Terry Cook said that she has been asked to talk to ACAP about sabbaticals for Professional Staff. She said that Professional Staff are entitled to take a sabbatical if they use annual leave and leave without pay. The question is should Professional Staff be allowed to take a sabbatical similar to Faculty? Discussion followed and it was felt that this request should be given to the Fringe Benefits Committee for them to discuss and formulate a proposal for ACAP to consider. Terry also asked the Council to consider Professional Staff and employee compensation for instruction of a class. It was recommended to Terry that this be presented to the Provost because it is an academic item and not an administrative issue.

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, October 10, 2002

New Mexico Department of Agriculture's Conference Room

3190 Espina

3:00 P.M.
