

ACAP
Advisory Council on Administrative Policy
AGENDA
March 12, 2009
Doña Ana Community College Room 114M

3:00 PM

Call to order

Approval of Minutes from February 19, 2009

Old Business

- Update from HR
 - Mercer Study Actions
- ACAP Records Archival Process
- ACAP List Serve
- ACAP Website
- Alternative Dispute Resolution (ADR) policy

Committee Reports (Attached)

New Business

- Messages from staff on ACAP email
- New Items from Council Members

Report from the Chair

- Board of Regents - March 9, 2009
- Administrative Council – March 10, 2009
- Employee Climate Survey Task Force

All primary ACAP Members are reminded that if they are unable to attend the meeting to contact an ACAP alternate to substitute for them. If the primary member does not arrange for a substitute, the member will be counted absent.

Next Regular meeting

April 9, 2009 3:00 PM Gerald Thomas Room 297

**THE ADVISORY COUNCIL ON ADMINISTRATIVE POLICY
MINUTES OF REGULAR MEETING**

February 19, 2009

Corbett Center, New Mexico Room (324)

MEMBERS PRESENT: Mike Abernathy, Kurt Anderson, Roseanne Bensley, Ellen Bosman, Kelly Brooks, Tim Chappell, Katrina Doolittle, Woods Houghton, Allan Kaplan, Norma Ledesma, Lori McKee, Karen Medina, Tim Nesbitt, Anthony Parra, Nancy Qualkenbush, Nellie Quezada-Aragon, Karla Thompson

EX-OFFICIO: LaDawn Morgan (representing Fringe Benefits Committee), René Yoder

ALTERNATES PRESENT: Mack Adams, Bea Garrett, Carmen Salinas De Garcia, Soum Sanogo

GUESTS: LaDawn Morgan, Scott Southward, Deborah Weir, Denise Welsh

CALL TO ORDER AND MINUTES: Kelly Brooks called the regular monthly meeting of the Advisory Council on Administrative Policy (ACAP) to order at 2:04 p.m. We began the meeting with introductions all around. The meeting minutes for January 15, 2009 were presented and approved.

-Motion to accept the minutes was made by Kurt Anderson

-Seconded by Norma Ledesma

-Motion was passed unanimously

OLD BUSINESS

Update from HR:

° **Mercer Study Actions**

René Yoder stated that the HR staff are working on the checks and letters regarding the Mercer Study, but she is not sure when they are to be distributed.

Election cycle and related promotion efforts update

Kelly Brooks announced that Charles Huber has agreed to serve ACAP as an alternate.

The Insurance Committee is in need of one more member since Tina Byford's term is expiring. A vote was taken and Herman Garcia was elected.

COMMITTEE REPORTS

Budget Committee: Anthony Parra reported that there will be a 2.5% cut in the budget for this year. The committee has also been asked to plan for a 2.5% cut next year.

NEW BUSINESS

Election of Chair-Elect and Secretary

A copy of duties for these positions was distributed to the committee. Kelly had received a nomination for Roseanne Bensley to serve as Chair Elect and she has agreed to serve.

- Motion to accept Roseanne's nomination was made by Kurt Anderson
- Seconded by Anthony Parra
- Motion was passed unanimously

Two nominations for Secretary were received: Norma Ledesma and Anthony Parra.

- Motion to accept these nominations was made by Woods Houghton
- Seconded by Anthony Parra
- Motion was passed unanimously

After a vote, Norma Ledesma was elected as the new ACAP Secretary

Kelly will notify all those involved with these elections.

Employee Wellness Strategic Plan Presentation

Lori McKee presented the Employee Wellness Strategic Plan to the committee along with handouts. ACAP is the first to view this presentation. She will also be presenting to ADQ, Faculty Senate, Administrative Council and the Labor Management Board. The goal of this Plan is to provide an avenue for NMSU staff to live a healthier lifestyle. Staff members will be encouraged to join an activity center for a nominal fee which will be paid through check, credit card, or deducted from their paycheck. Other goals include expanded hours for using the activity center including the summer months, improvements to the activity center, flex time for employees to work out, and other programs such as health screenings.

- Motion to support this effort was made by Katrina Doolittle
- Seconded by Tim Nesbitt
- Motion was passed unanimously

Kelly will draft a support letter to President Cruzado.

Message from staff on ACAP e-mail

A suggestion was received that we transfer the ACAP website to Mango. Norma Ledesma reported that this is already underway.

This prompted a discussion about further improvements to the website. Kelly suggested a list of all committee members along with their pictures so they are easily identified by their co-workers. It was also suggested that ACAP produce a listserv for NMSU staff to access the committee. Anthony Parra stated that the fees related to a listserv would be waived.

It was agreed that an announcement of upcoming ACAP meetings go out 1 week in advance of the meeting and that the results of the meeting go out 2 weeks following the meeting.

Ellen Bosman questioned how ACAP historical documents are being stored.

New Items from Council Members:

Kelly reported that the new ADR will be sent out to the committee before the next meeting.

Katrina Doolittle shared changes made to the regulations regarding notification to students and staff in an emergency situation. Norma Grujalva will send information next week to all students and staff. We will be asked to register so that we can be contacted via text message in case of an emergency.

REPORT FROM THE CHAIR

Board of Regents

The Board of Regents met on Friday, February 2, 2009.

Administrative Council:

Shaun Cooper presented a revised ICT policy to the Administrative Council asking for input. Kelly distributed copies of this proposed policy along with comments from Ellen Bosman. She asked that the committee review this policy and forward any comments to her. She will then forward the committee's recommendations to Shaun Cooper.

The March meeting will be held on Thursday, March 12, 2009 at 3:00 pm at Dona Ana Community College Room 114M.

- Motion to adjourn was made by Kurt Anderson
- Seconded by Karla Thompson
- Motion was passed unanimously. The meeting adjourned at 3:21 pm.

UC 2/27/09

Equipment Renewal and Replacement/ Student Equipment Fee Allocation

The University Budget Committee voted unanimously to approve the following modification to the ERR/student equipment fee distribution formula effective 2008-09:

- 40% of the total available funds is to be allocated to all I&G units based upon their prorated share of the total I&G net depreciated book value of all IT hardware purchased through ERR/student equipment fee funds. This allocation is expected to cover all routine IT hardware purchases. It does not include the purchase of special stand-alone systems designed to address functions beyond the update of standard desktop hardware assigned to faculty, staff and students in I&G offices and labs.
- The remaining 60% of the funds in this pool are available for allocation to qualifying submitted proposals.

Considerations for FY2010:

- During the last two years, we have taken a contingency amount "off the top". What is an appropriate contingency amount given the current climate? Should this contingency amount be added into the formula for the future?
- FY2010 ERR for NMSU – LC is *currently* calculated to be **\$1,081,516** – down from \$2,688,380 in FY2009. Note: the session is not over – this amount could still change.
- Through the ERR reversion process instituted last June, we were able to add back to the ERR pool approximately **\$450,000** that can be used for reallocation.
- Student Equipment Fee amount, to be added to amount available to allocate is **\$600,000**.
- Any other issues to consider due to the "state of the State"?





MEMORANDUM

TO: President Cruzado
FROM: Kelly Brooks, ACAP Chair *KB*
DATE: March 9, 2009
SUBJECT: Recommendation from ACAP

At the February 19th ACAP meeting Lori McKee did an excellent presentation on behalf of the NMSU Health and Wellness Committee discussing their strategic plan for wellness at NMSU. She requested ACAP's support of this plan as well as the potential for implementation of an employee fee structure to support the overall wellness plan at NMSU. Attached please find a copy of this Wellness Plan.

Some of the important features of this plan include: 1) ensuring the availability of wellness activities and staffing to support them. 2) Providing state-of-the-art facilities. 3) Promoting of wellness and coordination with internal and external wellness partners. 4) Infusing NMSU with a culture of wellness that complements the University's mission. 5) Developing a funding mechanism to sustain the wellness program.

It is the funding mechanism of this program that is the most controversial. In the past, student fees have supported the programs and facilities related to wellness at NMSU and employees have paid nothing. In order to support a sustained wellness initiative to include faculty and staff, one option is to implement a user fee for employees.

The Wellness Committee recommended a potential fee structure of \$120/yr for employees and \$180/yr for a spouse/partner. This fee would enable the employee and/or spouse/partner to access services at both the activity center and the natatorium. Further, a fee was developed for children to access just the natatorium for \$42/yr. Regular employees would be able to take advantage of payroll deduction to pay for these fees.

While ACAP members noted concern that employees may perceive this as further deterioration of their employee benefits, it was determined that the fee is affordable, especially with payroll deduction, and is less than what is charged in the community for comparable services. In addition, in order for employees to receive adequate access and benefits from these services, the full cost cannot and should not be borne by students. As there are no other viable options for funding at this time, ACAP members voted unanimously to recommend approval of this important initiative including the implementation of an employee user fee.

Thank you for your consideration of ACAP's recommendation.

/klb

Attachment



Sent: Tuesday, March 03, 2009 2:44 PM
To: Kelly L. Brooks
Subject: ACAP Concern

Kelly:

I have an employee concern that I would like to have addressed by ACAP, but I would like to remain anonymous.

I understand that in the Mercer Study process, each employee would fill out a job profile, it would go to HR and then be returned to the employee to look over before the final designation of position level was made. Here at my organization, employees were denied the opportunity to review the returned profiles. In my case, this proved very detrimental as I was lumped into a level that did not correctly reflect my level of responsibility nor the level of administration that I answer directly to. I have encountered numerous employees who are also dissatisfied with this process.

Thank you for your attention to this matter.

Sent: Tuesday, March 03, 2009 4:30 PM
To: Kelly L. Brooks
Subject: ACAP

Kelly,

First, I would like to offer my congratulations regarding your involvement with ACAP. Your hard work in addressing university and college wide issues is to be commended.

Second, if ACAP is going to address any complaints regarding the results of the Mercer Study, I would like to let you know that I am concerned that we were denied the opportunity to review the results of the role profiles before receiving the letters with our designated salary levels. If you do address this with ACAP, please keep my name anonymous.

Thank you.