

**New Mexico State University  
Administrative Council Minutes  
November 11, 2008**

The meeting was chaired by Jennifer Taylor in President Cruzado and Provost Moulton's absence.

**1. Minutes of October 14, 2008**

The minutes of October 14, 2008 were approved as distributed.

**Old Business**

No items.

**New Business**

No items.

**University-wide Information/Announcements**

**2. Third Quarter Worker Injury Report [David Shearer]**

David Shearer, Environmental Health and Safety (EH&S) Assistant Director, distributed the Third Quarter Worker Injury Report for July 1 through September 30, 2008. There was a 55 percent decrease in the number of recordable claims from January through September of 2007 compared with the same time period in 2008. The number of claims with lost time decreased 75 percent and the number of claims with restricted time decreased 50 percent during the same time period.

OSHA recordable claims have decreased approximately 50 percent compared with 2007, OSHA claims with lost time or work restrictions have decreased approximately 51 percent, and OSHA total days of lost time or work restriction decreased 69 percent.

We now have a Workforce Compensation Coordinator that has made workmen's compensation and OSHA reporting more accurate. Some of the reduction in claims is due to additional supervisor awareness. Over the last three years the amount of safety training that has been provided to employees has increased. Several specialized safety classes have been added for agricultural workers. EH&S has increased and is working to formalize their safety inspections. So far this year they have done approximately 1,700 inspections and work investigations of campus buildings, public areas, shops, classrooms, and research facilities, as well as some remote farm facilities. This includes detailed inspections of approximately 300 chemical, radiation, and biological labs. EH&S also certifies certain lab safety equipment and checks to see that workers are using it. An important change over the last couple of years is the ability to correct safety deficiencies with direct funding.

In answer to a question from Bruce Kite, David said if an accident is attributable to something specific, such as a defect in a sidewalk or the premises, it does get fixed.

**3. Bookstore Update [Angela Throneberry]**

Angela Throneberry reminded the Council that on September 15 President Cruzado distributed a memo indicating that the university was moving forward with the transition of the NMSU bookstore under Barnes & Noble (B&N). On September 15 the letter of intent was signed by the university. On September 19 we received a letter from AFSCME requesting bargaining on behalf of the union employees. On October 10, we were able to reach an agreement with AFSCME.

At this point, we are still preparing for the transition. On November 21 and 22 we will be conducting a physical count of all bookstore inventory. We are in final discussions and review of the contract. We expect the effective date of the contract will be December 1. Regarding Bookstore staff, current employees were guaranteed employment with either NMSU or B&N. Those going with B&N will receive a five percent salary increase. They also will get a salary adjustment to offset the difference between NMSU's benefits and B&N's benefits. They will also receive a one-time payment equivalent to 40 hours of their current pay related to the winter break which they will no longer receive through B&N and a one-time payment equal to the waived insurance premium that is scheduled for NMSU employees during December 2008. Out of the 35 regular full-time employees, 13 will remain with NMSU and 22 will go with B&N.

We are working with B&N on transition planning so that when the contract is signed, they can step into the Bookstore and be ready and open for business as a B&N/NMSU relationship. B&N is hiring additional employees to fill the gaps of those current bookstore employees who are remaining with NMSU, training employees, and assigning their transition team from across the United States.

We currently have sales on some of our merchandise to reduce our inventory prior to selling it to B&N at cost. The inventory reduction plans are in place because NMSU vendors are different than B&N's merchandising vendors. Because bookstores buy and sell a lot of merchandise, vendors issue credit memos rather than refunds. In order to maximize the credit memos, we are applying the credit memos to any balances due to vendors. B&N will purchase those credit memos that can be applied to a B&N purchase.

Regarding IT conversions, we are working on getting these projects prioritized for the upcoming year: registration integration, electronic data feed on class enrollments and what books are needed, customized website developed for each B&N location at NMSU, conversion of our register point-of-sale system to their system, Blackboard transaction system interface, direct feeds for departmental sales and student credit programs into our Banner system, and an enhancement plan for student financial aid services.

Regarding textbooks, we are going with faculty adoptions for the spring semester and are working to make it a seamless transition. B&N is working with their used book suppliers to make sure we get a good supply of used books for the spring semester and to maximize the buyback of books from students we plan to buy back as many books as possible. B&N is working on store configuration to eliminate wait time on registers and to provide sufficient support staff on the floor especially during the very busy time in January.

We are working with B&N on store changes to include furnishings, equipment and signage. Each of the campus locations will have different store configurations. Some renovations will likely take place during the spring break. A new store location is being worked on for Dona Ana Community College East Mesa Campus. We are also doing an evaluation of Jordan Street as a potential location for a new bookstore.

We are also working on bank account and transaction number changes as well as a marketing and campus communication plans.

Justin O'Connell asked about the possibility of having an electronic version of textbooks. Angela said B&N does have a new agreement for e-book programs but there are limitations regarding available editions and formats. She said one of the things they have tried to do to reduce costs for students is to encourage faculty to stay with a particular book edition for as many semesters as makes sense so students might be able to purchase used textbooks.

Justin O'Connell also said that the majority of the students he has talked with would like to see the Bookstore moved out of Corbett Center Student Union so they could use the space for other student services. Angela said B&N would also prefer to move the Bookstore out of Corbett Center. She said they may try to bring in a retail consultant to offer suggestions on how to best utilize the 25,000 square feet of space for students if the Bookstore moves out of Corbett Center.

Garrey Carruthers asked about placement of those employees wishing to remain with NMSU. Jennifer Taylor said Human Resources will evaluate their resumes and areas of interests and we will do our best to match those. We will also ask departments with an open position to consider hiring these employees. They will be moved out of the Bookstore effective December 1, 2008.

Angela also mentioned that B&N is providing \$25,000 for scholarships for students. They will work with Justin O'Connell on the criteria for awarding those scholarships.

Angela said that the ideal situation would be to have a new traditional 25,000-35,000 square foot B&N store that not only expands the space for textbooks but includes improved drive lanes for traffic flow, a reading area, and a café type area. The reconfiguration would also include an area for faculty members to display books they have authored. B&N would also like to include departmental sales in the main store. There is no room in the Corbett Center location to include these areas. The current Bookstore is approximately 25,000 square feet, but it contains a lot of office space and warehouse storage area.

Angela said they are also looking at how to accommodate dual-credit students from DACC and the high schools. B&N will also continue to offer collegiate clothing and game day sales.

Jennifer Taylor said a big part of the cost of textbooks is based on the relationship of the faculty member who orders the books and the publisher. With B&N they hope to more actively manage that relationship through the Provost, the Academic Deans Council, and the Faculty Senate.

**4. 2009 J. Paul Taylor Symposium [Christina Chavez Kelley]**

Christina Chavez Kelley asked members to hold April 14-16 for the J. Paul Taylor Symposium which is entitled "Justice for Youth."

**5. Faculty Senate Update [Joe Pfeiffer]**

Joe Pfeiffer said the Faculty Senate met on Thursday, October 30 (due to the Thanksgiving holiday break later in the month).

The memorial in support of allowing academic departments to continue to schedule the rooms they presently control was defeated following discussion with Shaun Cooper and Mike Zimmerman regarding scheduling concerns and capabilities of the software currently being used for room scheduling.

Proposition 05-08/09, adopting a new policy on faculty teaching load, was approved.

Proposition 06-08/09 to amend section 5.98 of the NMSU Policy Manual and Proposition 07-08/09 to amend section 5.45.20 of the NMSU Policy Manual have not been considered by the Deans Council yet, so consideration by the Faculty Senate has been postponed.

No new legislation was introduced.

The Faculty Senate was asked to comment on a draft of next year's academic calendar. Among the suggestions were delaying the faculty report date and convocation for spring until the week classes begin as is the case in the fall, to note "mini-mesters" on the calendar, and to delay the graduate degree application deadlines in accordance with Proposition 02-08/09. Steve Loring introduced NMSU's sustainability efforts to the Senate. The Long-term Salary Task Force is meeting today at the same time as Administrative Council. Recommendations are expected very soon. Members of the Faculty Ranks Task Force are drafting definitions of research and college faculty for consideration later this year.

**6. ACAP Update [Tim Nesbitt]**

Tim Nesbitt said ACAP will meet on Thursday, November 13. ACAP is seeking on-line nominations for voting representatives and alternates to replace members with expiring terms. The deadline for nominations is Friday, November 14.

**7. ASNMSU Update [Justin O'Connell]**

Justin O'Connell said Homecoming was a success. The Pat Green concert was attended by more than 500 people. The parade had 54 entries, 10 more than last year. The ASNMSU alumnus' luncheon at the Honors College was attended by the 1948 student body president. ASNMSU has begun collaborations with UTEP's student body president. Justin said he appreciated the good working relationship that ASNMSU has with NMSU's administration.

**8. Graduate Student Council Update [Chas Miller]**

Chas Miller said the Graduate Student Council will host a charity event to collect toys for needy children on December 3 at the Rain Forest. He encouraged members to donate toys.

The Graduate Research and Arts Symposium will take place April 10-11. Chas asked for assistance in getting faculty to participate as judges.

**Other:**

Jennifer Taylor said President Cruzado received a **letter from Senator Timothy Jennings regarding current economic conditions and the potential for budget contraction**. She said we may have some budget cuts, but NMSU is in a strong position. We are proceeding in a conservative fashion. Jennifer will email the letter to Council members. We should have more information following the Legislative Finance Committee meeting on December 11. In answer to a question from Virginia Higbie regarding the impact on the Mercer Study, Jennifer said a commitment has been made to faculty and staff and we need to honor that. However, it may hurt our opportunity to put any new money into the salary study.

Christina Chavez Kelley said during halftime at the November 8 football game, a **community covenant between the regional military installations, the City of Las Cruces, and NMSU was signed**. Also, in recognition of Native American Heritage Month, all three members of the **Native American Code Talkers**, who were instrumental in creating a communication system during WWII, and **four Mescalero Apache Tribal veterans of the Korean and Vietnam wars were recognized**.

Next Meeting: Tuesday, December 9, 2008, 8:30 a.m., Corbett Center, Colfax Room #210