

**New Mexico State University  
Administrative Council Minutes  
September 8, 2009**

The meeting was chaired by Dr. Cruzado in Dr. Pacheco's absence.

**1. Minutes of July 14, 2009**

The minutes of July 14, 2009, were approved as distributed.

**Old Business**

No items.

**New Business**

No items.

**University-wide Information/Announcements**

**2. Canned Food Drive with UNM [Scott Moore & Rachel Hakeem, Panhellenic Council President-Elect]**

Scott Moore introduced Rachel Hakeem and Shelby Beasley to update the Council regarding the Aggies vs. Lobos canned food drive challenge currently underway. The contest ends on Thursday, September 24, two days before the NMSU vs. UNM football game. This year the contest has been expanded to include participation from faculty and staff. Drop off boxes are located in the Greek Life Office in Corbett Center, as well as many other buildings on campus. Canned food will be picked up every Friday or upon request to the Greek Life Office at 646-6678. Rachel and Shelby encouraged the Council's help in winning this challenge which will benefit the Community Action Agency of Southern New Mexico.

**3. H1N1 - Disease Preparedness [Katrina Doolittle, Lori McKee & Dr. Ben Diven]**

Katrina Doolittle distributed a handout regarding NMSU's Communicable Disease Response Plan – Incident Level Responsibilities and the Center for Disease Control (CDC) and Prevention's Action Steps for Institutions of Higher Education to Prevent the Spread of Flu. Katrina said we are currently in the Intense Level of Planning and Preparedness of our Communicable Disease Response Plan (Level 1). Dr. Diven, Student Health Center Physician, said there are two types of flu influenzas: seasonal flu and the H1N1 flu. The CDC has identified five H1N1 high-risk groups: pregnant women; caretakers of infants less than six months; healthcare and emergency-services personnel; young people between six months and 24 years of age; and non-elderly adults with underlying risk conditions, such as diabetes and chronic lung disease. Precautions to follow include the following: If sick, stay at home. If you have the flu, do not go out until 24 hours after the fever ends. Practice good hygiene such as covering your mouth or nose with a tissue or cough and sneeze into your elbow or shoulder. Wash your hands often with soap and water or alcohol-based hand cleaners. Avoid touching your eyes, nose or mouth. Avoid close contact with sick people.

Lori McKee said they are trying to educate students about the H1N1 virus through the distribution of information in the dorms, at Corbett Center, in the RoundUp and other media. Their website includes self-care information as well as information from the CDC. They have met with departments regarding how to isolate sick students in housing and how to provide meal service to them. They have ordered 23,000 H1N1 flu vaccinations through the state and have established a flu clinic for regular seasonal flu vaccination from October 19-23 for employees. NMSU's nursing students and EMT students will be trained to help with administering the H1N1 vaccinations.

Katrina said we need to be prepared to deal with increased absenteeism and reduced staffing if the H1N1 flu hits NMSU. Dr. Cruzado asked the deans to share this information with their associate deans and department heads.

**4. NMSU Albuquerque Center [Carmen Gonzales]**

Carmen Gonzales distributed a draft brochure about NMSU's Albuquerque Center at 4501 Indian School Road. The new location in PineTree Corporate Center provides 40,000 square feet of space designed for education and support services. There are 17 classrooms of varying sizes, four computer classrooms, four conference rooms, offices for academic programs and faculty, and space for storage. The center will provide support through Enrollment Services, the New Mexico Department of Agriculture, and University Communications. Students from the northern part of the state will have the option of attending new student orientations at the Albuquerque Center. There is still some uncommitted space available. This is a beautiful new center and a great location.

Dr. Cruzado thanked Jennifer Taylor, Ben Woods and Fred Ayers for their work in acquiring this new location. A grand opening will be held on September 26 from 1-3:00 p.m.

**Updates**

**5. Executive Vice President/Provost Update [Waded Cruzado]**

Dr. Cruzado said we have our largest ever freshman class this semester. She said NMSU had an opportunity to raise our visibility through last week's energy conference which was attended by more than 500 people. She thanked Ricardo Rel, Aggie Saltman, and Abbas Ghassemi for their work in arranging the conference. Another great opportunity to raise NMSU's visibility will be the Domenici Conference which is scheduled next week, September 16-17.

**6. Faculty Senate Update [Mark Andersen]**

Mark Andersen, Faculty Senate Vice Chair, said the Senate met last week Thursday and considered two memorials commemorating former Dean of the College of Education Barbara Simmons and former Department Head of Plant and Environmental Sciences Greg Mullins who both recently passed away. He said they anticipate a busy year.

**7. NMSU Employee Council Update [Kelly Brooks]**

Kelly Brooks said the Advisory Council on Administrative Policy (ACAP) has formally changed their name to the NMSU Employee Council. Election of new members will take place in October and new officers will be elected in January.

**8. ASNMSU Update [Travis Dulany]**

No report since Travis was out of town.

**9. Graduate Student Council Update [Paul Kuhns]**

Paul Kuhns said the Graduate Student Council will hold their first meeting of the semester this Thursday, September 10, at 5:00 p.m. in the San Juan Room at Corbett Center. He asked the Council to encourage students to attend. They still have positions to fill. He said the Graduate Student Council now has a page on Facebook.

**10. Athletics Update [Mac Boston]**

Mac Boston said they have reissued the travel ban to Juarez for athletes. A fundraising event to create an endowment in Pervis Atkins' name (College Football Hall of Fame 2009 inductee) will be held on Friday, September 18. The goal is to sell 30 tables at \$2,500 each. Individual tickets are also available.

**Other:**

Nick Franklin announced that the **Danny Villanueva Scholarship Breakfast had been canceled**. He congratulated Christina Chavez Kelley and Laura Gutierrez Spencer for reaching the goal of raising more than \$500,000 for the Danny Villanueva Scholarship Endowment. Danny Villanueva continued to match funds raised each year for the endowment through the breakfast. Dr. Cruzado said this is a great success story. The scholarships are now endowed so they will go on forever. Christina thanked everyone who made the breakfast a success the past eight years by purchasing a table or ticket.

Russell Hardy said **NMSU Carlsbad will host NMSU's Fall 2009 Community Campus Roundup** on Friday-Saturday, September 25-26.

Next Meeting: Tuesday, October 13, 2009, 8:30 a.m., Corbett Center, Colfax Room #210

**Note: The October meeting was canceled.**

Minutes recorded by Barbara Dickenshied.