

**New Mexico State University  
Administrative Council Minutes  
August 12, 2008**

**1. Minutes of July 8, 2008**

The minutes of July 8, 2008 were approved as distributed.

**Old Business**

No items.

**New Business**

No items.

**University-wide Information/Announcements**

**2. Introduction of New Audit Manager, Ross Justus [Brenda Shannon]**

Brenda Shannon introduced Ross Justus, new Assistant Director and Audit Manager, who joined her staff in June. Ross will be in charge of managing all non-IT audits for the department.

**3. Update on Domenici Conference [Garrey Carruthers & Christina Chavez Kelley]**

Garrey Carruthers said the Domenici Conference is next week. The public events will be held in the Pan American Center. The other events will be in Corbett Center. He encouraged Council members to attend. He congratulated Elizabeth Titus on the good work that the Library has done with the Domenici papers and said Senator Domenici will be very pleased. Tickets to the Randy Travis concert on Friday are still available.

President Cruzado thanked Garrey and Elizabeth for their work on this project.

**4. NMSU Safety & Security Initiatives [Katrina Doolittle]**

Katrina Doolittle discussed a handout on NMSU Safety and Security Initiatives for 2008. She said it is very important to remind people what they need to do in the event of an emergency before an actual emergency occurs. Throughout the summer they visited campuses outside of Las Cruces and discussed with their administration key types of emergency management and procedures.

Katrina asked that members post or distribute the handout to their staff and that each department have an emergency action plan that is reviewed annually with their staff. They also ask that instructors review safety and emergency procedures with their students at the beginning of each semester. The nature of the emergency determines which distribution method will most effectively communicate the information to the target population. Katrina said they also work with external agencies in the event of a long-term disaster.

Two emergency tabletop exercises are planned this fall. One on a disease outbreak scenario to test NMSU's Communicable Disease Response Plan and one to test NMSU's response to a crisis situation involving a firearm. Twenty-three departments involved in the communicable disease response planning have completed Continuity of Operations Plans for their areas. These will be updated and submitted to the deans and vice presidents.

They will be having no-notice fire drill evacuations in the residence halls and in some of the academic buildings this fall.

An email will be sent shortly about safety training that is available through the Environmental Health and Safety Office and the NMSU Police Department. All staff should have received a Quick Flip Guide to Emergencies.

**5. Aggies Are Tough Enough to Wear Pink Campaign [Margie Huerta]**

Margie Huerta said she has been asked to participate in the “Aggies Are Tough Enough to Wear Pink” fundraising campaign. She distributed campaign packets with additional information to the Council members. The football game to celebrate the campaign will be held on Saturday, October 18, during the NMSU vs. San Jose State game. The goal is to raise more breast cancer awareness and to raise more money for breast cancer research in the Mesilla Valley. There are variety of sponsorship levels and contributions can be set up through payroll deduction. Additional information is available at [www.PinkAggie.com](http://www.PinkAggie.com) or you may contact Margie at [marhuert@nmsu.edu](mailto:marhuert@nmsu.edu) or 527-7510. Margie said she hopes Council members will be able to support the fundraising campaign.

Other:

**President Cruzado said she is very thankful for the opportunity to serve as interim president.** It is a great honor. She said last semester a lot of time was spent working on institutional values. That document will be completed this semester when an agreement is reached on values for the institution. She said she wanted to share **her personal principles and guidelines** which are: 1) to educate and to communicate as effectively and efficiently as we can and to create an atmosphere of trust, 2) to serve all of our constituents, and 3) to do everything with excellence.

President Cruzado also **welcomed Pamela Jansma**, new Dean of the College of Arts and Sciences, **and Mike Morehead** in his new role as Interim Dean of the College of Education.

At President Cruzado’s request, **Michael Rickenbaker and Malcolm Holzman, with the Holzman Moss Architecture firm in New York, gave a presentation to the Council on the Arts Complex project.** Dr. Cruzado said yesterday she attended a work session on the designing efforts for our Arts Complex. She was so inspired to dream about what NMSU might be like in the next 30, 40, to 50 years that earlier this morning she asked Ben Woods to invite the architect to brief the Council on the project. Dr. Cruzado thanked Ben, Michael and Malcolm for making their presentation to the Council with just 30-minute’s notice.

Nick Franklin said aside from the public financing, one of the **goals of the NMSU Foundation is to raise \$15 million for this project.** They also have a **\$15 million goal for the Domenici project.** Nick asked Council members to let him know if they have any ideas for helping with these goals. Malcolm said that he frequently assists his clients with fundraising and volunteered to speak about the Arts Complex Project.

Ricardo Rel distributed a pamphlet on Bond Issue D which will be a part of the **upcoming GO Bond election on November 4.** Bond Issue D includes \$19 million for the Arts Complex as well as additional projects for the main campus and our community colleges. Bond Issue D includes funding for needed improvements and renovations for almost every institution of higher education in the state.

Ricardo asked Council members to mention the importance of the GO bond election when visiting with groups. Additional pamphlets are available from his office. Bond A is for

senior citizen facilities, Bond B is for libraries which also includes higher education, Bond C is for health care facilities which includes funding for Carlsbad's Allied Health Facilities, and Bond D is for higher education. Russell Hardy said if all four bonds are approved, it would only increase property taxes by approximately \$15 per year per \$100,000 of assessed property value.

Chris Erickson said the **Faculty Senate will soon nominate faculty members to serve on the Presidential Search Committee**. President Cruzado said Chris was recently asked to make a presentation at the Council of University Presidents meeting and he did a wonderful job. She received many compliments on his presentation.

Tim Nesbitt said that ACAP has again volunteered to post Administrative Council minutes on their website. (The minutes are now posted on the President's homepage.) **ACAP will also be discussing the HR policy changes** that are being brought forward to Administrative Council.

Justin O'Connell said students are gearing up for the fall semester, and they are **appointing students to serve on various committees**.

Mac Boston said he successfully lobbied the New Mexico High School Athletic Association to **host the annual coaches' clinics and all star games** in football and girl's volleyball that was held at UNM. The Board of Directors compromised and agreed that NMSU would host these events every third year beginning in 2011. This is a very significant commitment and will have a significant economic impact on Las Cruces. It will expose hundreds of northern New Mexico students, athletes, coaches, and parents to our campus and community. The north versus south high school football game is expected to generate an attendance of over 15,000 people.

**Mike Morehead said he appreciated the opportunity to serve as Interim Dean** of the College of Education. The newly renovated **O'Donnell Hall** is now open. The entire campus will be invited to attend their **grand opening** on Friday, September 26. A lunch in Preciado Park is being planned as well as activities to showcase their students and faculty. He said they are very appreciative of the opportunity to be housed in this remarkable renovated facility.

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