



## Office of the Chancellor

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DATE: May 3, 2019

TO: University Boards Chairs/Administrative Support Personnel

FROM: J. Leonard Martinez, Chief of Staff

SUBJECT: Call for Submission of University Boards/Committees Annual Reports

It is time to submit your board/committee annual report for FY2018/19 (July 1, 2018 – June 30, 2019). Please submit your report(s) by no later than **5:00 pm on Monday, July 1, 2019**.

To submit your report:

1. Go to <http://boards.nmsu.edu/>.
2. In the banner at the top of the screen, click on the link "Update Report." Log in using your nmsu account credentials. For newly established board/committee, click on "Initial Report."
3. Enter the name of the board/committee in the search field. Scroll down to the search results and locate board/committee. Click on the hyperlink "update report" to open the report.
4. In addition to general establishment information about the board/committee, you will need specific information for the 2018-19 academic year regarding the following:
  - committee members
  - meeting dates
  - webpage (if applicable)
  - major accomplishments
5. If you are not able to complete your report in one attempt, you may save your work and return to it later by scrolling to the bottom of the page by clicking the link "Save and continue later." You will be directed to a new page where you will be provided with a link to return to your work at a later time and an option to send the link to yourself in an email for future use. Work can be saved for up to **30 days**.

As a reminder, annual reports are posted on the <http://boards.nmsu.edu/> website and the Rule on NMSU Boards is found at <https://rpm.nmsu.edu/2-30/>.

Per **RPM 2.30 NMSU Boards and Committees**, every university-level NMSU board/committee is required to submit an annual report. **Reports are due no later than 5 p.m. on Monday, July 1, 2019.**

For questions or concerns, please contact Gena Barela at [gbarela@nmsu.edu](mailto:gbarela@nmsu.edu) or 646-2035.