

DEPARTMENT HEADS COUNCIL

MEETING MINUTES

August 26, 2008

10:30 A.M. Room 297

Members Present:

Martha Archuleta, Jon Boren, Terry Canup, Lowell Catlett, Terry Crawford, LeRoy Daugherty, Richard Heerema, Joe Graham, Janet Green, Frank Hodnett, Jim Libbin, Steve Loring, Greg Mullins, Tim Nesbitt, Tim Ross, Charles Siepel, Dave Thompson, Raul Valdez

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Members Absent:

Chris Allison, Jeanne Gleason, Wendy Hamilton, John Mexal, Carlos Rosencrans

1. Approval of Minutes for 5-27-08

- Approved.

2. P & T Guideline Update (Jim Libbin)

- Jim Libbin: Handed out new P & T Guidelines and discussed timeline for phasing out of old P & T guidelines. Will be electing new P & T committee for new guidelines by October; enrollment report shows number of students are up 3 to 5% for CAHE; discussed the cost of reordering recruiting pamphlets.

3. Other

- Terry Canup: Discussed his visit to Center for Homeland Defense & Security, Naval Postgraduate School in California with possible opportunities and incentives for faculty at NMSU.
- LeRoy Daugherty: Handed out summary from Office of Grants and Contracts. Discussed submission and awards from fiscal year 2008.
- Joe Graham: Held a successful Dream Maker Program this summer; working on the NAPF Scholarship.
- Charles Siepel: Announced new hires.
- Janet Green: School of HRTM has record enrollment - 420 students; Point of sale system was given to HRTM. You will now be able to pay at 100 West. If you have a Dept. event, 6 or more person, or using an index number you still need to see LeeAnn; will be meeting investor about building hotel on September 9<sup>th</sup>; discussed holiday in the hall.
- Frank Hodnett: Had a busy summer with roughly 400 people attending 4-H Conference; planning retreat for next year 4-H conference.
- Jon Boren: Discussed in cabinet about not having CES in service training this year; will have three district meetings. Discuss adding extra day for in-service training for county faculty; looking at doing an Extension Showcase publication that gives background information on what extension does. Working on what the best media would be.

- Martha Archuleta: Update on the interdisciplinary degree in food science, collaborating with ANRS, Chemical Engineering and Engineering Technology; working on a joint culinology curriculum with HRTM.
- Tim Ross: ANRS has one of the largest animal science freshman classes ever. Around 120 students; Fall semester ANRS has a Therapeutic riding class available. Will be bringing in handicap children to ride and the children will be getting paid; Julie Basile retired in July. In the process her position.
- Greg Mullins: Will be interviewing candidates for Sustainable Crop position; Mary O'Connell will host Lab Safety refresher presentation by EH & S on Sept. 19<sup>th</sup> in the Gerald Thomas Hall auditorium. All departments are invited. This presentation will meet the annual refresher requirement.
- Steve Loring: Steve is now the chair for Sustainability & Climate Change Task Force. Steve hopes to get more faculties involved in sustainability and climate changes.
- Dave Thompson: EPPWS dept. was approached to do an insect display at the Southern Fair. A Quonset hut was offered for the display. There is plenty of room if other department would like space at the fair.
- Terry Crawford: discussed NMSU positions in Afghanistan.
- Tim Nesbitt: Talked about being in compliance with procurement cards procedures; talked about Grants & Contracts summary; discussed needing at least 2 weeks lead time to process proposals; talked about the Mercer study .
- Lowell Catlett: Discussed new lighting and painting of auditorium remodel during Christmas break. Ask for input about putting flags back up or a new look; discussed meeting with Ben Woods about planning and development of west end of campus. Wendy Hamilton will lead that proposal with vision team. Lowell asked for department input.
- Elizabeth Crabb: Open Forum-New Faculty Program today in Auditorium @2:30 pm; Emeritus Picnic tonight at the Farm and Ranch Museum; Handed out pamphlets for the Teaching Symposium held Sept. 19<sup>th</sup> and 20<sup>th</sup> at the Hotel Encanto. Faculty still have time to register.

Meeting was adjourned at 11:33 a.m.

Minutes submitted by Pam Miller.

Minutes approved by: Lowell B. Catlett

LCatlett                      10/21/08  
Signature                              Date