

Department Heads Council  
Meeting Minutes  
August 25, 2009  
10:00 a.m. Room 297

Members Present:

Chris Allison, Jon Boren, Cynda Clary, Terry Crawford, LeRoy Daugherty, Mark Gladden, Jeanne Gleason, Natalie Goldberg, Joe Graham, Janet Green, Frank Hodnett, Jim Libbin, Steve Loring, Mary O'Connell for John Mexal, Tim Nesbitt, Tim Ross, Dave Thompson, Raul Valdez

Members Absent:

Lowell Catlett, John Mexal

Guests:

Dr. Carruthers, Ann Morgan, Katrina Doolittle

1. Annual Domenici Conference

- Dr. Carruthers and Ann Morgan: Dr Carruthers discussed the 2<sup>nd</sup> Annual Domenici Public Policy Conference that will be held on September 16<sup>th</sup> and 17<sup>th</sup> at Corbett Center. Ann Morgan handed out a memo and an agenda about the conference. Dr Carruthers went over some of the topics that would be discussed and speakers that would present. Registration is free to students and \$25.00 for the rest of us. <http://domenici.nmus.edu/institute.html> is where you register and to view program.

2. All-Hazards - Continuity of Operations Plan Program (COOP)

- Katrina Doolittle: Gave presentation on procedures COOP program to help prepare NMSU departments learn how to operate during an influenza pandemic or other emergency and to recover afterward. Departments are to develop plans and procedures for an emergency. Gave a hand out for NMSU Continuity of Operations Guidance. Templates and power point presentation are available on the website.

3. Minutes

- Corrected and approved.

4. Vehicles Policy

- Tim Nesbitt: All colleges have been asked to reduce the college vehicle fleets by two-thirds. We will be coming up with guide lines to be used by departments.

5. Potential Budget Recession

- Tim Nesbitt: Talked about budget reduction.
- Dr. Daugherty: Dr. Catlett and Associate Deans met and agreed to ask Department Heads to start working up a plan for 5% budget reduction for this fiscal year and possibly 10%; special legislative session will be held in October to discuss budgets cuts.

6. Off-Cycle Budget Requests

- Tim Nesbitt: Discussed the memo that Jennifer Taylor sent reference to Off-Cycle Budget Request.

7. ERR Requests

- Dr. Libbin: Discussed ERR budget summary handout. Dr Libbin asked the department heads to consider requesting funds for large equipment items from the ERR (Equipment

