

DEPARTMENT HEADS COUNCIL AGENDA

**October 20, 2009
10:30 a.m. Room 297**

August

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1. Purchasing Office Supplies (Mike Abernethy & Rennette Apodaca)
2. Faculty Senate Update
3. Minutes
4. Special Session Update (Tim Nesbitt)
5. Vehicle Usage Update (Tim Nesbitt)
6. Other

Department Heads Council

Meeting Minutes

September 22, 2009

10:00 a.m. Room 297

Members Present:

Red Baker for Chris Allison, Priscilla Bloomquist, Cynda Clary, Terry Crawford, LeRoy Daugherty, Mark Gladden, Jeanne Gleason, Natalie Goldberg, Joe Graham, Janet Green, Frank Hodnett, Jim Libbin, Steve Loring, John Mexal, Tim Nesbitt, Tim Ross, Dave Thompson, Mark Petersen for Raul Valdez

Members Absent:

Chris Allison, Lowell Catlett, Raul Valdez

Guest:

Lori McKee, Director Health Services

1. H1N1 Presentation

- Lori McKee: Gave presentation and handouts on H1N1 influenza. Discussed how NMSU has been preparing for an influx of influenza-like illness and diagnosed influenza by providing information through an updated website at <http://wellness.nmsu.edu>. Employees, dependents and spouses enrolled in the state-covered NMSU health plans can register online for the upcoming immunization clinic set for Oct. 19-23, in the Academic Research Building C Room 110 (Environmental Health & Safety Training Room). For more information or to register visit www.southwestpharmacy.com. Free flu vaccinations will be available from 8 a.m. to noon Saturday, Oct. 10, at Memorial Medical Center and from 8 a.m. to noon Saturday, Nov. 7, at Mountain View Medical Center.

2. Faculty Senate Update

- Priscilla Bloomquist: Two propositions that passed: a Memorial in Honor of Dean Barbara Simmons and a Memorial in Honor of Dr. Greg Mullins; two proposed bills in progress were discussed; discussed the proposed Food Tech. Degree.

3. Approval of Minutes for 8/25/09

- Approved.

4. Other

- Jim Libbin: Discussed possible recession; talked about Family & Consumer Sciences Dept. Head position; asked Dept Heads to review CSDAL proposal; ADAC ask that course syllabus include a comment that the instructor can only communicate to students by their NMSU email accounts; question about San Juan Community College; The College Chapter of the Alumni Association will be doing a Silent Auction during Homecoming Week; Department displays need to be set up by 7:00 a.m. for Homecoming Recognition Breakfast on October 23rd.
- Mark Andersen: discussing Bachelors in Individualized studies.

- Tim Ross: Talked about the Northern New Mexico State Fairs Junior Livestock sale and thanked Dept Heads for their contribution; reopened the companion animal position and talked about other openings.
- John Mexal: Plant & Environmental Sciences will plant a tree near Skeen Hall on October 1st in remembrance of Dr. Mullins. Everyone is welcome to attend. After the ceremony a private dinner for the donors of the “Mullins Scholarship” will be held; Discussion regarding the PES Dept. Head position.
- Mark Gladden: Talked about two events on October 1st. The Holy Jolokia recipe Cook-off in 100 West and PES memorial for Dr Mullins; the President of the Wine Academy in Rome will be here on October 29th for a dinner that being held by HRTM in the Fulton Center.
- Terry Crawford: Discussed the funding for the AWATT project.
- Dave Thompson: Asked about the guidelines for keeping fleet vehicles. Tim let Dept Heads know that guidelines have been written and will be discussed at College Cabinet meeting.
- Steve Loring: Updated Dept Heads on the Digital Measure on-line faculty reporting system.
- Janet Green: Talked about the outdoor patio being built near 100West.
- Jon Boren: All Extension Conference will be held Jan 11th thru 14. Charlie Siepel and Chris Allison will co-chair committee that is putting together the conference; Extension Department Heads will be meeting on September 23, 2009 to discuss budget; offer was made for the Health Specialist position.

Meeting adjourned at 11:10 a.m.

Minutes submitted by Pam Miller

Signature

Date