

**NMS-GRANTS Campus Council  
Minutes of Meeting of 4/21/08**

**Present:** Felicia Casados, Campus President; Harry Sheski, Campus Academic Officer; Ida Chavez, Campus Finance Officer; Rose Carlson, Institutional Research; Beth Armstead, Interim Campus Student Services Officer; Dan Christmann, Facilities Manager, Thomas McGaghie, ABE Coordinator, Cecilia Stafford, Dir., Library Services; David Warner, Interim Systems Tech.; Joshua Sanchez, ASG President; Sharon MacKendrick, faculty emeritus and part-time faculty; Clemente Sanchez, Dir., Small Business Development Center, Mike Leach, Faculty Representative, Genevieve Humenay, Coordinator Service Learning, and Joanna Torrez, Administrative Assistant.

**Mission Statement:** *To foster better communication and improved processes and services across campus.*

1. Approval of Minutes

Minutes of Campus Council meeting of 3/17/08 were approved.

| Name                                | Issue  | Action  | Due Date/Responsible Parties  |
|-------------------------------------|--|---|---|
| Felicia Casados, President          | NMSU Las Cruces and UNM personnel issues.                              | As public employees we should hold ourselves to a higher standard. Integrity, honesty.  | ALL   |
| Joshua Sanchez, ASG President       | ASG update. This will be his last meeting as ASG president.            | Remaining activities for ASG include a spaghetti dinner for finals week, Flea Market. Spring Visitors Day.  | ASG   |
| Beth Armstead, Interim CSSO         | Graduation, Friday May 9 @ 6 pm.<br><br>Spring Visitors Day, April 30. | Graduation will be held at Grants High School (north) gym due to Fidel Act Center down for renovation. There will be a graduation practice in the morning.<br><br>Mike Leach has asked to re-consider change in date (Fri to Sat) for future graduation ceremonies. Item to be discussed at next Campus Council.<br><br>Beth announced that Spring Visitor Day is Wednesday, April 30 | Beth Armstead, Interim CSSO and Dan Christmann in charge of graduation.<br><br>Mike Leach, faculty has requested discussion.<br><br>Beth Armstead & ASG.  |
| Sharon MacKendrick Faculty emeritus | Friend of the College Marvin Rider                                     | Sharon MacKendrick, faculty emeritus and current part-time faculty nominated Marvin Rider (faculty emeritus) as this year's "Friend of the College". She presented reasons for this nomination. Mr. Rider recently passed on and he was one of the first full-time faculty at NMSU-Grants and was well respected by many of his colleagues. He retired as a faculty emeritus.         | All voted in favor of naming Marvin Rider named as this year's Friend of the College. Sharon will contact one of his children to ask that they accept the award on his behalf during commencement ceremony. |
| Felicia Casados, President          | Accreditation Site Visit, Tuesday, April 29, 2008                      | Final HLC site visit agenda handed out. All supporting documents for Resource Room are to be given to   | All campus. Felicia noted the ½ hour session the HLC site reviewer will have as Student   |

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|  |   | <p>Cecilia Stafford, Librarian by Friday. Everyone is invited to the welcome reception for HLC site reviewer at 9 am in Cybercafe.</p> <p>Afternoon Open Forums: Josh Sanchez, ASB will monitor student open forum. Mike Leach, faculty will monitor faculty forum and Joanna Torrez will monitor staff open forum. All to be held in Rm. 101 and only ½ hour each. No management staff will be at these open forums.</p> | <p>Open Forum, Staff Open Forum and Faculty Open forum (1-2:30) in Rm. 101.</p> <p>Felicia also shared a copy of the ‘community open forum’ lunch list that the HLC site reviewer will meeting with at noon in Rm. 03 (without any management staff present). The Advisory Board will meet with HLC reviewer in Felicia’s office at 11:30 am and then move into the community open forum.</p> |
| Dan Christmann<br>Facilities<br>Supervisor | Status: Systems<br>Technologist position                              | The Search committee has met and they are beginning to review the current applicants and should be interviewing in next few weeks.  | Dan Christmann, Search Committee Chair. Search committee consists of: Rose Carlson, Bruce Brinkman, Nicole Kormick, and Alice Salcido.  |
| Harry Sheski,<br>CAO                       | Status of three (3)<br>faculty openings                               | Committee has met and all have chosen who to interview. Interviews will take place within the next two weeks. The positions are:<br>1FT/Criminal Justice<br>½ time Social Sciences<br>½ time Computer Science   | Three (3) search committees. Harry Sheski Chair of CJ; Mike Leach Chair of SS and Doug Bocaz-Larson Chair of CP   |
| David Warner,<br>Interim Sys.<br>Tech      | Update IT Tech<br>vacancy   | Clarissa Platero (IT Tech) resigned, will be hiring at least two temporaries for now.   | David Warner  |
| Thomas<br>McGaghie,<br>ABE/GED<br>Director | ABE/GED   | Lynne Daugherty resigned. New hire did not accept job. Will look for another.   | Tom McGaghie  |
| Felicia Casados,<br>President              | Campus Student<br>Services Officer                                    | Irene Lutz retired 4/15/08. Will start process for CSSO announcement/hiring after accreditation visit and graduation. Felicia explained that the titles of CAO/CFO/CSSO are under review by NMSU and be changed within a month to VP Academic Affairs, VP Business and Finance and VP Student Services. She would like to advertise with the new title (CSSO) if the title change is approved within the month.           | Ida Chavez, CFO will chair search committee. Felicia will appoint the full Search committee within a week or two. Two students have been nominated by ASG to be the student reps on the CSSO search committee.  |
| Rose Carlson,<br>Inst. Research            | Update Community<br>College Survey of<br>Student Engagement<br>(CSSE) | Four (4) classes left to survey. Results come out sometime in July. Rose will provide information and summary once results are in to campus community.  | Rose Carlson  |

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| Ida Chavez,<br>CFO                                   | 08-09 Budget Enhancements  | Ida provided a handout listing all enhancement funding.  | All.  |
| Dan Christmann,<br>Facilities Supervisor             | Facilities Update. DOT grant   | Fidel Center still on hold, doorway to elevator too small. McClure near completion. Roosevelt bank building in which SBDC has moved is complete, with minor issues (sprinklers/according to Clemente).<br><br>Five projects planned for DOT grant once it is funded. | Dan Christmann will look into sprinkler issue at SBDC.<br><br>Final walk through with McClure contractor should occur within a week or two.<br><br>Waiting to hear from Dot on status of grant request. |
| Felicia Casados,<br>President                        | Statewide general obligation (GO) Bond of \$1,000,000 for NMSU-Grants to be voted on in total state GO Bond package for higher education during November 2008. | Bond will fund three (3) projects:<br>1. Exterior stucco of McClure<br>2. Exterior stucco of Fidel Center; and<br>3. Completion of final Phase 3 of Library renovations  | Voters - GO Bond funds.   |
| Sandra Rourke,<br>Student Success Center Coordinator | ACT testing  | 37 students' high school students were tested on a recent Saturday, first time for ACT on NMSU-Grants campus and all went well.  | Complete, Sandra Rourke provided the leadership and managed the process.  |
| Dan Christmann,<br>Facilities Sup.                   | Campus Conservation committee  | Committee voted name changed to "Campus Environmentors" after Earth Day contest. Have not yet had time to meet due to schedule conflicts.  | Dan Christmann and Stan Carlson are Co-Chairs.  |
| Dr. Harry Sheski, CAO                                | Schedule of classes  | In process.  | Harry Sheski and Joanna Torrez. Felicia will review student artwork provided by Gene Romero for possible cover and get back to Joanna Torrez.   |
| Beth Armstead,<br>Interim CSSO                       | Catalog  | In process, all corrections/changes need to be submitted by June to CSSO.  | Beth Armstead, lead. All campus contributes.  |
| Dr. Harry Sheski, CAO                                | Background on Family Educational Rights and Privacy Act (FERPA)  | Important everyone be aware of the confidential nature of student information -must have written consent form from student in order for information to be given out; even for their parents unless they are under age 18 (dual enrollment students).                 | All.  |

**Next Campus Council meeting scheduled for Monday, May 19, 1 p.m. – 3 p.m., Room 03/Martinez Hall.**