

July 10, 2007

MEMO TO: Members of the Campus Community

FROM: Cheri Jimeno, CEO

SUBJECT: Summer Update

As of today, I have officially been on campus for two months. During this time frame, I have been able to meet many new people, attend numerous events, and yes, make a few changes. I will use this memo to talk about some of these changes.

Some Office Moves & Reporting Structure

We have made (or are in the process of making) some office moves and reporting structures. By the beginning of fall semester, we plan to have the following completed:

- Hope Patterson, Public Information Coordinator (PIC), will be moving into CB 202. The position of PIC will report to the Office of the CEO.
- Brenda Garcia, Payroll/Personnel Supervisor, is moving into CB 301D. All personnel files will be moved into CB 301C.
- Bruce Martin, Institutional Research & Assessment Coordinator, is moving into CB 301.
- Donna Cook, Associate Campus Academic Officer, is moving into CB 401A and Community Education is moving into CB 401.
- All mailroom and copier services (as well as Karen Duggan, Records Technician) are now located in the Facilities Building.
- David Sanders, Information Technology Specialist, will report to the Office of the CEO.

Renovations

If you haven't already done so, please be sure to check out the renovations going on in the 600-, 700- and 800-series classrooms in the Classroom Building (CB), the conference room in CB 201 and the library. Work on the new roof for the CB should begin soon.

The Academic Support Center is now open. What a great addition to the campus! Watch for details on a ribbon-cutting ceremony and open house after students and faculty return to campus.

The entry way into the Science Center has been cleaned up, and Mary Liddle, Groundskeeper, has been very busy this summer working on the grounds. If you like what you see, please be sure to tell the maintenance staff "thank you." Also, you should note we are slowly transitioning into using the color crimson.

The five-year capital project plan for the NMSU campuses is complete. The priorities for 2008 – 2009 for NMSU-A are as follows: 1) the Southern New Mexico Advanced Technology Education Center, Phase I (\$4 million); 2) Renovation of General Classroom Building (\$1.5 million); and 3) Infrastructure Renovation and Expansion (\$750,000). Please remember that capital projects must be approved and funded by the legislature.

This summer, Nancy Montgomery, Facilities Management Coordinator, and I attended a workshop on LEED silver certification (or "going green"). Last year, Governor Richardson signed into law the requirement that all public buildings over 15,000 square feet would be built or renovated to

include LEED silver certification. The first building we will see that incorporates this concept will be the Allied Health Sciences Addition.

Hats off to...

We received word that our Carl Perkins grant was funded for \$85,852 and both Title V grants received full funding for Year 4 (October 1, 2007-September 30, 2008). Congratulations to Donna Cook and Joan Griggs, Program Coordinator for Community Education, for spearheading these grants and to all other individuals who assisted with the same.

Dr. Martin's e-mails concerning enrollment continue to be uplifting. Dr. Martin states, for Summer I headcount is 642 and FTE=159.3. This FTE is 22.5% above the comparable day of classes from baseline year 2003 when it was 139.7. For Summer Session II, headcount is currently at 653 and FTE is 164.5. Great job, everyone!

Fiscal Affairs

Due to your hard work, conservative approach to fiscal affairs, and implementation of on-line courses, our enrollment for the summer and the coming academic year is strong. Also, our contingency fund balance should be slightly above at the percentage required by the State. No, we will not have a lot of excess cash, but neither will we be destitute. During this coming year, Tony Salinas, Campus Business Manager, will be working closely with budget managers to assure budget compliance and provide training for tracking budgets and understanding budget printouts.

Deli and Bookstore

The custodial staff has done a wonderful job cleaning the deli. The RFP for the deli has been released; we are still hoping to have the deli open by the time fall semester begins.

The Las Cruces campus now has primary responsibility for the bookstore. The transition has been smooth and Angie Jorgenson, Bookstore Manager, and Mary Wolford, Sales Clerk, have been working hard this summer to make sure the transition still meets the needs of the students.

Motor Pool

One of the motor pool cars (the #6 Ford Taurus) blew a head gasket this summer. We have ordered a new car for the motor pool; the car should arrive either sometime this summer or early in September.

Joint and Administrative Council

Since the membership of Joint Council provides input to the CEO, the membership of the Council must include representation from the major areas of the campus including the plant, the library, IT, etc. The new membership of Joint Council includes these areas. Also, although the procedure was not included in policies and procedures, it somehow evolved that curriculum for the campus was going through Joint Council; this is not an appropriate venue. I would suggest a process that includes content area, Division, Curriculum Committee, Academic Council, Faculty Consortium, and Administrative Council. This type of change should create a lively discussion with the faculty when they return this fall.

You should also note that I believe committee meetings are held for a purpose; they are not an event. I seldom conduct meetings that are over an hour, and Administrative Council will only meet when specific agenda items have been submitted to Mary Fechner, Administrative Assistant to the CEO.

Salaries

You need to know that I did not support any proposal that gave any employee less than a 5% raise for the coming year. However, at this point, no official letters have been sent (to anyone) about their official salary for the coming year.

Yes, we still have significant work to do with our performance appraisal process, particularly with exempt staff. Also, you need to know that I do not support taking the average of compressed salaries and offering that amount to new faculty members. This type of procedure uses the wrong data set and further compresses faculty salaries. Content discipline, degree and experience must play an important part when faculty salaries are determined.

Legislative Request Form (LRF)

During the next few years, Dr. Vicente Lombrana will be very involved with the NMSU nanoscience grant funded by the National Science Foundation (NSF). Dr. Lombrana tells me he is not yet a “nanoscience expert,” but we will be asking him (and his NMSU colleagues) to “bring us up to speed” on the science during the coming academic year.

For some reason, there seems to be significant discussion concerning the LRFs I submitted to HED. Since I came from a state where higher education is poorly funded, when I see any chance for money--I submit. This submission process was especially true when institutions received an RFP from the Commissioner’s Office (somewhat similar to New Mexico’s HED but in Montana a more centralized and powerful office).

If you attended my presentation when I interviewed for the CEO position, I talked about nanotechnology as a possible opportunity for this institution. So, when I received the LRF from HED, I threw out the proposal to see if we could generate some interest. However, instead of the proposal being somewhat “small” in nature, it has seemingly become “larger than a molecule.” In fact, the last rumor I heard was that I was going to design and implement the curriculum for nanoscience technicians. Since the proposal focused on securing funding to use out-of-state expertise to help us design the curriculum, finding internship sites and purchasing appropriate instrumentation, I am unsure how the rumor started. Just imagine if I had to design and implement a plumbing lab facility and curriculum before we sought funding for a \$4 million Advanced Technology Center. Somehow I don’t believe my ability to look under *p-l-u-m-b-e-r* in the yellow pages provides me with the proper qualifications to design curriculum and lab facilities in the plumbing area. The same rule applies to designing an AAS degree in nanoscience technology for technicians.

The development of programs and curriculum for workforce development programs is significantly different from developing transfer programs. Yes, we will continue to develop need assessments, but we must also create active business and industry advisory boards. The members of these advisory boards will not only help us develop the curriculum, but be our conduit for securing appropriate funding for equipment and facilities.

Open Forums

On at least a once a semester basis, you will receive a written update from this office; I will also be conducting open forums where you are welcome to come and discuss current happenings, share ideas and ask questions. Our first open forum is scheduled for **Tuesday, July 24, 3 – 4 p.m.** in the front foyer of the Tays Center.

Let’s have some Fun

A couple of weeks ago, my husband and I attended the races for a short time at Ruidoso Downs. Since we are not big gamblers, the safest bet for us was “to show.” I will use the same analogy for us. Yes, I certainly have more ideas than just nanotechnology. For example, I believe in well-maintained facilities, student-centered learning environments, well-defined assessment strategies, continued support for transfer and developmental coursework, professional development, “one-stop shopping” for student services, Extended University (which includes Community Education), expanding the Foundation and use of the Tays Center, a sustainable and state-of-the-art IT infrastructure, an on-going public relations campaign, strong business and industry relationships, a distributed system for Banner, a positive attitude, constantly looking for revenue-generation and cost-savings procedures, zero-based budgeting, and exploring a more diverse curriculum that may include not only nanoscience and the trades, but hospitality management, informatics, equine studies, water quality, and natural horsemanship. Now, if we initiate proposals, there is nothing saying that we are going to win or even place. But, if we never try, we are certainly never going “to show.” Yep, we may not win and sometimes, we may not get out of the starting gate. But folks, let’s go for a ride and have some fun!