## College of Business
### COLLEGE EXECUTIVE COMMITTEE
#### April 14, 2010
##### MINUTES

### Members:
Garrey Carruthers, Chair, Dean and Vice President for Economic Development  
Kathy Brook, Asst Dean for Academics; Kevin Boberg, Asst Dean for Research and Public Relations; Ed Scribner, Dept Head, ACCT/IS; Rick Adkisson for Tony Popp, Dept Head, ECON/IB/ESTAT; Liz Ellis, Dept Head, FIN; Bonnie Daily, Dept Head, MGT; Pookie Sautter, Dept Head, MKTG; Collin Payne, Faculty Council Representative; Janet Green, School of HRTM

**Absent:** S. Acosta

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Description and Follow Up</th>
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<td><strong>Review of minutes of March 10 and Tracking Tool</strong></td>
<td>Dean Carruthers reported that candidates for Daniels Fellows positions will be interviewed this week, including a couple of candidates from outside the College.</td>
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<td>- Daniels Fellows</td>
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<td>- LANL/Santa Fe MBA Program</td>
<td>Representatives of Los Alamos National Bank, Los Alamos County and NM state government have been contacted concerning distribution of information about the Los Alamos/Santa Fe MBA program. Kathy will attempt to identify the number of students who are applying for the new cohort.</td>
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<td>- Carry Forward Funds</td>
<td>Dean Carruthers has verified that any sweep of carry forward funds will be limited to units (the college in our case) with total carry forward exceeding 10% of the annual budget.</td>
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| - HR Issues | Dean Carruthers has asked HR to follow up on the request for reclassifications submitted several months ago by Kathy Brook.  
Liz Ellis asked that we convey to HR that it would be helpful to receive confirmation from them concerning the processing of PAF’s. The current system does not provide for feedback unless HR identifies an error. There have been cases of the documents being misplaced.  
Kathy, several department heads, Jim Nelson, and David Boje have signed up for the summit on April 22. The president and provost are encouraging participation by all department heads and three faculty members per department. |
| - Community College summit | |

### 2. Updates and Announcements — Garrey Carruthers

| Economic Development | Dean Carruthers is interested in conducting a self-assessment of NMSU’s involvement in entrepreneurship and economic development using a survey instrument available from the Association of Public Land Grant Universities. This would involve surveying at least 100 people. |

| Budget, General | The president has received a letter from Senators Jennings and |
Smith indicating that a special session may be necessary in the fall to cut an additional 5% from the budget.

President Couture considers reductions in classes to be an unacceptable response to the need to reduce budgets.

Of the $113 million in fund balances at the university discussed at the recent AAUP-sponsored session, only $13 million relates to I&G and this $13 million amounts to reserves of about 6%.

Jennifer Taylor has indicated that we should not allow our reserves to drop below 3% (about $300,000 for the College).

[NMSU Budget Info website]

With respect to the budget reduction scenarios required of the College of Business, Kathy provided copies of the materials given to the Budget, Bylaws and Policy Review and the Strategic Planning Committees. These materials were also distributed to faculty and staff by Dean Carruthers. In addition, she provided a summary of suggestions received concerning efficiencies and cost reductions.

Reductions of 2, 6, and 10 percent were discussed keeping in mind the need to minimize the impact on student credit hours. Proposals included retaining some funds from vacant faculty lines to hire graduate students and/or adjuncts to teach courses/generate SCH to replace those taught by faculty members who are leaving.

To reach the 6% reduction it will likely be necessary to give up all vacant lines as well as some operating budget.

For the 10% reduction, furloughs of administrators were discussed as well as reductions in assistantships, summer teaching, and further cuts in operating budgets.

The possibility of teaching an online BUSA 111 using doctoral students in the summer was discussed as a way to generate more SCH from existing budget (in that we are already employing the doctoral students on assistantships).

We also discussed charging a portion of the dean’s salary to the Domenici project and to the Daniels grant as he is spending a portion of his time on these projects.

More documentation is needed for the proposal. In particular, we need to document potential losses of SCH from these reductions. The scenarios will be reviewed again by the department heads prior to submission to faculty committees and the general faculty.

**Action/follow-up items are in bold.**