### College of Business

**COLLEGE EXECUTIVE COMMITTEE**  
**March 10, 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; Arash Azadegan, Faculty Council Representative; Janet Green, School of HRTM

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Description and Follow Up</th>
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<tbody>
<tr>
<td>Review of minutes of February 24 and Tracking Tool</td>
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- **Internships**  
  Liz Ellis has volunteered to coordinate [general internship information](#) for the College. She is working with Renee Brown to place information on the college web page concerning the nature of academic internships and will include an application form to be used by employers. Liz will get the applications distributed to the appropriate departments.  
- **AACSB Visit**  
  July 1 is the deadline for submitting an application for our maintenance visit in 2012-2013 to AACSB. Included in the application is our request to exclude programs from review and our list of peer and aspirant institutions. These materials are reasonably complete but need some polishing.  
- **Community college summit**  
  Kathy is preparing a memo to Margaret Lovelace, the VPAA at DACC, concerning our community college issues. |
| 2. Updates and Announcements —Garrey Carruthers |  
- **Daniels Foundation Grant**  
  Bruce Huhmann provided an overview of Daniels grant activities, including development of a work plan, investigation of how CoB might work with Paul Gutierrez and his office to provide a certificate program in ethics for public officials (as required by recent legislation), and the development of cases based on the experiences of Business Advisory Council members. NMSU will be involved in the 10th anniversary celebration of the Daniels Foundation on June 17.  
  Members of CEC provided input on the duties and funding of Daniels Fellows. The possibility of stipends of fixed amounts was discussed as well as payment at standard pay rates over periods of weeks or months. Some of this will require consultation with HR.  
  **Bruce will develop a more specific work plan which will be reviewed at the Department Head meeting on March 17.**  
  Dean Carruthers inquired about the status of recruiting of new cohorts at LANL and Sandia (MBA Program). He indicated that we should go ahead with the recruiting process despite the need to rebid the contract with LANL. **He will contact LA County, LA National Bank** |
• New Building

We are expecting to receive the $10 million of funding from DoD, including the $9 million designated for remodel of Hershel Zohn Theater. While the new building is often referred to as the New Mexico Public Policy Institute building (language used in the federal appropriation), it is principally a College of Business academic building which will also house the Domenici Institute and Arrowhead Center.

Much of the last Administrative Council meeting was devoted to discussion of the budget process. Ricardo Rel and Vicente Vargas are available to discuss the legislative session.

On March 15, the College will receive a budget notebook containing the current budget, position data, and other materials for use in making budget adjustments. Jennifer Taylor is endeavoring to cover as much as possible centrally.

We will seek clarification on the process for sweeping carry forward funds to determine whether these will be swept at the index level or at the college level. We will also seek clarification on the handling of salary savings generate from sabbaticals and grant buy-outs of faculty time.

In light of the budget situation, we will explore ways in which our faculty can support programs in other areas where vacancies may be a problem. Dean Carruthers will meet with other deans on this subject.

A website concerning budget issues will be available within about a week.

The College process for making budget changes will involve (1) the Dean sending a memo to faculty describing the process, (2) a meeting concerning the budget with members of the College Budget, Bylaws, and Policy Review Committee along with Strategic Planning Committee members, (3) sending information to faculty, and (4) holding a faculty meeting to discuss the budget and potential cuts. Kathy provided some budget information which could be distributed to the faculty. Assorted questions were raised about what the numbers meant. No conclusion was reached as to what would be distributed.

CEC members suggested that it would be best for CEC to provide recommendations on budget changes for discussion by the faculty.

• Budget Issues

Pookie reported that she has only one nomination for the Bizzell award so with the concurrence of CEC she will ask for a full application to be submitted.

Pookie’s draft concerning the use of Fulton funds beyond those to support the chair holder was approved with a modification requiring an

3. Academic and Other Issues

• Bizzell Innovative Teaching Award

• Fulton Funds
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<thead>
<tr>
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<th>Details</th>
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<td><strong>Building Repair and Renewal</strong></td>
<td>Annual report from the department heads and the chair holder concerning the use of the funds. It was agreed that departments can carry forward some of the funding received for 2009-2010 since the funds were made available so late in the year. Kathy summarized the suggestions for use of BRR funds. In that context there was an extensive discussion of security in the buildings, including overnight visitors. The lock from BC 246 is being moved to the BC faculty lounge to allow the lounge door to be locked at all times. Kathy will prepare a priority list of BRR improvements to be submitted to the central administration.</td>
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<td><strong>3. Development and Public Relations – Sylvia Acosta</strong></td>
<td>The Business Advisory Council will meet on Friday and the dean encouraged participation by the department heads. BAC members will be attending the Carruthers/Boberg class in the afternoon to discuss ethical issues. Funding in the amount of $250,000 has been approved by a donor for a chair in accounting. Of that amount $150,000 will be received this year and Sylvia has been successful in collecting pledges from accounting alums to move toward the goal of $1 million in total funding.</td>
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<td><strong>4. Research – Kevin Boberg</strong></td>
<td>No report.</td>
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<td><strong>5. Other</strong></td>
<td>Janet Green reported that HRTM is teaching a mini-semester course on business and dining etiquette. In the future a mini-semester course targeting business students could be offered by HRTM.</td>
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<td><strong>5. Department Head Issues</strong></td>
<td>We have a number of people interested in teaching BA 590 during the fall semester but are not yet ready to assign staff. Revisions to the MBA exit survey were discussed. Kathy will revise the survey form and send it out for further comment.</td>
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Action/follow-up items are in bold.