Time: 7:00 am  
Place: NMSU College of Business  
Room: Conference Room 134

**Chair:** Garrey Carruthers  
**Members:** Ben Woods, Betsy Cahill, Cheri Jimeno, Clay Doyle, Don Beasley, Garrey Carruthers, Gary Rayson, Glen Haubold, Jennifer Taylor, Jim Peach, Keisto Lucero, Ricardo Jacquez, Roseanne Bensley, Shari Jones, Travis Dulany, Wendy Wilkins.

Members Present: Ben Woods, Cheri Jimeno (by phone), Garrey Carruthers, Gary Rayson, Glen Haubold, Jennifer Taylor, Jim Peach, Keisto Lucero, Ricardo Jacquez, Rosanne Bensley, Shari Jones (by phone) Travis Dulany, Wendy Wilkins.

Members not present: Betsy Cahill

Guests: None

Staff: Sharon Jones

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<tr>
<th>DISCUSSION ITEM</th>
<th>OUTCOME</th>
<th>RESPONSIBLE PERSON/DEPARTMENT</th>
<th>FOLLOW UP ACTION</th>
<th>EXPECTED OR REQUIRED COMPLETION DATE</th>
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<tr>
<td>I. Call to Order</td>
<td>Introduction of members</td>
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<td>II. Review of Agenda:</td>
<td>Approved</td>
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<td>III. Approve minutes from the October 1, 2010 meeting and review follow up items</td>
<td>Minutes were approved and action items reviewed. All action items are completed accept for the website construction. That process is underway.</td>
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| IV. Process Discussion | After discussion, the following process was adopted for each team to develop their report:  
- Determine Problem Situation  
- Best Practices – any resource  
- NMSU opportunities for improvement (OFIs) |  |  |  |
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|                 | • Develop action options to include dollar impact, cost/benefit analysis and option pros and cons  
|                 | • Prioritize recommendations and outline continuous quality improvement (CQI) method to assess effectiveness  
|                 | • Next Steps in quantifiable terms  
|                 | • Team reports are to be no more than 3 – 5 pages long including a 1 page executive summary. | | | |
| v. Project Work Group | The Committee nominated the following topics:  
|                 | • Redundancy – Jennifer Taylor  
|                 |   o Betsy Cahill  
|                 |   o Don Beasley  
|                 |   o Cheri Jimeno  
|                 | • Student Book Costs – Travis Dulany  
|                 |   o Garrey Carruthers  
|                 |   o Clay Doyle  
|                 | • Expense Standardization – Shari Jones  
|                 |   o Mike Abernethy  
|                 |   o Roseanne Bensley  
|                 | • Utility Costs - Glen Haubold  
|                 |   o Clay Doyle  
|                 |   o Jim Peach  
|                 | • Academic Optimization – Gary Rayson | Team leads are to gather their team to begin their process. | Produce progress reports for electronic distribution. | October 22, 2010 |
### DISCUSSION ITEM OUTCOME RESPONSIBLE PERSON/ DEPARTMENT FOLLOW UP ACTION EXPECTED OR REQUIRED COMPLETION DATE

- Ricardo Jacquez
- Ben Woods
- Kiesto Lucero
- Wendy Wilkins
- Margaret Lovelace
- Shari Jones

**Next Meeting: TBD**

Teams will meet for the next two weeks and work on their process. Next full Committee meeting date will be determined.

__________________________

Recorder Date