

**Administration and Finance**  
**Weekly Activity Report**  
**Week Ending: October 31, 2014**

- **Cyber security awareness goes on the Road** – Building on the success of the October Cyber Security Awareness month at NMSU, ICT’s Information Security staff and NMSU’s IT Compliance Officer are taking their cyber security presentation on the road to NMSU’s community colleges and the Albuquerque Center. For those at the Las Cruces campus, additional presentations are being planned. For more information about cyber security, schedule of presentations, and the newly updated *6 Ways to Improve Your Cyber Security* video, go to <http://infosec.nmsu.edu/>. Remember, *Security is everyone’s responsibility!*
- **Maintaining the Facilities** – Facilities and Services Maintenance crews have been performing the annual heater start up for Housing and Residential Life. The crews have completed Sutherland Village. The maintenance being performed includes cleaning the unit, inspecting the heat exchanger, verifying the proper gas pressure at the regulator for the house, verifying the proper gas pressure at the unit, verifying the proper gas train set up, starting the unit, and checking for Carbon
- **The Auxiliary Services “Campus Host” program** was present at the Tournament of Bands on October 25<sup>th</sup>. This program provides a staffed information tent at major events to deliver directions, coupons, event information, etc. to campus guests.
- **Hungry Games Food Drive** began on campus this week. The NMSU Bookstore, ASNMSU, KRUX, and The Round Up is sponsoring the canned food drive. Canned food items are being collected for The Aggie Cupboard and Casa de Peregrinos. Students and clubs that participate in the games and donating product will have a chance to win gift.
- **Keep State Great** – Facilities Operations Grounds Department participated in Keep State Great on October 25, 2014. Approximately 1300 students participated in campus beautification activities. The crew worked with our Grounds staff to paint curbs, paint Pecan Tree trunks, picking up trash, cleaning tree wells, and planter beds. This is a great opportunity for our staff to interact with the students and work together.



- **Undergraduate Learning Center (ULC)** – Work continues on the Undergraduate Learning Center project. The accompanying pictures show the Rebar reinforcement being set for the Structural Grade Beams on the North end of the new Hardman and Jacobs Undergraduate Learning Center.



Electrical work is also being done simultaneously at the site, installing new transformers and Switchgear along the Western edge of the job site.



- **Keeping NMSU Warm** – Plant Operations personnel have completed the annual scheduled maintenance on Chiller number 1 and Cooling tower # 1 at the Central Plant. Scheduled maintenance has started on Chiller number 2 and cooling tower number 3. This work is scheduled in the fall as our chilled water requirements decrease based on cooler temperatures. They have completed the annual maintenance and inspections on the campus heating boilers. The plant is ready to support campus during the heating season.
- **Facilities Appraisals** - Facilities Operations and EH&S personnel participated in the NM State Risk Management Property Appraisal kick off meeting with American Appraisal Associates. Representatives from American Appraisal Associates will be performing property appraisals on all of the NMSU buildings that have a replacement value greater than \$100,000. Facilities Operations personnel will provide access to our Mechanical rooms and roofs as well as coordinate any access into Labs or other areas as requested by American Appraisals.
- **Bookstore Innovation Group** - Faculty, staff, and student representatives, met this week to share information, ideas, and concerns about the campus Bookstore.