



Community College Board Minutes
Eastern New Mexico University – Roswell
Board Room # 135
Wednesday, April 18, 2018
4:00 PM

- Members Present:** Carleton Avery, Ralph Fresquez, Patricia Parsons, Mireya Trujillo
- Others Present:** Dr. Steven Gamble, Craig Collins, Ressie Daubert, Todd DeKay, Lisa Dunlap, Karen Franklin, Eric Gomez, Benito Gonzales, Mike Martinez, Robert Newberry, Annemarie Oldfield, Donna Oracion, Juan Oropesa, Scott Smart, Chad Smith, Jerolyn Wagner
- I. Call to Order** Secretary Trujillo called the meeting to order
- II. Declare a Quorum** Secretary Trujillo declared a quorum
- III. Pledge of Allegiance** Carleton Avery led the Pledge of Allegiance
- IV. Finalize Agenda** Secretary Trujillo finalized the agenda after asking that there be some flexibility so that the Presidential Search Committee members could be introduced and then released after introductions.
- V. Approve Minutes** Member Fresquez moved to accept the minutes from March 21, 2018. Member Avery seconded the motion. The members approved the motion unanimously.

Information Items:

- I. NISOD Awards:** Dr. Ken Maguire presented the KOSA Merit Awards to Robert Moore, instructor in Arts and Science Education and Rachel Conover, nursing instructor in Health Education.
- II. Employee Service Awards:** Benito Gonzales stated that Dr. Gamble presented the service awards to employees as listed below.
- **Five Years** – Louella Chavez, Ricardo Serrano and Deloris Vasquez
 - **Ten Years** - Cosme Ramirez and Paul Sandoval
 - **Fifteen Years** – Raul De Lara, Peggy Harelson, James Richardson and Mavis Williams
 - **Thirty five Years** - Robert Gonzalez

Presidential Remarks:

- I. ENMU – Roswell Interim President’s Remarks:**
- Dr. Elwell was here earlier in the day for some of the 60th anniversary events, but had to be in Albuquerque for a Higher Ed. Governance meeting
 - Great to be here and he knows the faculty and staff here at ENMU-Roswell work hard at what they do after being president of ENMU for sixteen years.
 - Not here to be a change agent. This school does so many things well and does realize that capital outlay does need to be done better here. One of the items mentioned is the staircase between the gym and the College Services Center being out of service for almost two years.
 - Signed on for four months and will be here on campus two days a week, maybe three and if he is needed more, he is sure he can work it out to be here.

- Communication is something he will work on such as scheduling to meet with faculty and staff regularly. He does have a meeting scheduled with the faculty on April 27th.
- Will work with Karen regarding the 2% compensation increase that the legislature approved. The increase is 1.4% and the legislature does not figure in the benefits, therefore he will work with Karen to determine if the University can come up with the remaining money to fund a 2% increase.
- The reserves are a little high, although part of the money is set aside for a new Physical Plant facility and the fire sprinkler project that is now in process. Member Fresquez asked that this item be placed on the next agenda as an action item.

Action Items:

- I. ENMU-Roswell Fiscal Year 2017-2018 Budget Adjustment Request:** Scott Smart requested approval of the ENMU-Roswell Fiscal Year 2017-2018 Budget Adjustment Request. Member Parsons moved to approve the ENMU-Roswell Fiscal Year 2017-2018 Budget Adjustment Request. Member Fresquez seconded the motion. The members present approved the motion unanimously.
- II. ENMU-Roswell Proposed Fiscal Year 2018-2019 Operating Budget:** Scott Smart requested approval of the ENMU-Roswell proposed Fiscal Year 2018-2019 Operating Budget. Scott Smart presented the ENMU-Roswell proposed fiscal year 2018-2019 operating budget which is relatively the same as the previous fiscal year. Mr. Smart also stated the University has large reserve funds and explained that there are three different reserve funds which total \$21.4 million, with about \$14 million of that assigned to capital improvements and the other \$7 million for operating expenses. The reserves create a recurring surplus of \$400,000 to \$500,000. Member Fresquez asked if the reserves were earmarked for any specific projects. Mr. Smart stated that \$3.6 million is allocated for a new Physical Plant building to replace facilities that were built more than 50 years ago and another \$2 million will be used for a fire sprinkler upgrade which is in process now. Both Mr. Smart and Interim President Steven Gamble will develop a list of needed repairs for ageing facilities and develop a five-year capital outlay plan. Mr. Smart also plans on creating an energy and water management plan in order to save the University money by reducing consumption. He stated that a water management plan will pay for itself in seven months. Member Parsons moved to approve the ENMU-Roswell proposed Fiscal Year 2018-2019 Operating Budget. Member Fresquez seconded the motion. The members present approved the motion unanimously.
- III. Approval of Posting of Job Announcement for ENMU-Roswell President's Position:** Secretary Trujillo requested approval of posting of Job Announcement for ENMU-Roswell President's Position. Member Parsons moved to post the job announcement for ENMU-Roswell President's Position. Member Avery seconded the motion. The members present approved the motion unanimously.
- IV. Selection of Search Firm for ENMU-Roswell President's Position:** Secretary Trujillo requested approval for the Selection of Search Firm for ENMU-Roswell President's Position. Member Parsons motioned to select a search firm, under the threshold of \$20,000 and giving the committee authority to do this with the guidance of Member Trujillo and advice from the attorney to determine if this action is done properly. Member Avery seconded the motion. The members present approved the motion unanimously.
- V. Program Deletions and Additions for Office Management and Technology AAS:** Dr. Ken Maguire requested approval for the program deletions and additions for Office Management and Technology AAS. Member Avery moved to approve the program deletions and additions for the Office Management and Technology AAS. Member Parsons seconded the motion. The members present approved the motion unanimously.

- VI. **Replace the AA Degree in Child Development to an AS and COT of ECE:** Dr. Ken Maguire requested approval to replace the AA Degree in Child Development to an AS and COT of ECE. Member Parsons moved to replace the AA Degree in Child Development to an AS and COT of ECE. Member Avery seconded the motion. The members present approved the motion unanimously.
- VII. **New AS Degree in Early Childhood Education:** Dr. Ken Maguire requested approval for new AS Degree in Early Childhood Education. Member Parsons moved to accept the new AS Degree in Early Childhood Education. Member Avery seconded the motion. The members present approved the motion unanimously.
- VIII. **New Teacher Education Course Fee:** Dr. Ken Maguire requested approval for a New Teacher Education Course Fee. Dr. Ken Maguire asked Annemarie Oldfield to expand on the new course fee. Ms. Oldfield explained that the fee is for access to Tk20 which is an electronic portfolio for students that is required at the Portales campus and our students here at ENMU-Roswell will be at the same place the same place as the Portales students once they transfer rather than being behind because they don't have their portfolio yet. Students will have access to Tk20 for ten years past their graduation which will enable students to use data and files for their employment applications and licensure process. Member Avery moved to accept the New Teacher Education Course Fee. Member Fresquez seconded the motion. The members present approved the motion unanimously.
- IX. **Changes to Nursing Program Course Fees:** Dr. Ken Maguire requested approval for Changes to Nursing Program Course Fees. Dr. Ken Maguire asked Jerolyn Wagner to expand on the changes to the Nursing Program course fee. Ms. Wagner explained that the increase will include the full package of ATI which offers many resources for studying and gives scenarios. Some of the information provided with ATI can be used in place of some textbooks and also aids faculty. After speaking with students, she believes this is a valuable resource for all and will be eligible for financial aid funding and Work Force Solutions if approved. Member Avery moved to accept the New Teacher Education Course Fee. Member Parsons seconded. The members present approved the motion unanimously.
- X. **Changes to Certificate Definitions at ENMU-Roswell:** Dr. Ken Maguire requested approval for Changes to Certificate Definitions at ENMU-Roswell. Member Parson moved to accept the Changes to Certificate Definitions at ENMU-Roswell. Member Fresquez seconded the motion. The members present approved the motion unanimously.
- XI. **Deleting Course Fee from EMS 111L, 176L, 211L:** Dr. Ken Maguire requested approval of Deleting Course Fee from EMS 111L, 176L and 211L. Member Avery moved to approve Deleting Course Fee from EMS 111L, 176L and 211L. Member Fresquez seconded the motion. The members present approved the motion unanimously.

Other Business:

- I. **Schedule next meeting:** Wednesday, May 9, 2018 at 4:00 PM.

Executive Session:

- I. **Discussion of one (1) limited personnel matter pursuant to Section 10-15-1(H)(2), NMSA (1978):** Secretary Fresquez moved to enter into executive session at 5:47 p.m. to discuss one (1) personnel matter pursuant to Section 10-15-1(H)(2), NMSA (1978). Member Avery seconded the motion. Vote: 4-0-0. Motion approved.

Roll call: Member Avery – yes; Member Fresquez – yes; Member Parsons – yes; Member Trujillo – yes



Open Session:

I. Return to Open Session: Secretary Trujillo moved to return to open session at 6:01 P.M. Member Parsons seconded the motion. Vote 4-0-0. Motion approved. Secretary Trujillo reported that the Community College board members discussed one (1) personnel matter in executive session. No action was taken.

Adjourn: The meeting adjourned at 6:02 P.M.

Minutes approved by CCB Secretary Mireya Trujillo



Signature



Date

Next Meeting will be Wednesday, May 9, 2018 at 4:00 PM.