



Community College Board Minutes  
Eastern New Mexico University – Roswell  
Board Room # 135  
Wednesday, October 3, 2018  
4:00 PM

- Members Present:** Eloise Blake (by phone), Carleton Avery, Ralph Fresquez, Patricia Parsons, Mireya Trujillo
- Others Present:** Dr. Shawn Powell (by phone), Craig Collins, Larry Connolly, Todd DeKay, Lisa Dunlap, Karen Franklin, Laurie Jensen, Melinda Juarez, Ken Maguire, Mike Martinez, Annemarie Oldfield, Donna Oracion, Chad Smith, Scott Smart
- I. Call to Order** President Trujillo called the meeting to order
- II. Declare a Quorum** President Trujillo declared a quorum
- III. Pledge of Allegiance** Mike Martinez led the Pledge of Allegiance
- IV. Finalize Agenda** President Trujillo finalized the agenda
- V. Approve Minutes** Member Parsons moved to accept the minutes from September 5, 2018. Member Fresquez seconded the motion. The members approved the motion unanimously.

**Presidential Remarks:**

**I. ENMU – Roswell President’s Remarks:**

- Have been to several community service organization meetings in the area to speak about the upcoming bond elections with Maj. Gen. Grizzle which Donna Oracion arranged. Believe the information has been well received.
- There have been three Listen and Learn sessions, one on campus and two in the community. The on campus one was well attended, there have been a few people at the community sessions. One more session is scheduled to be held on campus.
- Strategic Planning
  - The committee will meet for their initial meeting on Tuesday, October 23<sup>rd</sup> at 9 am in the Administrative Board Room. Meeting will take about an hour and would like a CCB member to be there if possible.
    - a. President Trujillo asked if there were any board members who would be available for the Strategic Planning meeting. Members Avery and Fresquez volunteered to attend.
- Campus Facilities Master Plan
  - Scott Smart will discuss the campus facilities master plan, we are in the process of looking for an architectural firm to construct this plan.
- Aligning CCB meetings with the Board of Regents meetings.
  - Dr. Powell explained Dr. Elwell would like to see if the CCB meetings can be aligned with the Board of Regents meetings so that topics and other action items passed by the CCB can be forwarded to the Board of Regents quicker than in the past.
- Possibility of adding a vice president to the CCB.

- Dr. Powell explained that Frances Dubiel researched the state statute and it states that a chairman and secretary are elected, but he will research further to determine if a vice president can be elected.
- Community Service Projects.
  - Dr. Powell asked Donna to elaborate on this item. Donna explained that Maureen Olguin, Communications instructor, has several service projects for COMM 101 students. They are: the Humane Society, Harvest Ministries, Heartfelt Manor, BeeHive, Boys and Girls Club, Assurance Home, The Refuge, Salvation Army and Granny's House in Artesia. Annemarie Oldfield expanded on the community service projects explaining that there are 40 -60 students in the Communications 101 class that take part in the projects and many of the students remain volunteers after the class is over.
- Executive Administrative Assistant to President.
  - Dr. Powell expressed his thanks to President Trujillo on helping with the interviews of the final candidates. President Trujillo commended the search committee for an outstanding job on the selection of the final candidates. An offer has been made and accepted by Linde Newman. Her start date has yet to be determined.

#### **Action Items:**

- I. **Approval of Open Meetings Policy and Resolution:** President Mireya Trujillo requested the approval of the Open Meetings Act Policy and Resolution. Member Parsons moved to accept the approval of the Open Meetings Act Policy and Resolution. Member Fresquez seconded the motion. The members present approved the motion unanimously.
- II. **Deleting NMYCA Training Program – Automotive Brakes:** Dr. Ken Maguire requested approval of the deletion of the NMYCA Training Program – Automotive Brakes. Member Avery moved to approve the deletion of the NMYCA Training Program – Automotive Brakes. Member Fresquez seconded the motion. The members present approved the motion unanimously.

#### **Information Items:**

- I. **ENMU-Roswell Fiscal Year 2017-2018 Report of Actuals:** Scott Smart presented the report that contains budget revenues and expenditures compared to actual revenues and expenditures.
  - a. I & G beginning balance is increased by \$1,639,595 from the original budget.
  - b. Tuition and fees decreased by \$267,648 due to decreased enrollment from expectations.
  - c. State appropriations increased by \$334,983 due to the elimination of the reduction contingency set up in the original budget.
  - d. I & G expenditures decreased from the original budget by \$698,653.
  - e. The ending fund balance for I & G ended at \$989,420. This equals 6.3% of the originally budgeted expenditures. The balance is \$11,791 more than the budgeted ending balance.
  - f. The ending balance in all current funds ended at \$4,802,937.
- II. **Update on Proposed Construction:** Scott Smart reported the following:
  - a. Renovation of Automotive/Welding Facility. The project has a budget of \$3-4 million with \$3 million being provided by the G.O. Bond, assuming the bond passes in November.
  - b. Physical Plant Facility. DPS Architects has been hired to design the construction. Design meetings have begun with discussing a site location. An environmental study is taking place now in close proximity to the Automotive/Welding facility. By being in close proximity, a shared heating/cooling system could be used for these two buildings.
  - c. Electrical Supply Line. It has been determined the main electrical supply line to the campus is far beyond its useful life which places the campus at risk of a total loss of its electrical supply. The estimated cost to replace this is \$1.7 million. This project was presented to the HED capital

committee this past summer and it is hoped that it will be funded during the 2019 legislative session by Severance Tax Bond proceeds.

- d. As Dr. Powell mentioned an RFP is being developed for the Campus Facilities Master Plan. When selected, the firm will go through each building to determine condition. The goal is to have the study completed by the spring of 2019. Once the plan is completed, this will detail the most significant deferred maintenance issues and set campus building and maintenance priorities for the next five years.

**III. Future Policy Development:** Dr. Powell explained that there is an effort to move toward a unified set of policies by the Board of Regents. One set of the policies would be for the University system. Roswell and Ruidoso campuses can develop individual and unique procedures and processes as long as they are not in conflict with system policy and state/federal law. Dr. Patrice Caldwell, VP for Planning, Analysis and Governmental relations/Chief of Staff, is leading this effort through University Council. Rebecca Schneider is the ENMU-Roswell representative on the University Council.

- a. Discussion took place regarding the representation of the University Council and there only being one representative from the Roswell Campus. Scott Smart explained that when a policy is being reviewed, more input is sought from the individuals in the department that the policy is related to such as the travel policy. With the travel policy, Cole Collins, Nate Hopkins and Karen have been involved.

**Other Business:**

- IV. Schedule next meeting:** Wednesday, November 14, 2018 at 4:00 PM.

**Adjourn:** The meeting adjourned at 4:52 P.M.

**Minutes approved by CCB Secretary Patricia Parsons**

  
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Signature

  
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Date

**Next Meeting will be Wednesday, November 14, 2018 at 4:00 PM.**