



Community College Board Minutes
Eastern New Mexico University - Roswell
Administration Center Board Room
Wednesday, November 14, 2018
4:00 pm

- Members Present:** Carleton Avery, Eloise Blake, Ralph Fresquez, Patricia Parsons, and Mireya Trujillo
- Others Present:** Craig Collins, Larry Connolly, Lisa Dunlap, Karen Franklin, Laurie Jensen, Melinda Juarez, Dr. Ken Maguire, Mike Martinez, Annemarie Oldfield, Donna Oracion, Dr. Shawn Powell, Chad Smith, and 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** Eloise Blake led the Pledge of Allegiance
- IV. Finalize Agenda** Member Avery made a motion to finalize the agenda with flexibility. Member Fresquez seconded the motion. The members approved the motion unanimously.
- V. Approve Minutes** Member Parsons moved to accept the minutes from October 3, 2018. Member Fresquez seconded the motion. The members approved the motion unanimously.

Presidential Remarks:

ENMU – Roswell President’s Remarks

Dr. Powell thanked the faculty, staff, and administrators for the work they are doing this semester. Everyone on campus and in the community has been very welcoming in his first two months here. Thanks to voters, especially those in Chaves County, for approving Bonds B and D. He thanked Donna Oracion for all of her hard work and publicity for the bond election. Thanks to everyone who organized STEM Day involving local middle school students on our campus (Dr. Maguire will explain this in detail.) Drs. Powell and Maguire recently attended System meetings in Portales. A goal has been set for ENMU-Roswell to increase enrollment by 4%, which would be about 100 students for the 2019 fall term. The University is in the process of hiring a full-time recruiter. It is anticipated this position will be filled before the end of the calendar year. Another goal is to increase retention rates by 1.5%.

a. Construction Project Planning

i. Maintenance Building

Mr. Smart stated that the original plan was to tie the new physical plant in with the automotive/welding facility in hopes that the spaces could share heating and cooling systems in an effort to save money. It was determined there would not be substantial monetary gains from co-locating the buildings. As a result, the auto/welding building will be renovated in its current location and the new physical plant will be constructed near the present physical plant facility. The existing physical plant buildings will then be demolished. Member Blake asked when an architect will be considered for the project? Mr. Smart responded that the firm of Dekker/Perich/Sabatini has been hired for this project. This firm has been used before and they are in the state CES system. We are attempting to hire a construction manager at risk (CMAR) because the construction calendar is compressed. If a CMAR is hired up front, they will participate in future design and budget planning. The CMAR approach also guarantees the price of the building. Member Fresquez asked if there is a deadline for the project, allowing for inclement weather? Mr. Smart affirmed that is correct with a target completion date in August 2020. The contractor sets the calendar and must stay within that timeframe or they pay fees.

ii. Automotive-Welding Renovation

The automotive and welding building renovations and maintenance building construction were packaged into one project for bidding purposes in an effort to attract larger companies with stronger skill sets. Running both projects at the same time should reduce costs as the various trades will be on campus at the same time and can accomplish the work for both buildings. The projected cost of the combined renovations is approximately \$8.3M. The 2018 G.O. bond will provide \$3M, so the institution will need to provide a \$5.3M match. These projects are anticipated to begin August of 2019 and be complete by August 2020. Options are being explored for locations to allow continuing automotive and welding classes during construction. Member Fresquez asked if the renovation will increase the square footage of the welding area? Mr. Smart and Dr. Maguire replied that space is being shifted within the building, and some currently unused space that was previously used by the auto body program will be utilized in the automotive area, and that will also result in increased space in the refurbished welding area. Increased enrollment in both programs will be possible.

iii. Electrical Line Replacement

A request has been submitted to the Higher Education Department (HED) for funding the replacement of an electrical line in front of the OTC building. The project is currently listed as a 1.7-million-dollar project.

This electrical line was in place when the property was part of the Walker Air Force Base, and it is the only source of electricity to the campus; there is no redundancy for electricity in place for the campus at this time. Mr. Smart reported Xcel Energy indicated the cost could be reduced if the electrical line was replaced overhead rather than buried, which is what the original quote included. President Trujillo expressed concern about the potential for power outages if the electrical line remains above ground. Mr. Smart responded the goal is to have power to the campus come from both sides, to create a redundancy, so it should not matter if the line is above or below ground. Dr. Powell added that Xcel Energy is in the process of replacing several transformers on the airport grounds. They will communicate with our facilities Plant Manager when power needs to be shut down at various times during this transition, so that we can coordinate times when classes are not in session and notify the campus. Mr. Smart stated that if an extended power outage becomes necessary, a back-up generator will be necessary.

As part of the Campus Facility Master Plan the electrical and mechanical group we are working will conduct an energy management assessment of the entire campus. It is anticipated between a combination of water savings, fixtures, LED lighting, etc., a savings in utility costs could be realized. Funding does not need to be requested for these types of projects because they pay for themselves.

We need to identify our 2020 G.O. bond project request and develop a presentation for the Higher Education Department by May 2019. Member Fresquez asked if a capital improvement project has been identified yet? Mr. Smart indicated that priorities need to be established. Dr. Powell added that the Campus Facility Master Plan will identify our structural priorities for the next four to five years.

b. Strategic Planning Update

- i. The oversight committee has met twice, along with various sub-committee meetings. Thank you to Members Avery and Fresquez for their involvement and participation. The committee will meet on a monthly basis until July 2019.

c. Campus Facilities Master Plan Update

- i. We have been working with a local architectural firm to guide the planning process for facilities usage, status of current buildings to determine future use and traffic flow, etc. They will also develop priorities for deferred maintenance for the next four to five years. A proposal has been submitted, which is currently being reviewed. Mr. Fresquez commented that the master plan should address security concerns.

d. Academic Affairs Equipment Priorities

Academic Affairs is in the process of identifying equipment priorities to enhance student instruction.

e. Veterans Day Event

- i. Thanks to everyone who coordinated and attended the Veterans Days ceremony on November 7. It was well-received and well-attended.

f. Communication

- i. We are holding campus wide meetings on a monthly basis.
- ii. Core Staff meeting notes are being shared, and they are posted on our web site.
- iii. The Strategic Planning Oversight Committee meeting notes and information related to the strategic plan are being posted on the administrative web page.

g. Upcoming events

- i. November 15-16, Karen Franklin will hold budgeting sessions to encourage earlier development of FY20 funding requests.
- ii. November 28, 2:00 pm, Campus-wide meeting in the Occupational Technology Center (OTC) 124. We have been holding regular meetings on a monthly basis with the campus community.
- iii. November 29, 6:00 to 7:30 pm, Joint Advisory Boards meeting in the Instructional Technology Center (ITC). It is estimated that over 100 people will attend a dinner associated with that, and we will ask for feedback as part of our strategic planning.
- iv. December 13, Graduation at Convention Center. The Foundation has agreed to fund the cost of this event, and we are very appreciative to them. The Mayor is planning to address the Convention Center fees with the City Manager.
- v. January 10, 6:00 to 8:00 pm, Chambers of Commerce members meeting in the Performing Arts Center (PAC) to solicit additional community input for strategic planning purposes. There are over 500 organizations associated with the Chamber.

h. Community College Board Elections—Legislative Revision of Local Election Act

Dr. Powell reported there was recent legislation involving the Local Election Act. However, Community College Board (CCB) elections were omitted, and a court action resulted. It is Dr. Powell's understanding that the court stated that CCB elections can occur during the normal election cycle rather than through a special election. As a result, we would not hold a special election in February to elect CCB members, rather, CCB members would be elected in November. However, he will seek additional clarification and guidance. Secretary Parsons asked if this change would result in the college not having to pay for a special election? Ms. Oracion replied according to Cindy Fuller at the County Clerk's office, we would not have to pay for a special election. Current terms would have to be extended since there would not be an election in February 2019.

i. Adding Vice President to Community College Board

Dr. Powell consulted with our legal counsel and the matter is being researched. The current policy specifies two officers—a President, and a Secretary. State Statute has a clause indicating two officers, as well. We should have guidance from the attorney soon, and that information will be shared with the Board as soon as it is available.

j. Conflict of Interest

The Board of Regents is required to sign a statement indicating no conflict of interest, and this is something that should be incorporated into the CCB. We will have more information in the near future.

Academic Affairs:

STEM Day Visit by 8th Graders

Dr. Maguire reported the University partnered with Berrendo Middle School to host about 170 eighth graders on campus November 1 for a tour and program-related activities. President Trujillo asked what the acronym STEM stands for? Dr. Maguire replied, Science, Technology, Engineering, and Math. The development of the event started off as a STEM Day about a year ago when one of our Assistant Vice Presidents contacted a community member connected with the Roswell Independent School District (RISD), to discuss the possibility of an event like this. They reached out to the other two Assistant Vice Presidents and they were also interested in hosting this event. The students that attended last year were ecstatic about the programs they were exposed to. Berrendo reached out again this year requesting a similar event. They are preparing their eighth graders for their “Next Step Plans”, which involves career exploration. They aligned student interests into 16 career clusters, which encompasses all careers. We prepared packets for each student with in-depth information about two career clusters they are interested in. Dr. Maguire recognized Chad Smith, Laurie Jensen, and AnneMarie Oldfield for their hard work in this effort. The scope of the event was so large that offices across campus helped make it such a success. Other schools have expressed interest in participating in the future. It is clear this is the right entry point to connect students of this age with college exposure. We would like to partner with all area schools to target eighth graders and systematically work to bring them to campus. The knowledge the students gain could shape their high school education and beyond. Member Avery asked if the campus has addressed how to include more schools since it would appear to be such an undertaking? Dr. Maguire stated this will need to be a campus-wide initiative. Facilitation needs to be systematic and those conversations are happening. Member Avery asked what the cost was to the institution? Mr. Smith reported that our cost was very minimal. RISD covered the greatest costs—transportation and lunch for the students. President Trujillo stated she would like to see this effort expanded to other schools because, when we think of the population we serve, ENMU-Roswell really helps lower socio-economic students. Member Avery reminded the group that the mission of the institution is to serve a diverse community, so it is important to include all of the area schools. Mr. Connolly asked how many people attended the forum with RISD, business community leaders, higher education representatives, and the Economic Development Foundation that discussed providing opportunities for students to enter technical careers in the local community? Dr. Powell answered that about ten people from the college attended. Mr.

Connolly indicated he would like to see a summer school program for high school students to attend college classes. President Trujillo noted that through the strategic planning initiatives, many ideas such as this will be considered. Ms. Oracion thanked Ms. Dunlap of the Roswell Daily Record for following up on the STEM Day and writing a great article to showcase the event. President Trujillo added congratulations to the Roswell Daily Record for being honored at the Foundation banquet. Member Fresquez asked there is financial benefits or scholarships available to students who major in the STEM programs? Mr. Smart noted that high school students who participate in the dual credit program could receive an associate's degree in a STEM field for free. Dr. Maguire remarked dual credit students are counted in our enrollment. Dr. Maguire clarified that this event in the future will not be called a STEM Day because the event this year really included students interested in all career fields. It was more of a career exploration of the fields available on our campus.

Students Affairs:

a. Spring 2019 Enrollment is Open

Mr. Martinez announced that registration for spring classes opened last week and will be open through January 18, 2019. The Director of Enrollment Management is working with the early college students to plan their registration, as well as meeting with our dual credit students.

b. Career Fair

Mr. Martinez reported we recently hosted a Resource Fair Day. Thirty employers and over 200 students attended, and it was a great success. Mr. Martinez also announced we are hiring a recruiter, and this position will be involved in planning future career exploration events.

c. December 2018 Graduation

Mr. Martinez reminded the Board graduation will be Thursday, December 13, at 7:00 pm at the Civic Center. Member Blake asked for clarification if there would be two graduation ceremonies or just one. President Trujillo stated there will be just one ceremony. Mr. Martinez added that there are over 300 students graduating. Of those 300 graduates, 137 from our campus, and 5 from Portales (five Bachelor degrees and one Master's) will be participating in graduation. Ms. Oracion will need to know which Board members plan to attend and asked that they arrive by 6:30 pm. Dr. Powell asked the Board members if everyone has regalia for the ceremony. Mr. Avery indicated that he needs a different cap.

President Trujillo informed Ms. Oracion the Board members have not yet received campus parking stickers. Lt. Juarez of Security provided the board members with parking stickers. President Trujillo asked about parking at the Civic Center. Mr. Martinez answered spots will be reserved and signs posted for their parking convenience.

Board Report:

Strategic Planning Oversight Committee

Members Avery and Fresquez attended the meetings of the Strategic Planning Oversight Committee. Member Fresquez reported the committee is working on vision and mission statements. He anticipates the committee will finalize statements at the next meeting. Member Avery added the meetings have been excellent and feels pleased about the progress. The committee is working to align with the vision and mission of the Portales campus.

Foundation

President Trujillo reported she attended the first meeting of the Foundation. She appreciates the support and dedication of the Foundation to the college.

Action Items:

I. Approval of Community College Board 2019 Calendar Meeting Dates and Times

President Trujillo asked Dr. Powell to provide background information on the formulation of the calendar. He reported the college was asked to review the calendar to ensure that outcomes of the CCB meetings can be presented at the Board of Regents meetings in a timely manner. The Board of Regents require about two weeks' advance notification of agenda items. In order to accommodate this deadline, the CCB needs to meet in advance of that deadline for adequate time to prepare materials. Member Avery asked if the proposed meeting dates meet the criteria to get information to the Board of Regents within their timeframe? Ms. Newman responded in the affirmative.

Member Blake motioned to accept the proposed CCB 2019 calendar as is. Secretary Parsons seconded the motion.

President Trujillo expressed concern the CCB would be meeting too far in advance of the Board of Regents meetings. It was her understanding the goal was to meet the week before the Board of Regents or perhaps even the week of their meetings. She indicated there is an allowance to place items on the agenda 48 hours prior to the meeting, but big items must be placed on the agenda two weeks in advance. President Trujillo also expressed a desire for the Board of Regents to be able to attend the CCB meeting if there was something on the agenda of interest to any of the members. Additionally, having the CCB meetings the same week as the Board would allow CCB members to attend the Board meetings, as well. President Trujillo commented that ENMU-Ruidoso's CCB schedule has the meetings approximately a week before. She did not know if Dr. Elwell would like for the CCB meetings for Roswell and Ruidoso to be on different weeks, however, President Trujillo believes it might be easier for interested parties to attend the meetings if our CCB meetings were the same week as Ruidoso's meetings. Member Blake expressed concern with having two meetings in the month of March. Ms. Newman explained the reason for this is that the Board of Regents meets at the end of March and then again the middle of April, which necessitated the two March meetings of the CCB. President Trujillo proposed moving the March 6 meeting to March 13. Dr. Powell asked when Spring Break is scheduled for 2019? Ms. Oracion responded it will be March 23-29. President Trujillo asked if there would be enough time to accept the December graduates if the next meeting is the day before graduation? It was confirmed that this is

acceptable. Member Avery asked why the CCB in Ruidoso did not need to meet so far in advance of the Board of Regents meetings? President Trujillo and Dr. Powell indicated that Ruidoso's meeting dates were scheduled independently of the proposed Roswell CCB meeting dates, and their meeting dates are in advance of the deadline to submit Board of Regents agenda items. There is flexibility in the calendar as long as we meet BOR deadlines. Member Blake requested that the meetings remain on Wednesdays, as that seems to be a good day for the CCB members. President Trujillo recommended moving the suggested May 8 meeting to Wednesday, May 15 and still meet the BOR deadline of May 20. President Trujillo is concerned that CCB would meet three to four weeks in advance of the Board of Regents meetings, so she would prefer the CCB meetings to be closer to their meeting dates. Mr. Smart suggested the proposed September 18 meeting be moved to Wednesday, September 25, which would be the day before the Ruidoso CCB meeting. President Trujillo asked that the new proposed dates not conflict with major events at the University or holidays. She also stated that new information presented to CCB cannot be acted upon at that initial meeting. It would have to be placed on the next meeting agenda as an action item. Therefore, when we know an action item is to be presented, it can also be forwarded to the BOR for their agenda. Member Blake asked for Dr. Powell's input since he will be the one presenting material to the Board of Regents. He asked Ms. Oracion to confirm that the suggested changes of March 13, May 15, and September 25 do not conflict with the University. Ms. Oracion checked the calendar and confirmed the new dates suggested do not conflict with other events on campus. However, she was not able to confirm the September 25 date as the campus calendar for the next school year has not yet been published. Member Blake motioned for the amended calendar to be accepted—the March 6 date would be changed to March 13, May 8 be moved to May 15, and September 18 would be changed to September 25. Secretary Parsons seconded the motion, and all voted in favor. The motion carried.

President Trujillo reported that the Board did not need to meet in closed session, and there being no further business, the meeting adjourned at 5:10 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature

12-12-2018

Date

The next meeting is scheduled for Wednesday, December 12, 2018, at 4:00 pm.