



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Administration Center Board Room
Tuesday, April 2, 2019, 4:00 pm
MINUTES

- Members Present:** Carleton Avery, Eloise Blake, Ralph Fresquez, Patricia Parsons, and Mireya Trujillo
- Others Present:** Cory Cogdill, Craig Collins, Rachel Conover, Todd DeKay, Lisa Dunlap, Karen Franklin, Gloria Fresquez, Laurie Jensen, Mike Martinez, Brad McFadin, Candi Miller-Morris, Robert Moore, Linde Newman, Annemarie Oldfield, Maureen Olguin, Donna Oracion, Shawn Powell, Rebecca Schneider, Scott Smart, Chad Smith, Linda Urie, and Jerolyn Wagner
- I. Call to Order** President Trujillo called the meeting to order.
- II. Declare a Quorum** President Trujillo declared a quorum.
- III. Pledge of Allegiance** Ms. Rebecca Schneider led the Pledge of Allegiance.
- IV. Finalize Agenda** Member Blake made a motion to finalize the agenda. Member Avery seconded the motion. The motion carried unanimously.
- V. Approve Minutes** Member Fresquez moved to accept the minutes from the December 12, 2018 meeting. Member Blake seconded the motion. The Board approved the motion unanimously.

Public Comment:

None

Board Report:

Member Avery thanked Mr. Mike Martinez, Vice President for Student Affairs, and Ms. Donna Oracion, Executive Director for College Development, for preparing the March 13 campus tour for CCB and Foundation Board members, even though they were not able to complete the tour due to weather. The beginning of the tour was amazing, and the Board asked that the tour be rescheduled.

President Trujillo attended a meeting recently with the New Mexico Aviation Aerospace Association in preparation of the seventh annual New Mexico Aviation Aerospace STEM Expo, scheduled for September 26 at the Roswell International Air Center. This event will host approximately 3,500 middle and high school students from around the state.

Presidential Remarks:

- I. ENMU President's Remarks**
Chancellor Elwell was not able to attend the meeting.

II. ENMU – Roswell President’s Remarks

Dr. Powell shared the new campus video that was produced at the end of the fall 2018 semester. It is posted on the ENMU-Roswell web site. Ms. Oracion added that, in the future, they would like to create videos for all of the programs.

The Higher Learning Commission (HLC) will perform a focused site visit March 23-24, 2020, as an outcome of the last HLC site visit in 2017. The institution is working on the criteria which were areas of concern. Two comprehensive evaluations have been scheduled—the first in 2021-2022 and the second in 2027-2028. Staff will be attending the HLC conference later this week.

Senior leadership will attend the annual conference of the American Association of Community Colleges (AACC) in mid-April.

A draft of the new strategic plan will be presented at the next CCB meeting. ASA architects are meeting with various groups as they develop the campus facility master plan.

Student Affairs is engaged in strategic enrollment management planning as a means to work with students from first contact through alumni status. The initial set-up is an 18 month process. Mr. Martinez and Dr. Linda Neel are looking at various vendors to find the best fit for our campus.

As President Trujillo mentioned previously, the New Mexico Aviation Aerospace STEM conference will be held September 26 of this year. It is estimated that the event will attract about 3,500 students, and this will be the first time the conference will be located in Roswell. AerSale will be their host, and the group will come here for three years. This will provide a great opportunity to tour campus and highlight the aviation program.

Dr. Powell and Ms. Oracion met earlier today with Mr. Marcos Nava, the new President of the Hispano Chamber of Commerce. Mr. Nava is interested in having interns for social media, marketing, etc. Also, the City has established a committee to complete the 2020 census and they would like ENMU-Roswell to participate.

Pending Governor approval, the Legislature approved a 4% compensation increase, \$1.2M HED funding for the electrical line replacement, \$215,000 funding for career technical education scholarships, \$190,000 for the purchase of academic equipment, \$136,000 increase over formula funding for dual credit increases, aviation science technology will receive \$75,000 in recurring funds, \$100,000 recurring funds for the nursing expansion, and \$118,000 recurring monies for special services. Dr. Powell thanked the local legislators for their efforts on our behalf, and is very appreciative of their support. He spent about two-three days per week in Santa Fe during the legislative session. Information on construction updates will be provided later in the meeting.

Member Fresquez suggested that President Trujillo draft a letter to the legislators expressing gratitude for the work they engaged in. All agreed.

Every summer, HED holds capital outlay hearings at four to five sites across the state to hear G.O. Bond requests. This year, ENMU-Roswell will host a hearing on July 24. Mr. Scott Smart, Chief Financial Officer for the ENMU System, indicated that the appropriate project to put forward is still being considered. Member Blake encouraged everyone to attend.

Dr. Powell announced other upcoming summer events across campus:

- Aviation Camp, June 3-5
- SCRUBS Camp, June 10-11, for high school students interested in nursing, EMS, and healthcare programs. The camp has a cap of 60 students, and there will be small group,

interactive sessions. The event will start with a crash scene and work through all aspects of health care needed.

- Future Skills, June 10-14
- Kids College, June 10-July 19 (multiple day sessions). This event has not been held in several years. It has been retooled and now has a STEM focus for pre-junior high through junior high school students. The “college” is held on various days over the two-month period, and students have the opportunity to fly a drone, participate in a crime scene investigation, virtual reality, etc.

President Trujillo asked about the fees involved for the various camps. Dr. Laurie Jensen, Associate Vice President for Health Education, indicated that SCRUBS Camp is \$10, which covers food, t-shirt, etc. The camp also receives sponsorships to help cover costs. Mr. Chad Smith, Associate Vice President for Technical Education, answered that Aviation Camp is \$125, and that barely covers cost of camp. Each camper has the opportunity to fly an airplane with a certified instructor. SCRUBS Camp and Aviation Camp are co-sponsored by the ENMU-Roswell Foundation. Kids College is contracted through a third party, and the fees vary depending on the camp attended.

Information Items:

I. Introduction of Director of Security, Brad McFadin

Dr. Powell introduced Mr. Brad McFadin, the new Director of Campus Security, who began work in January of this year. Mr. McFadin reported that he worked in law enforcement for about 26 years—5 years with the State prison and 21 years with the Roswell Police Department. Member Fresquez commented that Mr. McFadin brings knowledge of local contacts, which will be helpful for immediate response, if necessary. Mr. McFadin is coordinating with the ENMU law enforcement in Portales, and he and Dr. Powell held introductory meetings with the Roswell Chief of Police and the County Sheriff.

II. 2018 Student Service Learning Projects Report

Ms. Maureen Olguin, Communications Instructor, shared the service projects her students were involved in the previous semester, as well as some of the projects they are working on this semester. She will send a report of this semester’s service learning projects at the end of semester. Student self-select projects and the work they do on the projects are for a grade. Three communication classes are working on projects currently.

Member Blake responded that the Board is very supportive, and it is important to know what students are doing. She added that these efforts need to be publicized. Ms. Annemarie Oldfield, Assistant Vice President for Arts and Science Education, stated that Ms. Olguin is integrating communication skills into the student learning projects, and makes it very applicable to students.

III. Presentation of NISOD Awards

Mr. Smith presented the National Institute for Staff and Organizational Development (NISOD) awards. NISOD is a consortium of community and technical colleges that share a philosophical commitment to support excellence in teaching, learning, and leadership. It was created in 1978 with grants from the W.F. Kellogg Foundation and the Fund for the Improvement of Postsecondary Education. Candidates are recognized by their peers, and the Faculty Evaluation Committee determines the two winners who will represent ENMU-Roswell at the annual NISOD Conference in Austin.

Mr. Cory Cogdill, Math Instructor, is the first recipient. Mr. Cogdill’s nominator states, “Cory continually seeks to improve his effectiveness in the classroom and to find new ways to connect with students.” Ms. Linda Urie, Nursing Instructor, is the second recipient, and her nominator

wrote, “She has developed a new clinical rotation that involves clinical simulation and helps the nursing students learn to think critically and use clinical reasoning.”

IV. Open Meetings Act Recap

Dr. Powell reported that six people from ENMU-Roswell attended an Open Meetings Act training in Carlsbad provided by the office of the New Mexico Attorney General. This act is commonly known as a “Sunshine Law”, requiring transparency by elected officials. Closed meetings or executive session do not have to be advertised in advanced, but must follow the procedures outlined in the Open Meetings Act Compliance Guide. The guide outlines ten exemptions that allow for a closed session. The Board can vote to go into a closed session at any time, however it requires a roll call vote in the open session, and the motion must include, with reasonable specificity, the subject to be discussed.

V. Campus Retirement Reception, April 24

Dr. Powell announced that the campus will host a retirement reception on April 24 and the Board is encouraged to attend. Historically, recognition of a retiring individual has been at the departmental level, but beginning with this reception, the recognition will be campus-wide. Currently, eight people have notified Human Resources of their intent to retire. Ms. Newman will send an email reminder to the Board of the upcoming event.

VI. Higher Learning Commission (HLC) Site Visit, March 23-24, 2020

Dr. Powell stated that, as mentioned earlier, the HLC will conduct a focused site visit to ENMU-Roswell in March of next year, and the emphasis of the visit will be on assessment. Many people will be involved and Mr. Todd DeKay, Executive Director for Institutional Research, and Dr. Ken Maguire, Vice President for Academic Affairs, will take the lead on these efforts. HLC identified three criteria for improvement, and those areas will be addressed in strategic planning.

VII. Policies Reviewed by University Council

Ms. Rebecca Schneider, Director of Human Resources, stated that, about a year ago, the campus began transitioning to a System approach regarding policies. Ms. Schneider is a member of the System University Council. Policies are distributed campus-wide for feedback. The feedback is then submitted to the University Council for review. These policies presented to the Community College Board this evening are currently being reviewed by University Council. After policies are approved by the Council, they are then approved by CCB and the Board of Regents. This set of policies will be voted on at the end of April. If any member of the CCB has any questions, please send to Ms. Schneider prior to the April 25 meeting.

Member Blake asked if there are any significant changes to these policies. Ms. Schneider responded that most of the changes are related to making the policies system-wide.

Regarding policy 55-4 Purchasing Card, Member Fresquez asked if employees are being assigned credit cards and how many people have them. Ms. Karen Franklin, Controller, responded that yes, cards are assigned to individuals, and about 70 purchasing cards are currently issued. However, not that many are used each month—perhaps about 40 cards are used each month. Additionally, card limits have been reduced. Approximately \$40,000-\$50,000 are charged per year. Member Fresquez stated that he is opposed to credit cards being carried by employees and that cards should be checked out for use instead. Ms. Franklin said they are exploring different options. Many businesses do not take purchase orders, making credit cards necessary. Member Blake asked how often the cards are monitored. Ms. Franklin responded that receipts must be turned in within just a few days of purchase. Credit card usage is reviewed frequently, and the purchasing office reconciles.

Dr. Powell has requested a reduction in number of purchasing cards on campus. Member Blake reiterated that it can be very serious and risky problem. Mr. Fresquez asked for Mr. Smart's opinion. Mr. Smart indicated that he approves of individuals having purchasing cards if good controls are in place because it expedites processes. Receipts must be turned in on time and reconciled—there are layers of internal controls. The Board urged caution.

Mr. Smart added that employees must fill out and sign a proper usage form, and there is personal liability for improper use. He noted that the monthly total credit limit could be reduced for low usage employees. Additionally, the supervisor must sign off on the purchase card log that he/she is aware of indicated purchases. Mr. Smith remarked that aviation maintenance is a good example of the necessity of purchasing cards. They require a high volume of supplies that are not available locally, therefore they must be purchased online, and there is a paper trail of each purchase. Mr. Smith receives on the purchase card log a list of all charges on a particular card. The log is reconciled to all receipts and then signed by the supervisor. The Academic Affairs purchase logs are then submitted to Dr. Ken Maguire, Vice President for Academic Affairs, and then to the business office for final approval. There are many layers of checks and balances.

President Trujillo indicated that that the policy does not explain how a supervisor approves a purchase, and that should be in the policy. Member Fresquez asked Mr. Smart to consider any cautionary measures that may need to be included.

VIII. ENMU-Roswell Draft Proposed Fiscal Year 2019-2020 Operating Budget

Ms. Franklin reported that this very preliminary draft operating budget was produced at the end of February before much of the budgetary information was received from the Legislature. Updated information will be presented at the April 17 meeting. When the preliminary budget was created, some revenue items were not known, but will be in the final budget. For example, some of the special projects, such as aviation and the nurse expansion. Additionally, it is not known the amount that will be given for compensation, which will also increase expenses. The instruction and general fund balance is estimated to increase about \$300,000 in recurring funds. The operating budget is due to the State by May 1.

IX. ENMU-Roswell Fiscal Year 2018-2019 Draft Budget Adjustment Report

Ms. Franklin stated Institutional financial aid should increase by about \$50,000, most of this amount has already been given but the budget will need to be increased. The finalized Budget Adjustment Report (BAR) will be submitted for approval at the April 17 meeting. The BAR is due to the State by May 1.

Action Items:

I. Tenure Approved Faculty, Robert Moore

Ms. Oldfield announced that Mr. Robert Moore, Instructor of Psychology, has successfully completed six years of probationary service and is now eligible for tenure. Ms. Oldfield added that Mr. Moore makes everyone want to be a better person. President Trujillo noticed he recognized his peer, Cory Cogdill, and nominated him for the NISOD Award. Secretary Parsons moved to approve tenure for Mr. Robert Moore and Member Blake seconded the motion. All voted in favor of granting tenure.

II. Fee Changes

a. Respiratory Therapy

Dr. Jensen informed the Board that course fees for the respiratory therapy program are dictated by the American Heart Association and the American Pediatric Association. Disposable equipment may only be used once for infection control—they can no longer be cleaned and reused. The American Pediatric Association previously did not charge a fee, but now they do. Member Blake moved to approve the change in course fees for

respiratory therapy. Member Avery seconded the motion, and all members of the Board voted unanimously to approve.

b. Special Services

The major change in fees for special services is related to books and supplies. Students will now purchase those themselves. There has been a small increase in the cost of fingerprinting for child care services. This service is provided by a third-party vendor. The fingerprinting fee for office skills is being removed because practicum sites no longer require fingerprinting. The question was asked if students would be able to use financial aid to cover the cost of the fees. Mr. Smith indicated that yes, financial aid is allowed to pay for course fees. Mr. Smart asked if fingerprinting would be required for Kid's College. Mr. Smith replied that Kid's College is run by a third-party vendor, and he will verify with the vendor. Secretary Parsons made a motion to approve the fee changes for special services, and Member Avery seconded the motion. All voted in favor.

c. Aviation Maintenance Technology

Mr. Smith noted that there is correction to the fee for AFRM 103. The fee should be listed as \$90. He added that there is a 100% employment placement rate for students who complete the program, with an average starting salary of about \$52,000-\$55,000. Currently, aviation maintenance technology is a 14.5 month program but will be extended to 18 months. The general aviation maintenance program is not enough education to get licensed. Students do have access to financial aid. Secretary Parsons made a motion to approve the proposed course fees with the change indicated. Member Avery seconded the motion. All Board members voted in favor.

d. Emergency Medical Services

The proposed course fees now include the cost of disposable supplies, entrance exams, certifications, drug testing, and background checks. President Trujillo asked about allied health liability fee. Dr. Jensen answered that the fee is being removed from two courses because they are no longer being offered. Secretary Parsons asked Dr. Powell if his signature on the memo indicates his agreement. He verified that to be true. Member Fresquez asked about drug testing. Dr. Jensen stated there is random testing on students while they are working on patients. Background checks are also required. Orientation, handbooks, and syllabi describe the expectations of students. Drug testing is mandatory for EMS because of accreditation. The nursing program does require background checks but no drug tests at this time, however it is being evaluated. CDL, aviation maintenance, and pilot training are other programs that do require drug testing. Member Blake moved to approve the fee changes presented and Member Avery seconded the motion. All voted in favor of approval.

e. Veterinary Assistant

Dr. Jensen reported that the veterinary assistant course fee is being eliminated because this special services program is being removed from the catalog. Member Avery made the motion to remove the fee and Secretary Parsons seconded the motion. All approved.

Dr. Powell expressed appreciation of the work done by the Associate Vice Presidents.

III. 2019-2020 Academic Calendar

Dr. Powell stated that RISD was consulted in the effort to align spring break. Student orientation was added to be held on August 8. Wanted Equitable balance for faculty and staff is the rationale to close campus for Fair Day. Campus will be closed but some staff will be working booths at fair. The Thanksgiving schedule will include campus closure on the Wednesday before

Thanksgiving. It was noted that many institutions are closed for the entire week. Dr. Powell thanked Mr. Martinez, Dr. Linda Neel, Executive Director of Admissions and Records, Ms. Angie Bersane, Director of Enrollment Management, and Mr. Eric Gomez, President of the Faculty Senate. Many others worked on developing calendar, as well—Ms. Schneider, Ms. Franklin, the AVP's, Curriculum Council, Faculty Senate, etc.

Member Blake moved to accept the 2019-2020 Academic Calendar and Member Avery seconded. All voted in favor.

IV. March 2019 Five-Year Campus Capital Projects Plan

Dr. Powell announced that the five-year campus capital projects plan must be presented every year with updates. Mr. Smart remarked that the electrical line will be replaced overhead instead of buried to reduce cost. \$1.2M in State appropriations has been ear-marked for this project. Renovation of the auto/welding building is anticipated to cost about \$4M and construction of the new Physical Plant \$3.4M. Demolition of the old residence halls and the Physical Plant Quonset huts is estimated to cost \$400,000 and is probable this summer. An environmental study was conducted and no asbestos was found in the residence halls because of their age. All projects total approximately \$8.7M; \$3M of that is expected from the general obligation bond, \$1.2M from State appropriations, and a little less than 50% of the cost will come out of capital reserves. There is no State policy that dictates the amount of required capital reserves. Mr. Smart prefers to have 10-15% reserve funds on the institutional side. He also reported that there is a bid protest on the auto/welding renovation project.

Mr. Smart noted that there is likely to be more capital outlay money available next legislative session. Member Fresquez asked about the reserves invested by the institution. Ms. Franklin responded that some funds are local. The largest portion is with an investment firm in CD's. Other monies are in a quasi-endowment fund, some in state treasury and other local banks. All are very low risk.

Member Blake asked if ENMU-Portales holds any of ENMU-Roswell funds. Mr. Smart indicated that perhaps only very temporarily for financial aid, but nothing long-term.

Dr. Powell added that ASA Architects is creating the campus facility master plan and currently conducting assessments of buildings and interviewing staff. Bernhard Energy performed an energy conservation study, which will be incorporated into the facility master plan.

Member Blake made a motion to accept the five-year capital projects plan and Member Avery seconded the motion. All Board members voted in favor.

V. Policies Revised by University Council

Ms. Schneider reiterated that policy verbiage is being modified to incorporate into System policy. Member Fresquez asked about the boxes of archives as they relate to Policy 65-3 Archives and Records. Ms. Schneider stated that retention is based on the individual record. Some documents must be kept in paper form. Dr. Powell mentioned that efficient archive storage is part of the campus master plan. A service may be contracted to digitize documents. Member Blake asked about records being stored off-campus. Mr. Martinez reported that some academic records are required to be kept off-site.

Member Avery moved to approve all of the policy revisions as presented and Secretary Parsons seconded the motion. All voted in favor.

VI. CCB Vice President Responsibilities

The Board of Regents met on March 29 and approved the addition of a Vice President position on the Community College Board, pending CCB approval.

Secretary Parsons made a motion to add the position of Vice President to the Board and Member Blake seconded the motion. All members of the Board voted in favor.

VII. CCB Vice President Nominations

Member Fresquez nominated Member Avery to become the Vice President of CCB, observing that Member Avery is a man of vision, astuteness, and is someone that people listen to. Member Blake seconded the nomination. Member Avery responded that he is willing to serve in the capacity of Vice President. Member Avery was elected by acclamation, as there was no dissenting vote. Member Avery abstained from voting.

Other Business:

The next meeting is scheduled for Wednesday, April 17, 4:00 pm.

Closed Session:

President Trujillo announced the Board will need to enter into closed session for administrative adjudicatory deliberations of the bid protest. Member Parsons moved to enter into closed session. Member Avery seconded the motion.

A Roll Call vote was taken: Mireya Trujillo, yes; Cla Avery, yes; Patricia Parsons, yes; Eloise Blake, yes; Ralph Fresquez, yes.

The Board entered closed session at 6:14 pm.

Open Session:

I. Return to Open Session

Member Blake moved to return to open session at 6:45 pm. Member Avery seconded the motion. President Trujillo reported that the only matter discussed during the closed session was the bid protest. No decisions were made.

Adjourn

The meeting was adjourned at 6:46 pm. The next meeting is scheduled for Wednesday, April 17, at 4:00 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date