



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Administration Center Board Room
Wednesday, April 17, 2019, 4:00 p.m.
MINUTES

Members Present: Carleton Avery, Eloise Blake, Patricia Parsons, and Mireya Trujillo
Members Absent: Ralph Fresquez
Others Present: Phelps Anderson, Craig Collins, Lisa Dunlap, Karen Franklin, Laurie Jensen, Ken Maguire, Mike Martinez, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Rebecca Schneider, Scott Smart, and Chad Smith

- I. Call to Order** President Trujillo called the meeting to order.
- II. Declare a Quorum** President Trujillo declared a quorum.
- III. Pledge of Allegiance** Dr. Ken Maguire led the Pledge of Allegiance.
- IV. Finalize Agenda** Member Parsons made a motion to finalize the agenda. Vice President Avery seconded the motion. The motion carried unanimously.
- V. Approve Minutes** Vice President Avery moved to accept the minutes from the April 2, 2019 meeting. Member Blake seconded the motion. The Board approved the motion unanimously.

Public Comment:
None

Board Report:
None

Presidential Remarks:

- I. ENMU President's Remarks**
Chancellor Elwell did not attend the meeting.
- II. ENMU – Roswell President's Remarks**
Dr. Shawn Powell reported that the Foundation held a fund-raising golf tournament on Saturday, April 6. Mr. Craig Collins, Foundation Coordinator, shared that it was a great weekend with weather to match. It was very successful and, this tournament saw the largest turnout of Foundation Board members coordinating the event. Faculty and staff also participated and sponsored. Mr. Collins announced that Dr. Powell was first President to play in the tournament.

Legislative funding has been signed, which includes a 4% raise System-wide for full-time employees. \$1.2M was approved for the electrical line replacement. The Purchasing Office is currently considering the bids received to conduct the work. The campus will receive \$190,000 for academic equipment purchases, \$215,000 will be available for scholarships for career technical

education scholarships. Additional funding of \$136,000 was approved for dual credit for ENMU-Roswell. \$75,000 for aviation science technology, \$100,000 for the nursing expansion, and \$118,000 for special services. The Board expressed appreciation for the efforts to obtain the funds.

The campus retirement reception will be held next Thursday, April 24, and eight retirees will be honored. Linde will send list of retirees to the Board.

Dr. Powell reported that there are currently several open employment positions to be filled: Vice President for Business Affairs, Carpenter/maintenance, Recruiter, Director of Admission and Records, and Chief Flight Instructor.

Vice President Avery noticed a recent Facebook post about the aviation program. He indicated that it was very good information and it needs to be advertised to the public. Thanks were given to KOB and Ms. Donna Oracion, Executive Director of College Development.

Information Items:

I. Draft Strategic Plan for 2019-2024

Dr. Powell stated that the plan was sent to campus for feedback. A strategic planning oversight committee was created in October, and the group has met monthly since that time. Two Community College Board members serve on the committee. Feedback has been obtained on the mission and vision statements, and a group of liberal arts academic faculty developed the core values and philosophy of learning. Five committees were tasked to develop priorities for the campus. Dr. Powell added that the draft plan has also been sent to the Chancellor, the Foundation Board, the Community College Board, and the campus community. The final document will be brought to the May meeting for approval. Dr. Powell will also share this draft with the Board of Regents at this Friday's meeting as an informational item. After the plan is approved, different groups will fill out sub-priorities and begin working on those. The areas of focus in the plan mirror the strategic plan for ENMU-Ruidoso. Vice President Avery commented that these were great processes to develop, and it is wonderful to be part of the oversight committee. The Board thanked the committee for their efforts to develop the strategic plan.

II. 2019-2021 Operating Agreement

Dr. Powell reminded the Board that the operating agreement must be renewed every two years. ENMU-Ruidoso took their agreement through legal review, and it was presented to the Board of Regents at their last meeting. The draft operating agreement presented here contains the same language with the exception of specifics to Roswell. The Community College Board members all thought the document was very clear.

III. Spring 2019 Graduation Dates

Dr. Powell announced the upcoming graduations and pinning ceremonies. The Board of Regents will meet on May 10 and dinner will be at Pasta Café before commencement that evening. CCB members were asked to RSVP to Linde regarding the graduation dinner. The Community College Board is invited to all of these ceremonies.

- Thursday, May 9—Adult Basic Education Commencement, 7:00 pm, PAC
- Friday, May 10—Nursing Pinning Ceremony, 10:00 am, PAC
- Friday, May 10—Occupational Therapy Assistant Pinning Ceremony, 1:00 pm, PAC
- Friday, May 10—BOR Meeting, 1:00 pm, Multi-purpose Room
- Friday, May 10—BOR / CCB Dinner, 5:00 pm, Pasta Cafe
- Friday, May 10, ENMU-Roswell Commencement, 7:00 pm, Civic Center
- Saturday, May 11, ENMU-Portales Commencement, 10:00 am
- Saturday, June 15, Youth ChalleNGe Commencement, 1:00 pm, Pearson Auditorium
- Thursday, July 25, Special Services, 2:00 pm, PAC

- Friday, July 26, 6:30 pm, EMS, location TBD

President Trujillo and Secretary Parsons plan to attend graduation.

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

Dr. Ken Maguire, Vice President for Academic Affairs, indicated that two members of the HLC will conduct the site visit in March, 2020. Several people on campus are making preparations, and the vast majority of the work centers around program assessment. Dr. Maguire and Mr. Todd DeKay, the Executive Director for Institutional Research, are leading the efforts. ENMU-Roswell is transitioning to “Watermark”, a tremendously powerful software tool that will help collect and institutionalize assessment. Tasks can be streamed through Watermark. Dr. Maguire and others recently attended the HLC conference in Chicago to help prepare for the site visit. Teams will be created to prepare documentation for site visit. We want to showcase what we are doing and our path moving forward toward the comprehensive visit. There will also be a mid-comprehensive review in 2021.

ENMU-Roswell was previously on an open pathway to accreditation, but was moved to the standard pathway by HLC after citations were received for failing to meet certain criteria 2017. Another site visit will be conducted in 2021-2022, however, the dates are not yet set. At that time, criteria one through five will be the emphasis. Federal compliance will not be part of that visit. Member Blake asked what the areas of concern are. Dr. Maguire responded they are academic rigor, assessment, and planning and budgeting.

President Trujillo asked for more information about Watermark. Dr. Maguire replied that it will assist with course level assessment to determine if what is currently in place is effective, and it can map if students are achieving program outcomes. It provides a framework to develop classes and institutional outcomes. Watermark allows for alignment of process. Initially, Watermark will primarily be used for the business administration program. This fall, office and management technologies, automotive, nursing, and general education will all be brought on board.

Member Blake stressed that the goal is to have graduates employed. Dr. Maguire stated that is part of the program review. The process to review programs has been completely overhauled and redesigned. Part of that process is to look at the current and future job market. Programs will be deactivated or expanded based on this. For example, the radiological technology program was overproducing graduates for the State, so the decision was made to deactivate the program. Member Blake asked how the campus follows up with graduates. Dr. Maguire answered that institutional research conducts surveys to get data from graduates to determine employment rates, etc. Dr. Powell added that he is confident about the upcoming site visit, and it is also part of the program review process.

V. Academic Program Review

Dr. Maguire noted that this work is ongoing and enrollment trends are considered when reviewing a program. Linde will send documentation to the Board. Four years of data was reviewed to find trends and create a baseline for consideration of deactivating programs. Dr. Powell added that there have been no staff changes as a result of the program deactivations. Many of these programs have not been offered for some time.

Action Items:

I. Program Changes

Dr. Maguire reiterated that these are outcomes of the program review and the work of the Assistant Vice Presidents moving programs forward.

a. Program Changes

The Curriculum and Instructional Council is recommending to change the award of four programs. Two cases are for medical assisting and occupational therapy assistant. They both are currently

awarded as an associate of science, but those programs have always aligned with the associate of applied science award. Therefore, these changes simply are to reflect the appropriate award. The changes were not brought forward until the general education requirement changes were complete. STEM mathematics and science was offered as an associate of applied science degree, however, it actually fulfills the requirements for an associate of science degree. Last year, definitions of programs were brought forward to the Curriculum and Instructional Council, e.g. what constitutes certificate of employability, etc. The commercial refrigeration program was offered as a certificate of training, but credits have been dropped which now constitutes a certificate of employability.

Secretary Parsons made a motion to approve the changes presented, and Vice President Avery seconded the motion. Member Blake asked what this change will mean for students. Dr. Maguire responded that the degree plan has not changed, just a more appropriate award for work being completed. Member Blake also asked if this would affect students receiving funding. Dr. Powell answered that there is no change in funding.

All voted in favor, and the motion carried.

b. Program Deactivations

Dr. Maguire stated that the first programs listed were normal annual requests for deactivation: media arts-animation, and veterinary assistant. The media arts-animation is related to program changes in media arts. The industry has evolved away from this type of program. However, a new program, gaming, will be established. It will have a different focus and be in line with where the industry has moved. The special services program, veterinary assistant, was discontinued this year.

Youth ChalleNGe offered a certificate of employability for EMT. Due to the age group of Youth ChalleNGe, this created difficulty to enter the program because age restrictions apply. A more appropriate program has been developed for this age group.

The following programs have not been offered in the last four years: community health worker, homemaker/home health care aid, grant writing, management training, culinary arts, telecommunications, professional pilot training-unmanned aerial systems and rotorcraft-helicopter. Dr. Maguire clarified that the fixed wing program will still be offered. Dr. Powell added that the FAA changed requirements for different levels of drones, so demand is now being met through workforce training.

These programs experienced low enrollment: workforce interpersonal effectiveness, industrial engineering-construction trades, emergency management-advanced professional development, and emergency management-emergency preparedness. Some of the EMS programs were combined, as the industry is constantly changing. Certificates within EMS are being reduced, while continuing to meet needs.

Member Blake moved to approve the program deactivations, and Secretary Parsons seconded the motion. All voted in favor. President Trujillo asked if workforce development could offer training as needed. Dr. Powell answered yes.

c. New Programs

Option 1 of the general education completion certificate of achievement is in 100% alignment with the System. With general education moving forward, many are moving to engineering and science with additional math components. STEM general education requirements (Option 2) were developed to guide students to appropriate courses to pursue those degrees. Both options are 31 credits of general education requirements—one is for STEM for students who are going into science and

engineering, etc., while the other general education option is for students pursuing other programs.

A new Youth ChalleNGe program in fire science has been created to replace the aforementioned deactivated EMS program. The new program places an emphasis on building construction, fire behavior, fire prevention, and principles of emergency services.

In keeping with industry trends, a new gaming design program was developed to replace the deactivated media arts-animation program.

A new special services program, Independent Living Core 2, was created as a pathway for students struggling with technical requirements. An option was desired for second-year students, if necessary.

The auto/welding building renovation will allow the welding program increase in size. Consequently, a new welding technology program was established to have an emphasis on pipe welding. This certificate program is specifically focused and meets industry needs, such as in the oil fields.

Vice President Avery motioned to approve the new programs, and Member Blake seconded the motion. All voted in favor, so the motion carried.

Member Blake recognized and thanked Representative Phelps Anderson for all his work in Santa Fe during the legislative session. Representative Anderson responded that it has been a great privilege to serve. He served on the Appropriations and Finance Committee in the House of Representatives. Representative Anderson noted that Chancellor Elwell and Dr. Powell worked diligently for the University in Santa Fe. The electrical line is important to replace in the near future. He thanked the Community College Board for their efforts, as well.

II. Amended Aviation Maintenance Technology Fee

Dr. Maguire reported that all program and fee changes go through the Curriculum & Instructional Council. The Council recommended to initiate a fee of \$90 for course AFRM 103 in the aviation maintenance technology program. After the Curriculum Council meeting, Dr. Maguire visited with Dr. Powell, and they made the decision to reduce the fee to \$25, but Mr. Smith was unaware of that. Subsequently, when Mr. Smith presented the fee changes at the April 2 CCB as Dr. Maguire was out of town at that time, he indicated that the \$25 fee for AFRM 103 was incorrect and the correct fee request was to be \$90. Now, Dr. Maguire asked the Board to amend the fee to reflect the more appropriate charge at this time of \$25 for course AFRM 103.

Secretary Parsons made the motion to approve the amended aviation maintenance technology fee, and Member Blake seconded the motion. All voted in favor.

III. Welding Fee Changes

Dr. Maguire informed the Board that a fee of \$50 is being added to new welding courses, while that same fee is being removed from deactivated courses. Member Blake moved to accept the welding fee changes, and Vice President Avery seconded the motion. All voted in favor. The motion carried.

IV. ENMU-Roswell Fiscal Year 2019-2020 Operating Budget

Ms. Karen Franklin, Controller, announced an increase in research, public service, and special programs funding of \$113,000, which will be very beneficial. Dr. Powell added that legislation passed for a 4% compensation increase for full-time employees, at an estimated cost for ENMU-Roswell of about \$400,000, \$320,000 of which will be funded from the State to help offset that expense. It is anticipated that there will be an increase of approximately 5.9% in health care costs and a small increase in ERB, for a total increase of

about \$200,000. The 4% increase will not include adjunct faculty. I&G fund balances are expected to increase by \$342,440, with the ending fund balance of \$1,340,056, 8.1% of which is I&G expenditures. HED requires the ending fund balances to be at least 3% of the expenditures. Total fund balance decreased by \$5M because of the impending costs of the capital projects.

Secretary Parsons made a motion to approve the FY 2019-2020 operating budget, and Member Blake seconded the motion. Member Blake asked where in the budget the adjustments are shown. Ms. Franklin responded that they are shown in the budget worksheets, which have three main columns: original, final, and proposed new. The adjustment is the middle “final” column. The BAR could adjust any category and will show exactly what is being adjusted. Refer to Exhibit 1—Auxiliary Revenue, which is the difference in original budget and what the budget is at the end of the year. All voted in favor.

V. ENMU-Roswell Fiscal Year 2018-2019 Budget Adjustment Report (BAR)

Ms. Franklin reported that nothing has changed in the Budget Adjustment Report since it was presented at the April 2 meeting. The increase of \$50,000 in institutional financial aid, mentioned at the April 2 meeting, is not government funded because the students in Special Services, Pharmacy Tech, and CDL programs were not eligible for the PELL grant because these programs had not been approved by the Higher Learning Commission.

Member Blake moved to accept the FY 2018-2019 Budget Adjustment Report, and Vice President Avery seconded the motion. All voted in favor. The motion carried.

VI. Spring 2019 Graduation List

Dr. Powell shared the list of the spring 2019 graduates. Member Blake asked how many plan to walk at graduation. Ms. Oracion responded about 120 but that number is not final. Vice President Avery asked if it had been possible to reduce the cost of the facility. Dr. Powell said Dr. Neel, Executive Director of Admissions and Records, worked with the Civic Center to get about a 30% reduction in cost for graduation by contracting both the spring and fall graduation ceremonies as well as reducing some of the space used. Robert Lopez Andazola will be this year’s graduation speaker. He is a media arts graduate.

Secretary Parsons moved to approve the graduation list, and Vice President Avery seconded the motion. All in favor. The motion carried.

Adjourn

The meeting adjourned at 5:35 pm. The next meeting is scheduled for Wednesday, May 15, at 4:00 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date