



COMMUNITY COLLEGE BOARD  
Eastern New Mexico University - Roswell  
Administration Center Board Room  
Wednesday, August 14, 2019, 4:00 p.m.  
MINUTES

- Members Present:** Carleton Avery, Eloise Blake, Ralph Fresquez, Patricia Parsons, and Mireya Trujillo
- Members Absent:**
- Others Present:** Benjamin Dean, Todd DeKay, Juan Dorado, Lisa Dunlap, Karen Franklin, Tony Major, Brad McFadin, Matt McKim, Linda Neel, Linde Newman, Donna Oracion, Shawn Powell, James Salsbury, and Chad Smith
- I. Call to Order** President Trujillo called the meeting to order at 4:00 pm.
- II. Declare a Quorum** President Trujillo declared a quorum.
- III. Pledge of Allegiance** Mr. Tony Major 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** Member Blake moved to accept the minutes from the May 15, 2019 meeting. Vice President Avery seconded the motion. The Board approved the motion unanimously.

**Public Comment:**

No comments from the public were made.

**Board Report:**

Vice President Avery announced that the 24<sup>th</sup> annual Hike It & Spike It was very successful. He thanked ENMU-Roswell for their participation. A trophy football from the event were presented to ENMU-Roswell in appreciation. Our nursing students worked with Eastern New Mexico Medical Center to gain experience. Ms. Donna Oracion, Executive Director of College Development, provided ENMU-Roswell t-shirts for registration.

**Presidential Remarks:**

**I. ENMU Chancellor's Remarks**

Chancellor Elwell did not attend the meeting.

**II. ENMU – Roswell President's Remarks**

Dr. Shawn Powell expressed appreciation to Vice President Avery and Member Fresquez for participating in the recent the campus facility master planning meeting. Summer enrollment was comparable this summer to last summer. Fall enrollment is ongoing. The enrollment numbers today compared to last year are down. However, credit hour production is slightly higher, and dual credit students have not been included in enrollment numbers yet. The first day of fall classes is August 20.

The Core Team hosted local legislators along with NMMI administrators on our campus July 23 to review upcoming legislative requests regarding capital outlays for construction and academic equipment. Our campus received \$190,000 from the 2019 Capital Outlay funding to improve the

Media Arts program and replace simulation manikins in Health Education. The 2020 request will be \$300,000 to obtain an ambulance simulator for EMS, an interactive trauma simulator manikin, upgrades to avionics equipment, kiln replacement, wheel alignment machine and diagnostic testing for automotive technology, and updates for media arts. Our EMS program serves all of Southeast and Southern New Mexico for training. The Chaves county outlay meeting is scheduled for August 22.

In response to a request from the Board regarding the use of P-Cards on campus, a review was conducted by our Purchasing Office. At the present time, 97 P-Cards have been issued. Some of these cards have not been used in the last year. There are plans to reduce the number of P-Cards, and criteria is being developed to determine the need for employees to have one. In Fiscal Year 2019, P-Card transactions totaled \$650,760, with a monthly average of \$54,230.

Ongoing maintenance is occurring on campus. New carpet is being installed in the library, and a coffee bar is being added. The campus is also preparing for additional capital projects.

Dr. Powell announced new hires and staff changes since the last CCB meeting:

- Daniel Hines, Security Officer
- Kyler Burd, Recruiter
- Ceclia Cruz, Custodian-2nd Shift
- Jose Caballero, Custodian-2nd Shift
- Maureen DeNio, Nursing Assisting Instructor
- Eric Mann, EMS Instructor
- Eileen Gallaher, Nursing Instructor
- Lafonda Humpherys, Nursing Instructor
- Robert Moore, Interim Assistant Vice President for Arts & Sciences
- Annemarie Oldfield, Interim Vice President for Academic Affairs
- Tony Major, Vice President of Business Affairs

A few upcoming events were also noted:

- August 27 Candidate Filing Day
- September 26 Campus visit by 3,500 students for the New Mexico Aviation Aerospace Association (NMAAA) 2019 STEM conference
- November 23 Turkey Trot 5K fun run/walk and one mile run/walk in memory of David Gonzales

Member Fresquez asked if open positions are being advertised. Dr. Powell responded yes, open positions have been announced. Some positions have been filled, but there are still vacancies. The Director of Nursing position recently opened. Member Blake asked where the nursing instructors were found. Dr. Powell indicated that Dr. Laurie Jensen, Assistant Vice President for Health Education, and Ms. Rebecca Schneider, Director of Human Resources, were responsible for finding qualified candidates. Member Fresquez added the grounds look very nice, and wanted to express his thanks to the maintenance staff.

### **Action Items:**

#### **I. Capital Projects Update**

Dr. Powell stated that the current focus for capital projects is primarily on the automotive/welding renovation and construction of the new maintenance building. Additionally, the electrical line replacement and dormitory demolition projects should take place this fall.

Mr. Juan Dorado and Matt McKim from the architectural firm, Dekker, Perich, and Sabatini,

along with James Salsbury of Bradbury Stamm Construction discussed the design of the automotive/welding building renovation and the physical plant building construction, as well as the estimated costs of the construction manager at risk (CMAR) project.

Goals for the automotive and welding building renovation that were set at the start of the design process were reviewed: safe environment, flexible facility, simulate real world experiences, improve retention, and sustainable features. Similarly, requirements for the Physical Plant construction were reviewed to ensure the building is a safe, modern space, with sustainable features.

There will be a total renovation of the automotive/welding facility with a new layout for the labs, tech center, and classrooms. A mezzanine above classrooms will house the mechanical equipment. Currently, 75% of the construction documents are complete. Bradbury Stamm Construction worked with subcontractors for accurate figures to determine the project guaranteed maximum price is \$4,272,056. Additional soft costs of approximately \$1,576,466, such as design fees, moving, temporary facilities, surveys, inspections, New Mexico Gross Receipts Tax, and a 3% owner's contingency, resulted in the current total project budget of \$5,848,522 for the automotive/welding building renovation. Mr. Dorado and Mr. Salsbury stated value engineering was instrumental in reducing costs where possible. Presently, there is volatility in the construction market creating quite a bit of fluctuation in price. Mr. McKim stated there has been about a 6% escalation in labor costs every six months. The 2018 General Obligation (G.O.) Bond funded \$3,000,000 of the automotive and welding building renovation. Member Parsons asked if faculty were involved in the design process and requested that faculty input be sought throughout the design of the projects. Mr. Dorado responded faculty input was obtained, and the architects are working with the campus design committee to ensure the renovation and construction projects meet current and future campus needs.

Dr. Powell reported our campus capital reserves stand at about \$16,000,000 and that if approved, approximately \$2.8,00,000 would be spent on this renovation project. Asbestos was found after the design process started. Therefore, abatement costs had to be factored in, which was not part of the initial costs.

Mr. Chad Smith, Assistant Vice President for Technical Education, indicated that the automotive/welding building is in poor condition and the occupations taught there are in high demand. Enrollment is good, but the existing equipment is lacking. Accreditation through Automotive Service Excellence (ASE) was lost as a result of the status of the facility and cannot be regained until renovations are completed. Member Fresquez asked how many students complete the program. Mr. Smith responded that the automotive program graduates about 30 student per year currently. The welding program has a higher number of graduates. It is anticipated total enrollments in both programs could increase by about 50-60 students after the remodel, and additional faculty would need to be hired.

Vice President Avery asked if current reserves are high. Dr. Powell responded in the affirmative, and the campus facility master plan will address some of that.

The current physical plant will be demolished after construction of the new 14, 850 square-foot building is completed. All staff will be in same building. At this time, that is not the case. Member Blake asked if staff were involved in the planning, and Mr. Dorado shared that the physical plant staff have had input into the design of the building since the process started. The cost estimate for the physical plant construction is \$4,676,884.

Member Parsons asked if change orders affect costs. Mr. Salsbury reported the CMAR process



has built in unforeseen costs, such as change orders. Member Fresquez asked if the cost of the new physical plant is coming from capital reserves. Dr. Powell responded yes, the cost of the new physical plant is being funded from capital reserves. Member Fresquez also asked if the contract included stipulations if the project is not completed on time that fines could be assessed against the construction company. The architects stated that the construction period is one year and there are daily penalties for delays beyond that. Member Blake asked to see rendering of the potential exterior of the new buildings. Mr. Dorado will send the drawings to Dr. Powell to share with CCB. They are pre-engineered metal buildings, and will be utilized as repair space for equipment, as well as storage.

Member Parsons made a motion to approve combined construction costs of the automotive/welding remodel at \$5,848,522, and the new physical plant construction at \$4,676,884 for a combined total of \$10,525,406. Member Blake seconded the motion. It was clarified by Dr. Powell that \$3,000,000 will come from the 2018 G.O. Bond for the automotive/welding renovation, and \$7,500,000 from capital reserves to pay for physical plant construction.

It may be possible to use the existing Quonset Huts and a warehouse currently being used for storage for automotive and welding program instruction. This would eliminate the need to identify a rental space for the programs instruction. This could result in be a substantial cost saving measure. Vice President Avery asked if costs exceed the \$10,525,406, would the final amount have to be approved again. After approval by the State Board of Finance, 10% overage is allowed before additional approval is required. Member Fresquez asked if construction on both projects will take place at the same time. At the moment, the plan is to proceed with both projects simultaneously to reduce costs. All Board members voted in favor. The motion carried.

Dr. Powell stated a special Board of Regents meeting will be held September 7 and a regularly scheduled meeting on September 27. It is anticipated that this request would be taken to the HED in October, the State Board of Finance in November, and then back to the Board of Regents in December for final approval. If the revised costs for these two capital projects are approved, the earliest a contract could be signed would be December of this year.

The RFP is out for the dormitory demolition, and the bid opening will be next week. Demolition should occur this fall.

## **II. Second Proposed Project for 2020 G.O. Bond Request**

Dr. Powell reported that the campus hosted the NMHED Capital Outlay Hearing on July 24. ENMU-Roswell presented an infrastructure project to replace and repair sewer and sanitary piping infrastructure and restroom renovation in five buildings. This proposal has a projected cost of \$3,300,000, and \$3,000,000 was requested with the consideration that ENMU-Roswell will provide the remaining \$300,000 from capital reserve funds. During the hearing, the committee requested a second capital outlay proposal be submitted by August 7 for consideration. The timing required the submission of the proposal to the New Mexico Higher Education Department prior to the CCB or the Board of Regents meetings. Senior leaders from campus met with Hal Burnett of ASA Architects, the firm completing the Campus Facility Master Plan, to discuss options for the second capital outlay project. The decision was made to submit upgrades to the campus' video, surveillance, and exterior lighting systems at an estimated cost of \$2,486,555. Of this total, \$2,237,900 was requested with the consideration that ENMU-Roswell will provide the remaining \$248,655.

Member Blake moved to approve submission of the second capital outlay project for the 2020 G.O. Bond to upgrade video, surveillance, and exterior lighting systems, not to exceed

\$2,500,000, and Vice President Avery seconded the motion. All voted in favor. The motion carried.

### **III. Summer 2019 Graduation List**

Dr. Linda Neel, Executive Director of the Student Services Center, presented the 2019 summer graduation list of 116 applicants, which is a 24% increase in applications from last summer. Member Blake moved to approve the summer 2019 graduation list as presented. Member Parsons seconded the motion. Vice President Avery asked if the list includes special services students. Dr. Neel responded that it includes all graduate applications. All voted in favor. The motion carried.

### **Information Items:**

#### **I. Introduction of Vice President of Business Affairs, Mr. Tony Major**

Dr. Powell introduced Mr. Tony Major, the new Vice President of Business Affairs. Mr. Major will begin September 9, 2019. He has been with Navajo Technical University for eight years, and serves as the Entrepreneurial and Innovation Director. He works with business development and construction projects. He also worked as a Chief Financial Officer for five years. Previously, Mr. Major worked at UNM-Gallup.

#### **II. Campus Facility Master Plan Review**

Dr. Powell indicated the Board recently received the latest draft of the Campus Facility Master Plan. He asked for suggested changes be sent to him by August 16. The revisions will be compiled and the plan finalized. The plan is divided into four categories: high priority (within 1-2 years), necessary (within 2-3 years), short-term (within 3-5 years), and intermediate term (beyond five years).

The high priority capital improvements total approximately \$2,100,000. There are capital reserves to cover the costs of these projects, however, they will not be done all at once. The sum of the identified necessary improvements is a little more than \$6,000,000. University costs would be reduced if State funding is received. As discussed earlier in the meeting, the replacement and repair of sewer and sanitary piping infrastructure and restroom renovation, along with upgrades to the video, surveillance, and exterior lighting systems have been submitted to the NMHED Capital Outlay committee for the 2020 G.O. Bond.

The Campus Facility Master Plan will be brought to the next meeting for final approval.

#### **III. Strategic Plan Review (Tracking Strategic Planning Priorities)**

Mr. Todd DeKay, Executive Director for Institutional Research, announced the campus is now utilizing Watermark, a software assessment tool. The strategic plan has been loaded into the software and progress can be tracked, which will contribute to keeping the strategic plan active and current. All academic and service areas are listed, as well as mission statements for each area and desired outcomes.

The strategic plan priorities will be mapped to the assessment plan, including timelines and benchmark dates, and will tie into the HLC criteria. The software keeps everything in one location and has the capability to help track some information for grants. Mr. DeKay will provide the CCB Board access to at-a-glance reporting.

##### **a. Strategic Enrollment Management**

Dr. Powell reported that each board meeting a strategic plan priority and the actions taken to complete the priority will be discussed. The priority discussed today will be from Student Success: develop a strategic enrollment management plan for the University.



Dr. Neel announced Student Affairs is researching strategic enrollment management planning and is in the process of developing an RFP for the consulting services needed to complete this plan. The purpose of the Strategic Enrollment Management Plan is to evaluate assist students be more successful by improving enrollment, retention, and completion. The project will be completed in stages. A group visited Amarillo College, who recently went through the strategic enrollment management process. The discussion was very insightful and many ideas were shared. Staff also attended the June ACT conference in Dallas. The desire is to find a single vendor for the entire process rather than multiple vendors for various pieces. After the consulting phase and data gathering, internal processes and technology will be reviewed for efficiencies and effectiveness. The project is estimated to take about 18 months to complete.

Member Fresquez stated the importance of seeking dropouts to return to school. Dr. Powell shared Dr. Neel and others on campus are working to ensure the funding we received for career technical education scholarships is granted to students who have completed a high school equivalency. Twenty students are signed up to receive full scholarships through these funds.

**IV. CCB Elections Update**

Dr. Powell announced that three Board positions (Districts 1, 4, and 5) are up for election, which will be November 5. The candidate filing day is August 27.

**V. Open Meetings Act Resolution**

Dr. Powell reminded the Board it is an annual requirement to sign the Open Meetings Act resolution. It will be brought to the September meeting for signature.

**VI. Armed Security**

The back-to-school campus-wide in-service is scheduled for Friday, August 16, and Dr. Powell will share that discussions will be held in the coming weeks regarding the possibility of the campus having armed security guards. Three dates have been established for campus discussions of having armed security.

Mr. Brad McFadin, Director of Campus Security, stated discussions to arm security are in the beginning stages. Security has begun to address concerns and safety deficiencies on campus, such as lighting, cameras, and grounds obstructions. Training and drills are being conducted and will include Youth ChalleNGe and Early College High School. Fire drills will also include the dorms. Mr. McFadin participates in the Roswell Safe Schools Committee and Liaison meetings, and it is important for local entities to be on same page with responses. Member Blake asked what the University's responsibility is regarding the dorms since they are privately owned. Mr. McFadin replied security is responsible to respond because the residents are our students. Lt. Bill Dean has worked for ENMU-Roswell for 10 years and responds to numerous events at the dorms. There have been several encounters with firearms and other dangerous paraphernalia, such as a rocket launcher, grenade, and drugs. Currently, campus security does not have the means to respond appropriately in those situations. They are at a disadvantage to defend themselves and protect students and staff. Response time from the Roswell Police Department is between 5-20 minutes. Conversely, response time by on-campus security is about 60 seconds or less. Member Fresquez asked if security has the capability to detain someone. Mr. McFadin stated they do not have the ability to detain anyone at the present time. There are different options for armed security regarding detaining individuals. State statute also permits individuals to have firearms in vehicles. Member Fresquez indicated Mr. McFadin should be the decision-maker in this determination because he and his staff have a strong obligation to keep people safe on our campus. Vice

President Avery asked what the timeline is for a decision. Dr. Powell responded all discussions and feedback will be presented at the September 25 CCB meeting. Member Fresquez inquired what training is required for security to carry a firearm. Mr. McFadin replied it depends on the level of armed security we chose. President Trujillo stated that it is important to get input from all stakeholders. She thanked security for their service.

**Other Business:**

Vice President Avery requested a campus tour. The tour that began in March had to be canceled due to dangerously high winds, and he asked that another date be found for the Board to see campus. Dr. Powell said it could be scheduled for the afternoon of the next Board meeting, September 25. Lunch will be provided at noon and the tour could begin around 1:00 pm.

The next meeting will be Wednesday, September 25, at 4:00 pm.

**Closed Session:**

President Trujillo announced the Board will need to enter into closed session to discuss the President's annual performance. Member Blake moved to enter into closed session. Member Parsons 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 6:04 pm.

**Open Session:**

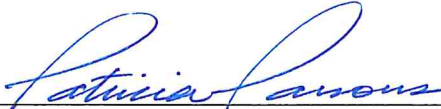
**I. Return to Open Session**


Member Blake moved to return to open session at 6:30 pm. Vice President Avery seconded the motion. President Trujillo reported that the only matter discussed during the closed session was the President's performance. No decisions were made.

**Adjourn**

The meeting was adjourned at 6:32 pm.

**Minutes approved by CCB Secretary, Patricia Parsons**

  
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Signature

  
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Date