



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Administration Center Board Room
Wednesday, May 15, 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, Larry Connolly, Todd DeKay, Lisa Dunlap, James Edwards, Jeff Elwell, Karen Franklin, Eric Gomez, Steve Henderson, Laurie Jensen, Ken Maguire, Mike Martinez, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Rebecca Schneider, Scott Smart, Chad Smith, Mavis Williams

- 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** Eric Gomez led the Pledge of Allegiance.
- IV. **Finalize Agenda** President Trujillo announced that the Kosa Awards presentation would be moved up in the agenda to occur after the Public Comment. Member Parsons made a motion to finalize the amended agenda. Vice President Avery seconded the motion. The motion carried unanimously.
- V. **Approve Minutes** Member Blake moved to accept the minutes from the April 17, 2019 meeting. Vice President Avery seconded the motion. The Board approved the motion unanimously.

Public Comment:

City Councilman and ENMU-Roswell Foundation President, Steve Henderson, thanked the Board for their service, stating it is important to provide for the college and the community. Roswell is proud of the college and the education provided. The Foundation provides support to the college. Mr. Henderson thanked Mr. Craig Collins, Foundation Coordinator, Ms. Donna Oracion, Executive Director for College Development, and Dr. Shawn Powell, President. This year, the Foundation awarded \$119,000 in scholarships to 137 students. The Foundation has also provided the President with a discretionary fund, which is currently being used for Scrubs Camp and Aviation Camp. Mr. Henderson expressed appreciation for the support given for the golf tournament fundraiser. The first quarter Foundation financial report indicated \$10.8M, \$350,000 from oil revenue. These funds provide financial support for students. An individual and a company will be honored at a banquet this fall.

Information Items:

- I. **Kosa Award Recipients**
Many years ago, William and Ethel Kosa contributed a gift of \$31,000 to Roswell Community College. Their generosity eventually led to the establishment of the ENMU-Roswell Foundation, a source of scholarships and grants for students and faculty. The Kosa Merit Award, instituted in 1970, recognizes two instructors each year for excellence in teaching and service to the institution. Chosen by their peers, the honorees receive an engraved plaque and a stipend of \$300 from the ENMU-Roswell Foundation. Mr. Eric Gomez, Faculty Senate President, announced this year's selected recipients are Ms. Mavis Williams, Respiratory Therapy Program Director, and Ms. Edna Yokum, Social Science Behavior

instructor. Ms. Williams worked as a respiratory therapist for more than 30 years before becoming the Director of Clinical Education in the Respiratory Therapy Program. Ms. Williams obtained a Master's degree in Analytical Chemistry, which she shared to be her greatest accomplishment. Mr. Gomez and Mr. Henderson presented the \$300 stipend and engraved plaque. Ms. Yokum is a Social Science Behavior Instructor. She is also an ESCALA education coach and facilitator. She was unable to be present this evening.

Board Report:

Vice President Avery announced Hike It and Spike It, a four-on-four charity flag football tournament, will be held Memorial Day weekend, and ENMU-Roswell is a sponsor. The Eastern New Mexico Medical Center will have a mash unit on site, and ENMU-Roswell nursing students will assist. The campus has a very visible presence at the event.

Vice President Avery attended the May 10 Board of Regents meeting, which was held on the ENMU-Roswell campus prior to the commencement. Vice President Avery is a member of the Strategic Planning Oversight Committee. One goal for the campus is to become more visible in the community and this is happening. The Board of Regents spoke highly of our campus, employees, and Community College Board.

Presidential Remarks:

I. ENMU Chancellor's Remarks

Chancellor Elwell thanked State Representative Phelps Anderson for his help in Santa Fe during the legislative session. Dr. Elwell recently sent material to accepted ENMU students regarding the Greyhound Promise, a scholarship program to encourage teacher education. The program pays the equivalent of ENMU in-state tuition and fees for students pursuing a teaching degree who agree to teach in New Mexico for two to four years immediately after graduation. East Carolina University in North Carolina had a similar program when Dr. Elwell was there. Salaries in education were considered low with a small number of incentives. East Carolina University had teaching fellows and a strong reputation for their teacher education program. The program was very successful, with a low attrition rate. Dr. Elwell borrowed this idea for ENMU, and Representative Anderson and Senator Stuart Ingle supported the development of the program at ENMU. Senator Anderson was crucial to the effort, and it was very successful. The program was funded through Junior House Bill Two with \$300,000 in recurring funds. Twenty-two applications were received in one week. Dr. Elwell would like the program to produce 50 teachers per year in the future.

Dr. Elwell stated ENMU-Roswell held a great commencement, and the two new regents commented on how organized it was.

Dr. Elwell reiterated Dr. Powell is doing great job here on campus, in Santa Fe, and with the Board of Regents. Dr. Elwell is receiving great feedback about Dr. Powell.

II. ENMU – Roswell President's Remarks

Dr. Powell thanked the Board for their support at graduation. Over 300 students graduated, and 140 walked at commencement. The Adult Education program had 70 students earn their high school equivalency, and 40 students participated in graduation. The Adult Education program serves more than 1,100 individuals annually.

ENMU-Roswell is working with NM Youth Challenge to offer \$215,000 in career technical education scholarships during the academic year of 2019-2020 to individuals who completed the GED or HiSET examinations.

The campus facility master plan is due to be published in August. Dr. Powell and Mr. Scott Smart, Chief Financial Officer, recently attended the HED Capital Outlay Committee meeting in Santa Fe. Three projects were approved for ENMU-Roswell: replacement of the electrical line, construction of the new maintenance building, and renovation of the automotive/welding building. These capital projects will be presented to the State Board of Finance in June for final approval, and funds will be available after July 1. Demolition of the old dormitory buildings did not have to go through HED for approval due to the funding levels for this project. Asbestos was found in the dorms and auto/welding building. An RFP is being developed for the demolition project. Member Blake asked how the Excel Energy expansion affects the electrical line on campus. Dr. Powell replied the expansion applied only to the Roswell International Air Center. Mr. Smart added the upgraded transformer and electrical lines would establish redundancy for the campus once the electrical line project is complete.

Dr. Powell announced Kyler Burd was hired as a Recruiter, and Daniel Hines has been hired as a part-time Security Officer.

Action Items:

I. Automotive Technology Certificate Deactivation

Dr. Ken Maguire, Vice President for Academic Affairs, reported a review of the Automotive Technology program was conducted, and the proposed deactivation of the Certificate of Training is in response to a revision of the program. The program previously had two Certificates of Employability. One Certificate of Employability was moved to a Certificate of Training, which allowed deactivation of the current Certificate of Training. The program will now have a Certificate of Employability, a Certificate of Training, and an Associate Degree option.

Member Blake moved to approve the deactivation of the Automotive Technology Certificate of Training. Vice President Avery seconded the motion. All voted in favor to approve the deactivation. The motion carried.

II. Automotive Technology Degree & Award Change

The Automotive Technology program previously had two Certificates of Employability but one was moved to become a Certificate of Training to align with the credit hour award requirements.

Member Parsons made a motion to approve the Automotive Technology award change from a Certificate of Employability to a Certificate of Training and Vice President Avery seconded the motion. All voted in favor of the award change. The motion carried.

III. Fee Changes

a. CDL

Two new courses are being offered in the CDL program to provide services to students. Three options are now available: four-week, eight-week, and 16-week courses are available. No additional fees are being requested, just an allocation of already approved fees to apply to the courses. A fee of \$500 will apply to CDL 150: Basic Driving Training, and \$1,500 for CDL 250: Advanced Driver Training.

The fees were determined by averaging the costs of operating the vehicle and dividing them by the average number of students and driving hours. The proposed fees fall within the amount previously approved for the CDL program up to \$3,500.00.

Dr. Elwell added that, being a fee, financial aid will cover the cost. If student pays out of pocket, financial aid is not an option. Dr. Maguire clarified that the four-week course and

the eight-week course are not financial aid eligible, only the 16-week course is eligible for financial aid.

Member Parsons moved to approve the CDL fees and Vice President Avery seconded the motion.

President Trujillo asked about the fluctuating fee amount and how is it determined whether a student should take the four, eight, or 16-week program. Mr. Chad Smith, Assistant Vice President for Technical Education, replied there is a fee range because of the volatile nature of fuel, maintenance, and repair costs. He added the 16-week program is structured for very novice students. The shorter-term courses are designed for students who already have permit. The four-week program only allows four students at a time to be enrolled.

Vice President Avery asked if businesses hiring CLD drivers are willing to pay the fees. Mr. Smith replied, yes, companies have reached out to him. However, they wanted quicker completion time of classes. This is what started the idea of shorter terms.

All voted in favor. The motion carried.

b. Medical Coding

The proposed fees are not a cost increase to the program, but are being proposed to cover the cost of conducting mandatory background and drug testing for medical coding students. Previously, students have incurred this cost themselves. Placing these as fees allows for financial aid.

Member Parsons moved to approve the Medical Coding fees for MDST 104 and Member Blake seconded the motion.

All voted in favor. The motion carried.

c. Pharmacy Technician

The proposed fee for PHAR 101 covers the cost of conducting mandatory background checks for Pharmacy Technicians. Students have previously incurred this cost privately. If this incurred cost is a course fee, it is eligible for financial aid.

Member Parsons moved to approve the Pharmacy Technician fees and Vice President Avery seconded the motion.

Member Blake asked if pharmacy technician students are subject to drug testing as discussed previously for medical coding students. Dr. Laurie Jensen, Vice President for Health Education, responded that drug testing is not currently required for pharmacy technicians.

All voted in favor. The motion carried.

d. Respiratory Therapy

The proposed fee for RCP 107L covers the cost of conducting mandatory background checks and drug screening for respiratory therapy students. The purpose is to bring all costs of the course into one fee.

Member Blake motioned to approve the Respiratory Therapy fees. Member Parsons seconded the motion.

Member Blake asked why the fees are not the same for all of the mandatory testing. Dr. Jensen responded some courses have varying criteria because of accreditation and the substances being tested for to meet specific program requirements. The costs are also dependent upon state and national requirements.

All voted in favor. The motion carried.

IV. **Policies Revised by University Council**

University Council approved 10 policies at their April 29 meeting:

- **50-1 Interfunds**—Process for transferring funds. System policy change added; title change (CFO) and addition of “budget manager” to the interfund approval process.
- **50-2 Cash Handing**—System policy language added; combines 50-2 (Using Cash Receipts), 50-4 (Daily Deposits), and 50-5 (Departmental Cash and Change Funds).
- **55-4 Purchasing Card**—Removed specific “non-eligible” expenditures and reference policy 55-1. System language added and title corrected.
- **65-8 Identity Theft**—System policy language added.
- **65-9 Payment Card Security**—System policy language added.
- **70-3 HIV**—Follows Roswell policy of adding “student and employees” under this protection; System language added.
- **70-10 Student Complaints**—System policy language added; edits to clarify that students complaints are managed and addressed by the campus receiving the complaints.
- **80-4 ADA**—Revised with System language and reference to Policy 70-3.
- **80-12 Title IX**—ENMU-Roswell revised policy.
- **80-18 Surveillance Systems**—System- policy to address installation, maintenance and use of on-campus surveillance/security and safety systems. Places all under Security rather than under Information Technology.

Member Parsons made a motion to approve the changes to the policies and Vice President Avery seconded the motion.

Member Blake asked if policy 50-1 is administered by the CFO as indicated by Item 3 of the policy. Mr. Smart answered that the intent is for the System CFO to have general oversight regarding financial policies related to the System. Dr. Elwell added that this policy is related to the transfer of funds between campuses within the ENMU System, but not regarding campus funds to outside entities.

All voted in favor. The motion carried.

V. **2019-2021 Operating Agreement**

The operating agreement between the Eastern New Mexico University System Board of Regents and the Roswell Branch Community College Board must be renewed biannually. The current agreement will expire June 30, 2019.

ENMU-Ruidoso updated their operating agreement recently and it went through legal counsel. As a result, the same document was updated for our campus.

Vice President Avery made a motion to approve and sign the 2019-2021 operating agreement.

Member Blake seconded the motion.

Member Blake asked if there were any changes to the document. Dr. Elwell responded that there were changes in the referencing statutes and slight changes to the agreement, but nothing significant.

All voted in favor. The motion carried and the operating agreement was signed.

VI. 2019-2024 Strategic Plan

Dr. Powell stated strategic planning efforts began in October of 2018. He thanked Ms. Karen Franklin, Mr. Todd DeKay, Ms. Rebecca Schneider, Vice President Avery, and Member Fresquez who are members of the Strategic Planning Oversight Committee. The committee developed the 2019-2024 strategic plan to guide the Eastern New Mexico University-Roswell campus through the next five years. The draft plan was presented as information at the last CCB meeting. Feedback was sought from the campus community and incorporated into the final version of the plan at the most recent Strategic Planning Oversight Committee meeting held earlier this month. The final version of the plan was presented for Board approval.

Vice President Avery motioned to approve the 2019-2024 strategic plan and Member Parsons seconded the motion.

Vice President Avery complemented the staff for their hard work on this project. It was an arduous task involving much discussion and thought process. Member Parsons noted that the plan has a positive emphasis, and Member Blake remarked that it is well written.

All voted in favor. The motion carried.

VII. 2020 G.O. Bond Presentation at NMHED Capital Outlay Hearing

ASA Architects is currently developing the Campus Facility Master Plan, and they have identified capital improvement areas, which will be reviewed by the ENMU-Roswell internal group working on the Facility Master Plan. Dr. Powell distributed a handout of the initial draft of priorities from ASA architects, which were organized into three categories: high priority capital improvements, necessary capital improvements (within next two-three years), and short-term improvements (within next five years).

Dr. Powell made the recommendation to present the following high priority need for the 2020 General Obligation Bond at the July 24 NMHED Capital Outlay Hearing that will be held on our campus: replace the deteriorated sanitary and sewer piping and renovate the restrooms in these five buildings at a projected cost of \$3,300,000:

- Aviation Maintenance Technology Center
- Performing Arts Center
- Instructional Center
- College Services Center
- Physical Education Center

Upon CCB approval, it will go to Board of Regents for approval and then be presented at July 24 HED Capital Outlay Hearing.

Dr. Powell stated an internal group would review all of the recommendations made by the architects and develop a plan of priorities for the campus. The group will then meet with the

Architects to collaborate on the final version of the Facility Master Plan, which is scheduled to be published in August.

Member Blake moved to approve the General Obligation Bond presentation for the NMHED Capital Outlay Hearing and Member Parsons seconded the motion.

Member Parsons asked how the projects would be prioritized. Dr. Powell responded that a group will consider timeframe and enrollments, etc. to determine the final list of priorities.

Member Blake encouraged attendance at July 24 Higher Education Department Capital Outlay hearing.

All voted in favor. The motion carried.

Other Business:

The next meeting will be Wednesday, August 14, at 4:00 pm.

Adjourn

The meeting was adjourned at 5:02 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date