



COMMUNITY COLLEGE BOARD  
Eastern New Mexico University - Roswell  
Administration Center Board Room  
Wednesday, November 20, 2019, 4:00 p.m.  
MINUTES

- Members Present:** Carleton Avery, Eloise Blake, Ralph Fresquez, Patricia Parsons, and Mireya Trujillo
- Members Absent:**
- Others Present:** Kamryn Campos, Craig Collins, Lisa Dunlap, Adriana Galindo, Carolyn Hardwick, Laurie Jensen, Tony Major, Mike Martinez, Bill Moffitt, Linde Newman, Annemarie Oldfield, Maureen Olguin, Donna Oracion, Alexia Ortiz, Shawn Powell, Rebecca Schneider, Scott Smart, Chad Smith, Melanie Soto
- 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** Vice President Avery led the Pledge of Allegiance.
- IV. Finalize Agenda** Action item #4 will move to the beginning of the agenda, and it will be necessary to enter into closed session. Member Parsons made a motion to finalize the agenda as amended. Vice President Avery seconded the motion. The motion carried unanimously.
- V. Approve Minutes** Member Fresquez moved to accept the minutes from the September 25, 2019 meeting. Vice President Avery seconded the motion. The Board approved the motion unanimously.

**Public Comment:**

No comments from the public were made.

**Presidential Remarks:**

**I. ENMU President's Remarks**

Chancellor Elwell reaffirmed Dr. Powell is doing a great job. The New Mexico Council of University Presidents, the New Mexico Association of Community Colleges, and the New Mexico Independent Community Colleges sent a joint letter to the New Mexico Higher Education Department Secretary pushing for the same funding as a unified voice, and it had a positive effect with the Higher Education Department (HED). The HED Secretary is recommending 6% new money and a 3% salary increase. They have also recommended a 250% increase in dual credit funding. Each campus would get about 2.5 times what was received last year, which would equate to almost \$300,000 for ENMU-Roswell and \$50,000,000 in BR&R (Building, Remodel, and Renovation) funding was requested. The recommendations for the General Obligation Bonds was also less than what was asked for. The Education Retirement Board (ERB) increased the required employer contribution but did not fund the increase.

There is not much information yet on free tuition and fees and the impact it will have for us. Students will have the same eligibility as lottery scholarships and will be available to first semester students. These funds would be received as the last dollar after other funds, such as scholarships, etc. Member Fresquez inquired about support services for children of students. Dr. Elwell and Dr. Powell provided information about the Child Development Center, which is eligible to students and employees who have children age two to school age and offers pre-k education. Member Fresquez remarked people have indicated problems finding adequate babysitting. Therefore, he suggested advertising during registration of the child care services available to students.

## **II. ENMU – Roswell President’s Remarks**

Dr. Powell reported initial spring 2020 enrollment is at 463, which is approximately a 4% increase over spring 2019. He thanked the College Development Office (Ms. Donna Oracion), Student Affairs (Mr. Mike Martinez), and the Economic Development Center (Mr. Mike Espiritu and Ms. Tawnie Honey), for organizing and hosting the downtown spring enrollment push. Today, a registration blitz was held on campus.

Dr. Powell distributed the institutional summary from the Ruffalo Noel-Levitz Student Satisfaction Survey, which is conducted annually. Compared to national benchmarks, ENMU-Roswell ranked above the national average in all summary areas.

We are preparing for the Higher Learning Commission (HLC) focused site visit in March 2020. Many people are working diligently to get the report ready to submit in January, Mr. Todd DeKay, Ms. Annemarie Oldfield, Mr. Tony Major, Ms. Edna Yokum, Mr. Chad Smith, and Dr. Laurie Jensen, just to name a few.

Dr. Powell announced some upcoming events:

- November 23, Turkey Trot 5K fun run/walk and one mile run/walk in memory of David Gonzalez to benefit the Salvation Army and Roswell Humane Society.
- December 6, Campus-wide meeting and holiday meal. Senior Staff will serve the meal, and the Board will receive an email invitation.
- December 12, Graduation. There will be two ceremonies in the Performing Arts Center, 5:30 pm and 7:30 pm. Additional information will be sent to the Board. President Trujillo asked about capacity. Dr. Powell indicated tickets are limited, but we will be as flexible as possible to allow as many people to attend the graduation ceremonies.

### **Board Report:**

Vice President Avery attended a meeting at a local hospital yesterday and had discussions with staff who would like to sit on an advisory board with the nursing program. Dr. Laurie Jensen, Assistant Vice President for Health Education, indicated there is an advisory board for each accredited program. Vice President Avery will connect the interested persons with Dr. Jensen.

Congratulations to the three Board members recently re-elected to serve another term.

### **Information Items:**

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

##### **a. Community Success: Increase community support through service projects conducted by students, faculty, and staff**

Dr. Powell announced Ms. Maureen Olguin, Communications Instructor, oversees service projects carried out by her students. He asked Ms. Olguin to share highlights and indicated the list of all the service projects is quite extensive.

##### **b. Student Service Projects**

Ms. Olguin thanked the Board for their support and enthusiasm. She reported 23 projects were carried out in five classes, and the students with her this evening will present a check to the Chaves County Cancer Fund.

- Care Packages for Police - gathering donated supplies to create care packages for the local police, which will be delivered on Thanksgiving Day
- Dust Busters - completed a clean-up service project at Baby Land at South Park Cemetery
- Elf on the Shelf – collecting toy donations for the Salvation Army
- Food for the Poor - conducting a raffle for a \$500 Visa gift card and proceeds will go to the organization "Food for the Poor"
- Frightening Six - worked on the Haunted House Food Drive for food pantries in Roswell/Chaves County
- Funds for Cancer - raising funds for St. Jude's Children's Hospital

- Haunted Ghouls - worked on the Haunted House Food Drive for food pantries in Roswell/Chaves County
- H<sub>2</sub>O 2 Go - collecting cases of water for Harvest Ministries
- Halloween Hoopla - worked on the Haunted House Food Drive for food pantries in Roswell/Chaves County
- Helping Hands for Refuge - service project for The Roswell Refuge
- Helping the Homeless - blanket and coat drive for Harvest Ministries
- The Helping Homies - sock drive for Harvest Ministries
- Operation Darkhorse - working on PTSD awareness and balloon release; hoping to get dove-shaped biodegradable balloons to release at the Court House after the Veterans parade.
- Operation Paw - hosted a treat sale/donation event to raise money for the Humane Society.
- Paintings on the Wall - paint party at Main Street Arts and collected clothing for The Lighthouse Foundation and Homeless Coalition.
- Pretty in Pink - held a t-shirt sale and created two baskets to raise funds for the Chaves County Cancer Fund.
- Pumpkin X - raised \$165 for the Junior Diabetes Association from pumpkin auction at the Haunted House.
- Race to Win - Air-pod raffle to raise funds for the Assurance home.
- Roswell Amazonians - raising funds for the Amazon Rain-Forest Fires.
- Scare 4 a Care - worked on the Haunted House Food Drive for food pantries in Roswell/Chaves County.
- Spookalicious - worked on the Haunted House Food Drive for food pantries in Roswell/Chaves County.
- Toy Story - working with Toys for Tots to get toys donated.
- Who let the Dogs Out - raising funds for the Roswell Humane Society.

Ms. Olguin added students also have assignments that apply to these projects, which focus on clarification, communication, and establishing what kind of culture the group wants to create. Students write letters to organizations for donations, give PowerPoint presentations in class, and must also provide an individual summary. Vice President Avery asked if donation bins are available strictly on campus. Ms. Olguin replied yes, because there have been difficulties in previous years with collection bins off campus. Vice President Avery would like to see students get into the community more. The Board commended the groups and Ms. Olguin for all they do.

## **II. Capital Projects Update**

The dormitory demolition is in progress and should be completed by the end of the year. The contract for the electrical line replacement is being developed and should commence after the first of the New Year. Dr. Powell was in Santa Fe yesterday, and final permission was received to proceed with the automotive and welding building renovation and physical plant building construction. Meetings with the architects are scheduled for early December. These projects should take about a year to complete. Member Parsons asked if the electrical line replacement project will include the addition of alternate power lines. Dr. Powell responded the \$1,200,000 funds granted include electrical line infrastructure for the campus.

## **III. CMAR Contract for Automotive & Welding Renovation and Maintenance Building Construction**

Final approval was received from the State yesterday to move forward with the automotive and welding building renovation. A bid process was completed for a Construction Manager at Risk (CMAR). Currently, the architect has 75% of the construction documents complete. It is anticipated to be at 100 % by December 19. The gross maximum price should be established in January or February, at which point the final contract can be executed. This project and the physical plant construction are planned to occur simultaneously. A meeting is scheduled for tomorrow to discuss temporary space and initial needs. Ground-breaking for the physical plant building is planned for around June 1, and the new building is projected to be online fall of 2021.

#### IV. HLC Site Visits

**a. Focused Site Visit, March 23-24, 2020**

Dr. Powell asked the Board to place the dates of the focused site visit and the comprehensive site visit on their calendars, and we will share the agenda when it becomes available.

**b. Comprehensive Site Visit, October 18-19, 2021**

Confirmation was recently received from the HLC of the dates for the comprehensive site visit. President Trujillo will attend the Presidents' meeting at Higher Learning Commission (HLC) conference in April, as will a regent. Dr. Elwell announced Regent Terry Othick will participate.

#### V. New Programs

**a. Associate of Science Degree in Elementary Education**

Ms. Annemarie Oldfield, interim Vice President of Academic Affairs, announced two new programs, which are options within the teacher education program. This separates the elementary education degree from the secondary education degree in an effort to streamline credit transfer into a student's program.

**b. Associate of Science Degree in Secondary Education**

General education requirements may look different for the associate of science degree in secondary education from the associate of science degree in elementary education, so it was important to streamline and clarify each option.

Chancellor Elwell added the degree clarification will make it easier for students. Ms. Oldfield reported classes sizes are at maximum capacity, and she thanked Mr. Steve Starkey, Director of STEM Teacher Education, for promoting these programs. Chancellor Elwell reiterated the Greyhound promise that ENMU will pay in-state tuition and fees for students pursuing a teaching degree at ENMU who agree to teach two to four years in New Mexico directly following graduation. Students here can apply for the program when they transfer to the Portales campus.

Member Blake asked for clarification regarding the streamline transfer process to ENMU-Portales. Ms. Oldfield responded these two programs allow for seamless transfer to ENMU-Portales. However, instructors work with students if they know a student is planning to attend another institution. The catalog also tries to clarify so students can plan appropriately. Member Blake noted there has been difficulty in the past transferring transcripts between campuses and inquired if this will help alleviate issues. All such changes must be approved by the State. Dr. Powell added there has been a multi-year effort statewide in general education coursework to help alleviate these types of issues. ENMU-Roswell is also working with ENMU-Portales to help students move effortlessly to programs there. Chancellor Elwell stated since there are separate accrediting bodies for ENMU-Portales and ENMU-Roswell, ENMU-Portales is required to request transcripts because of FERPA regulations. Moreover, students may take classes at both campuses, which results in two separate transcripts. Mr. Martinez added advisors work with students to maintain a degree plan. Ms. Oldfield commented great strides have been made in becoming one System, which is helping this effort. Mr. Martinez, Vice President of Student Affairs, agreed and remarked we are in constant communication with all campuses to lessen issues. Mr. Chad Smith, Assistant Vice President for Technical Education, created a career pathway by career cluster for each campus. President Trujillo noted communication and planning are key.

#### VI. Program Deactivations

**a. Medical Coding Specialist**

Ms. Oldfield reported technology is changing with the implementation of electronic medical records with coding capabilities, making this field in less demand. Students are now getting jobs as medical assistants.

**b. Computer and Network Cyber Security**

Ms. Oldfield cited a lack of qualified instructors in this area. Most of the classes are taught through Ruidoso campus now, so the program is being deactivated at the Roswell campus.

**VII. Preliminary 2020 CCB Meeting Calendar**

Dr. Powell asked the Board to review the proposed 2020 meeting schedule, and it will be brought to the next meeting for approval.

**Action Items:**

**I. Fall 2019 Graduation List**

Mr. Martinez reported graduation numbers have increased in both associate degrees and certificates. Member Blake asked if there are any programs with significant changes from last year. Both medical assisting and respiratory therapy saw a significant increase in the number of graduates this fall over last fall. Member Blake moved to approve the fall 2019 graduation list as presented, and Member Fresquez seconded the motion. All Board members voted in favor, and the motion carried.

**II. Fiscal Year 2019-2020 Budget Adjustment Request (BAR)**

Mr. Tony Major, Vice President for Business Affairs, stated that the Budget Adjustment Request (BAR) is due to the Department of Finance by December 21. The only significant change is the beginning balances. \$25,000 was received from the Foundation for the purchase of instructional equipment. Additional costs are anticipated with the implementation of armed security. Member Fresquez inquired about student cultural activities, and Mr. Major indicated it could be part of student service projects, student activities, etc. Member Fresquez asked where that money is spent. Mr. Major will provide additional information to the Board. Member Fresquez requested a budget review, perhaps a workshop. Dr. Powell responded a Board work session will be scheduled in early 2020. Mr. Major added he has conducted Board trainings in previous positions, and he would be happy to host a training session before next budget process. Member Blake made a motion to approve the Fiscal Year 2019-2020 mid-year Budget Adjustment Request, and Member Parsons seconded the motion. All Board members voted in favor, and the motion carried.

**III. Policies Approved by University Council**

Ms. Rebecca Schneider, Director of Human Resources, announced Policy 40-11 needs to be removed because major changes have been made to this policy, therefore, it will be resubmitted at a future meeting. Member Fresquez asked if these policies are compatible with the System. Ms. Schneider stated yes, these are System policies and any differences are identified. Member Blake asked for clarification of the makeup of University Council. Dr. Powell responded the Council is made up of faculty and senate representatives. Ms. Schneider is the ENMU-Roswell representative, and Dr. Powell and President Ryan Carstens of ENMU-Ruidoso attend the meetings via phone. Ms. Schneider is the main point of contact for our campus for policy development/revision with ENMU-Portales, and she brings our voice forward. These policies are submitted to campus and the three senates for feedback. Feedback is then taken back to University Council. Member Blake wants to ensure ENMU-Roswell has input into policies. Ms. Schneider assured the Board we have a voice in the changes.

**35-4 Use of ENMU System Motor Vehicle**

**40-6 Work Time**

**40-7 Leave**

**40-8 Employee Benefits**

**40-10 Employee Evaluations**

**40-11 Employee Disciplinary Action and Termination—Tabled**

**40-12 Complaints and Grievances**

**65-7 Confidentiality of Records**

**70-7 Sales, Solicitation and Advertising**

**80-10 Use of Unmanned Aircraft Systems**

Vice President Avery asked for clarification of “work time” Ms. Schneider explained it is the time employees work, generally 40 hours per week. The Roswell campus operates 7:30 am-5:30 pm or 8:00 am-6:00 pm and Friday 8:00 am-12:00 pm. This does differ from the Portales campus.

Member Fresquez asked about Policy 35-4-2C “the use or unlawful possession of alcoholic beverages or drugs is prohibited in state vehicles.” He was unclear about the word “unlawful”. Dr. Powell stated ENMU-Portales allows the use of alcohol on their campus. Therefore, alcohol could be in the vehicle as long as it is not in an open container. Member Fresquez asked if progressive discipline is outlined in Policy 40-11. Ms. Schneider responded yes, it is outlined in 40-11-10; a verbal warnings are provided first, then written, and followed by suspensions and/or discharge. If the violation is egregious, the President can escalate the process. Member Fresquez asked if there a list of egregious offenses. Ms. Schneider stated yes, but the list is not all inclusive. Member Parsons made a motion to approve the changes in the policies presented, and Vice President Avery seconded the motion. All members of the Board voted in favor, and the motion carried.

#### **IV. Sierra Vista Mortgage Refinance**

Mr. Scott Smart, ENMU Chief Financial Officer, informed the Board the owners of the residence halls want to refinance their mortgage. The ground lease requires owners to inform the University when they refinance. Campuses were not part of that refinancing, however, it is important the ground lease is referenced in all legal documents. This refinancing complies with all aspects of the ground lease. Member Blake moved to approve the mortgage refinance of Sierra Vista residential halls as requested by Well Equities, current owner of the property. Vice President Avery seconded the motion and all Board members voted in favor. The motion carried.

#### **V. Sewer and Sanitary Piping Upgrades**

Dr. Powell reported the sewer and sanitary piping upgrades were submitted as a 2020 G.O. Bond ask but the Higher Education Department (HED) did not recommend moving the initiative forward. Instead, they recommended the lighting and surveillance enhancements. Dr. Powell asked permission to move to the engineering design phase of this \$3,300,000 project. Adequate capital reserves are on hand, and the upgrades need to begin as soon as possible. Vice President Avery made a motion to approve the sewer and sanitary piping upgrades move to the design phase, and Member Fresquez seconded the motion. All members of the Board voted in favor, and the motion carried.

#### **VI. Capital Outlay Requests Proposal for FY 21**

Dr. Powell distributed a copy of the ENMU-Roswell 2020 Capital Outlay Request shared with Mr. Hubert Quintana and the Council of Governments yesterday. The request includes a variety of options for the legislators to consider at the end of the legislative session from remaining funds. Ms. Oldfield and Mr. Martinez presented the request. Mr. Martinez noted one of the legislators asked that we reorder the priority list. Ms. Oldfield commented a suggestion was also made to modify the aircraft maintenance instructional equipment request’s wording to indicate the equipment listed is not all-inclusive. Member Parsons moved to approve the FY2021 Capital Outlay proposals. Vice President Avery seconded the motion, and all Board members voted in favor. The motion carried.

#### **VII. Electrical Line Replacement**

Dr. Powell requested approval of the actual award of the contract for the high voltage primary replacement to Norris and Son Electric, Inc. of Clovis, as the bidder responsive to the IFB. The amount is not to exceed \$1,000,276.00 Member Blake made a motion to approve award of the high voltage primary replacement contract to Norris and Son Electric, and Member Parsons seconded the motion. All members of the Board voted in favor, and the motion carried.

#### **VIII. Property Disposition**

Mr. Major explained over twenty pages of surplus property items were identified and inventoried for disposal. The list must be approved by the CCB, the Board of Regent, and the State of New Mexico before items may be auctioned or disposed of. Hopefully, the auction can take place in January or February. There is a possibility of contracting with an auction firm. The disposal of this property is critical for the automotive and

welding renovation because we would like to use the warehouse as a temporary relocation area. Vice President Avery inquired about the potential revenue the auction might generate. Mr. Major indicated it could cost more to dispose of items than they are worth, but he estimated perhaps \$10,000-\$25,000. Member Parson made a motion to approve the property disposition list as presented, and Vice President Avery seconded the motion. All Board members voted in favor. The motion carried.

**IX. Property Transfer**

Dr. Powell requested permission to transfer musical instruments being stored on campus to the New Mexico Military Institute (NMMI), who is currently borrowing our xylophone. Many musical instruments were purchased with grant funds for a community band, which is no longer active. Dr. Powell is in conversations with the Band Director at NMMI to transfer these instruments. As with the disposition of property, the CCB, Board of Regents, and the State Auditor must approve property transfers. Vice President Avery inquired about instruments that may not be found worthy of transfer. Mr. Major indicated those items would move to the disposal list. Member Parsons suggested if NMMI chooses not to take the instruments, they could be transferred to RISD. Member Parsons moved to amend the musical instruments transfer request to include an eligible institution such as RISD. Vice President Avery seconded the motion. All Board members voted in favor, and the motion carried.

**Other Business:**

The next meeting is scheduled for Wednesday, December 18, 2019, at 4:00 pm.

Dr. Powell requested the Board enter into closed session to discuss limited personnel matters. Member Parsons moved the Board convene in closed session as authorized by the limited personnel matters exception (Section 10-15-1 (H)(2), NMSA (1978)). Vice President 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 6:15 pm.

Member Blake moved to return to open session at 6:31 pm. Vice President Avery seconded the motion. President Trujillo reported the only matter discussed during the closed session was two limited personnel matters pursuant to Section 10-15-1 (H)(2), NMSA (1978). No action was taken.

**Adjourn**

The meeting adjourned at 6:33pm.

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

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date