



COMMUNITY COLLEGE BOARD  
Eastern New Mexico University - Roswell  
Administration Center Board Room  
Wednesday, December 18, 2019  
4:00 p.m.  
MINUTES

**Members Present:** Carleton Avery, Eloise Blake, Ralph Fresquez, Patricia Parsons, and Mireya Trujillo

**Members Absent:**

**Others Present:** Craig Collins, Jesse Davis, Todd DeKay, Lisa Dunlap, Laurie Jensen, Tony Major, Mike Martinez, Bill Moffitt, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Rebecca Schneider, Chad Smith

- I. Call to Order** President Trujillo called the meeting to order at 4:01 pm.
- II. Declare a Quorum** President Trujillo declared a quorum.
- III. Pledge of Allegiance** Mr. Jesse Davis led the Pledge of Allegiance.
- IV. Finalize Agenda** Dr. Powell asked that Action Item I be moved to the beginning of the agenda ahead of information items. Member Blake made a motion to finalize the amended agenda. Vice President Avery seconded the motion. The motion carried unanimously.
- V. Approve Minutes** Vice President Avery moved to accept the minutes from the November 20, 2019 meeting. Member Fresquez seconded the motion. The Board approved the motion unanimously.

**Public Comment:**

No comments from the public were made.

**Presidential Remarks:**

**I. ENMU – Roswell President’s Remarks**

Dr. Powell thanked the Board for being present at our recent graduation. The spring 2020 graduation will be May 8 at the Civic Center. More information will be shared as the event gets closer.

The Youth Challenge program had 103 graduates earn certificates for graduation this past Saturday. Dr. Powell thanked Ms. Annemarie Oldfield, Interim Vice President of Academic Affairs, for assisting with the presentation of certificates.

ENMU-Roswell will be closed December 19, 2019 to January 1, 2020 due to the electrical line replacement by Norris and Son Electric from Clovis.

The Turkey Trot 5K and David Gonzalez memorial one-mile race had 250 participants, with 475 pounds of food donated to the Salvation Army. A weight was not taken on the food donated to the Humane Society.

Sofia Ramos, Ph.D., is serving as our Diversity, Equity, and Inclusion consultant. She will be on campus January 9 and 10, 2020 to help us develop a diversity plan. She will speak to faculty on January 9 and all staff on January 10. Dr. Powell will send detailed information to the Board.

University and college presidents are working with the Higher Education Department on the New Mexico Opportunity Scholarship. A presentation was made last week in Santa Fe during a Legislative Finance Committee meeting regarding free tuition and fees to New Mexico residents.

Dr. Powell thanked everyone on campus for their work on early enrollment. Currently 1,369 students have enrolled, which is 315 more than this time last year going into the spring term. The numbers will likely level out, especially without power the next two weeks.

#### Upcoming Events

- Tomorrow, Thursday, December 19—As we will be closed, campus employees will be asked to provide service to the community on a voluntary basis.
- January 10, 2020—Campus-wide in-service
- January 20, 2020—Martin Luther King, Jr. Remembrance will be held at 12:00 in the ITC Common Area. Additional information will be sent to the Board.
- January 20, 2020—CCB retreat, 1:30 pm in the Fireplace Room.

Member Blake asked about what steps are in place to keep things from freezing during the campus closure. Mr. Major responded the plan is to bring power back on each evening. However, it is too difficult to keep bringing computer servers up and down. New students should be able to register for classes via the website since the website is hosted off-site. A call campaign for Spring registration will be conducted in the New Year.

#### **Board Report:**

President Trujillo commented graduation ran smoothly and was a nice ceremony.

Vice President Avery inquired about the Eastern New Mexico Medical Center's (ENMMC) relationship with the campus nursing program. Dr. Powell reported several members of our Health Education programs met recently with leaders from ENMMC and a visit will be planned with leaders from Lovelace Regional Hospital, as well. Mr. Jesse Davis, Director of EMS Instruction, added they met two weeks ago, and it was a good collaborative meeting. Additional opportunities for health program meetings will be available in the near future.

#### **Action Items:**

##### **I. Certificates and Degrees Offered at Alternate Locations**

ENMU-Roswell offers degrees and certificates in Automotive Technology and Emergency Medical Services outside Chaves County. Our December graduation speaker was a graduate of the Clovis EMS program. Unfortunately, it was discovered recently these alternate locations have not been approved, which is required for accreditation. Mr. Chad Smith, Assistant Vice President for Technical Education, reported we have a site in Los Lunas at the correctional center to offer automotive technology programs to inmates. One of the employees there is adjunct instructor for our program. We have a good working relationship with the correctional center. Three classes are offered for Level I certification, and five students completed this spring. We hope to have a graduation ceremony later in the year. Member Parsons asked if they are mainstream students in mainstream programs. Mr. Smith responded the inmates receive the same academic programming offered on campus. Students must have a GED, other high school equivalence, or be a high school graduate to participate. Member Blake inquired who is responsible for purchasing equipment. Mr. Smith answered the funds come from the Department of Corrections, and their funds are also used to maintain the equipment. The university partnered with Snap-on Tools to receive discounts. Member Blake asked about instruction at the local corrections facility. Mr. Smith indicated the program is not face-to-face; it is only offered online. The only face-to-face program now at a correctional facility is in Los Lunas.

Mr. Davis reported he just finished an EMS cohort with Clovis fire department and is about to begin a program with the Hobbs fire department. Instruction is provided by our faculty, who drive

back and forth between locations. It is the same process as students receive here and these distant education programs assist other New Mexico area units be fully staffed. President Trujillo asked about the requirements. Mr. Davis replied the minimum cohort is 10 with a maximum of 15. Instruction is the same as is offered on campus because of accreditation requirements. President Trujillo also inquired about recordkeeping. Mr. Davis stated recordkeeping must also be the same because of accreditation. The only difference is the location of instruction. Member Blake asked who pays the adjunct faculty. Mr. Davis said our faculty provide the instruction, and the funds are provided by the agencies who receive the services. Member Blake commented this service is greatly needed. Mr. Davis noted we are the only accredited EMS program in southeastern New Mexico. Member Blake asked who oversees the instruction. Mr. Davis responded he does. Pre-entry testing was conducted this last week. President Trujillo urged caution to make sure everything is in line with accreditation.

The Board thanked all involved in each of these programs. Member Blake moved to approve ENMU-Roswell offering certificates and degrees at alternate locations. Vice President Avery seconded the motion. All members of the Board voted in favor, and the motion carried.

### **Information Items:**

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

##### **a. Faculty & Staff Success: Recognize Employee Contributions**

One strategic plan priority will be shared at each Board meeting. Ms. Rebecca Schneider announced that previously, employee recognition was held at a variety of places and times during the year. This next year, one recognition ceremony will be hosted on April 23, even if awards are presented at other times throughout the year.

#### **II. Capital Projects Update**

- Former resident halls are being demolished.
- Electrical line work is underway with the anticipation of completion in January.
- Automotive/Welding renovation and Maintenance Building construction scheduled to start in June 2020. Dr. Powell commended Mr. Tony Major, Vice President of Business Affairs, for his efforts on this project. Approval was verbally received from the local Fire Marshal for a temporary location for the automotive/welding program, which still needs to be coordinated with the State Fire Marshal's office. Some minor alterations to the buildings will be necessary, along with State Fire Marshal's approval to conduct classes in these buildings.
- Sewer and sanitary piping replacement project will move forward to an architectural and engineering RFP early in the spring. A proposal for funding this work was submitted to the Capital Finance Committee of the Higher Education Department, but it was not approved. As a result, the university will finance from capital reserves. Bathroom renovations will also take place in five buildings.
- Performing Arts Center needs to be inspected with a likely overhaul of the existing line/fly/curtain and light bar suspension system, which will be an additional capital project, and a consultant will be hired. An inspection of the building has not been conducted in some time.
- Capital outlay request totaling \$747,500 will be sent to the legislature:
  - Ambulance Simulator and Manikins \$165,000
  - Aircraft Maintenance Instructional Equipment \$125,000
  - Health Science Instructional Equipment \$ 60,000
  - Cooling Towers and Boilers \$241,500
  - Upgrade Electrical Panels \$156,000

The top priority is the cooling towers and boilers. Dr. Powell will generally attend two to three legislative session days per week during this year's session.

### III. HLC Site Visits

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

The required document will be sent to the HLC in January ahead of the focused site visit.

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

A large group will attend the HLC conference in April, including President Trujillo and a Regent. Preparations for the comprehensive visit will begin after the focused site visit.

### IV. Program Deactivation

#### a. New Mexico Youth ChalleNGe Training Program-Phlebotomy

Ms. Oldfield reported a continuing effort to clean up the catalog. There are not enough students who qualify for this program, mainly because of age requirements, so it was determined to deactivate the program.

#### b. Engineering and Design Technology – Surveying

The industry has changed so this program is slated for deactivation, as well.

### V. January Oath of Office / Officer Election

Judge Thomas Lilley is scheduled to administer the oath of office at the January meeting. Officer elections will also be conducted.

### Action Items:

#### II. Policies Approved by University Council

**Policy 35-1 Travel by System Employees and Students**—exceptions to this policy were proposed to include reimbursement of travel lodging and meals for spouses of the Chancellor and campus Presidents. President Trujillo appreciates changes shown in red. Member Fresquez made a motion to approve revised Policy 35-1. Member Blake seconded the motion under the stipulation certain procedural matters be answered. Member Fresquez stated he would like the Board to be on record as adamantly opposed to the revision of the policy allowing payment for spouse travel. He stated salary compensation for these positions should be adequate to cover such expenses. Member Parsons would like additional information before a vote is taken and to make sure legal counsel has reviewed the changes. The Board also wants the anti-donation clause addressed. Dr. Powell suggested the Board ask Dr. Patrice Caldwell to provide additional information at the next meeting. Member Blake indicated the policy is perhaps too open-ended as to what is related to the Presidential role. The Board would also like to consider associated cases that have gone to the Attorney General. The vote was taken, and all members of the Board opposed the motion.

**Policy 40-11 Employee Disciplinary Action and Termination**—system language was added to include adequate notices within disciplinary action. Member Blake moved to approve revised Policy 40-11, and Vice President Avery seconded the motion. All Board members voted in favor, and the motion carried.

**Policy 55-1 Purchasing**—system language was added. Member Parsons moved to approve revised Policy 55-1, and Vice President Avery seconded the motion. All voted in favor, and the motion carried.

### III. New Programs

#### a. Associate Degree in Elementary Education

The associate degree in elementary education and the associate degree in secondary education were presented as informational items at the last meeting. They are presented today for approval to move forward with these new programs. Vice President Avery

made a motion to approve both the associate degree in elementary education and the associate degree in secondary education. Member Parsons seconded the motion. All Board members voted in favor, and the motion carried.

**b. Associate Degree in Secondary Education**

See above.

**IV. Program Deactivations**

**a. Medical Coding Specialist**

Graduates of this program are actually obtaining jobs as medical specialists rather than medical coders because of changing technology in the field. Therefore, this program is no longer meeting student and workforce needs.

**b. Computer and Network Cyber Security**

Instructors for the Computer and Network Cyber Security program have been difficult to attract and retain, so it was deemed necessary to deactivate the program. It is available through the ENMU-Ruidoso campus. Member Blake moved to approve the deactivation, and Member Parsons seconded the motion. Member Blake questioned the process of how material is submitted to the Board. Ms. Oldfield responded information is presented initially as information items, when possible, to provide the Board time to reflect, consider, and ask questions. Subsequently, the material is brought back for a vote at the next meeting. All members of the Board voted in favor, and the motion carried.

**V. 2020 CCB Meeting Calendar**

The 2020 CCB meeting calendar was developed in coordination with the Board of Regents calendar. Member Parsons made a motion to approve the 2020 CCB meeting calendar, and Vice President Avery seconded the motion. All Board members voted in favor, and the motion carried.

**VI. Consolidation of Two Vice President Positions**

Dr. Powell requested the consolidation of two Vice President positions. He proposed combining the positions of the Vice President of Student Affairs and the Vice President of Academic Affairs in order to provide one oversight of the student process. Consolidation of these positions is happening at other institutions across the country. This change would also be an effort to enhance student success and retention rates. It is anticipated it would assist in guiding the student processes on campus and be part of the strategic enrollment process. Dr. Powell would like to advertise the position with the hope of hiring in the Spring term with a start date of July 1, 2020. The title of the proposed position is Vice President of Academic Affairs and Student Affairs. An Assistant Vice President (AVP) in Student Affairs would be added. President Trujillo asked for an updated organizational chart. Dr. Powell said one can be provided showing these proposed positions. Vice President Avery noted there are currently two individuals in these positions. Dr. Powell reiterated Ms. Oldfield currently is serving as the Vice President of Academic Affairs on an interim basis. Mr. Mike Martinez, the current Vice President of Student Affairs, is planning to retire August 1, 2020. Vice President Avery asked for their thoughts on the proposed change. Mr. Martinez commented he has worked under both models, and it is a matter of preference. It has worked well both ways. Mr. Martinez supports the decision, and it is his opinion one person can handle the responsibilities as long as there is an AVP. Vice President Avery made a motion to approve the consolidation of the Vice President of Student Affairs and the Vice President of Academic Affairs positions. Member Parsons seconded the motion, and all Board members voted in favor. The motion carried.

**Other Business:**

The next meeting is scheduled for Wednesday, January 15, 2020, at 4:00 pm.

**Closed Session:**

**I. Discussion of two (2) limited personnel matters pursuant to Section 10-15-1(H)(2), NMSA (1978)**

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.

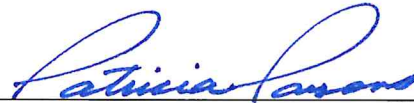
The Board entered closed session at 5:00 pm.

Member Parsons moved to return to open session at 5:24 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 5:25pm.

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



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*Signature*

*1-15-2020*

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*Date*