



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Administration Center Board Room
Wednesday, March 11, 2020, 4:00 p.m.
MINUTES

- Members Present:** Carleton Avery, Eloise Blake, Ralph Fresquez, Patricia Parsons, and Mireya Trujillo
- Members Absent:**
- Others Present:** Phelps Anderson, Rollah Aston, Sam Chaves, Craig Collins, Todd DeKay, Lisa Dunlap, Gloria Fresquez, Laurie Jensen, Tony Major, Mike Martinez, Robert Moore, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Dara Sanders, Rebecca Schneider, Vanessa Stroman, Doug Texter, and David Valenzuela
- 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** Ms. Donna Oracion led the Pledge of Allegiance.
- IV. Finalize Agenda** Secretary 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 January 15, 2020 meeting. Secretary Parsons seconded the motion. The Board approved the motion unanimously.

Public Comment:

State Representative Phelps Anderson reported the Governor just signed off on House Bill 2, the budget. ENMU-Roswell is slated to receive approximately \$2,268,000, which is a reduction of about \$100,000 in campus infrastructure funding. He stated he is thankful to be here and represent the campus.

Presidential Remarks:

- I. ENMU Chancellor's Remarks**
Chancellor Elwell did not attend the meeting.
- II. ENMU - Roswell President's Remarks**
Legislative update
- Capital Outlay-Governor Lujan Grisham signed funding bills. Capital Outlay funding: \$40,000 for ambulance simulator and manikins; \$125,000 for aviation maintenance equipment, \$306,000 for electrical panel upgrades; \$500,000 for initial surveillance and external lighting. We are very thankful to our local legislators for their efforts.
 - RPSP funds-\$270,000 funded for the nursing expansion; \$118,000 for Special Services; and \$75,000 for the aviation maintenance program.
 - G. O. Bond-The Governor signed off on surveillance and exterior lighting system for \$1,500,000 for the General Obligation Bond project in November.
 - Opportunity Scholarship-financial aid package for students in two-year academic programs and applies to four-year institutions with associate degrees. The scholarship will be funded at approximately \$17,000,000. Dr. Powell will keep the Board apprised as information becomes available from the Higher Education Department. A 4% compensation increase is anticipated with 70% of the fringe benefits funded from the state appropriation with our portion of the cost being approximately \$135,000.

Update on Coronavirus preparation

The Governor declared a public health emergency for the state of New Mexico. Out-of-state business travel for State employees has been banned. ENMU-Roswell held three campus wide meetings to discuss operations moving forward. Dr. Powell thanked everyone involved in those efforts and especially Ms. Dina Jenks, College Development Administrator, for translating the March 5 campus-wide meeting into Spanish. About 200 people attended that meeting. Ms. Jenks and staff bought hand sanitizer and disinfecting wipes to distribute to employees across campus.

- Campus wide meeting March 5, 2020
- New Mexico Department of Health Presentation March 6, 2020-for community
- Webinar for higher education March 11, 2020 with RISD and Chaves County emergency managers
- Webinar March 12, 2020 in the Performing Arts Center (PAC) at 11:00 am and it is open to the public. The Core Team will meet following this webinar to discuss
- Several higher education national conferences have been cancelled due to concerns about the virus
- Several colleges and universities have shifted to online classes only or shortened the spring semester. ENMU will have a System meeting next week to discuss our response
- Several colleges and universities have restricted domestic and international travel

Foundation Update

- Golf Tournament April 4, 2020 – New Mexico Military Institute (NMMI) Golf Course
- Campus funding \$35,000 (in addition to other scholarship funds)
 - Veteran’s Center \$5,000
 - Academic Equipment \$20,000
 - Senates \$3,000 (\$1,000 for each Senate)
 - Activities Committee \$2,000
 - President’s Office for “mini grants” \$5,000

HLC Focused Site Visit – March 23 and 24, 2020. Mr. Todd DeKay will provide more detail. The Board is invited to attend a session on Monday, March 23, at 8:30 am.

Three criterion

- 3.A. The institution’s degree programs are appropriate to higher education.
- 4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.
- 5.C. The institution engages in systematic and integrated planning.

RFPs/Contracts

- Strategic Enrollment Management Planning
- Theatre upgrades—theatre consultant provided report for needed upgrades
- Architecture and Engineering for Sanitary and Sewer Piping/Restroom upgrades
- Update of emergency procedures

Compensation Study will be finalized in April, 2020. Ms. Rebecca Schneider, Director of Human Resources, has worked diligently on this study reviewing our current compensation rates.

Great Colleges to Work for Survey is ongoing (March 9 to April 3, 2020). Results should be ready this summer, and they will be shared with the Board.

Member Blake asked about a budget article in today’s edition of the Roswell Daily Record

referencing the drop in oil prices and reduction in drilling will likely affect the budget and funding of faculty salaries. It further indicated cash balances from public schools may be adversely affected. Mr. Tony Major, Vice President for Business Affairs, will discuss the matter later in the meeting.

Board Report:

Vice President Avery reported he and his family took a driving tour of campus last Friday evening, campus security was aware of their presence, and he expressed his appreciation for their services.

Secretary Parsons indicated the budget workshop on Monday was very helpful and the Board is very appreciative of that opportunity.

Member Blake announced her retirement from the Community College Board, and this is to be her last meeting. She served on the Board since 2006. Member Blake stressed that she loves the college, but it is time for her to step down. It has been a pleasure to serve, and there is great leadership at the campus. Member Fresquez remarked Member Blake asked him to serve on the Board about 10 years ago. He presented her with yellow flowers on behalf of the Board as a gesture of gratitude and appreciation. The nursing program at ENMU-Roswell is ranked #1 in the state largely due to Member Blake's efforts.

Secretary Parsons stated she also received a similar phone call from Member Blake asking her to serve. She also reached out to Vice President Avery to fill a vacant position. Each Board member expressed appreciation for Member Blake's participation and leadership. Member Blake reiterated the person who will step in to fill the vacancy must live in that particular district, District 3. Ms. Donna Oracion, Executive Director of College Development, will publish a notice of vacancy to the public.

Mr. Mike Martinez, Vice President of Student Affairs, presented Member Blake with a plaque in appreciation for her service to ENMU-Roswell.

Information Items:

I. Faculty Tenure Notification

Ms. Annemarie Oldfield, Interim Vice President of Academic Affairs, stated, "I am pleased to have the opportunity to honor Mr. Samuel Chaves for his achievement of tenured, full-time instructor for the Occupational Therapy Program. Sam has demonstrated his dedication to the Occupational Therapy Assistant Program and to the students of Eastern New Mexico University-Roswell. He is a proud alum of ENMU-Roswell, where he obtained his Associate of Science in Occupational Therapy. He continued his education and earned his Bachelor of Occupational Education at ENMU-Portales. After working for Roswell Independent School District as a licensed COTA, he has been employed at ENMU-Roswell for ten years, beginning as adjunct faculty, then becoming a full-time faculty instructor who inspires and challenges students to their full potential.

Throughout his time at ENMU-Roswell, Mr. Chaves has maintained connections with students who have graduated from the OTA Program and has provided encouraging words of wisdom and mentorship. He always takes time out of his busy schedule to advise students regarding their future and academic plans. Although Sam has had an overloaded course schedule this past semester due to turnover in the program, he rose to the challenge to ensure a smooth transition for students. He would arrive early and stay late to meet with students who needed extra help, personally and educationally. Sam would take time to help support students who needed additional assistance with transferring patients, bed mobility, or positioning patients. He would guide each student through a step-by-step process until the student achieved competency. The successful outcomes of Mr. Chaves's professional efforts are demonstrated with the high retention

and graduation rates of the students, along with their excellent pass rates on their national board exam.

Mr. Chaves has proven himself to be a valuable asset to the entire program by his extensive recruiting efforts as well as his networking and collaborating with community members to provide quality fieldwork experiences for students. He invests his time outside of the classroom participating in community and campus events. The OTA advisory committee has been successful due to Sam's knowledge of the program, planning, and persistence. He remains current with his certifications to meet ACOTE requirements for accreditation.

Mr. Chaves runs a rigorous and structured program with high-quality standards of professionalism. His colleagues and supervisors have recommended him for tenure. I would like to congratulate Mr. Samuel Chaves, Director of Fieldwork, on this accomplishment. We would also like to thank Sam, for his service in the United States Navy, where he took and fulfilled an oath to protect our way of life as United States Citizens."

Mr. Chaves thanked the college for allowing him to serve at this institution and for the leadership provided him.

II. Strategic Plan Review (Tracking Strategic Planning Priorities)

a. Community Success: Build and foster community education/lifelong learning opportunities

b. Roswell Big Read 2020

Mr. Rollah Aston, Director of the Learning Resource Center, distributed an introductory letter of explanation shared with community and business leaders and a calendar of events comprised not only of reading, but also, music, dance, culture, etc. beginning October 12 and ending around the Day of the Dead, November 2. The National Endowment of the Arts (NEA) has a Big Read program encouraging a community to read the same book at the same time. The NEA published a list of 32 books to choose from. A local committee that Mr. Aston is a member of selected the book for our community to read. The committee is putting together a series of events to coordinate with the book. The book chosen for the Roswell Big Read 2020 is *Into the Beautiful North* by Luis Alberto Urrea. The NEA also awards grants for the program. We should learn in late April out how much of the grant we receive. The Roswell committee is fundraising to help offset costs. Various organizations are donating funds and purchase of books for the community. The college will appropriate \$5,000 for this project.

Mr. David Valenzuela, Program Specialist for the Educational Opportunity Center, is planning a special campus educational/cultural event for September 16, which will be part of a larger Hispanic culture event. He is working with the Hispano Chamber of Commerce to plan this event.

Dr. Doug Texter, English Instructor and member of the Big Read committee, is in contract negotiations with the agency representing the author of the book to speak on October 26. He will also take part in a donor event.

President Trujillo asked for the Board members to receive reminders of the various events. Mr. Aston shared public announcements will be made beginning about six (6) weeks in advance.

III. **Great Colleges to Work for Survey**

Mr. Todd DeKay, Executive Director of Institutional Research, reported many other colleges nationwide participate in this survey. Approximately 150 of our faculty, support staff, and professional staff will be chosen to respond to the survey, which includes the following areas: job satisfaction, facilities, teaching environment, pride in your institution, collaboration, and communication. Once completed, we will receive a report of results consisting of comments, job categories, benchmarks, and response distributions. It will let us know how we compare to others. This is the first time we have participated in this particular survey. As it is coordinated by a third party, the results are confidential. Vice President Avery asked who will receive the survey. Mr. DeKay responded all faculty and professional staff, and a random sample of support staff. Administration of the survey is standardized.

IV. **HLC Site Visits**

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

Dr. Powell reported the HLC focused-site visit team is still planning to be on campus March 23 and 24, contingent upon potential travel restrictions that may be in place because of COVID-19. The required documentation and response was submitted to them in January of this year. Mr. DeKay led the efforts, and we are very appreciative to him for his work in our accreditation. The site visit will focus on three areas for the accreditation:

- 3.A – The institution’s degree programs are appropriate to higher education
- 4.B – The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning
- 5.C – The institution engages in systematic and integrated planning

Improvements have been made in these areas since the site visit in 2017. The Board will be kept apprised of developments and are welcome to participate in the 8:30 am meeting on Monday, March 23 with the site visitors. Mr. DeKay distributed the agenda for the visit. A public announcement of the meeting will be made.

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

Preparations for the comprehensive site visit in the fall of 2021 are underway.

V. **Auction Update**

Mr. Tony Major, Vice President of Business Affairs, announced a surplus auction was held about a month ago to dispose of unused property and included 22 vehicles. The sale netted about \$21,000. The main purpose of the auction was to free up temporary space for the automotive and welding programs during the renovation of the building. It has been a number of years since campus held a property auction. It is anticipated this will become an annual event.

VI. **Capital Outlay & Projects Update**

We have received 100% complete construction documents from the architects for the renovation of the automotive and welding building, as well as the construction of the new Physical Plant building. These documents are now with the construction manager at risk, Bradbury Stamm Construction. They are working with subcontractors to finalize the gross maximum price, which we anticipate to have by late April to early May. The current plan is for the automotive and welding building to be vacated by early June. The renovation and the construction of the new Physical Plant building will occur concurrently and will take about one year to complete. The automotive and welding programs will be housed in temporary space for fall 2020 and spring 2021, but should be able to return to the renovated space for Fall 2021.

The old dormitories have been demolished, and the electrical line was upgraded during the winter break of 2019. Top priority is sewer and restroom renovations at an estimated cost of \$3,300,000.

Other smaller projects are in various stages, such as the electrical panel upgrades and boiler replacement, etc.

Representative Anderson asked if there are there other outstanding capital outlay projects that have been funded but not yet begun. Mr. Major responded there are no other outstanding funded projects.

VII. Projects for Summer 2020 NMHED Capital Outlay Hearing

Two capital projects from the campus facility master plan will be presented for potential funding at the 2020 summer New Mexico Higher Education Department (NMHED) Capital Outlay Hearing. The infrastructure proposal to replace and repair the sewer and sanitation piping and renovate restrooms in five buildings was not approved for funding at the 2019 NMHED Capital Outlay Hearing. The estimated cost of this project is \$3,300,000. Additionally, we submitted a legislative request to replace two cooling towers, four boilers, and ten variable frequency drives with a direct digital control system at the maintenance building for an estimated cost of \$483,000. This project also did not receive funding. Therefore, both will be brought back to the NMHED this summer.

Member Fresquez asked Representative Anderson about the impact dropping oil prices may have on future legislative funding. Representative Anderson responded it is a moving target. A major concern is beginning July 1, 2020, the State budget will be \$7,600,000,000, which is based on \$50 per barrel crude oil prices. However, the price is dropping sharply. If the price of oil drops \$1 per barrel, that results in a \$17,000,000 reduction in State revenue. There is great concern about next year's budget. Member Fresquez also inquired if it is anticipated drilling operations will be suspended. Representative Anderson stated small independents are under a great deal of stress, not only because of price but regulatory pressures.

Action Items:

I. Policies Approved by University Council

Ms. Rebecca Schneider, Director of Human Resources, outlined the policy changes below:

- a. **5.1 ENMU-Roswell Constitutional Enabling Provisions**
Language was revised in 2B regarding election of board officers. 3B added the option of a Vice President. Member Blake made a motion to approve Policy 5.1 ENMU-Roswell Constitutional Enabling Provisions. Vice President Avery seconded the motion. All members of the Board voted in favor of the motion. The motion carried.
- b. **40.15 Sick Bank Program**
Language was added in 6E stating accrued medical and annual leave must be used before receiving medical leave days from the sick bank. Secretary Parsons moved to approve Policy 40.15 Sick Bank Program. Vice President Avery seconded the motion, and all Board members voted in favor. The motion carried.
- c. **30-6 Professional and Ethical Relationships (Revised)**
Section 2D was revised and expanded to include a no fraternization clause. Member Blake moved to approve Policy 30-6 Professional and Ethical Relationships, and Vice President Avery seconded the motion. All Board members voted in favor. The motion carried.
- d. **35-1 Travel by System Employees and Students**
The Board of Regents is re-evaluating this policy and requesting feedback. Ms. Schneider asked for comments to be sent to her by the end of next week. The Board asked for clarification why the policy was brought back for consideration since they had expressed disapproval at a previous meeting. Ms. Schneider stated University Council added this

language in the exception, “For the branch community colleges, travel expenses for spouses of the branch community college presidents shall be approved by the Community College Boards and the Chancellor. For the Chancellor’s spouse, travel expenses are approved by the CFO. Please see the addendum for activities for which reimbursements are allowable.” Member Fresquez reiterated he is adamantly opposed to the exception allowing spousal travel, even with the additional approval levels. He stated it is unreasonable and borders on being illegal and unethical. The Board expressed disapproval of this exception, not only for the Roswell campus, but also for the entire System. It was noted it is also a conflict of interest for the CFO, who reports to the Chancellor, to approve travel for the Chancellor’s spouse. University Council and the Board of Regents are aware of this Board’s strong opposition and disapproval. Dr. Powell offered the suggestion the Board consider approval of the policy, while expressly stating the exception does not apply to the Roswell campus. Currently, our campus has no approved travel policy in any form. A travel policy is necessary because it determines how employees are paid for University travel. Member Fresquez reiterated he would like to be on record as being fervently opposed to reimbursement of spousal travel for the entire System, not only the Roswell campus. Member Blake noted the word “spouse” needs to be changed to “domestic partner”. Member Blake made the motion to approve Policy 35-1 Travel by System Employees and Students with the provision the exceptions as stated in the Policy do not apply to the Roswell campus. Vice President Avery seconded the motion. All members of the Board voted in favor. The motion carried.

e. 40-8 Employee Benefits

Tuition waivers were added. Member Blake moved to approve Policy 40-8 Employee Benefits and Secretary Parsons seconded the motion. The Board unanimously voted in favor. The motion carried.

f. 60-4 Technology Purchases and Computer Relocations (Revised)

Software is defined and added System language added. Secretary Parsons moved to approve Policy 60-4 Technology Purchases and Computer Relocations. Member Blake seconded the motion, and all Board members voted in favor. The motion carried.

g. 65-10 Social Media

System language was added and administration defined. The social media advisory group was added to the appeal process. Member Blake made a motion to approve Policy 65-10 Social Media and Vice President Avery seconded the motion. The Board voted unanimously to approve. The motion carried.

h. 70-4 Organization Fundraising Projects

System language and exceptions were added, as well as Vice President for Student Affairs approval. Member Blake moved to approve Policy 70-4 Organization Fundraising Projects and Secretary Parsons seconded the motion. All Board members voted in favor. The motion carried.

i. 70-7 Sales, Solicitation, and Advertising

System language added. Member Blake made the motion to approve Policy 70-07 Sales, Solicitation and Advertising. Vice President Avery seconded the motion and all members of the Board voted in favor. The motion carried.

II. 2020-2021 University Calendar

Ms. Oldfield reported ENMU-Roswell worked in conjunction with the Roswell Independent School District and ENMU-Portales to develop the 2020-2021 University calendar for ENMU-Roswell. Member Blake moved to approve the 2020-2021 University Calendar and Vice

President Avery seconded the motion. All Board members voted in favor of the motion. The motion carried.

III. Budget Adjustment Request (2019-2020)

Tony Major, the Vice President for Business Affairs, presented the Budget Adjustment Request (BAR), which contains two parts: restricted funds and unrestricted funds. The BAR is a way to adjust budget estimates to be reflective of actual funds and expenses for year-end. Very little has changed from the mid-year BAR presented in December. Actual expenditures are analyzed as of December and annualized to make appropriate adjustments. The biggest change is from capital outlay funds because of timing of the various projects. Restricted funds are grant-based so these funds vary based on how grant activity comes into play. The analysis of actuals process is designed to make sure all funding sources are in alignment with expenditures. Vice President Avery moved to approve the Fiscal Year 2019-2020 Budget Adjustment Request and Secretary Parsons seconded the motion. All members of the Board voted in favor of approval. The motion carried.

IV. Adoption of FY 2020-2021 Operating Budget

Tony Major, the Vice President for Business Affairs, reported none of the requests we submitted for State funding were vetoed. Our proposed budget is very sound and conservative regarding revenues and aggressive with expenses. Assumptions were made that enrollment will remain flat, and tuition and fees will not increase. Member Blake made a motion to approve the Fiscal Year 2020-2021 Operating Budget and Vice President Avery seconded the motion. All members of the Board voted in favor of approval. The motion carried. The Board thanked Mr. Major for the budget workshop held on Monday of this week for the Board.

Other Business:

I. Next meeting scheduled for Wednesday, April 15, 2020

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

Ms. Schneider shared the Art Committee has met and Member Avery is a member of the committee. The Peter Hurd painting that hung in the Administration Center has been removed and taken to Santa Fe for restoration. Upon its return, it will be located in a different location for security. Additionally for insurance purposes, it must be hung in a building with a sprinkler system. The committee is reviewing all of the appraised artwork to determine where each piece should be located.

The Board would like the advertisement for the vacant Board seat in the newspaper as soon as possible, and it will need to specify the county commission district. The ad should run for two weeks so the Board could vote at next meeting. The advertisement would be extended if very limited applications are received.

II. Upcoming events:

a. Core Team and CCB meet with Site Visit Team, March 23, at 8:30 am

As discussed earlier in the meeting, the ENMU-Roswell Core Team and members of the Community College Board will meet with the HLC site visit team on Monday, March 23, at 8:30 am.

b. Foundation Golf Tournament, April 4, 2020 – NMMI

The ENMU-Roswell Foundation will have a fundraising golf tournament on Saturday, April 4, 2020 at the New Mexico Military Institute golf course. Members of the Community College Board offered to be involved in various ways.

- c. **Employee Recognition Ceremony, April 23, 2020, 3:00 to 5:00 pm, ITC Commons Area**
The Board is invited to the employee recognition ceremony. We will have several retirees, as well as service awards and tenure.
- d. **Graduation May 8, 2020, Civic Center 7:00 pm**
Graduation is scheduled for Friday, May 8, 2020 at the Civic Center at 7:00 pm. There will be just one ceremony.

Closed Session:

I. Discussion of Limited Personnel Matters and Real Property pursuant to Section 10-15-1 (H)(2), NMSA (1978)

President Trujillo announced the Board will enter into closed session to discuss limited personnel matters and real property. 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)). Member Blake 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 6:12 pm.

Open Session:

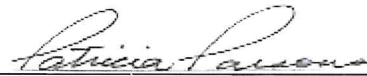
I. Return to Open Session

Vice President Avery moved to return to open session at 6:42 pm. Member Fresquez seconded the motion. President Trujillo reported the only matters discussed during the closed session were three limited personnel matters and one real property matter pursuant to Section 10-15-1 (H)(2), NMSA (1978). No action was taken.

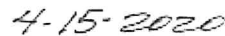
Adjourn

The meeting adjourned at 6:43 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date