



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Wednesday, June 3, 2020, 4:00 p.m.
Teleconference
Minutes

Members Present via phone: Carleton Avery, Ralph Fresquez, Tamaliah Lueras, and Patricia Parsons
Members Absent: Mireya Trujillo
Others Present via phone: Patrice Caldwell, Lisa Dunlap, Tony Major, Mike Martinez, Robert Moore, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, and Vickie Thomas

- I. Call to Order** Vice President Avery called the meeting to order at 4:03 pm.
- II. Declare a Quorum** Roll Call was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. Vice President Avery declared a quorum.
- III. Finalize Agenda** Secretary Parsons made a motion to finalize the agenda. Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Tammy Lueras, aye; Patricia Parsons, aye; Ralph Fresquez, aye. The motion carried unanimously.
- IV. Approve Minutes** Secretary Parsons moved to accept the minutes from the May 6, 2020 meeting. Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Tammy Lueras, aye; Patricia Parsons, aye; Ralph Fresquez, aye. The Board approved the motion unanimously.

Public Comment:

No comments from the public were made.

Presidential Remarks:

I. ENMU Chancellor's Remarks

Interim Chancellor, Dr. Patrice Caldwell, welcomed Tamaliah Lueras to the Community College Board. Dr. Caldwell commented we have been through an interesting compilation of challenges for the state and nation, and we will need to take very good care of our students. She is pleased at preparations ENMU-Roswell is making for the return of students. The System made application for CARES funds from federal government, and hopefully the monies will be received very soon. These funds will be distributed to students based on FTE. A separate stipend will be received to help institutions cover expenditures arising from COVID-19.

Member Fresquez asked if the institutional stipend can be used for any type of operating expenses. Chancellor Caldwell responded these funds can be used as outlined by documentation from the federal government. Member Fresquez also inquired about summer classes. Dr. Caldwell reported all summer courses easily converted to an online format, so they will be delivered completely online for the summer. The ENMU campus remains closed with a skeleton crew of faculty and staff. Athletics will begin fall preparations soon.

II. ENMU – Roswell President’s Remarks

Dr. Shawn Powell expressed appreciation to all students, staff members, faculty, administrators, and Board for their flexibility during this time. Since mid-March:

- we participated in a Higher Learning Commission (HLC) virtual site visit
- provided ongoing business procedures
- prepared for an audit
- transitioning to a new organizational structure for the Vice President of Academic and Student Affairs and that individual has been hired
- ongoing enrollment for summer and fall
- meeting student needs
- technical education and health education students are on campus while adhering to the public health order guidelines
- return to campus planning
- the efforts of our security and physical plant staff

The Return to Campus Plan has been posted online and sent to campus by email. For your reference, a copy was forwarded to you this afternoon. He thanked all the senior leaders and Senate Presidents for their involvement in developing this plan, as well as Portales staff. Mr. Raul de Lara, Senior Graphics Designer, designed the brochure and his efforts are greatly appreciated.

Our summer classes started Monday and are online with the exception of courses halted in the Spring term which require hands on technical skills development instruction (i.e., technical education and health education). Our students and faculty are in the process of completing these spring classes while following social distancing and mass gathering limits.

Following the New Mexico Public Health Order, we continue to have a limited number of people on campus. Security and Physical Plant staff members continue to be on campus. Faculty members teaching classes and staff members required to perform specific tasks (i.e., closing out annual grant reports, payroll, preparing for our audit, end of semester processing, advising, and preparing for the summer term) are on campus on a limited basis.

Thanks to the Foundation for sponsoring:

- Students who did not qualify for CARES Act funding with a total donation of over \$9,000.
- Our General Obligation Bond campaign, a project to upgrade external lighting and surveillance systems (est. \$1,800,000 – no tax increase)

Higher Learning Commission (HLC) update – the onsite verification visit will be held in the September 21-22, 2020. This is a federal requirement as a follow-up to the spring virtual visit. Additional information will be forwarded to the Board as it becomes available.

As mentioned previously, our return to campus plan has been published. The plan will be revised as necessary.

Budget: The legislature will have a Special Session starting June 18. We anticipate budget reductions in state funds following this session. To respond to budget shortfalls, we implemented several measures:

- holding future external hiring decisions at the current time
- postponing the Strategic Enrollment Management Plan process
- requiring all purchases to be approved in advance by a Vice President

- reducing the number of active Purchasing (P) Cards to five (5) people
- suspending travel
- cancelling Great Western Dining Contract; exploring more cost effective on-campus food service options.

Enrollment, Advising, and Registration is ongoing for fall.

Facebook Live sessions are conducted Tuesdays at 11:00 am, going to one session per week to provide updates about campus operations and to answer questions. Thanks for Ms. Donna Oracion, Executive Director for College Development, and Mr. Jacob Puckett, Webmaster, for setting up the Facebook Live Session. The next one will be Tuesday, June 9 at 11:00 am.

Academic Affairs:

- Working with Job Corps and Youth Challenge to offer instruction to them this summer and fall.
- Faculty are working to make classes “hybrid” with both face to face and online teaching in case we need to move online in the fall.

Diversity Planning is underway, thanks to the nine (9) members of the Diversity Committee for their work in completing a draft of our campus Diversity Plan. Once we finalized the plan and can meet again on campus, we will ask the members to be recognized by the Board for their efforts.

We are assisting New Mexico Military Institute (NMMI) and Dexter schools with faculty training for online classes.

Grants Received:

- National Endowment for the Arts Big Read Grant - \$15,000 was received. Thanks to Dr. Doug Texter, English Instructor, and Mr. Rollah Aston, Director of the Learning Resource Center, for their work on this project.
- Higher Education Department (HED) Displaced Worker Funds ~ \$39,000 for healthcare scholarships

Ed Ready placement tests – Mr. Robert Moore, Interim Assistant President for Arts and Sciences Education, will discuss these efforts, please see the handout that was emailed earlier today. Mr. Moore reported the Ed Ready platform is part of NROC. It has multiple tools for institutions with a developmental educational mission like ours. Ed Ready Pathway will replace ACCUPLACER placement testing. ACCUPLACER is a “high stakes” while ED Ready is “low stakes” placement testing—It is a learning platform that is self-placed and can be taken anywhere. Scoring will be provided after each section and offers direction for the student regarding appropriate classes to take. Practical benefits shift the emphasis from a placement focus to a readiness focus. Our English and Math instructors were able to design the test we will use for our students, so these tests and suggested pathways are specifically tailored for the classes we offer.

Member Fresquez asked if there is a way to identify students at risk of dropping out of school before it happens. Mr. Moore indicated Ed Ready will allow advisors to work more closely with students which could impact retention efforts.

Secretary Parsons commented it appears to be a useful tool and not just a “gatekeeper”. Mr. Moore agreed and stated it is a tool to engage students, and instructors and advisors looking forward to using it.

Member Lueras asked how students will gain access to the Ed Ready program. Mr. Moore responded a web page will be available through the ENMU-Roswell website with access for students.

Announcing position/title changes:

- Ms. Nika Najafova, Director of Advising
- Mr. Jim Richardson, Interim Physical Plant Director
- Ms. Rebecca Cobos, Director of Special Services
- Ms. Karen Franklin, (title change) Assistant Vice President of Business Affairs
- Mr. Todd DeKay, (title change) Executive Director of Institutional Effectiveness
- Ms. Rachel Conover, Director of Nursing
- Mr. Ron Flury, Interim Assistant Vice President for Technical Education
- Drs. Kyle Torke and Tracy Stone, new English instructors

Upcoming events:

August 14, 2020 - Fall in-service will be held in the ITC. Breakfast will be served at 8:00 am and the program will begin at 9:00 am. The Board is welcome to join us

Vice President Avery asked if the retirement and recognition ceremony that was scheduled for the spring will be rescheduled. Dr. Powell stated the August 14 in-service will include recognition for retirees and awards earned during the past year.

Board Report:

Secretary Parsons remarked the virtual graduation ceremony was very well done. She thanked everyone involved in the preparation of the event.

Information Items:

I. NISOD and Kosa Award Recipients

The National Institute for Staff and Organizational Development (NISOD) Teaching Excellence Award was created in 1978 with initial grants from the W.K. Kellogg Foundation and the Fund for the Improvement of Postsecondary Education. NISOD is a consortium of community and technical colleges that share a philosophical commitment to support excellence in teaching, learning, and leadership. Candidates are nominated by peers within their division. The Faculty Evaluation Committee determines the two winners who will represent ENMU-Roswell at the annual NISOD Conference. However, this year's conference was canceled due to COVID-19. Ms. Cheryl Vineyard, Program Director for Medical Assisting, Coding, and Phlebotomy, along with Ms. Edna Yokum, Social Science Behavior Instructor, are the recipients for this year.

The Faculty Evaluation Committee also selected Ms. Amanda Booth, Medical Assisting Instructor, and Mr. Ron Flury, Computer Application and Support Instructor, to receive the 2020 Kosa Merit Award.

II. Budget Update

Mr. Tony Major, Vice President for Business Affairs, reported we are having to look at revenues and expenses for the remainder of this year as well as next year. We anticipate a decline in revenues of about \$836,000 this year, but we also expect a similar reduction in expenditures of approximately \$780,000. We are experiencing more efficiencies and traveling less. Initially, we were told to anticipate the possibility of having to give back about 10% of our State appropriation for the months of May and June, which would amount to about \$205,000. Fortunately, that was not necessary. Next year's budget will be more challenging. It is possible we will have

somewhere between 5% and 25% reduction in appropriations. We have done some forecasting to prepare for those reductions now. Worst case scenario we would face a \$2,500,000 reduction in revenues, therefore, we would need a corresponding reduction in expenditures. We do have \$5,500,000 in operating reserves if it becomes absolutely necessary.

Action Items:

I. System Policies Approved by University Council

a. 10-6 Investment Policy

Ms. Vickie Thomas, Director of the Workforce and Development Center and member of University Council, reported the changes to this policy include in Section 2B giving the Audit and Finance Committee oversight of a portion of the investment funds; Section 5 changes the Investment Advisory Board to the Audit and Finance Committee, a subcommittee of the Board of Regents.

Secretary Parsons moved to approve Policy 10-6: Investment Policy and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

b. 10-7 Charter of the Audit and Finance Committee

Ms. Thomas stated Section 2A adds the investment portion to the Audit and Finance Committee's duties.

Member Fresquez moved to approve Policy 10-7: Charter of the Audit and Finance Committee and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

c. 35-3 Payments for Relocation

Ms. Thomas stated stipends for relocation expenses should be under 10% of salary of the individual relocating.

Vice President Avery asked if Ms. Thomas recommended approval. She stated she does recommend approval. Member Fresquez made a motion to approved Policy 35-3 Payments for Relocation and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

d. 55-2 Architect Selection

Ms. Thomas indicated minor edits were made to reflect consistency of terms and positions. It was also changed to a System policy. Ms. Thomas recommended approval of the policy.

Secretary Parsons moved to approve Policy 55-2: Architect Selection and Member Lueras seconded the motion.

Member Fresquez expressed opposition to having an on-contract architect because we are a publicly funded institution and therefore should not favor one architectural firm over any other. The process should be open to all who want to submit a proposal. He also asked for clarification of Section 4C "The on-contract architects are not restricted from bidding and may submit a proposal." Dr. Caldwell responded that an on-contract architect only does planning but does not do construction without going out to bid first. All

contracts for actual construction would be publicized for bid submission. The on-contract architect helps prepare RFP's for publication. They must submit a bid in order to do anything more than preliminary planning.

Dr. Powell added Section 4A "Following a recommendation by the administration, the Board shall determine whether or not to use the "on-contract" architects for capital projects requiring New Mexico Department of Higher Education approval." Therefore, the Board must be involved in the determination whether or not an on-contract architect could be used.

Dr. Caldwell clarified that on-contract architects offer a service of broad campus planning and not for specific buildings. Member Fresquez thanked her for describing the distinction.

A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

e. 55-3 Bid Protests

Ms. Thomas reported the changes to this policy involve minor edits for consistency of terms and positions. This is now a System policy. She recommended approval.

Secretary Parsons moved to approve Policy 55-3: Bid Protests and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

f. 70-7 Sales, Solicitation and Advertising

Ms. Thomas stated policy language was clarified and streamlined and ensured a process for approving and posting of materials. It also requires outdated material be removed in a timely manner. She recommended approval of the policy.

Member Fresquez made a motion to approve Policy 70-7: Sales, Solicitation and Advertising. Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

g. 70-12 Missing and Endangered Persons

Ms. Thomas indicated System language and title changes (Department of Public Safety, Campus Security Authority) added. She recommended acceptance of the policy.

Secretary Parsons made a motion to approve Policy 70-12: Missing and Endangered Persons. Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

h. 80-2 Property and Liability Insurance

Ms. Thomas announced that the Risk Management Department is no longer used and we have changed to NMPSIA. It also changed the location where injury reports are taken. She recommended approval of the policy.

Member Fresquez moved to approve Policy 80-2: Property and Liability Insurance and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

i. 80-13 Sexual Harassment

Ms. Thomas stated there were minor edits for consistency of terms and positions. System language was added. She recommended approval of the policy.

Secretary Parsons made a motion to approve Policy 80-13: Sexual Harassment and Member Lueras seconded the motion.

Member Fresquez asked to amend the motion to strike the word “unlawful” in Section 2A, and replace with the word “intolerable”. Additionally, in Section 2C, use “intolerable” rather than “unacceptable” to be consistent. Member Lueras seconded the amended motion.

Secretary Parsons asked for verbiage clarification. After some discussion, it was agreed to eliminate the word “unlawful” in Section 2A and use the term “unacceptable”. For consistency, modify Sections 2B and 2C to use “unacceptable” as well.

Member Fresquez restated the amended motion to approve Policy 80-13: Sexual Harassment with the following changes: Remove “Unlawful” in Section 2A and replace with “Unacceptable”. Also replace “intolerable” with “unacceptable” in Section 2B. Member Lueras seconded the restated amended motion.

A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The amended motion carried.

II. HED Summer Capital Projects

Mr. Major stated that as part of the annual capital outlay process, the HED requires our governing board approve capital projects and our five-year capital plan.

The two projects we are submitting at the summer Capital Outlay Hearing are the top two priority items on our Campus Facility Master Plan. The first project is the replacement of sanitary piping and restroom renovations to five campus buildings for a total estimated cost of \$3,300,000.

The second project is replacement of cooling towers, boilers, and related equipment in the central mechanical building for a total estimated cost of \$483,000. One of our cooling towers recently failed, so it is imperative we move this project forward.

Our five-year capital plan is outlined in our Campus Facility Master Plan.

Member Lueras asked if there are enough operating reserves to cover the cost of replacing the failed cooling tower in the event this project is not approved for funding through these other sources. Mr. Major said we do have sufficient capital reserves, and we are proceeding with the architectural engineering phase. We will submit an RFP for the design work so that part of the process will be ready.

Member Fresquez inquired if any expenditures have already been incurred for automotive and welding building renovation. Mr. Major responded we are still in design phase and we have paid for architectural services. Construction has not yet begun.

Secretary Parsons made the motion to approve the projects for the New Mexico HED Summer Capital Outlay Hearing and the Five (5) Year Plan for Capital Project Funding. Member Lueras seconded the motion and a Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia

Parsons, yes; Ralph Fresquez, yes. The motion carried.

III. Return to Campus Plan

Dr. Powell presented the current Return to Campus plan. There will be limited campus access through July. We anticipate being able to offer limited appointments with students and the public in July. We are also preparing for the fall semester. It is expected the campus will reopen in August for the fall term with all faculty staff, administrators, and students. Maximum group, class size, and lab size will be determined in accordance with State guidance. Dr. Powell asked for approval with the understanding the plan must be fluid to align with updated and revised Public Health Orders from the New Mexico Department of Health and the Governor's Office, as well as guidance from the Centers for Disease Control (CDC).

Secretary Parsons made a motion to approve the Return to Campus Plan and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Ralph Fresquez, yes. The motion carried.

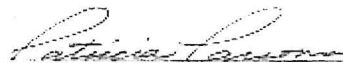
Other Business:

The next meeting is scheduled for Wednesday, July 15, 2020, at 4:00 pm. We will await guidance from the Governor to determine if the meeting will need to be conducted via teleconference.

Adjourn

Secretary Parsons moved to adjourn the meeting, and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Tammy Lueras, aye; Patricia Parsons, aye; Ralph Fresquez, aye. The motion carried. The meeting adjourned at 5:35 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature

7-15-2020

Date