



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Wednesday, July 15, 2020, 4:00 p.m.
Teleconference
Minutes

Members Present via phone: Carleton Avery, Ralph Fresquez, Tamaliah Lueras, and Mireya Trujillo

Members Absent: Patricia Parsons

Others Present via phone: Patrice Caldwell, Lisa Dunlap, Tony Major, Mike Martinez, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Vickie Thomas, and Edna Yokum

- I. Call to Order** President Trujillo called the meeting to order at 4:00 pm.
- II. Declare a Quorum** Roll Call was taken: Cla Avery, yes; Ralph Fresquez, yes; Tammy Lueras, yes; Mireya Trujillo, yes. President Trujillo declared a quorum.
- III. Finalize Agenda** Dr. Shawn Powell announced Action Item II: FY2021 Budget Adjustment Request needs to be removed. The budget is not finalized yet so a realistic adjustment cannot be made at this time. It is anticipated this can be presented at the next Board meeting. Vice President Avery made a motion to finalize the amended agenda. Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Mireya Trujillo, aye. The motion carried unanimously.
- IV. Approve Minutes** Member Lueras moved to accept the minutes from the June 3, 2020 meeting. Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Mireya Trujillo, aye. The Board approved the minutes unanimously.

Public Comment:

No comments from the public were made.

Presidential Remarks:

I. ENMU Chancellor's Remarks

Dr. Patrice Caldwell, interim Chancellor, indicated all colleges and universities in New Mexico are guardedly optimistic to reopen in August and have been working diligently with the Governor's office and liaisons appointed to work with the higher education administrators regarding reopening plans. The Governor is scheduled to release more information on college athletics later this week. Faculty are preparing to deliver classes either online or in a hybrid method of virtual and face-to-face to offer best instruction possible. Staff are returning to campus in stages. A directive from ICE and Homeland Security not allowing international students to remain in the country if educational courses are totally converted to online delivery has been reversed. The international students will be allowed to remain in the country even if courses move entirely online. President Trujillo asked if ENMU-Portales has a large contingent of international students. Dr. Caldwell reported that only about 1% of the student population are officially international.

II. ENMU – Roswell President’s Remarks

Thanks and appreciation to all students, staff members, faculty, and administrators for their flexibility during this time.

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, preparing for the summer term) continue to be on campus on a limited basis.

Our summer classes are continuing with students making up incomplete courses from the spring term for classes requiring hands on instruction in health education and technical education.

A group including Ms. Linde Newman Executive Administrative Assistant; Ms. Rebecca Schneider, Director of Human Resources; Ms. Donna Oracion, Executive Director of College Development; Mr. Mike Martinez, Vice President of Student Affairs; Mr. Brad McFadin, Director of Campus Security; and Mr. Jesse Davis, Director of EMS Instruction, have been developing revisions to our Return to Campus plan. These revisions will be sent out for comments by next week with a goal of posting the revised version by Friday July 24, the last day of summer school.

Thanks to Ms. Erica Quintana, One Stop Coordinator for Veterans Affairs, and Dr. Linda Neel, Executive Director of Student Affairs, for their work on a recently completed Veterans’ Services survey/site visit. The result of the visit was the best possible outcome with specific mention of Ms. Quintana. The evaluator noted “I was extremely impressed with her ability to maneuver within Banner; her level of comprehension...the excellent questions she asked. She is a breath of fresh air...”

Subcontractor bids for the Automotive/Welding Building and Maintenance Building will appear in the Sunday Roswell Daily Record.

Our General Obligation (G. O.) Bond campaign will be starting soon. Our proposed project is upgrading external lighting and the current surveillance systems (estimated at \$1,800,000 – no tax increase). We are working with the New Mexico Military Institute (NMMI) on community presentations.

Our Adult Education center has continued to serve students, and according to Ms. Hilda Pacheco-Peoples, Director of Adult Education, in 2019-2020, our center served 1,036 students.

If allowed, our Higher Learning Commission (HLC) verification visit will be held September 21 and 22. Thanks to Mr. Todd DeKay, Executive Director of Institutional Effectiveness, and Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, for coordinating this visit. We will include time for the team to visit with Board.

Special Services will be holding a virtual graduation on July 23 at 2:00 pm on Facebook Live. Thanks to Ms. Donna Oracion, Executive Director for College Development; Ms. Dina Jenks, College Development Administrator; Mr. Alan Trever, Media Arts Coordinator and Instructor; Ms. Rebecca Cobos, Director of Special Services; Mr. Jacob Puckett, Webmaster, and Mr. Raul de Lara, Senior Graphics Designer, for developing this virtual ceremony.

A virtual open house will be hosted tomorrow, July 16, 2020. Thanks to Mr. Kyler Burd, Recruiter; Ms. Donna Oracion, Executive Director for College Development; Ms. Dina Jenks, College Development Administrator; Mr. Jacob Puckett, Webmaster; Mr. Raul de Lara, Senior Graphics Designer; Mr. James Mares, Director of Admissions; Mr. Corey Fisher, STEM Advising Coordinator, Ms. Rebeca Cobos, Director of Special Services, Mr. Chris Meeks, Director of Financial Aid; Ms. Destinee Salyandia, Financial Aid Operations Manager, Ms. Annemarie Oldfield, Vice President of Academics & Student Affairs; Dr. Laurie Jensen, Assistant Vice President for Health Education; Ms. Vanessa Stroman, Director of Occupational Therapy Assisting, Ms. Rachel Conover, Director of Nursing; Ms. Cheryl Vineyard, Program Director for Medical Assisting, Ms. Mavis Williams, Director of Respiratory Therapy; and Mr. Robert Moore, Assistant Vice President for Arts & Sciences Education for organizing this event.

Budget adjustments will be presented at the next CCB meeting. To respond to anticipated budget shortfalls, we implemented several measures:

- held external hiring decisions—we will be announcing two positions: an Institutional Analyst and an IT Director position
- postponed Strategic Enrollment Management Planning process
- required purchases to be approved in advance by a Vice President
- reduced the number of active purchasing (P) cards to five (5) people
- suspended travel
- An Invitation for Bid will be sent out this week for on-campus food service options

Enrollment, advising, and registration are ongoing for fall.

Facebook live sessions are conducted Tuesdays at 11:00 am to provide updates about campus operations and to answer questions. Thanks for Ms. Oracion and Mr. Puckett for setting up the Facebook Live Session. The next one will be Tuesday, July 21 at 11:00 am.

Upcoming events:

August 14, 2020 - Fall in-service. We are working on the details for this meeting.

Board Report:

There were no reports from members of the Board.

Information Items:

I. Diversity, Equity, and Inclusion Charter and Plan

Ms. Edna Yokum, Social Sciences Behavior Instructor, announced she would like feedback from the Board and will bring these documents back at the August meeting for approval. Ms. Yokum offered thanks to ancestors of the tribal homelands and her ancestors of the Osage Nation. She has a passion for diversity, equity, and inclusion, which began early in her life. Work on this effort began in the fall of 2019 for ENMU-Roswell with the creation of a Diversity, Equity, and Inclusion Committee. The committee focused on identifying and crafting a mission statement and plan to drive, focus, and centralize their efforts to ensure a welcoming environment for everyone. Ms. Yokum thanked the committee members for their dedication and passion. Other committee members include Ms. Griselda Aubert, Operations Manager for Admissions & Records; Mr. Todd DeKay, Executive Director for Institutional Effectiveness; Ms. Nika Najafova, Director of Advising; Ms. Donna Oracion, Executive Director for College Development; Ms. Destinee Salayandia, Operations Manager for Financial Aid; Mr. James Edwards, Career Center Coordinator; Ms. Annemarie May, Accounting Clerk; and Ms. Stephanie Venegas, Human Resources Supervisor. The core of their work is to ensure our campus is a place where all can

learn and grow. A key aspect of the charter includes the membership criteria. We wanted to be sure to include membership from all essential areas on campus: core staff, student services, human resources, and faculty. We also want a community voice, so two (2) community representatives will join the committee in the fall. The charter and plan were developed to guide the work and actions of the group, as well as create sustainability. The plan identifies five (5) institutional goals:

1. Create a structure that leads and sustains diversity, equity, and inclusion efforts.
2. Expand and support the diversity of the Institution's student population and close the opportunity gap.
3. Expand and support the diversity of the Institution's workforce by creating an environment and processes that will attract, retain, and advance the most diverse pool of job applicants possible.
4. Ensure a welcoming and inclusive environment for all, top to bottom.
5. Develop data measures and use collected data to inform decisions about Diversity, Equity, and Inclusion (DEI). Include relevant DEI research to develop, measure, and achieve DEI goals.

Each goal has a subset of outcomes. The purpose behind the specific goals focus on the idea diversity, equity, and inclusion need to occur at all levels within our institution. We want to make sure our work is specific, targeted, data driven, and meaningful. Processes will be developed in the coming months to accomplish this work.

President Trujillo commended the committee for identifying goals and establishing outcomes.

Member Fresquez asked if CCB will be able to make recommendations for community member participation. Dr. Powell indicated input from the Board would be welcome. He asked that recommendations be sent to him, and he will forward those names to the committee.

President Trujillo inquired what other ways individuals will be considered. Ms. Yokum responded the committee wants to make sure the community has access to the committee, so they are working to develop the best means of communication. Committee will also reach out to the community for persons of interest. They are looking at the Roswell Independent School District's equity council, as well. The committee is open to feedback and suggestions for the process of community membership and participation.

President Trujillo asked if officers have been elected yet. Ms. Yokum noted she is the Committee Strategist, Ms. May is the Vice Chair, Ms. Oracion is the Communication and Community Liaison, Ms. Jenks is Secretary but not a committee member, and the Treasurer is Ms. Salayandia.

Member Lueras offered an editorial comment. In the charter, under the campus core value, Unity, change "each other" to "one another". Dr. Powell stated this core value statement is part of our 2019-2024 strategic plan, which was approved last year, and is published in a variety of places. Member Fresquez added proper names should also be capitalized. Dr. Powell responded the Board is welcome to recommend changes to the plan at any time, but perhaps a discussion of reviewing the entire strategic plan should be considered.

Dr. Powell reiterated the reason for bringing the Diversity, Equity, and Inclusion plan and charter to the Board today was to obtain feedback. The committee will consider recommended changes, and the documents will be brought back for approval at the August meeting.

II. 2020-2021 Campus Projects

Dr. Powell reviewed campus projects and upcoming preparations for 2020-2021.

HLC Verification Visit, September 21 and 22, 2020 – This is an in-person visit required by the U.S. Department of Education following our virtual Focused Site Visit that occurred March 23 and 24, 2020. The agenda for this visit is being developed.

HLC Comprehensive Evaluation Visit, October 21 and 22, 2021 – Preparation is underway for this accreditation visit to occur in the fall of 2021. Todd DeKay and Annemarie Oldfield are leading this effort along with six committee chairs.

Archives Project – This project is proposed to review the campus archiving process and record storage to ensure we are in compliance with state/federal guidelines and laws regarding records maintenance. It is anticipated this project will be at least a year in duration once a vendor is selected to complete the project.

Capital Projects:

Maintenance Building construction – This is scheduled to go out for bid this weekend.

Automotive/Welding Building renovation – The bidding process will begin this weekend.

Performing Arts Center renovation – A bid proposal has been developed and will be sent forward to solicit bids for this project by the end of July 2020.

Architecture/Design for Sanitary/Sewer Piping and Restroom renovation – This is a project from our Campus Facility Master Plan. It will be presented during the Higher Education Department Summer Capital Projects Hearings scheduled for August 5, 2020. It is estimated to be about a \$3,300,000 project.

Boiler and Cooling Towers repair/replacement – This project is from our Campus Facility Master Plan. It will be presented during the Higher Education Department's Summer Capital Projects Hearings scheduled for August 5, 2020. The anticipated cost is approximately \$400,000.

Electrical Panels upgrade – This project is from our Campus Facility Master Plan and was funded during the 2020 Legislative Session using Severance Tax Bonds. Updates on this project will be provided as funding becomes available. The estimated cost is about \$300,000.

Architecture/Design for Surveillance and Exterior Lighting Project – This project is from our Campus Facility Master Plan and was partially funded during the 2020 Legislative Session using Severance Tax Bonds with the remaining amount representing our 2020 G. O. Bond proposal. Updates on this project will be provided as funding becomes available.

Member Lueras asked if the proposed funding may be reduced from the severance tax bond. Dr. Powell answered the latest instructions regarding the proposals is to keep them at the anticipated cost level but have no expectation of funding.

Action Items:

I. FY2022 Research and Public Service Projects

It is requested the ENMU-Roswell Community College Board review and approve the following Research and Public Service Projects (RPSP) proposals. If approved, these proposals will be submitted to the New Mexico Higher Education Department for FY2022 RPSP funding. Due to the timing of the Special Session and budget reductions, this proposal was presented and approved by the ENMU Board of Regents on June 26, 2020.

1. Nursing Expansion Program	\$253,800.00
2. Special Services Program	\$111,500.00
3. Aviation Maintenance Technology	\$ 70,600.00
Funding Request Total	\$435,900.00

1. The nursing expansion program proposal would allow continuation of current RPSP funding to continue and expand upon nursing faculty recruitment and retention stipends for fulltime nursing instructors provided by FY2020 RPSP money. Continued funding for the ENMU-Roswell Nursing programs is critical for the recruitment and retention of qualified nursing faculty. The funding will allow ENMU-Roswell to meet current accreditation requirements and expand the number of nursing and nursing assisting faculty, thus, increasing the number of graduates produced, which will in turn assist in meeting the demand of the New Mexico nursing workforce.
2. The Special Services program proposal for RPSP funding includes the following provisions: continue partial salary and benefits of the Special Services Director and Independent Living Specialist; and add funding to staff expanded co-curricular activities that align with best practice for supporting students with disabilities, as well as providing appropriate support during increased enrollment. These positions are essential to continue the high level of services and accommodations provided by the ENMU-Roswell Special Services Department.
3. ENMU-Roswell requests the continuation of RPSP funding to maintain the employment of one of the fulltime Aviation Maintenance Instructors provided by FY2019 RPSP money. The position is essential to accomplish the upcoming FAA required curriculum changes and additions and to increase the enrollment in the Aviation Maintenance Program. Recent research indicates a continued and severe worldwide shortage of Aviation Maintenance Technicians. ENMU-Roswell is uniquely positioned to prepare students for entry into the career and works closely with regional employers to recruit qualified students and expand the program.

Member Fresquez inquired how critical is the nursing expansion to the number of students expected to enroll in the program. Dr. Powell responded we presently have 72 students registered to begin the nursing program, which is the current maximum capacity. The program remains very competitive, and this expansion would affect both current and incoming students.

Vice President Avery moved to approve the submitted FY2022 Research and Public Service Projects proposal and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Mireya Trujillo, aye. The motion carried.

II. System Policies Approved by University Council

a. 80-19 Protection of Children and Vulnerable Persons

Ms. Vickie Thomas, Director of the Workforce and Community Development Center and member of University Council, announced Policy 80-19 was approved by the Board of Regents in May of 2013, however upon review of the records, CCB approval was not

recorded. No changes have been made to the policy and is a matter of compliance. Ms. Thomas recommended approval.

Member Lueras noted 80-19-3 Administration needs to be updated to reflect the new title of Vice President of Academics and Student Affairs.

Member Fresquez made the motion to approve Policy 80-19: Protection of Children and Vulnerable Persons with the updated Vice President Title. Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Mireya Trujillo, aye. The motion carried.

Other Business:

The next meeting is scheduled for Wednesday, August 26, 2020, at 4:00 pm. We will await guidance from the Governor to determine if the meeting will need to be conducted via teleconference.

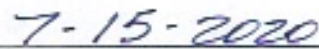
Adjourn

The meeting adjourned at 4:53 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date