



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Wednesday, August 26, 2020, 4:00 p.m.
Virtual Meeting
Minutes

- Members Present:** Carleton Avery, Tamaliah Lueras, Patricia Parsons, and Mireya Trujillo
- Members Absent:** Ralph Fresquez
- Others Present:** Patrice Caldwell, Rebecca Cobos, Kim Curtis, Susan Hapka, Tony Major, Linda Neel, Linde Newman, Donna Oracion, Shawn Powell, Dara Sanders-Aceves, May Stone, Devin Stroman, Vickie Thomas, and Edna Yokum
- I. Call to Order** President Trujillo called the meeting to order at 4:05 pm.
- II. Declare a Quorum** Roll Call was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo, yes. President Trujillo declared a quorum.
- III. Finalize Agenda** Dr. Powell announced Susan Hapka, Attorney for ENMU-Roswell, will be available at 5:00 pm for the closed meeting discussions, so it may be necessary to adjust the agenda order to accommodate her schedule. Secretary Parsons made a motion to finalize the agenda. Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried unanimously.
- IV. Approve Minutes** Member Lueras moved to accept the minutes from the July 15, 2020 meeting. Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Tammy Lueras, aye; Patricia Parsons, 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

Interim Chancellor, Dr. Patrice Caldwell, reported the System reopening is going well. Students and faculty are back on campus and connecting virtually or in person as appropriate. The General Obligation (G.O.) bond campaign is underway. The G.O. bond is about helping the educational experience of students and being good stewards of campus facilities. One of the participants at a recent presentation of the bond issue shared the eye-opening experience of her daughter taking an anatomy class, which used a human cadaver. Eastern New Mexico University is the only undergraduate program that allows student access to human cadavers and faculty with PhD degrees in physiology and anatomy as part of the University's relationship with the University of New Mexico. G.O. bonds allow for projects and opportunities such as these.

II. ENMU – Roswell President’s Remarks

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

There have been five (5) COVID-19 positive cases on campus: three (3) staff/administrators and two (2) students. Guidance and protocols from the New Mexico Department of Health are followed in accordance to isolation and disinfecting.

Enrollment is currently down 27% (-587 students compared to this date last year);

- Early College High School (ECHS), dual credit, and Youth Challenge are 476 of these students (81% of 587)—some of these students have not yet enrolled and youth challenge has not yet received authorization to return,
- Continuing students are 137 of these students (23% of 587)—Student Affairs is contacting these students to encourage them to enroll for the fall term.

We have increases in these critical workforce fields:

- Nursing up 69% with 220 students enrolled
- Elementary Education up 67% with 30 students enrolled
- Aviation Maintenance up 44% with 75 students enrolled
- Occupational Therapy up 49% with 79 students enrolled

Our Nursing Program was ranked # 1 in the state by Nursing Process.org on the basis of Academic Quality (retention, acceptance, graduation rates), first time NCLEX pass rates, Affordability, and Reputation (faculty credentials, industry partnerships, student reviews).

Campus operations

- Continuing to follow the New Mexico Public Health Order: limited number of people on campus. We are currently in Phase One (1) of our Return to Campus Plan. Security and Physical Plant staff members continue to be on campus. Faculty members teaching classes in-person in limited capacities and staff members required to perform specific tasks are on campus. The remaining faculty and staff are working remotely at this time.
- Our fall face-to-face classes are following the same pattern from this summer with small class sizes in courses requiring hands on instruction in health education and technical education.
- Special Services programming has 27 students living in the resident halls and conducting classes face-to-face. Director Rebecca Cobos is on the call and will briefly discuss the programming and answer any questions.

Ms. Cobos shared the nature of our Special Services program is unique in that individuals with disabilities are offered the opportunity to build vocational skills in specialized certificate programs in animal healthcare, childcare, food services, office skills, and stocking and merchandising. The vocational training focuses on hands-on instruction, including 12-20 hours per week of on-campus lab work. Most semesters also include off-campus practicum experience; however, this semester because of COVID-19 restrictions, we are offering a simulated on-campus lab experience. Technical skills taught in each program prepares students for entry-level competitive employment. In addition to vocational training, the program guides and incorporates life skill learning. Students are simultaneously enrolled in core classes: independent living, life skills, adaptive physical education, job skills, and conflict management. Through these courses, student learn time management, budgeting money, positive social skills, handle conflict appropriately,

understand workplace ethics, prepare for job interviews, and how to live healthy, functional, and meaningful lives.

Vice President Avery asked how many total students are currently enrolled in the Special Services program. Ms. Cobos responded there are 27 students this semester and all live in the dorms. Dr. Powell added enrollment is restricted at this time in part because of dormitory room availability and limitations due to state guidelines. Previously, two students would be able to share an apartment. However, this semester each apartment only has one student.

Member Lueras inquired how meals are provided to the students. Ms. Cobos announced the campus has a food services contract with a new provider. Breakfast, lunch, and dinner will be available Monday through Friday, and brunch and dinner provided on Saturday and Sunday. Each meal is provided as take out or delivery.

Secretary Parsons asked if the programs are typically two-year programs. Ms. Cobos answered the occupational training certificate is an 11-month, 50 credit hour program. Many students will return for a second year because of our success rate. President Trujillo asked if there are there additional credentials available to be earned in the second year. Ms. Cobos stated, yes, an additional occupational certificate can be received in a second vocation.

- Aid to support students' basic needs will be available this fall. We received funding from the CARES act as a Hispanic Serving Institution and will ask students who have specific needs to apply for these funds.

We are administering a Real College survey to students from September 7 to October 30 to better understand the aid students need. This survey assesses student employment, finances, food insecurity, housing insecurity, homelessness, childcare affordability, utilization of public benefits, and utilization of campus programs.

HLC Verification Visit September 21, 2020. Mr. Todd DeKay, Executive Director for Institutional Effectiveness, Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, and Mr. Tony Major, Vice President for Business Affairs, have been involved in the preparations and Dr. Powell thanked them for working to set up the visit.

Foundation Golf Tournament October 17 at the New Mexico Military Institute (NMMI).

Facebook live sessions are conducted Tuesdays at 11:00 am, to provide updates about campus operations and to answer questions. Thanks to Ms. Donna Oracion, Executive Director for College Development and Mr. Jacob Puckett, Webmaster, and the IT Department for setting up the Facebook Live Session. The next one will be Tuesday, September 1 at 11:00 am.

Secretary Parsons asked if the CCB members should plan to be available for the HLC site visit. Dr. Powell reported the Board will not need to participate since they were involved in the virtual visit in March and that is sufficient according to the site visitors. The visit in September will be limited to about four hours.

Board Report:

Secretary Parsons congratulated the nursing program for its ranking. President Trujillo added kudos to all staff for working through all of the coronavirus concerns.

Information Items:

I. System Policies Under Review by University Council

a. 80-12 Title IX (Equal Opportunity, Harassment, and Nondiscrimination on the Basis of Sex)

Dr. Powell and Ms. Vickie Thomas, Ms. Vickie Thomas, Director of the Workforce and Community Development Center and member of University Council, reported this policy is a result of the U.S. Department of Education changing the requirements for Title IX, and those changes had to be in place on campuses by August 14, 2020. The Board of Regents passed the policy prior to August 14 with the understanding it would likely be further reviewed and revised.

President Trujillo indicated she will be curious how all the roles will be filled to meet the requirements. Dr. Powell responded Dr. Linda Neel, Executive Director of Student Services, serves as the Title IX Coordinator and there are individuals on campus who are trained investigators. The Advisor roles and the Decision Maker/Hearing Officer will likely be contracted out for our campus.

b. 45-1 Facilities Use

This policy has been revised to be a System policy. Clarification and streamlining of policy language was added. Edits were made for consistency of terms and positions in policy and inclusion of the Roswell and Ruidoso campuses. It will go to University Council for approval on August 31. Once it has been approved, Ms. Thomas will bring it to CCB for their approval.

II. Tuition and Fees

Mr. Tony Major, Vice President for Business Affairs, announced as part of the FY 2020-2021 budget process, we are forming a Tuition and Fees Committee. This committee will include students, faculty, and staff members from across campus to review our current tuition and fees and to develop recommendations to be submitted to the CCB and Board of Regents for consideration of changes to these amounts.

We currently have three (3) levels of tuition: a Resident, In-District, student is charged \$78.00 per credit hour tuition with a \$16.00 per credit hour fee. A Resident, Out-of-District, student is charged \$85.00 per credit hour tuition and the \$16.00 per credit hour fee. A Nonresident student is charged \$218.00 per credit hour tuition and the \$16.00 per credit hour fee.

A full-time student, enrolled in 12 to 18 credit hours, is charged \$936.00 in tuition and \$192.00 in fees. A Resident, out-of-district, student is charged \$1,020.00 in tuition and \$192.00 in fees. A Nonresident student is charged \$2,616.00 in tuition and \$192.00 in fees.

Our current fees are split four (4) ways with 7% going to Student Activities, 30% to the Physical Education Center, 42% to Instructional and General, and 20% to Student Health, La Casa. Per credit hour, the \$16.00 fee is split as follows: 7%, \$1.16, to Student Activities, 30%, \$4.96, to the Physical Education Center, 42%, \$6.72, to Instructional and General and 20%, \$3.20, to Student Health, La Casa.

For a full-time student, 12-18 credit hours, the \$192.00 fee is split follows: 7%, \$13.44, going to Student Activities, 30%, \$59.52 to the Physical Education Center, 42%, \$80.66, to Instructional and General, and 20%, \$38.40 to Student Health, La Casa.

Each student taking four (4) or more credit hours a semester is charged a \$15.00 technology fee and on-line courses are charged a \$10.00 per credit hour fee.

Among the state community colleges, we have the highest tuition and fees at a rate of about 7.5% higher than the next institution on the list. The committee will consider the needs of the institution, enrollment trends, the percentage of our budget made up of tuition and fees, and our operations efficiencies in recent years.

Member Lueras inquired if any students have requested refunds on fees. Mr. Major responded not this semester, but several student wanted to withdraw in the spring because of having to move to online classes.

Secretary Parsons asked whether “non-resident” means non-resident of the state or of the country. Mr. Major answered it refers to a non-resident of the state.

Member Lueras asked if there is any likelihood the 42% Physical Education Center fee could be credited to the student’s account since the gym will not be open this fall. Mr. Major answered it will be something the committee will review.

Action Items:

I. Summer 2020 Graduation List

Mr. Devin Stroman, interim Assistant Vice President for Student Affairs, announced there are 97 candidates for summer 2020 graduation as submitted by the Registrar.

Vice President Avery made a motion to approve the Summer 2020 Graduation List and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo. The motion carried.

II. Diversity, Equity, and Inclusion Charter and Plan

Ms. Edna Yokum, Social Sciences Behavior Instructor and Strategist for the Diversity, Equity, and Inclusion Committee, submitted for approval the updated Diversity, Equity, and Inclusion Charter and Plan. Valuable feedback was received from a variety of stakeholders, including members of the Community College Board at the July meeting, as well as the ENMU Affirmative Action Officer. The feedback was incorporated, as well as additional grammatical updates.

Vice President Avery made a motion to approve the Diversity, Equity, and Inclusion Charter and Plan. Member Lueras seconded the motion, and a Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo. The motion carried.

III. FY2021 Budget Adjustment Request

Mr. Major asked for approval of the Budget Adjustment Request (BAR). The budget that was approved by the state in the spring resulted in a special session in June, and state appropriations were greatly reduced. Our budget was reduced \$1,200,000 from what was approved in the spring. However, our final approved budget was only decreased \$20,000 from last year. Unfortunately, the anticipated 4% compensation increase was removed from the final appropriations. There are unrestricted funds and restricted funds associated with the BAR. The unrestricted portion relates to state appropriations, and the restricted portion is part of the Federal CARES Act awards.

Vice President Avery moved to approve the FY2021 Budget Adjustment Request and Secretary Parsons seconded the motion.

President Trujillo asked for clarification regarding any compensation increase for staff. Mr. Major responded that no across-the-board compensation increases were approved.

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

IV. System Policies Approved by University Council

a. 65-2 Inspection of System Records

Ms. Thomas noted the policy includes statutory language and was previously approved by the Board of Regents on March 29, 2019. No changes have been made to the approved policy. The policy appears in our campus handbooks.

Vice President Avery moved to approve System Policy 65-2 Inspection of System Records and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo. The motion carried.

V. General Obligation Bond C

General Obligation Bond C is a statewide bond issue on the ballot in the November 3, 2020 election. This bond will raise \$156,000,000 for colleges across the state. This is not a new tax, but a continuation of an existing tax, so there is no tax increase or decrease related to this bond issue.

For ENMU-Roswell, voter approval of Bond C will mean \$1,850,000 to improve exterior lighting and video surveillance systems across campus. Approval of the Resolution of Support is requested. Ms. Oracion added the Foundation has offered additional funds to supplement the bond campaign advertising.

Vice President Avery made a motion to approve the Resolution of Support for General Obligation Bond C and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo. The motion carried.

VI. Capital Outlay Projects

Dr. Powell submitted four capital outlay requests for Board review and approval. These items are being requested to improve academic instruction and student learning. If approved, they will be submitted to the ENMU Board of Regents for their review and approval. If the Regents approve the requests, they will constitute our capital outlay requests for the 2021 Legislative Session:

1. Health Education - trauma simman 3G manikin and accessories to complement the ambulance simulator, which was approved as a capital outlay requests during the 2020 Legislative Session. Amount requested \$125,000.
2. Technical Education Automotive Technician Program - wheel alignment computer combo and lift (\$50,000) and CNC Press Brake (\$14,995). Amount requested \$64,000.
3. Technical Education Welding Program - industrial sheet metal shear. Amount requested \$25,000.
4. Arts and Sciences - laboratory equipment to include: ten microscopes (\$5,000), two autoclaves (\$8,000), one laboratory centrifuge (\$500), and one incubator shaker (\$7058). Amount requested \$20,500.

The total amount of these capital outlay requests is \$234,500. It is understood the likelihood of funding in the 2021 legislative session is limited.

Vice President Avery moved to approve the Capital Outlay Requests for the 2021 Legislative Session and Secretary Parsons seconded the motion.

Member Lueras asked if the EMS program budget includes a maintenance line item to take care of the manikins. Dr. Powell responded he and Dr. Laurie Jensen, Assistant Vice President for Health Education, have discussed a plan to repair and replace equipment as needed.

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

Other Business:

The next meeting is scheduled for Wednesday, September 23, 2020.

Closed Session:

- I. **Discussion of (1) Limited Personnel Matter pursuant to Section 10-15-1(H)(2), NMSA (1978)**
 - a. **President's Performance**
- II. **Discussion of (1) Pending Litigation pursuant to Section 10-15-1(H)(7), NMSA (1978)**

President Trujillo announced the Board will enter into closed session to discuss limited personnel matters pursuant to Section 10-15-1(H)(2), NMSA (1978) and pending litigation pursuant to Section 10-15-1(H)(7), NMSA (1978). Secretary 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: Cla Avery, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo, yes.

The Board entered closed session at 5:01 pm.

Open Session:

I. Return to Open Session

Vice President Avery moved to return to open session at 5:38 pm. Member Lueras seconded the motion. President Trujillo reported the only matters discussed during the closed session were one (1) limited personnel matter regarding the President's performance pursuant to Section 10-15-1 (H)(2), NMSA (1978) and one (1) real pending litigation pursuant to Section 10-15-1(H)(7), NMSA (1978). No action was taken.

Vice President Avery asked about recognizing recent retirees. Dr. Powell mentioned they were recognized virtually at our recent back-to-school in-service. However, we would like to hold an in-person ceremony soon, if possible.

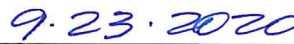
Adjourn

The meeting adjourned at 5:41 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date

