

COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Wednesday, September 23, 2020, 4:00 p.m.
Virtual Meeting
Via Microsoft Teams
Minutes

Members Present: Ralph Fresquez, Tamaliah Lueras, Patricia Parsons, and Mireya Trujillo
Members Absent: Carleton Avery
Others Present: Patrice Caldwell, Rachel Conover, Lisa Dunlap, Lafonda Humpherys, Laurie Jensen, Tony Major, Chris Meeks, Eileen Gallaher, Marializ Meraz, Candi Miller-Morris, Linde Newman, Annemarie Oldfield, Donna Oracion, Terry Othick, Shawn Powell, May Stone, and Vickie Thomas

- I. Call to Order** President Trujillo called the meeting to order at 4:00 pm.
- II. Declare a Quorum** Roll Call was taken: Ralph Fresquez, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo, yes. President Trujillo declared a quorum.
- III. Finalize Agenda** Dr. Powell asked that Information Item I: Letter to ENMU-Roswell Nursing Program from the Board of Regents be moved prior to the presidential remarks. Secretary Parsons made a motion to finalize the agenda as amended. Member Lueras seconded the motion. A Roll Call vote was taken: Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried unanimously.
- IV. Approve Minutes** Member Fresquez moved to accept the minutes from the August 26, 2020 meeting. Secretary Parsons seconded the motion. A Roll Call vote was taken: Ralph Fresquez, 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.

Information Items:

I. Letter to ENMU-Roswell Nursing Program from the Board of Regents

Regent President, Terry Othick, reported he frequently receives good news of the successes that the ENMU-Roswell campus has achieved regarding academic and operational programs and projects, such as the Small Business Development Center, the ENMU-Roswell Foundation and upcoming golf tournament, the CARES Act award, the STEM program, and digital arts and film program. If the General Obligation (G.O.) Bond C is successful, additional campus safety upgrades will be made. The Board of Regents are exceptionally grateful and proud of the ENMU-Roswell campus as part of the ENMU System.

Recently, the ENMU-Roswell faculty and students received yet another major commendation as the Associate of Science in Nursing program was ranked number one in the state by NursingProcess.org. This is a significant accomplishment and the Board of Regents are very proud of our nursing program. The Regents authored a letter to the faculty, staff, and students of

the nursing program, recognizing their achievements, which Regent Othick read aloud. In the letter, the Regents state, "We applaud your commitment to academic quality, licensure exam performance, and affordability, and the excellent reputation of your program."

Dr. Powell asked Dr. Laurie Jensen, Assistant Vice President for Health Education, to introduce the nursing faculty and students participating in the virtual meeting today. Dr. Jensen introduced Ms. Rachel Conover, Director of Nursing; Ms. Candi Miller-Morris, Nursing Clinical Instructor; Ms. Eileen Gallaher, Nursing Instructor; and Ms. Lafonda Humpherys, Nursing Instructor. Ms. Conover announced Ms. Marializ Meraz, Nursing student. Ms. Meraz is the second member of her family to come through the nursing program at ENMU-Roswell. Dr. Jensen thanked the nursing faculty and students for all of their hard work. Ms. Conover expressed appreciation to Board member and previous Director of Nursing, Tammy Lueras, for her mentorship and guidance.

Dr. Powell added the Nursing program was number one in the state last year for exit testing for licensure, so it is a remarkable accomplishment to have another number one ranking this year.

Members of the Community College Board (CCB) were also appreciative of the program and the efforts involved to achieve such a high level of programming.

Presidential Remarks:

I. ENMU Chancellor's Remarks

Dr. Patrice Caldwell, Interim Chancellor of the ENMU System, congratulated the ENMU-Roswell campus on all of their recent accomplishments, including the Nursing Program. She added contributions made by former CCB member and nursing faculty, Eloise Blake were crucial to the development of the nursing program. A real tribute to the program is the outreach to the Ruidoso campus to extend classroom opportunities to the students there.

It is Homecoming on the Portales campus, and ENMU thinks of ENMU-Roswell as part of their homecoming. For 62 years, we have partnered together in good times and bad, and we are partnering again in the upcoming G. O. Bond election. Dr. Caldwell noted ENMU-Roswell will continue to experience success, in large part because of our CCB and the leadership by Dr. Powell and his administrative team.

II. ENMU – Roswell President's Remarks

Dr. Shawn Powell, President, conveyed gratitude to the nursing faculty and staff, especially Dr. Jensen and Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs. It is evidence of the excellence our students are able to achieve through your guidance, and we appreciate the students moving forward to be able to reach their career goals.

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

COVID-19 positive cases on campus since April 2020: four (4) staff/administrators and four (4) students. Protocols are in place in which we follow. Instruction and operations have not been greatly disrupted.

Enrollment is down about 22%, 492 students, dual credit was reduced due to COVID-19, Special Services is reduced due to residential hall space in rooms, and Youth Challenge is not holding a class this term. They plan to restart in January 2021.

Campus operations: Currently in Phase One (1) of our return to campus plan - continuing to follow the New Mexico Public Health Order: limited number of people on campus. Security and Physical Plant staff members continue to be on campus. Faculty members are teaching classes, mostly remotely, and staff members required to perform specific tasks are on campus. We have limited hours and are not hosting events on campus at this time.

Dr. Powell mentioned this last month and wanted to follow up as we are providing assistance to support students' basic needs through funding from the CARES Act as a Hispanic Serving Institution. Chris Meeks, Director of Financial Aid, was asked to provide an update on this funding.

Mr. Meeks announced additional funds were awarded through the CARES Act to Hispanic serving institutions, and we received approximately \$52,900. We have 98 applicants so far for the funds. Requests are predominately for technology costs and transportation costs. Applicants must meet eligibility requirements. Mr. Meeks is pre-screening applications for eligibility, and then they are sent to a committee for consideration and approval. To date, 33 students have been awarded funds totaling \$22,625. Seventeen (17) students were not eligible, but they were redirected to look into available scholarships for additional opportunities. We have redirected six (6) students to other scholarship funds. Twenty-one (21) new applications were received this week that have yet to be reviewed, but they are part the 98 applications mentioned previously. There were 20 students just one (1) or two (2) documents away from having a complete financial aid file, so staff have been working with them to get their information complete in an effort to get them financial assistance.

President Trujillo asked what are the primary criteria for consideration. Mr. Meeks responded students must be a U.S. citizen or qualifying non-citizen, currently enrolled making adequate academic progress, cannot be in default with current Title IV student loans, must be in an eligible degree or certificate program, verified social security number, and no federal or state drug possession conviction. Member Fresquez inquired if there are financial limitations. Mr. Meeks answered there are varying limitation scenarios. If a student has a FAFSA on file and the student is receiving other Title IV aid, unmet need must be considered. If the student does not have a FAFSA on file and meets all of the eligibility requirements, cost of attendance may be considered. Member Fresquez asked if family income is taken into consideration for eligibility. Mr. Meeks stated if a FAFSA is on file and depending on whether the student is a dependent or independent, household income would be considered for the unmet need category. Secretary Parsons commented she is appreciative how proactive the committee is to find appropriate funds as much as possible.

We are administering a survey to students to assess student employment, finances, food insecurity, housing insecurity, homelessness, childcare affordability, utilization of public benefits, and utilization of campus programs.

For the internal audit recently completed for the ENMU System, three (3) findings were issued for the Roswell campus:

- 1) Course substitution forms are not being completed timely and confirmed by the Admissions and Records office through a documented review and approval process that the substituted courses meet the requirements of the courses required by the degree program.

Our response is: The finding was for the Private Pilot program and was really a very unique circumstance. We will review our policies and update procedures for course

substitutions. We have begun that review and will have new procedures ready for the upcoming catalog. We will be submitting stronger policy and procedures to the catalog committee this fall. At present, we do not officially require students to meet with their program advisor each term to have approvals in advance of taking classes, that will be a part of the conversation as well.

- 2) Management at the Assistant Vice President level within Academic Affairs overrode internal controls at the Roswell campus. Two (2) different academic programs were found to have not followed proper procedures or approvals with regards to operation of the programs over a three year period. This references the private pilot program and the commercial driver's license program.
- 3) Several weaknesses were identified in the Roswell campus' pilot program audit where sufficient documentation was not obtained for tracking students flying the plane and ensuring all parties were properly insured. In addition, three individuals were permitted to fly the aircraft without being enrolled in flight courses, which was an estimated loss to the Roswell campus of approximately \$30,000. ENMU-Roswell no longer maintains that aircraft—it was given back to the company, and we no longer offer flight instruction.

Grants received summer and fall 2020:

- o Higher Education Department (HED) \$39,000 displaced worker grant
- o Title V HSI Guided Pathways (Cultivating Success Initiative) five (5) year \$3,000,000 award
- o Gear Up seven (7) year \$11,000,000 award
- o TRIO – Student Support Services grant renewal five (5) year \$1,300,000 award

Adult Education – served 867 students last academic year, which is down about 130 students.

Positions as of September 22, 2020

Open

Custodians (replacements)

IT Director (replacement for two positions)

Physical Plant Director (replacement)

iCenter Coordinator (replacement – grant funded)

Institutional Research (IR) Analyst (replacement)

Part-time Dispatcher (new position)

Security Guard (new position)

Human Resources Generalist (replacement)

Residential Hall Facilitator/Activity Director – Special Services (“new” position- RSPS funds –

Replacement for Deputy Director)

Administrative Assistant – Accreditation half-time Health half- time (replacement)

Plans to open

Student Affairs Assistant Vice President (AVP) (National Search – replacement)

Student Affairs Administrative Assistant (replacement)

Groundskeeper

Librarian (National Search- replacement)

CSI Grant (new positions - internal search initially)

Activity Director

Pathways Coordinator

Math Coordinator

English Coordinator

Gear Up Grant (Internal Search –initially)
Director
10 to 14 other positions

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, for setting up the Facebook Live Sessions. The next one will be Tuesday, September 29 at 11:00 am.

We are continuing to collaborate with the New Mexico Military Institute (NMMI) on community presentations and awareness for the G. O. Bond. To date, we have presented at three (3) service organizations via Zoom and was on a local radio station discussing the G. O. Bond. We have another community group presentation set for next month. We have billboard advertising, as well as the yard signs. We will also be collaborating next month with NMSU-Carlsbad on an Artesia radio station.

Our Foundation Golf Tournament will be October 17 at the NMMI.

Secretary Parsons asked if Guided Pathways is similar to Programs of Study. Dr. Powell responded it is a little different but there would be degree planning, 2+2 planning to tie into the Portales campus. The purpose is to meet student needs and will include additional advising. These pathways will begin at the high school level and include all fields of study. President Trujillo inquired if the HSI grant includes the Early College High School, as well as all of the area high school. Dr. Powell confirmed it would include all of the local and valley high schools.

Board Report:

No comments.

Information Items:

II. HLC Site Visit Update

Dr. Powell reported we hosted a virtual Higher Learning Commission (HLC) verification visit on Monday, September 21 with one (1) physical visitor and one (1) virtual visitor for about five (5) hours of meetings. Appreciation to Mr. Todd DeKay, Executive Director for Institutional Effectiveness, Ms. Annemarie Oldfield, Mr. Tony Major, Vice President for Business Affairs, Dr. Laurie Jensen, and all others who were involved. Many faculty participated in virtual meetings. The purpose of the visit was to verify information submitted for the March virtual visit. We anticipate receiving the report soon. There were three areas of concern at the meeting in March:

- “The institution’s degree programs are appropriate to higher education” was classified as “Met with Concern” prior to March visit. It was upgraded to “Met” after the March site visit. Dr. Powell clarified there are three (3) levels of grading within HLC—Met, Met with Concerns, and “Not Met”.
- “The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning” moved from “Met with Concerns” to “Met” after the virtual site visit in March.
- “The institution engages in systematic and integrated planning” which includes linking budget and resources to student learning outcomes was marked “Met with Concern”. Unfortunately, this area remained in that status because we did not have a written plan documenting how our resources are linked to student learning. Mr. Major and Mr. DeKay worked this summer and developed a written plan.

III. Report of Actuals

Mr. Major shared the report is a document which compares actual revenues and expenses for the year ending June 2020 to the established operating budget. Revenues came close to budgeted items. The negative variance of \$187,238 is mainly from the reduction of auxiliary revenues due to the closure of the cafeteria during the last quarter of the fiscal year because of COVID-19 restrictions. On the expenditure side, we saw reductions, which resulted in a positive variance of \$1,925,000. Operating costs were reduced during the last quarter of the fiscal year due to COVID-19 restrictions including the delay in filling open positions, reduction in travel, reduction in auxiliary expenditures and other operating savings due to the restricted campus access. We were able to add \$1,200,000 to reserves. Current operating reserves are about \$6,700,000, which is about 35% of our operating expenses. The State requires a minimum of 3% reserves. We anticipate a reduction of at least 5% in state appropriations for fiscal year 2022, so our reserves give us some flexibility for the uncertainty near-term.

We are in a very good fiscal position, and we have made some operational changes. We have a food service contract with a new vendor, who provide the meal plan for our Special Services students on campus and will provide retail operations when the New Mexico Department of Health allows. Investment income helped offset enrollment declines, so we have not had to lay off any employees. All purchases require preapproval by a Vice President.

Member Fresquez stated there had been discussions of trying to increase unbudgeted reserves by about 5% and asked how long the campus could function on those reserves. Mr. Major responded 5% reserves would keep us going about two (2) months. We want to make sure we have sufficient reserves to carry us through a semester. We have an additional \$17,000,000 in capital reserves.

IV. Automotive/Welding Building Renovation & Physical Plant Building Construction

Mr. Major announced we are about ready to sign contracts for construction for both the automotive/welding renovation and the new physical plant building. Our contract manager at risk (CMAR), Bradbury Stamm, submitted the projects for bid and received bids, which were over budget. Therefore, this is being brought back to you for information, but the increased cost is well within the 10% overage allowed by the Higher Education Department (HED). Mr. Major did share the new cost with HED and was assured it is under 5%. Total project cost is just over \$11,000,000. Permission was previously received for \$10,500,000 for both projects. The total project cost includes the hard construction costs of \$9,400,000 plus soft costs, which include architecture and engineering, site work, and temporary relocation for the automotive and welding programs, etc. Contingencies are also built into the budgets, estimated at about \$500,000.

Groundbreaking for the physical plant building is anticipated in November. February 1 is the tentative start date for automotive/welding renovation. Both projects will take approximately one (1) year to complete. We have \$3,000,000 from a G.O. bond from the state for the automotive/welding renovation, which will cover the majority of that cost. We will cover about \$8,000,000 of the cost of the projects with institutional capital reserves.

Member Fresquez asked how many bids were received. Mr. Major answered the bids went through the CMAR, Bradbury Stamm, so we do not see the actual bids. The CMAR is responsible for giving us a guaranteed maximum price.

President Trujillo inquired that the next step is for the Board of Regents to approve so the Chancellor may sign the contract. Mr. Major affirmed this will go before the Board of Regents this Friday.

V. System Policies Under Review by University Council

a. 40-15 Medical Leave Bank

Ms. Vickie Thomas, Director of the Workforce and Community Development Center and member of University Council, reported policy 40-15 was revised for the System. Edits were made for consistency of terms and positions in policy and inclusion of Roswell and Ruidoso. Edits are ongoing, and it will go before the Strategic Initiative Advancement Council (SIAC) and University Council on Monday. We want to ensure all hours contributed by each campus remain with that campus and that there is a committee for each campus to review applications.

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

This policy was brought to the Board at the last meeting as an information item as we anticipated additional revisions to the policy. Two (2) small revisions were made on page 12: one adds a timeline for that step, and the second added a line to make sure the Title IX Coordinator is working with department chairs and administrators. This policy will go to Board of Regents for approval on Friday. It will be brought to the next CCB meeting as an action item.

President Trujillo asked who the Title IX Coordinator is for our campus. Ms. Thomas stated Dr. Linda Neel serves in that role.

Action Items:

I. System Policies Approved by University Council

a. 20-2 Administrator & Staff Code of Conduct

Ms. Thomas indicated Policy 20-2 was revised for System language, and edits for consistency of terms and positions in policy and inclusion of Roswell and Ruidoso were included. Family member is defined and aunt and uncle were included as family members.

Secretary Parsons moved to approve System Policy 20-2 Administrator and Staff Code of Conduct as presented and Member Fresquez seconded the motion. A Roll Call vote was taken: Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

b. 45-1 Facilities Use

Ms. Thomas stated Policy 45-1 was revised for System language and clarification and streamlining of policy language. Edits for consistency of terms and positions in policy and inclusion of Roswell and Ruidoso are also included.

Member Lueras made a motion to approve System Policy 45-1 Facilities Use and Secretary Parsons seconded the motion. A Roll Call vote was taken: Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

c. 45-2 Property Management

Policy 45-2 was revised for the System with edits for consistency for terms and positions in policy and inclusion of Roswell and Ruidoso. Section 2G (theft and misuse of property), specification of "Capitalized University property" and title of SIC (Supervisor of Inventory Control) were added.

Secretary Parsons made a motion to approve System Policy 45-2 Property Management and Member Fresquez seconded the motion. A Roll Call vote was taken: Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

d. 80-14 Protection of Human Subjects

Policy 80-14 is to be vacated, as it is actually an institutional procedure. It will still ensure we follow federal guidelines for human research subjects.

Member Fresquez moved to approve the removal of System Policy 80-14 Protection of Human Subjects and Secretary Parsons seconded the motion. A Roll Call vote was taken: Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

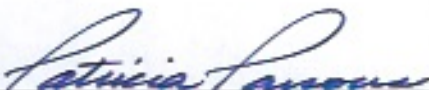
Other Business:

The next meeting is scheduled for Wednesday, October 21, 2020.

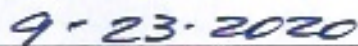
Adjourn

The meeting adjourned at 5:26 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date