



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Wednesday, October 21, 2020, 4:00 p.m.
Virtual Meeting
Via Microsoft Teams
Minutes

- Members Present:** Carleton Avery, Ralph Fresquez, Tamaliah Lueras, and Patricia Parsons
Members Absent: Mireya Trujillo
Others Present: Patrice Caldwell, Craig Collins, Lisa Dunlap, Ron Flury, Tony Major, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, and Vickie Thomas
- I. Call to Order** Vice President Avery called the meeting to order at 4:01 pm.
- II. Declare a Quorum** Roll Call was taken: Cla Avery, yes; Ralph Fresquez, yes; Tammy Lueras, yes; Patricia Parsons, yes. Vice President Avery declared a quorum.
- III. Finalize Agenda** Member Fresquez made a motion to finalize the agenda. Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried unanimously.
- IV. Approve Minutes** Secretary Parsons moved to accept the minutes from the September 23, 2020 meeting. Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, 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, Chancellor of the ENMU System, remarked there has been an uptick in COVID-19 cases, which is a cause for concern for everyone. She expressed appreciation regarding the careful, conscientious, and caring approach ENMU-Roswell has taken with students and staff in the response to the virus and necessary precautions. Dr. Caldwell complemented Dr. Powell, stating he serves as the Vice President of the Association of Community Colleges in New Mexico. This group made a presentation to the Legislative Finance Council (LFC), in which Dr. Powell spoke well and represented ENMU-Roswell and the entire association very well. The ENMU System leadership is communicating and collaborating effectively.

II. ENMU – Roswell President's Remarks

Dr. Powell, ENMU-Roswell President, reiterated the LFC requested a meeting with the branch campuses yesterday. They had heard from the four year and research institutions previously. Dr. Caldwell has been very supportive of all of the efforts at ENMU-Roswell. He also announced the Board of Regents removed Dr. Caldwell's interim title and named her Chancellor of the ENMU System and extended her contract through 2022.

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

Virtual graduation will be held December 10. Hybrid teaching is planned for the spring, and we are following the Department of Health (DOH) guidelines for mass gatherings and class sizes. Typically, we have five (5) to ten (10) students in a class, depending on what is allowable. These face-to-face classes are for our technical education and health science career field students, where distance learning is not practical.

COVID-19 positive cases on campus since April 2020: six (6) staff/administrators & four (4) students. We are following procedures when receiving positive case on campus. Dr. Powell expressed appreciation for the custodial staff for their exemplary cleaning of our facilities.

From the Foundation, thanks to Ms. Kimberly Andazola, One Stop Coordinator; Ms. Melinda Juarez, Security Officer; Mr. Rollah Aston, Director of the Learning Resource Center; Mr. Tony Major, Vice President for Business Affairs; Ms. Donna Oracion, Executive Director for College Development; Ms. Dina Jenks, Administrator; and Mr. Craig Collins, Foundation Coordinator, for their assistance in running the golf tournament last weekend. \$17,000 was raised.

Youth Challenge is planning to have a fall 2021 class. Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, is leading the working with the Youth Challenge administration to make the classes successful.

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 teaching classes and staff members required to perform specific tasks are on campus.

The Higher Education Department (HED) approved our Sanitation Piping and Restroom renovation capital project request; it will now go to the legislature for review/approval as it a Severance Tax Bond Project.

We are proceeding with replacing two (2) of our seven (7) cooling towers, three (3) have failed and another needs ongoing monitoring and repair. This is part of our facility master plan.

Aviation maintenance national advertising project will be filmed on-site in November. This is a way to present our campus to a national and regional audience through a company producing videos showing the importance of community colleges. The cost is \$27,000. We will receive the following through our association with In-Depth with Lawrence Fishburne:

- Short Form documentary to be distributed nationally to public television stations for one (1) year
- A five (5) to six (6) minute corporate profile showing the need for aviation maintenance technicians that will address our target audiences
- Ability to use the materials on our website and social media platforms
- 50 commercial airing of a one (1) minute educational commercial broadcast on MSNBC, CNBC, CNN, or equivalent networks in cities of our choice
- Up to one million video emails distributed to our narrow casted audience from the In-Depth email database
- Assess to all video produced with the exception of the three (3) to five (5) minute documentary distributed nationally to PBS channels

Current we have 18 open positions as of today (only one of these is a “new” position – Special Services Dorm Life Facilitator):

Administrative Assistant VI-Student Affairs	Full time permanent	Depends on Qualifications
Aviation Maintenance Instructor	Full time permanent	Depends on Qualifications
Cultivating Success Initiative (CSI) Activity Director	Full time permanent	Depends on Qualifications
Custodian	Full time permanent	Depends on Qualifications
Director Information Technology	Full time permanent	Depends on Qualifications
Director of Library Services	Full time permanent	Depends on Qualifications
Director of Physical Plant	Full time permanent	Depends on Qualifications
Groundskeeper	Full time permanent	Depends on Qualifications
HLC Accreditation and Executive Administrative Assistant	Full time permanent	Depends on Qualifications
Human Resources Generalist	Full time permanent	Depends on Qualifications
iCenter Coordinator	Full time permanent	Depends on Qualifications
Institutional Research Analyst	Full time permanent	Depends on Qualifications
Nursing Instructor	Full time permanent	Depends on Qualifications
Part-Time Safety & Security Clerical Assistant/Dispatcher	Part time permanent	Depends on Qualifications
Security Officer	Full time permanent	Depends on Qualifications
Special Services Dorm Life Facilitator	Full time permanent	Depends on Qualifications
Student Support Specialist	Full time permanent	Depends on Qualifications
Temporary Part-time Support Instructor – Adult Education	Part time temporary	\$17.00/Hour

Plans to open

- Student Affairs AVP (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 have moved to monthly and the next one will be November 17, Tuesday, at 11:00 am, 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.

We are collaborating with the New Mexico Military Institute (NMMI) and NMSU-Carlsbad on community presentations and awareness for the G. O. Bond. Our project is an upgrade to our exterior lighting and surveillance system.

We are participating with the local United Way Campaign as we have in the past.

Member Fresquez mentioned that it is his understanding the Navy will conduct flight-training sessions at the airport next year, and it may be an opportunity to open the cafeteria to them.

Vice President Avery congratulated ENMU-Roswell for obtaining the documentary opportunity with Lawrence Fishburne. He asked to receive email information listing the benefits we will receive.

Board Report:

Secretary Parsons extended congratulations to Dr. Caldwell on her position. We are very fortunate to be able to partner with her.

Information Items:

I. Strategic Priorities Update – Employer Success

Mr. Ron Flury, interim Assistant Vice President for Technical Education, reported the aviation maintenance program met with the Roswell Chaves County Economic Development Corporation recently to address both regional and national needs. The Aviation Maintenance program has been on campus for about 50 years and is accredited by FAA. It is a 21-24 month, 78-93 credit hour program. A SWOT analysis was conducted during the meeting and these are some of the findings: Strengths—four (4) fantastic faculty members: Mr. Ty Whatley, Mr. Steve Miller, Ms. Karen Cain, and Mr. Lyle Lane; and our facility. Weaknesses—enrollment and retirement of faculty—three (3) are at retirement age: one (1) will be retiring in January and another in May. Opportunities—recruitment, retention, enrollment, apprenticeships, and scholarships. Threats—enrollment and replacement of faculty. Our current program has 72 students enrolled and three (3) cohorts—each cohort can have no more than 25 students per FAA mandates.

Vice President Avery asked if the Lawrence Fishburne program and advertising might help will recruiting faculty. Mr. Flury responded that job postings will be national and the promotion of program will help.

II. Performing Arts Center Safety Renovations

Mr. Tony Major provided an update of the status of safety upgrades planned for the Performing Arts Center. The building is about 40 years old, and some safety concerns were raised at the December 2019 graduation ceremony. A theatre consultant was hired to assess the situation, who provided a list of immediate safety concerns to be addressed. Bid have been received for the rigging system and handrails at a cost estimate of about \$275,000-\$300,000. This will not be a major renovation, and we are in the process of getting a contract issued. It is anticipated the work will be done in the spring.

Vice President Avery inquired where the funding will come from. Mr. Major answered the cost will be paid from capital reserves.

Dr. Powell asked Mr. Major to discuss the plans for groundbreaking for the new physical plant building. Mr. Major stated contracts have been signed. We hope to break ground in November, possibly before the next CCB meeting.

Action Items:

I. Emeritus Status for Mike Martinez, Retired Vice President of Student Affairs

Dr. Powell asked that emeritus status be granted for Mr. Mike Martinez, former Vice President of Student Affairs, who retired recently. Mr. Martinez worked for ENMU-Roswell for more than 40 years and held a variety of positions. The Core Team approves this status.

Secretary Parsons made a motion to approve Emeritus Status for Mr. Mike Martinez, Retired Vice President of Student Affairs. Member Fresquez seconded the motion, and a Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

Dr. Powell clarified this request will also be submitted to the Board of Regents for approval. After that approval and when the public health orders allow, we will bring Mr. Martinez back to a CCB meeting for recognition of this status.

II. ENMU-Roswell Policies for Deletion

a. 10.7 Naming of University Property

Ms. Vickie Thomas, Director of the Workforce and Community Development Center and member of University Council, reported this ENMU-Roswell policy has been replaced by System Policy 10-8: Naming of University Property. The System policy was approved by the Board of Regents on June 26, 2020.

Member Lueras moved to approve the deletion of ENMU-Roswell Policy 10.7 Naming of University Property and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

b. 20.2 Administrator and Staff Code of Conduct

ENMU-Roswell Policy 20.2 has been replaced by System Policy 20-2 Administrator and Staff Code of Conduct. The System policy was approved by CCB on September 23, 2020 and approved by the Board of Regents on September 25, 2020.

Secretary Parsons moved to approve the deletion of ENMU-Roswell Policy 20.2 Administrator and Staff Code of Conduct and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

c. 35.4 Moving Expenses

ENMU-Roswell Policy 35.4 Moving Expenses was replaced by System Policy 35-3 Payments for Relocation, which was approved by the Board of Regents on May 8, 2020 and the CCB on June 3, 2020.

Secretary Parsons moved to approve the deletion of ENMU-Roswell Policy 35.4 Moving Expenses and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

d. 45.1 Facilities Use

System Policy 45-1 System Facilities Use replaced ENMU-Roswell Policy 45.1. The System policy was approved by CCB on September 23, 2020 and by the Board of Regents on September 25, 2020.

Member Lueras moved to approve the deletion of ENMU-Roswell Policy 45.1 Facilities Use and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

e. 55.3 Bid Protests and Resolution of Protests

System Policy 55-3 Bid Protests replaced ENMU-Roswell Policy 55.3. The System policy approved by the Board of Regents on May 8, 2020 and CCB on June 3, 2020.

Secretary Parsons moved to approve the deletion of ENMU-Roswell Policy 55.3 Bid Protests and Resolution of Protests and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

f. 70.5 Organizational Fund Raising Projects

ENMU-Roswell Policy 70.5 was replaced by System Policy 70-4 Organizational Fund Raising Projects, which was approved by CCB on March 11, 2020 and the Board of Regents on March 13, 2020.

Secretary Parsons moved to approve the deletion of ENMU-Roswell Policy 70.5 Organizational Fund Raising Projects and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

III. System Policies Previously Approved by University Council

a. 10-8 Naming of University Property

System Policy 10-8 Naming of University Property was approved by the Board of Regents on June 26, 2020. The policy was modified with appropriate System language, and dollar amounts for naming rights were added.

Member Lueras made a motion to approve System Policy 10-8 Naming of University Property and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

b. 15-2 Statement on Governance

The Board of Regents approved System Policy 15-2 Statement on Governance on March 13, 2020.

Secretary Parsons made a motion to approve System Policy 15-2 Statement on Governance and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

c. 30-2 Intellectual Property

The Board of Regents approved System Policy 30-2 Intellectual Property on April 19, 2020.

Member Lueras made a motion to approve System Policy 30-2 Intellectual Property and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

d. 50-3 Payroll

System Policy 50-3 Payroll was approved by the Board of Regents on March 29, 2019.

Secretary Parsons made a motion to approve System Policy 50-3 Payroll and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

e. 60-1 Computer Use

System Policy 60-1 Computer Use was approved by the Board of Regents on March 29, 2019.

Secretary Parsons made a motion to approve System Policy 60-1 Computer Use and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

f. 60-5 Campus Wireless Network

The Board of Regents approved System Policy 60-5 Campus Wireless Network on March 29, 2019 and presented to the CCB as an information item on April 19, 2019. This is a System policy with appropriate System language and no changes have been made since Board of Regents approval.

Member Lueras made a motion to approve System Policy 60-5 Campus Wireless Network and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

g. 60-6 Banner Administration, Maintenance, and User Passwords

System Policy 60-6 Banner Administration, Maintenance, and User Passwords was approved by the Board of Regents on March 29, 2019 and presented as an information item to CCB on April 19, 2019. It is a System policy with appropriate System language and no changes have been made since Board of Regents approval.

Secretary Parsons made a motion to approve System Policy 60-6 Banner Administration, Maintenance, and User Passwords and Member Lueras seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

h. 60-7 Telephone Use

System Policy 60-7 Telephone Use was approved by the Board of Regents on March 29, 2019. It was presented as an information item to CCB on April 19, 2019.

Secretary Parsons made a motion to approve System Policy 60-7 Telephone Use and Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye. The motion carried.

i. 65-1 Confidential Information Security

The Board of Regents approved System Policy 65-1 Confidential Information Security on March 29, 2019.

Secretary Parsons made a motion to approve System Policy 65-1 Confidential Information Security and Member Fresquez seconded the motion. A Roll Call vote was

taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye.
The motion carried.

IV. System Policies Approved by University Council

a. 40-15 Medical Leave Bank

System Policy 40-15 Medical Leave Bank was approved by University Council on September 28, 2020. System language was incorporated, titles corrected, added wording "same by marriage" for family members, clarified membership provisions and eligibility, added exception clause and language for separate Sick Leave Banks and Committees for Portales/Ruidoso and Roswell campuses.

Secretary Parsons made a motion to approve System Policy 40-15 Medical Leave Bank and Member Fresquez seconded the motion.

Member Lueras noted on Page 2, in the last sentence of Section "I", there is an extraneous word "one" which should be removed.

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

Other Business:

Dr. Powell expressed appreciation to Ms. Thomas and Ms. Rebecca Schneider, Director of Human Resources, who worked on these policies with University Council.

Vice President Avery echoed appreciation and stated he is grateful to receive the policies in advance in order to review them diligently. He also thanked everyone for all their endeavors.

The next meeting is scheduled for Wednesday, November 18, 2020.


Adjourn

The meeting adjourned at 5:13 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date