



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Wednesday, December 9, 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, Tony Major, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Lance Pyle, Rebecca Schneider, Devin Stroman, and Vickie Thomas
- I. Call to Order** President Trujillo called the meeting to order at 4:02 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** Secretary Parsons made a motion to finalize the agenda. 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 unanimously.
- IV. Approve Minutes** Member Fresquez moved to accept the minutes from the October 21, 2020 meeting. Member Lueras 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:

Regent Pyle stated he continues to be extremely impressed with the work being done at the ENMU-Roswell campus.

Presidential Remarks:

I. ENMU Chancellor's Remarks

Dr. Patrice Caldwell, Chancellor of the ENMU System, noted the number of COVID-19 cases in Chaves County is concerning, but the effort and care being taken at the schools and in the community is admirable. She commended the work put in place to create a meaningful virtual commencement. Dr. Caldwell, Dr. Powell, and Dr. Ryan Trospen, President of ENMU-Ruidoso, will meet with NMSU-Carlsbad as that campus negotiates potential independence from the NMSU System and next steps in the transition. Dr. Caldwell appreciates the collegiality of the branch campus presidents.

II. ENMU – Roswell President's Remarks

Dr. Shawn Powell, ENMU-Roswell President, is appreciative of Dr. Caldwell and her support and involvement in our campus.

We remain in the Emergency Phase of our Return to Campus Plan, and are updating our return to campus plan for the Spring term. Several people are involved in keeping the plan current in accordance with CDC guidelines and the New Mexico Department of Health: Ms. Donna

Oracion, Executive Director for College Development; Ms. Rebecca Schneider, Director of Human Resources; Mr. Jesse Davis, Director of EMS Instruction; Mr. Brad McFadin, Director of Campus Security; and Mr. Jim Richardson, Interim Director of the Physical Plant. Anyone coming on campus needs to have approval of one of our Vice Presidents. This is similar to the status we had in April and May.

Since April from our campus, we have reported 41 COVID-19 cases – 20 faculty, staff, and administrators and 21 students. We are following state department and CDC guidance.

Our 2020-25 five-year campus plan that includes capital projects and other major campus projects has been forwarded to campus. This plan details the campus' major activities proposed for the next five years.

We are modifying our Learning Resource Center to add a Veteran's Area, more computer access, aligning our tutoring efforts, and integration of library services. Ms. Annemarie Oldfield, Vice President of Academic and Student Affairs, is directing these efforts.

Construction has started on the Maintenance Building. Planned construction will be ongoing for the next 12 months (e.g., Cooling Tower replacement, Performing Arts Center renovation, Maintenance Building, Automotive/Welding Building renovation) with other projects scheduled. Dr. Powell acknowledged Mr. Ron Flury, Interim Assistant Vice President for Technical Education; Mr. Eric Gomez, Automotive Technology Instructor; and Mr. Dusty Baker, Welding Instructor, for their work in the renovation.

Scholarship funds are available through our Financial Aid Office:

- a. COSMO Cares Emergency Aid allocated from CARES Act for Hispanic Serving Institutions (HSI's).
- b. Displaced Worker Healthcare Scholarship – displaced workers looking to switch to a healthcare field, Applications are available on the scholarships webpage.
- c. Career and Technical Education Scholarship funds from Senate Bill 536 are available. These funds are intended for individuals who have received a high school equivalency (i.e., GED or HiSet) enrolled in eligible certificate programs. The application is available on the scholarship webpage.

Dr. Powell thanked Mr. Devin Stroman, Interim Assistant Vice President for Student Affairs, and Mr. Chris Meeks, Director of Financial Aid to develop an emergency aid program for students.

Fall graduation will be a virtual ceremony held on December 10. The video is ready, and the link will be posted at 6:00 pm tomorrow. Dr. Caldwell and Dr. Laurenz, Vice President for Academic Affairs from the ENMU campus participated, along with Dr. Powell, Ms. Oldfield, and President Trujillo. We also had two (2) student speakers. Dr. Powell expressed appreciation to Ms. Oracion; Jacob Puckett, Webmaster; Ms. Dina Jenks, Administrator; Mr. Alan Trevor, Media Arts Instructor and Coordinator, and Mr. Raul de Lara, Senior Graphics Designer.

Enrollment for Spring classes is ongoing, and a guide to enrollment is on our website. Spring classes will be offered the same way as our current fall courses; technical education and health education will be face-to-face classes in keeping with the mass gathering guidance. Other classes will be offered either online or virtual formats. We are accepting admission applications and financial aid forms for high school seniors (class of 2021) who plan to attend in Fall 2021.

Enrollment nationally is down about 40% for community colleges. Our recruiters are aware of some issues giving students pause regarding enrollment, and they are working to address those. Youth ChalleNGe is planning to have a class in the Spring, depending on approval from the Governor and Military Department.

We are collaborating again this year with United Way. More information about supporting our local community social service agencies will be forthcoming. The campus was involved in some community service projects coordinated by Ms. Maureen Olguin, Communications Instructor, and her students: toys were collected for CASA, cards of encouragement were created for caregivers at Casa Maria, encouraging posters were made for residents of Sunset Villa, dog food was collected for the Humane Society, and baskets of encouragement were made for area fire departments.

The next Facebook Live Session will be December 22 at 11:00 am, which will be the last one for the year. We will resume Facebook Live Sessions January 5, 2021 and have a virtual campus-wide in-service meeting via Microsoft Teams on January 8, 2021 at 9:00 am.

Mr. Rollah Aston, Director of the Learning Resource Center, will be retiring after 30 years of service to our campus. Natalie Martinez, Director of Upward Bound, is also retiring with 20 years of service.

Board Report:

President Trujillo thanked Dr. Powell for his open communication with Facebook Live sessions.

Information Items:

I. Strategic Priorities Update – Student Success #2: Increase student retention and completion; and Mission Ready Success #6: Continue to improve the quality of educational programs, learning environments, and support services through ongoing assessment efforts

Ms. Annemarie Oldfield, Vice President of Academic and Student Affairs, shared the campus has been working to understand why we want to do new things. Studies show retention is enhanced when we help students develop a sense of belonging through course delivery and how we support students in and out of the classroom. We discovered we do many things toward these efforts in separate areas across campus, but there has not been a collective effort. We are now more deliberate in coordination and collaboration of efforts across campus. The Student Success Center moved to the library, and a wonderful space created for student use. Events such as “Mid-term Mania, and “Finals Survival Parties” are hosted there, which draws students together and enriches the feeling of belonging. As a result, 80% of on-campus students began utilizing services in the Learning Resource Center (LRC). We are in the process of setting up a Veterans center there with matching funds from the ENMU-Roswell Foundation. The Career Center and Distance Learning Office are also moving to the LRC. All tutoring is now housed in one location. Workshop rooms have been created, and study rooms are available. Proctored testing and the accessibility office are also in the LRC. Advisors are available in the LRC three (3) times a week.

Youth Challenge is planning to return when the public health orders allow. We will work with them and serve them in any way we can. We are also collaborating with the Roswell Independent School District to see how we can best support dual credit students.

Member Fresquez commented two (2) areas of concern regarding retention stem from transportation and childcare need to be addressed. Ms. Oldfield assured him those topics will be considered in retention efforts.

Member Lueras asked if the Higher Learning Commission (HLC) report has been updated to include the progress Ms. Oldfield shared regarding these strategic priorities—Ms. Oldfield responded the report for the site visit in the fall is currently being written, and area directors are collaborating to ensure thoroughness. The HLC web site allows for information input throughout the accreditation process. Report updates are provided every couple of months and the next one will be provided in January.

President Trujillo remarked she received a letter from the Dexter School District complimenting the outreach efforts by ENMU-Roswell and the responsiveness to community and area needs.

Action Items:

I. December 2020 Graduation List

Mr. Devin Stroman, Interim Assistant Vice President for Student Affairs, reported the ENMU-Roswell Registrar submitted 152 applications for degrees and certificates from 128 students for the Fall 2020 graduation.

Secretary Parsons made a motion to approve the December 2020 Graduation List, 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.

II. FY 2020-2021 Mid-Year Budget Adjustment Request (BAR 2)

Mr. Tony Major, Vice President for Business Affairs, presented the mid-year budget adjustment request (BAR). Normally, BAR 1 is presented this time of year; however, this is BAR 2 because of the special legislative session that occurred this summer, which changed the approved budgets. BAR 1 was required at that time. This adjustment is required by the Higher Education Department (HED) and is for both restricted and unrestricted funds. It will go before the Board of Regents on Friday. The purpose is to prepare State agencies for the upcoming legislative session. The majority of items in this adjustment are to adjust beginning actual balances as of June 30. In September, the CCB accepted the Report of Actuals. We ended the fiscal year with approximately \$1,000,000 in operational surplus. We will increase Instructional and General (I & G) expenditures for operations and maintenance about \$250,000 to prepare for some additional expenses related to COVID-19. There are additional grant monies, which are restricted funds, such as the GEAR Up grant for \$1,500,000.

Member Lueras moved to approve the FY 2020-2021 Mid-Year Budget Adjustment Request (BAR 2). 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.

III. 2021 Community College Board Meeting Calendar

Dr. Powell submitted for the 2021 Community College Board meeting calendar for approval.

President Trujillo suggested changing the meeting time from 4:00 pm to 3:00 pm. Secretary Parsons stated it may be difficult for her when school is in session, but 3:00 pm would be agreeable while school is mostly virtual. Member Fresquez indicated the 3:00 pm meeting time works for him. Member Lueras said anytime Wednesday afternoon. President Trujillo proposed moving the meeting time to 3:00 pm until the end of this school year and reconsider the meeting time then.

Secretary Parsons made a motion to approve the 2021 Community College Board Meeting Calendar and meeting time of 3:00 pm to be in effect until the end of this school year. Ralph seconded the motion. A Roll Call vote was taken: Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

IV. ENMU-Roswell Policies for Deletion

a. 1.1 Introduction and History

Ms. Vickie Thomas, Director of the Workforce and Community Development Center and member of University Council, reported these policies are specific to the Roswell campus and have all been replaced by System policies, so they are no longer needed.

System Policy 1-1 Introduction and History, which was approved by the Board of Regents on December 14, 2018, replaced ENMU-Roswell Policy 1.1.

Member Lueras commented the policy is a good write-up of the history of Roswell and asked if it will be part of the archives. Ms. Thomas responded she will work with Ms. Donna Oracion, Executive Director for College Development, to ensure the information is retained appropriately.

b. 1.2 Approval, Publication, and Compilation of Policies and Procedures

ENMU-Roswell Policy 1.2 was replaced by System Policy 1-2 Approval, Publication and Compilation of Policies and Procedures. The System Policy was approved by the Board of Regents on December 14, 2018.

c. 10.0 Board of Regents Manual: Preamble

System Policy 10-0 Board of Regents Manual: Preamble, approved by Board of Regents on December 14, 2018, replaces ENMU-Roswell Policy 10.0.

d. 10.1 Board of Regents Manual: Part One: Organization and Operation

System Policy 10-1 Board of Regents Manual: Part One: Organization and Operation, approved by the Board of Regents on December 14, 2018, replaces ENMU-Roswell Policy 10.1.

e. 10.2 Board of Regents Manual: Part Two: University Governance by the Board

System Policy 10-2 Board of Regents Manual: Part Two: University Governance by the Board, which was approved by the Board of Regents on December 14, 2018, replaced ENMU-Roswell Policy 10.2.

f. 10.3 Board of Regents Manual: Part Three: Financial Matters and Regents

ENMU-Roswell Policy 10.3 was replaced by System Policy 10-3 Board of Regents Manual: Part Three: Financial Matters and Reports when the Board of Regents approved the System Policy on December 14, 2018.

g. 10.4 Recurring Responsibilities of the Board of Regents

System Policy 10-4 Recurring Responsibilities of the Board of Regents, approved by the Board of Regents on December 14, 2018, replaces ENMU-Roswell Policy 10.4.

h. 10.8 Regents Code of Conduct and Conflict of Interests

System Policy 10-9 Regents Code of Conduct and Conflict of Interest, approved by the Board of Regents on December 14, 2018, replaced ENMU-Roswell Policy 10.8.

i. 10.9 Annual Authorization of Board Officers and University Administrators

System Policy 10-4, Section 5, Recurring Responsibilities of the Board of Regents, approved by the Board of Regents on December 14, 2018, replaced ENMU-Roswell Policy 10.9.

j. 15.1 Bill of Rights and Responsibilities for All Members of the University

ENMU-Roswell Policy 15.1 was replaced by System Policy 15-1 Bill of Rights and Responsibilities for All Members of the ENMU System, which was approved by the Board of Regents on December 14, 2018.

k. 35.2 Motor Vehicles

System Policy 35-4 Use of ENMU System Motor Vehicles was approved by the Board of Regents on November 1, 2019 and replaces ENMU-Roswell Policy 35.2.

l. 80.10 Sexual Harassment and Stalking

System Policy 80-12 Title IX (Equal Opportunity, Harassment, and Nondiscrimination on the Basis of Sex), approved by the Board of Regents on September 25, 2020, replaces ENMU-Roswell Policy 80.10.

Secretary Parsons moved to approve the deletion of the following ENMU-Roswell Policies:

- a. 1.1 Introduction and History
- b. 1.2 Approval, Publication, and Compilation of Policies and Procedures
- c. 10.0 Board of Regents Manual: Preamble
- d. 10.1 Board of Regents Manual: Part One: Organization and Operation
- e. 10.2 Board of Regents Manual: Part Two: University Governance by the Board
- f. 10.3 Board of Regents Manual: Part Three: Financial Matters and Regents
- g. 10.4 Recurring Responsibilities of the Board of Regents
- h. 10.8 Regents Code of Conduct and Conflict of Interests
- i. 10.9 Annual Authorization of Board Officers and University Administrators
- j. 15.1 Bill of Rights and Responsibilities for All Members of the University
- k. 35.2 Motor Vehicles
- l. 80.10 Sexual Harassment and Stalking

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.

V. System Policies Previously Approved by University Council

a. 1-1 Introduction and History

The Board of Regents approved System Policy 1-1 Introduction and History on December 14, 2018.

Member Lueras suggested a grammatical change, the addition of the missing verb "are". It does not change the meaning of the sentence or the policy. She will work with Ms. Thomas to make the change.

b. 1-2 Approval, Publication and Compilation of Policies

The Board of Regents approved System Policy 1-2 Approval, Publication and Compilation of Policies on December 14, 2018.

c. 15-1 Bill of Rights and Responsibilities for All Members of the System

The Board of Regents approved System Policy 15-1 Bill of Rights and Responsibilities for All Members of the System on December 14, 2018.

d. 40-1 General Personnel Policies

The Board of Regents approved System Policy 40-1 General Personnel Policies on December 14, 2018.

e. 40-2 Employee Classification

The Board of Regents approved System Policy 40-2 Employee Classification on December 14, 2018.

Member Fresquez inquired if there a designated date for performance evaluations for each employee. Ms. Rebecca Schneider, Director of Human Resources, responded we follow the same timeline as ENMU-Portales, so evaluations are normally conducted annually in July. New hires have a performance evaluation after the initial six-months, in

addition to the annual evaluation. Member Fresquez recommended performance evaluations be done coinciding with anniversary of an employee's hire date rather than all coinciding in July. He asked this be put before University Council for consideration.

Dr. Caldwell added System Policies 40-9 and 40-10 outline employee performance evaluation protocols and includes when evaluations should take place.

f. 40-4 Equal Employment Opportunity

The Board of Regents approved System Policy 40-4 Equal Employment Opportunity on October 12, 2018.

Member Fresquez asked if the University has provisional status for employment. Ms. Schneider stated everyone has a one (1) year probation period upon initial hire, as well as when an employee moves into another role. This information is included in System Policy 40-10 and the employee handbook.

g. 40-13 Drug-Free Workplace

The Board of Regents approved System Policy 40-13 Drug-Free Workplace on April 19, 2019.

Member Fresquez noted an employer must comply with the Equal Employment Opportunity Commission (EEOC) affirmative action and be able to prove that open positions are advertised to minority populations. Ms. Schneider responded all ENMU-Roswell postings are listed on HigherEdJobs.com and with both local Chambers of Commerce. For specialized positions, such as nursing, the jobs are posted on websites specific to those fields, which include minorities.

Dr. Caldwell clarified this is addressed in System Policy 40-3 Recruitment and Hiring. Dr. Powell added we have a diversity, equity, and inclusion plan in place on campus, and hiring processes are currently being reviewed.

h. 80-8 Deadly Weapons, Chemical Agents and Explosives

The Board of Regents approved System Policy 80-8 Deadly Weapons, Chemical Agents and Explosives on October 12, 2018.

i. 80-15 Field Trips, Travel and Special Activities

The Board of Regents approved System Policy 80-15 Student Field Trips, Travel and Special Activities on May 8, 2020.

j. 80-21 Service Animals and Assistance Animals

The Board of Regents approved System Policy 80-21 Service Animals and Assistance Animals on May 13, 2020.

Member Lueras moved to approve the following System Policies:

- a. 1-1 Introduction and History
- b. 1-2 Approval, Publication and Compilation of Policies
- c. 15-1 Bill of Rights and Responsibilities for All Members of the System
- d. 40-1 General Personnel Policies
- e. 40-2 Employee Classification
- f. 40-4 Equal Employment Opportunity
- g. 40-13 Drug-Free Workplace
- h. 80-8 Deadly Weapons, Chemical Agents and Explosives
- i. 80-15 Field trips and Special Activities Safety and Security
- j. 80-21 Service Animals and Assistance Animals

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.

VI. System Policies Approved by University Council

a. 10-9 Regents Code of Conduct and Conflict of Interest

System Policy 10-9 Regents Code of Conduct and Conflict of Interest was presented to University Council on October 26, 2020 with the following changes: added same by marriage definition as in System Policy 20-2 Code of Conduct and removed Section E – Gratuity as in System Policy 20-2 Code of Conduct.

Member Lueras inquired about the definition of family member under Procedures #4B and asked if uncle, aunt, cousin should also be included.

Dr. Caldwell responded the ENMU Human Resource Director conducted research and found the preferred language does not include those particular family designations. However, University Council will continue its research.

Ms. Thomas clarified this set of policies have not yet been brought to the Board of Regents for approval.

b. 15-2 Statement on Governance

System Policy 15-2 Statement on Governance was presented to University Council on October 26, 2020 adding two (2) System office titles.

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

System Policy 80-12 Title IX (Equal Opportunity, Harassment and Nondiscrimination on the Basis of Sex) was brought to CCB as an information item on August 26, 2020 and September 23, 2020. Changes have been made on pages 14 and 18-19 to move the authority and responsibility for determination of policy violations and sanctions from Investigator to Decision-Maker, which is the required order of responsibility as documented by the Association for Title IX Administrators (ATIXA). These changes were approved by the Board of Regents on September 25, 2020.

d. 80-13 Sexual Harassment

Deletion of System Policy 80-13 Sexual Harassment was presented to University Council on October 26, 2020, as this is now included in System Policy 80-12 Title IX (Equal Opportunity, Harassment and Nondiscrimination on the Basis of Sex). The Board of Regents approved System Policy 80-12 on September 25, 2020.

Secretary Parsons made a motion to approve the following System Policies:

- a. 10-9 Regents Code of Conduct and Conflict of Interest
- b. 15-2 Statement on Governance
- c. 80-12 Title IX (Equal Opportunity, Harassment and Nondiscrimination on the Basis of Sex)

and delete the following System Policy:

- d. 80-13 Sexual Harassment

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.

VII. Roswell Policies Approved by Roswell Strategic Initiative Advancement Council (SIAC)

a. 5.1 Constitutional Enabling Provisions

ENMU-Roswell Policy 5.1 Constitutional Enabling Provisions was revised to include current statutory language and was presented to the Roswell Strategic Initiative Advancement Council (SIAC) on November 18, 2020.

b. 5.2 Mission and Vision

The Mission and Vision statements were updated to current versions and presented to the Roswell Strategic Initiative Advancement Council (SIAC) on November 18, 2020.

Member Lueras moved to approve the following ENMU-Roswell Policies:

- a. 5.1 Constitutional Enabling Provisions
- b. 5.2 Mission and Vision

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, February 17, 2021. The meeting will begin at 3:00 pm.

Regent Pyle added President Trujillo runs an efficient meeting and wished everyone a Merry Christmas and happy New Year, on behalf of the Board of Regents.

Adjourn

The meeting adjourned at 5:45 pm.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date