



COMMUNITY COLLEGE BOARD
Eastern New Mexico University - Roswell
Wednesday, February 17, 2021, 3:00 p.m.
Virtual Meeting
Via Microsoft Teams
Minutes

Members Present: Carleton Avery, Ralph Fresquez, Tamaliah Lueras, Patricia Parsons, and Mireya Trujillo

Members Absent:

Others Present: Patrice Caldwell, Russell Baker, Chris Ann Bell, Amanda Booth, James Buchanan, Kyler Burd, Karen Cain, Rebecca Cobos, Todd DeKay, Lisa Dunlap, Ron Flury, Ronillo Javellana, Laurie Jensen, Diane Klassen, Kim LaDuca, Tony Major, Chris Meeks, Stephen Miller, Robert Moore, William Morris, Linda Neel, Linde Newman, Annemarie Oldfield, Maureen Olguin, Donna Oracion, Shawn Powell, Rebecca Schneider, Devin Stroman, Vickie Thomas, and Edna Yokum.

- I. Call to Order** President Trujillo called the meeting to order at 3:00 pm.
- II. Declare a Quorum** Roll Call was taken: Cla Avery, yes; Ralph Fresquez, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo, yes. President Trujillo declared a quorum.
- III. Finalize Agenda** Vice President Avery 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; Mireya Trujillo, aye. The motion carried unanimously.
- IV. Approve Minutes** Secretary Parsons moved to accept the minutes from the December 9, 2020 meeting. Member Fresquez seconded the motion. A Roll Call vote was taken: Cla Avery, aye; 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.

Presidential Remarks:

I. ENMU Chancellor's Remarks

Dr. Patrice Caldwell, Chancellor of the Eastern New Mexico University System, reported the New Mexico legislature moves into the halfway point of the legislative session with several topics related to higher education, including utilizing some of the permanent fund to support various initiatives such as early childhood development. The legislators are very committed and interested in what campuses can do to enhance New Mexico's workforce.

II. ENMU – Roswell President's Remarks

Dr. Shawn Powell, President of Eastern New Mexico University-Roswell, stated we are in the Emergency Phase of our Return to Campus Plan. Anyone coming on campus needs to have

approval of one of our Vice Presidents. As the county COVID-19 status changes, we will modify our operations accordingly. We are planning to continue to offer classes in our current mode with face to face instruction being offered to our health education, technical education, and special services programs.

Since April 2020, from our campus we have reported 50 COVID-19 cases – 25 faculty/staff/administrators and 25 students.

Current enrollment is down 695 students (31%) from last spring. This includes ~ 125 Youth Challenge Cadets and many Early College High School (ECHS) and dual credit students. We are offering a 12-week term primarily designed to assist high school seniors who need credits to graduate. We plan to continue offering this 12-week term next year.

Several programs increased their enrollment from last spring:

- a. Aviation Maintenance up 25 students 42 to 67 (59%)
- b. Nursing up 18 students 160 to 178

Our current class offerings are made up of 22% of classes being offered Face to Face and 78% of classes being offered online or through remote teaching.

Unless our COVID-19 situation changes and as vaccines are complete, we plan to continue offer classes in the same format we are using now until fall 2021. Several reasons for this decision:

- c. Disrupting students schedules midway through the term
- d. Needing to have vaccines for faculty and staff members
- e. Course offerings will be reviewed by the Higher Learning Commission (HLC) for compliance to the course catalog and offerings in keeping with what was advertised

Graduation plans are being made to offer either a face to face or virtual graduation ceremony in May. As the Civic Center will be closed temporarily in April, if we have a face to face graduation, it will need to be scheduled and a committee is looking at options.

Construction update – maintenance building construction is ongoing, automotive/welding building is undergoing asbestos removal prior to renovations - presently planned construction will be ongoing for the next year (e.g., Cooling Tower replacement scheduled to start February 22, Performing Arts Center (PAC) renovation scheduled for May) along with other projects scheduled.

RFPs will be going out for:

- f. Child Development Center, current arrangement has expired
- g. Electrical Panel upgrade (part of the facility master plan and funded by capital outlay)

La Casa update – will be moving the dental clinic from the Health Education building to a new location they purchased off campus. We are working with them to develop a new agreement for students to have access to medical and behavioral health care on a weekly basis.

Job Corps is now being run by Distinction, LLC. We had a virtual introductory meeting recently with the President and Vice President. They would like to increase programming with our campus.

Improvement and Communication efforts

- h. Addressing concerns raised in the spring 2020 survey Great Colleges to Work For (we will re-administer this survey later this spring):
 - i. Teaching Environment
 - ii. Policies, Resources, and Efficiency, and
 - iii. Fairness
- i. Comments received during listening sessions conducted via Teams and small groups in November and December 2020 (spoke to 105 of 179 full time faculty/staff/administrators 58%)
- j. Continuing with Facebook Live Sessions on a monthly basis, the next one is March 2, 2021.
- k. Conducted a Teams Meeting for our January Campus in-service and provided a career development and internal professional development Teams meeting last Friday by Teams.

The Walker Air Force Base historical society is working to move the F-105 aircraft currently located on our campus to a new location in Hobbs. Mr. Steve Pierce, former Congressional member, was on campus today as part of that endeavor. We will assist as possible.

Ms. Rebecca Schneider, Director of Human Resources, has been working with the campus art committee to have valuable artwork on campus restored, particularly the painting by Peter Hurd. It has been cleaned, remounted and framed. It is now housed in the ITC building.

We hope to host the April 7 CCB meeting on campus if the county COVID-19 status allows.

Board Report:

Vice President Avery announced he has had several communications with community members regarding continued efforts to provide diversity in hiring practices. They are looking to us to maintain diversity.

Information Items:

I. Strategic Initiative Advancement Council (SIAC) Overview

Ms. Rebecca Cobos, Director of Special Services, provided an overview of the Strategic Initiative Advancement Council. The purpose of the council is to assist the President and Core Team in the following areas:

- oversee the development, periodic refreshment, and implementation of the five-year strategic plan
- provide programmatic guidance and direction
- review policies and initiatives, ensuring consistency with the college's mission
- promote collaboration among units on campus and outside organizations
- perform related functions as assigned by the President or Core Team

The council meets monthly and is representative of most areas on campus.

II. Strategic Priorities Update – Community Success #6: Promote community involvement through additional campus events and open houses

Mr. Devin Stroman, interim Assistant Vice President for Academic Affairs, shared this has been a challenging initiative due to COVID-19. We have had to be creative in reaching the community and prospective students. We hosted our first virtual open house in July 2020, and it was very successful with about 4,000 views and numerous comments. We could not physically visit local and state high schools during the fall recruitment season, so the New Mexico College Access Council created a virtual platform to communicate with students throughout the state. We wanted

to create something engaging as well as informative. Mr. Chris Meeks, Director of Financial Aid, and Mr. Kyler Burd, Recruiter, developed “Mondays with Meeks”, a college success web series, to showcase services and resources available outside of academic program areas, as well as financial aid information. It is an informal series from a student perspective. The mission statement for “Mondays with Meeks” is: “Provide relatable content to the diverse population that explores the opportunities at ENMU-Roswell”. Goal 1 is to provide a program feature for each academic program area, which corresponds to the strategic initiative: Mission Ready Success #1: Develop innovative culture, and Goal 2 is to educate the community about program and other opportunities at ENMU-Roswell, corresponding to strategic initiative: Community Success #1: Build and foster community education/lifelong learning opportunities. Mr. Burd added there are currently nine episode posted on Facebook and YouTube. Our most successful one so far was the holiday message, which is both in Spanish and English. We have had almost 4,000 views to date, and we are seeing an upward trending in our engagement.

Mr. Burd went on to say that being able to share visual representations of our programs with students helps them understand what we have to offer far better than a simple explanation. We would like to expand our social media presence into other platforms and key demographics.

President Trujillo indicated the program she saw was very engaging and informative. Vice President Avery asked if the media arts students are involved in the filming process. Mr. Meeks responded they are not currently as it has been a difficult time regarding COVID-19, public health orders, and student availability. We would like to include them in the future. Member Fresquez suggested it would be good to get community members who have been through various programs to discuss the programs and their successes. He also suggested expanding the bilingual component of the program. Mr. Burd stated that is key moving forward.

III. Faculty Tenure Notification

Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, announced five (5) faculty members have received tenure.

a. Amanda Booth

Ms. Amanda Booth began as an adjunct in the medical assisting program. After her first year, she was hired full-time. She teaches both in medical assisting and phlebotomy, as well as for Youth ChalleNGe. Ms. Booth is active with the American Association of Medical Assistants and served as the Vice President and President of the local chapter. She recently received a master’s degree in Education.

b. Karen Cain

Ms. Karen Cain is an instructor in our Aviation Maintenance Technology program. She graduated from our program and received her FAA certification in 2000. She joined our faculty in 2012 and teaches our composite courses. Ms. Cain also serves on various committees on campus.

c. Ronald Flury

Mr. Ronald Flury has been with ENMU-Roswell for 17 years in various capacities from adjunct instructor to his current position of interim Vice President for Technical Education. He taught computer information systems classes and is a member of several committees, such as the Institutional Assessment Committee, Program Review Committee, and other committees that further academics on campus.

d. Diane Klassen

Dr. Diane Klassen has been with ENMU-Roswell for 40 years serving in various roles. Currently, she is a faculty member in the business department after earning a doctorate in Educational Leadership. Dr. Klassen also shares her knowledge and expertise with the Distance Learning Committee and the In-Service Committee.

e. Stephen Miller

Mr. Stephen Miller began his career in education during his time in the United States Air Force where he spent four (4) years as a field training detachment instructor teaching airmen how to maintain their F-15 fighter jets. He went on to work in the industry inspecting and maintaining aircraft for a wide variety of airlines. He came to ENMU-Roswell in 2012 and has taught most of the courses in the Aviation Maintenance Technology program. Mr. Miller has helped build or supervised the building of much of our training equipment.

IV. NISOD Teaching Excellence Awards

Ms. Oldfield stated candidates for the NISOD Teaching Excellence Award are nominated by peers within their division. The Faculty Evaluation Committee determines the two (2) winners who will represent ENMU-Roswell at the annual NISOD conference.

a. James Buchanan

Mr. James Buchanan has taught on our campus for 24 years in the science department. He currently serves as the department Director. Mr. Buchanan teaches many of our courses required for our health program degrees and works closely with in that department to ensure student have what they need to be successful in their degree pathway.

b. Kim LaDuca

Ms. Kim LaDuca is an instructor for our Special Services department where she uses her knowledge and skills to teach job skills courses. In these courses, she actively engages students to acquire understanding of the processes for scholarship and creative work, as well as the skills necessary to be successful in the workplace.

V. HLC Site Visit Update

Mr. Todd DeKay, Executive Director for Institutional Effectiveness, reported ENMU-Roswell will host a Higher Learning Commission (HLC) accreditation comprehensive site visit on October 18-19, 2021. In preparation for this visit, ENMU-Roswell must submit a 35,000-word assurance argument before August 18, 2021. The assurance argument is a persuasive narrative, backed up by evidence that assures our institution is in full compliance with the HLC's Criteria for Accreditation. It is telling our story—what we do and how we do them on our campus. We have created an online resource guide, breaking down each criterion and what evidence is needed for each. Five (5) committees has been created to address each criterion, and faculty serve on each of these committees:

- **Criterion 1—Mission**
The institution's mission is clear and articulated publically; it guides the institution's operations
- **Criterion 2—Integrity: ethical and responsible conduct**
The institution acts with integrity; its conduct is ethical and responsible
- **Criterion 3—Teaching and Learning: quality, resources, and support**
The institution provides quality education, wherever and however its offerings are delivered

- Criterion 4—Teaching and Learning: evaluation and improvement
The institution demonstrates responsibility for the quality of its educational programs, learning environments and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement
- Criterion 5—Institutional Effectiveness, Resources, and Planning
The institution’s resources, structures, processes and planning are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities

VI. Engineering and Design Technology Program

Ms. Oldfield stated we assess the programs we offer and their effectiveness, then make necessary adjustments to enhance our programs. We recently reviewed our Engineering and Design Technology program and found some of the teaching had become outdated. We decided to teach out that program and restructure it as a clear pathway for students.

VII. Proposed Organizational Changes in Academic and Student Affairs

Ms. Oldfield shared combining Academic Affairs and Student Affairs under one Vice President has gone very well and teams are collaborating with each other to market and improve our programs. She met with the Assistant Vice Presidents, area directors, and faculty to determine a reporting structure that is most effective and efficient for the students and the institution. Ms. Oldfield is gathering input before finalizing any of the changes. She will bring the changes to CCB once they are settled.

Action Items:

I. 2022 General Obligation (G.O.) Bond Proposals

Dr. Powell requested approval of two (2) projects from campus facility master plan to be submitted for the 2022 General Obligation (G.O.) Bond proposal:

1. Roof Replacement at Instructional Technical Center
2. Add Fire Sprinkler Systems to Occupational Technical Center, Physical Education Center, and Arts and Sciences Center

The total funding request for both projects is \$4,870,000.

Vice President Avery made a motion to approve the 2022 General Obligation Bond Proposals, and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

II. 2021-2022 University Calendar

Ms. Oldfield remarked we worked with ENMU-Portales to develop the academic calendar. A 12-week session was added to help high school seniors who are needing credits. We also coordinated with RISD to correlate spring break.

Member Lueras moved to approve the 2021-2022 University Calendar, and Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

III. Program Deactivation: Aviation Maintenance Technology Airframe & Powerplant

Ms. Oldfield clarified we are building up the Aviation Maintenance Technology program. However, through assessment, we learned it was not working well for students to have this as one certificate rather than two. Separating the two allows students to test for these certificates independently. We are deactivating the single combined program in order to make two separate certificate programs. Coursework will remain the same, the difference will be in how the

certificates are awarded. There will be no sunseting of the current program because enrolled students will move seamlessly into the two separate certificate programs.

Member Fresquez asked if a student is allowed to take only one of the programs rather than taking both. Ms. Oldfield responded yes, students may take either one rather than both if they wish. President Trujillo inquired if one is a prerequisite for the other. Ms. Oldfield stated no, the programs are independent from each other.

Vice President Avery made a motion to approve the Deactivation of the Aviation Maintenance Technology Airframe and Powerplant Program, and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

IV. Program Deactivation: Commercial Driver's License 16-Week Program

Ms. Oldfield reported the request to deactivate the 16-week program for the Commercial Driver's License is a result of working with industry partners and state assistance entities, as well as student feedback. Students need to be able to complete the program more quickly and enter the workforce.

Secretary Parsons made a motion to approve the Deactivation of the Commercial Driver's License 16-Week Program, and Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

V. New Program: Commercial Driver's License 8-Week Program

Ms. Oldfield stated as discussed earlier, the 16-week program was deactivated in favor of a shorter 8-week program, which will further benefit students as they can go to work sooner. The New Mexico Workforce indicated they will be able to pay for students to complete the program.

Vice President Avery made a motion to approve the new Commercial Driver's License 8-Week Program, and Secretary Parsons seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

VI. Temporary Alternate Location for Automotive Technology Program

Mr. DeKay announced in order to remodel the campus' Automotive Technology Training Center, ENMU-Roswell has temporarily moved automotive technology instruction to an off-campus location. The facility has over 4000 square feet and all the required automotive lifts and equipment needed for regular instruction. Instruction will continue at this site for up to 18 months or until the remodel is complete, and students will be able to earn a certificate at this site. The Higher Learning Commission (HLC) requires notification even for a temporary location.

Secretary Parsons moved to approve the Temporary Alternate Location for the Automotive Technology Program, and Vice President Avery seconded the motion.

Member Lueras asked if our liability insurance will cover offsite instruction. Mr. Tony Major, Vice President for Business Affairs, responded we have a contractual agreement (lease) for the temporary facility, so our insurance will provide coverage.

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

VII. FY2022 Course Fees

Mr. Major reported tuition and fees are reviewed as part of the budget process. A five (5) member

Tuition and Fees Committee was formed this year, which includes one (1) faculty representative and one (1) student. The committee held several meetings reviewing tuition and general fee structure and recommended no changes be made to those. The committee met with faculty to discuss course fees. Course fees are charged to specific students for particular courses they are enrolled in. Three (3) areas in Health made requests for additional fees. The committee held a hearing and the three (3) department heads from those divisions presented their case for the additional fees. The Occupational Therapy Assisting Board exam fee of \$515 had been due from the student after graduation upon taking the exam. However, many students were putting off the exam until a later date because of the expense, and this was adversely affecting the program's accreditation. Therefore, it was requested the fee be assessed during the student's final semester. This would allow the student to utilize financial aid if necessary. The proposed fee for the Emergency Medical Services would also cover required licensure exam costs. The requested fees for Medical Assisting and Phlebotomy are for customized course packets.

The existing fees listed in the 2020-2021 Catalog were also submitted for approval.

President Trujillo asked for clarification regarding the \$5 performance assessment fees listed in the table of the memo, whether that is one fee for all the courses grouped together or a fee for each course. Mr. Major stated the fee is for each individual course.

Member Fresquez asked for a definition of the course acronyms. Mr. Major stated MDST is for Medical Assisting, PBE is Phlebotomy, OT is Occupational Therapy, and EMS is Emergency Medical Services.

Secretary Parsons moved to approve the FY2022 Course Fees, and Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

VIII. ENMU-Roswell Policies for Deletion

Ms. Vickie Thomas, Director of the Workforce and Community Development Center and member of University Council, stated:

a. 15.2 Governance Document

ENMU-Roswell Policy 15.2 Governance Document was replaced by System Policy 15-2 Statement on Governance, which was approved by the Board of Regents on March 13, 2020 and CCB on December 9, 2020. No changes have been made to the policy since approval.

b. 20.5 Digital Data Administration

ENMU-Roswell Policy 20.5 Digital Data Administration was replaced by System Policy 60-1 Computer Use and was approved by the Board of Regents on March 29, 2019 and CCB on October 21, 2020. No changes have been made to the policy since approval.

c. 20.6 Employee Hiring and Human Relations

ENMU-Roswell Policy 20.6 Employee Hiring and Human Relations was replaced by System Policy 40-3 Recruitment and Hiring. The System Policy was approved by CCB on April 2, 2020 and the Board of Regents on April 19, 2019. No changes to the policy have been made since approval.

d. 20.7 Conflicts of Interest

ENMU-Roswell Policy 20.7 Conflicts of Interest was replaced by System Policy 20-2 Administrator and Staff Code of Conduct approved by CCB on September 23, 2020 and the Board of Regents on September 25, 2020. No changes have been made to the policy

since approval.

e. 30.1 Faculty Recruitment and Hiring Procedures

ENMU-Roswell Policy 30.1 Faculty Recruitment and Hiring Procedures was replaced by System Policy 40-3 Recruitment and Hiring and was approved by CCB on April 2, 2020 and the Board of Regents on April 19, 2019. No changes to the policy have been made since approval.

f. 30.2 Faculty Salary Practice

ENMU-Roswell Policy 30.2 Faculty Salary Practice was replaced by System Policy 40-5 Wage and Salary Administration which was approved by CCB on April 2, 2020 and the Board of Regents on April 19, 2019. No changes have been made to the policy since approval.

g. 30.5 Medical Leave and Leave Without Pay

ENMU-Roswell Policy 30.5 Medical Leave and Leave Without Pay was replaced by System Policy 40-7.8 Leave and was approved by the Board of Regents on November 1, 2019 and CCB on November 20, 2019. No changes to the policy have been made since approval.

h. 30.10 Intellectual Property

ENMU-Roswell Policy 30.10 Intellectual Property was replaced by System Policy 30-2. Intellectual Property, which was approved by the Board of Regents on December 14, 2018 and CCB on October 21, 2020. No changes to the policy have been made since approval.

President Trujillo inquired why the old policies are not being deleted at the same time the new policies are approved. Ms. Thomas responded that is generally the process, however in the conversion to System policies, we have come across some local policies, which have not yet been deleted, so this is part of the cleanup process.

Member Fresquez moved to approve the deletion of the following ENMU-Roswell Policies:

- a. 15.2 Governance Document
- b. 20.5 Digital Data Administration
- c. 20.6 Employee Hiring and Human Relations
- d. 20.7 Conflicts of Interest
- e. 30.1 Faculty Recruitment and Hiring Procedures
- f. 30.2 Faculty Salary Practice
- g. 30.5 Medical Leave and Leave Without Pay
- h. 30.10 Intellectual Property

Vice President Avery seconded the motion. A Roll Call vote was taken: Cla Avery, aye; Ralph Fresquez, aye; Tammy Lueras, aye; Patricia Parsons, aye; Mireya Trujillo, aye. The motion carried.

Other Business:

The next meeting is scheduled for Wednesday, April 7, 2021 at 3:00 pm.

Closed Session:

I. 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 one (1) pending litigation pursuant to Section 10-15-1(H)(7), NMSA (1978).

President Trujillo added no action will be taken during the closed session; therefore the meeting will not return to open session. The meeting will be adjourned upon the roll call vote.

Secretary Parsons moved the Board convene in closed session as authorized by the pending litigation exception (Section 10-15-1 (H)(7), NMSA (1978)). Vice President Avery seconded the motion.

A Roll Call vote was taken: Cla Avery, yes; Ralph Fresquez, yes; Tammy Lueras, yes; Patricia Parsons, yes; Mireya Trujillo, yes.

The Board entered closed session at 5:02 pm, and the meeting was adjourned.

Minutes approved by CCB Secretary, Patricia Parsons



Signature



Date