



COMMUNITY COLLEGE BOARD  
Eastern New Mexico University – Roswell  
Wednesday, April 7, 2021, 3:00 p.m.  
Administration Center Board Room  
And Virtually via Microsoft Teams  
Minutes

**Members Present:** Carleton Avery, Ralph Fresquez (via phone), Tamaliah Lueras, Patricia Parsons

**Members Absent:** Mireya Trujillo

**Others Present:** Patrice Caldwell, Todd DeKay, Lisa Dunlap, Stephanie Eldridge, Ron Flury, Casey Higgins, Tony Major, Robert Moore, Linda Neel, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Devin Stroman, and Vickie Thomas

- I. Call to Order** Vice President Avery called the meeting to order at 3:00 pm.
- II. Declare a Quorum** Vice President Avery declared a quorum.
- III. Finalize Agenda** Vice President Avery suggested the agenda be amended to allow Ms. Casey Higgins and Ms. Stephanie Eldridge from the County Clerk's office to present the Informational Item I: 2021 CCB Election Dates and Information before Public Comment and Presidential Remarks. Secretary Parsons made a motion to finalize the agenda as amended. Member Lueras seconded the motion. All Board members voted in favor of the motion. The motion carried unanimously.
- IV. Approve Minutes** Member Lueras moved to accept the minutes from the February 17, 2021 meeting. Secretary Parsons seconded the motion. The Board approved the minutes unanimously.

**Information Item:**

- I. 2021 CCB Election Dates and Information**  
Casey Higgins, Bureau of Elections Chief for Chaves County, announced the election will be Tuesday, November 2, 2021 and districts two (2) and three (3) for the Community College Board will be on the ballot. Governing bodies must notify the County Clerk's office between June 5 and July 5 to announce positions to be filled. Candidate filing day is Tuesday, August 24, from 9:00 am to 5:00 pm in the County Clerk's office. Tuesday, August 31 is write-in candidate filing day from 9:00 am to 5:00 pm, again in the County Clerk's office. Early voting begins in October.

**Public Comment:**

No comments from the public were made.

**Presidential Remarks:**

- I. ENMU Chancellor's Remarks**  
Dr. Patrice Caldwell, Chancellor for the ENMU System, thanked the Community College Board, Dr. Shawn Powell, Ms. Rebecca Schneider, and Ms. Vickie Thomas for exemplary work with policy.

## II. ENMU – Roswell President's Remarks

We are in the Turquoise Phase of our Return to Campus Plan. 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, from our campus we have reported 50 COVID-19 cases – 25 faculty/staff/administrators and 25 students. Our last reported positive COVID-19 case was February 8.

Given the current COVID-19 status and uncertainty of what will transpire over the summer, we are not planning to reopen the swimming pool this year.

We will be holding a blended graduation ceremony on May 7. This will include a face to face opportunity for graduates to receive a diploma cover and have a picture taken in the Performing Arts Center in small groups and a virtual ceremony that will have the regular ceremonial speeches and a reading of the list of the graduates. Details are still being completed.

Construction update - presently planned construction will be ongoing for the next year:

- maintenance building construction and automotive/welding renovations are ongoing,
- cooling tower replacements have been completed,
- starting architecture and engineering design work for exterior lights and surveillance systems, - electrical engineering design for electrical panel upgrades is in process,
- PAC renovations are scheduled to start after the May 7 graduation, and
- following budget approval by the governor and sale of the G. O. Bonds, bidding for the architecture and engineering design of the restroom and sewer line renovations will commence.

Currently, we are re-administering the Great Colleges to Work For survey. As of Monday, our survey response rate more than doubled the rate from last year, 65 responses of 158 surveys, 41% response rate.

We are conducting monthly Campus Wide Teams Meetings. The next campus wide meeting is scheduled for April 16 at 9:00 am and will cover the budget and Affirmative Action Plan, as well as other campus updates.

In response to concerns expressed by the Board regarding diversity on campus, reflecting our community, and meeting student needs we have:

- a. Continued reviewing and revising our hiring processes,
- b. Started advertising management positions on the Hispanic Association of Colleges and University website,
- c. Reestablished a Community Advisory Council
- d. Reviewing the results of a Real College Survey that was administered in fall 2020 – Mr. Todd DeKay, Executive Director of Institutional Effectiveness, will present the results of this survey
- e. Continued the Cosmo Cares funding program, federal funding we receive as an HSI will be used for this program through the fall, then we will ask for Foundation support thereafter using funding from Title V funds that will become available after September 2021

Mr. DeKay reported the #RealCollege Survey is the nation's largest annual assessment of students' basic needs. Since 2015, the survey has been fielded at more than 520 colleges and universities and taken by more than 550,000 students. While the National Postsecondary Student Aid Survey recently added questions regarding food and housing insecurity, data will not be available until 2022, and no government agency currently reports on the security of students' basic needs.

Students at Eastern New Mexico University-Roswell told us that:

66% experienced at least one form of basic needs insecurity, including

- 39% who experienced food insecurity in the prior 30 days,
- 54% who experienced housing insecurity in the previous year, and
- 18% who experienced homelessness in the previous year.

We also learned that:

- 31% had a close friend or family member who was sick with COVID-19, while 3% were sick with COVID-19 themselves.
- 31% of students exhibited at least moderate anxiety.
- 6% of students who experienced basic needs insecurity used emergency aid, but 52% had not heard of emergency aid programs on campus.
- 54% of students experiencing basic needs insecurity did not apply for campus supports because they did not know how.
- 72% of students experiencing basic needs insecurity received some form of public assistance.

We also just completed a media preference survey. We asked students their preference for communication. We will be able to better match these communication preferences with our student support services.

Member Lueras asked how information about food programs is currently disseminated to students. Mr. DeKay indicated the adult education programs share this information with their students but he was not sure about the other programs. This is an area we need to become more cognizant and active. We are making strides to meet these student needs.

Dr. Powell added the response rate of our students was about 8.8%, and we learned about 41% of the students who responded indicated difficulty with computer or internet access.

Another way we continue to try to meet student needs is through our Cosmo Cares Funding Program. We anticipate additional federal funding through the American Recovery Relief Act. We will also be working with the ENMU-Roswell Foundation for some funding in the fall so students may request money for transportation, childcare, or housing needs.

Advising/Registration/Enrollment is underway.

Legislative updates are pending the April 9 timeline for the Governor to approve legislation passed in the recent regular and special sessions. Once we know what is approved, the information will be shared with the Board.

Upcoming Events:

- ENMU-Roswell Foundation Golf Tournament Fundraiser – Saturday, April 10
- Graduation – Friday, May 7

Vice President Avery asked if there are any students residing on campus this semester. Dr. Powell reported there are approximately 25 Special Services students as well as about 40 other students who lived in dorms prior to COVID and they are continuing to live there. Youth Challenge did not hold classes for the past year. They anticipate returning with a class this summer. Ms. Annemarie Oldfield, Vice President of Academic and Student Affairs, is leading the effort to accommodate them.

The Roswell Police Department is pursuing establishing a Law Enforcement Academy, and Dr. Powell provided a letter of support for their application.

### **Board Report:**

Secretary Parsons participated in the recent campus tour with Representative Yvette Harrell, along with Chancellor Caldwell and ENMU-Ruidoso President, Mr. Ryan Trosper. They visited the aviation maintenance technology program and found it very impressive.

### **Information Items:**

#### **II. Strategic Priorities Update – Faculty and Staff Success: Encourage and support ongoing professional development**

Dr. Powell thanked Ms. Rebecca Schneider, Human Resources Director, Mr. Robert Moore, Assistant Vice President for Arts and Sciences, and Mr. Romo Villegas, Faculty Senate President, for coordinating many professional development opportunities.

1. Continued to offer professional development programs:
  - Magna Publications 68 people have been involved since this started July 2020
  - Numerous virtual presentations on a variety of educational related topics started with COVID-19 presentations in March of 2020
  - Several conferences (i.e., HLC Conference, NISOD, Arizona State University HEI conference, Assessment Conference IUPUI)
  - Security Department training upgrades have continued with all officers certified as level two or three security guard through the state
  - Supervisor training in response to COVID-19
  - Faculty In-Services have continued in virtual formats August and January
  - Roundtables to continue higher education functions (February grading for faculty and April on learning styles)
2. Restarted career development and professional development programs for faculty and staff:
  - Leadership Roswell and Leadership New Mexico
  - Career and Professional Growth seminars
  - ENMU-Roswell Fellows program, to start in the fall led by Dr. Sofia Ramos
  - Ongoing training and assistance through the Human Resources office

Member Lueras inquired if individual faculty and staff maintain documentation of professional development or is it handled through the departments. Dr. Powell responded if it is for professional licensure or certification, the individual will maintain documentation but provide a copy to their department. Faculty credentials are tracked, and we ensure licensure is kept up-to-date.

#### **III. System Policies**

Ms. Vickie Thomas, Director of the Workforce and Community Development Center and member of University Council, announced the following system policy updates:

##### **a. Policy 40-15 Medical Leave Bank**

Edits were made to change “employee” to “member” for consistency and inclusion of

language that an employee needs to be a member to request leave from the Medical Leave Bank and will be reviewed at University Council and Strategic Initiative Advancement Council (SIAC) meetings.

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

Edits include System language and use of policy approved by the Association for Title IX Administrators (ATIXA), which will be reviewed at University Council and SIAC meetings. Dr. Linda Neel, Executive Director of Student Services, stated major changes were made to the policy in August 2020 to incorporate regulatory changes. The System worked with the legal team that works with ATIXA to develop a strong policy.

Vice President Avery asked when the policy will be brought back to CCB for approval. Dr. Caldwell indicated it will go before University Council on April 26 and the Board of Regents on May 14. It will then be brought to CCB for approval.

**Action Items:**

**I. 2021-2023 CCB Operating Agreement**

Dr. Powell stated the operating agreement between the Eastern New Mexico University System Board of Regents and the ENMU-Roswell Community College Board must be renewed biannually. The current agreement will expire June 30, 2021. The 2021-2023 operating agreement presented today is the same agreement that was signed two years ago.

Secretary Parsons made a motion to approve the 2021-2023 CCB Operating Agreement, and Member Lueras seconded the motion. Member Fresquez asked that the word “leadership” in the fourth bullet point in Item #2 under the Policies section be changed to the word “support”. Dr. Powell shared that legal counsel reviewed the language in the agreement two years ago. Therefore, Member Fresquez determined not to amend the original motion but suggested this minor change be considered for the 2023-2025 agreement.

The Board voted unanimously in favor of approving the 2021-2023 CCB Operating Agreement as presented. The motion carried.

**II. Five-Year Capital Projects Plan**

Mr. Tony Major, Vice President of Business Affairs, reported annual approval of a five-year capital projects plan is required by the Higher Education Department (HED). This plan follows Facilities Master Plan approved in 2019.

**Capital Project 2022-2023 (G.O. Bond)**

1. ITC Roof Replacement  
Cost Estimate: \$1,570,000
2. Fire Sprinklers – OTC, PEC & ASC  
Cost Estimate: \$3,300,000

**Capital Project 2024-2025**

3. Campus Communication Room  
Cost Estimate: \$125,000
4. Campus Server Room Expansion  
Cost Estimate: \$90,000

**Capital Project 2025-2026 (G.O. Bond)**

5. Replace Two Cooling Towers, Four Boilers & Ten Pumps  
Cost Estimate: \$483,000
6. Stucco Repairs to Campus Buildings

Cost Estimate: \$720,000

**Capital Project 2027-2028**

7. Campus Walkway Improvements  
Cost Estimate: \$192,000
8. Campus Signage  
Cost Estimate: \$75,000

**Capital Project 2028-2029 (G.O. Bond)**

9. Parking Lot & Driveway Improvements Campus-Wide  
Cost Estimate: \$2,400,000
10. Aircraft Maintenance Building  
Cost Estimate: \$2,500,000

Mr. Major announced that the replacement of the cooling towers had to move up in priority because three (3) out of the seven (7) boilers on campus had to be replaced due to failure.

Member Lueras moved to approve the Five-Year Capital Projects Plan. Secretary Parsons seconded the motion, and all Board members voted in favor. The motion carried.

**III. Budget Adjustment Request (BAR) III for Fiscal Year 2020-2021**

Mr. Major stated normally there are two (2) Budget Adjustment Requests per fiscal year. However, because of the unusual nature of this past year, we have the need for three (3) BAR's because of the special legislative session. This BAR is used to align the budget to reflect estimated actual spending for the fiscal year end. There are two (2) sets of BAR's: one for the operating revenues (unrestricted) and one for the grant revenues (restricted). The restricted BAR includes federal funds. The unrestricted BAR has reductions on both revenue and expenditures. We have seen a decline in revenues, mainly in tuition and fees due to declining enrollment, as well as in auxiliaries, such as the cafeteria and bookstore, due to reduced operations. We have also had reductions in operating expenses, partly due to remote and reduced operations. Travel expenses have been almost non-existent. Most professional development has been virtual, with either no cost or greatly reduced cost. We are in sound fiscal health.

Secretary Parsons expressed appreciation for the clear reporting.

Secretary Parsons made a motion to approve the Budget Adjustment Request (BAR) III for Fiscal Year 2020-2021, and Member Lueras seconded the motion. The Board voted unanimously in favor. The motion carried.

**IV. Proposed Operating Budget for Fiscal Year 2021-2022**

Mr. Major reported a tuition and fees committee, which includes faculty and student representation, was formed in fall 2020 to review current tuition and fee structure and make recommendations moving forward. The committee recommended no tuition increase for the coming fiscal year. This will be the fifth year without a tuition increase. Departments were asked to submit budget requests while holding expenditures at the same level as in fiscal year 2020. The proposed budget remains very conservative in revenues and somewhat aggressive on expenditures to allow us flexibility to meet the needs if we have an increase in enrollment. It is a relatively balanced budget and will maintain a healthy reserve balance.

Included in the expenditures are salary increases as legislatively mandated, adjustments for the increases in minimum wage, other needed salary adjustments and an expected increase in benefit costs. One-time costs for the Strategic Enrollment Management Plan, Archives Project, Canvas Learning Management System conversation and start of Banner Integration are some of the one-

time projects also budgeted. Capital Outlay expenditures include the completion of the Physical Plant Building & Automotive/Welding renovations, Performing Arts Center renovations, electrical panel upgrades, lighting and video surveillance project, restroom upgrades and sewer line replacement, and other needed capital projects/infrastructure improvements.

We have two (2) new student support grants: the Gear Up grant and the CSI grant, in addition to our existing TRIO grants as part of our restricted funds.

Vice President Avery inquired if there would be an opportunity to adjust the budget. Mr. Major answered yes, that is the purpose of the Budget Adjustment Requests.

Member Lueras made a motion to approve the Proposed Operating Budget for Fiscal Year 2021-2022, and Secretary Parsons seconded the motion. All of the Board members voted in favor of the motion. The motion carried.

#### V. **ENMU-Roswell Policies for Deletion**

Ms. Thomas announced the following ENMU-Roswell policies are to be deleted:

- a. **Policy 40.1 Statement of Personnel Policy**  
ENMU-Roswell Policy 40.1 Statement of Personnel Policy was replaced by System Policy 40-1 General Personnel Policies, which was approved by the Board of Regents on December 14, 2018 and CCB on December 9, 2020. No changes have been made to the policy since approval.
- b. **Policy 40.2 Affirmative Action**  
ENMU-Roswell Policy 40.2 Affirmative Action was replaced by System Policy 40-4 Equal Employment Opportunity and Affirmative Action and was approved by the Board of Regents on October 12, 2018 and CCB on December 9, 2020. No changes have been made to the policy since approval.
- c. **Policy 40.10 Employee Assistance Program**  
ENMU-Roswell Policy 40.10 Employee Assistance Program was replaced by System Policy 40-9 Employee Management, General Policies and was approved by CCB on April 2, 2019 and the Board of Regents on April 19, 2019. No changes have been made to the policy since approval.
- d. **Policy 40.11 Employee Disciplinary Action and Termination**  
ENMU-Roswell Policy 40.11 Employee Disciplinary Action and Termination was replaced by System Policy 40-11 Employee Disciplinary Action and Termination, which was approved by the Board of Regents on November 1, 2019 and CCB on November 20, 2019. No changes have been made to the policy since approval.
- e. **Policy 40.12 Spirit of Eastern Awards Program**  
ENMU-Roswell Policy 40.12 Spirit of Eastern Awards Program was replaced by System Policy 40-9 Employee Management, General Policies, which was approved by CCB on April 2, 2019 and the Board of Regents on April 19, 2019. No changes have been made to the policy since approval.
- f. **Policy 40.14 Drug-Free Workplace Policy**  
ENMU-Roswell Policy 40.14 Drug-Free Workplace Policy was replaced by System Policy 40-13 Drug-Free Workplace and was approved by the Board of Regents on April 19, 2019 and CCB on December 9, 2020. No changes have been made to the policy since approval.
- g. **Policy 40.15 Sick Bank Program**  
ENMU-Roswell Policy 40.15 Sick Bank Program was replaced by System Policy 40-15 Medical Leave Bank and was approved by CCB on October 21, 2020 and the Board of Regents on November 13, 2020. No changes have been made to the policy since

approval.

**h. Policy 40.16 Records Retention**

ENMU-Roswell Policy 40.16 Records Retention was replaced by System Policy 65-3 Archives and Records, which was approved by the Board of Regents on March 29, 2019 and CCB on April 2, 2019. No changes have been made to the policy since approval.

**i. Policy 40.17 Inspection of Public Records**

ENMU-Roswell Policy 40.17 Inspection of Public Records was replaced by System Policy 65-2 Inspection of System Records, which was approved by the Board of Regents on March 29, 2019 and CCB on August 26, 2020. No changes have been made to the policy since approval.

**j. Policy 40.18 Payroll**

ENMU-Roswell Policy 40.18 Payroll was replaced by System Policy 40-5 Wage and Salary Administration and System Policy 50-3 Payroll. System Policy 40-5 was approved by CCB on April 2, 2019 and the Board of Regents on April 19, 2019. System Policy 50-3 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.

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

- a. 40.1 Statement of Personnel Policy
- b. 40.2 Affirmative Action
- c. 40.10 Employee Assistance Program
- d. 40.11 Employee Disciplinary Action and Termination
- e. 40.12 Spirit of Eastern Awards Program
- f. 40.14 Drug-Free Workplace Policy
- g. 40.15 Sick Bank Program
- h. 40.16 Records Retention
- i. 40.17 Inspection of Public Records
- j. 40.18 Payroll

Member Lueras seconded the motion. The Board voted unanimously to approve the motion. The motion carried.


**Other Business:**


The next meeting is scheduled for Wednesday, May 5, 2021 at 3:00 pm.

**Adjourn**

Secretary Parsons moved to adjourn the meeting, and Member Lueras seconded the motion. All members of the Board voted in favor of the motion. The motion carried. The meeting adjourned at 4:20 pm.

**Minutes approved by CCB Secretary, Patricia Parsons**

  
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Signature

  
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Date