



**COMMUNITY COLLEGE BOARD**

Eastern New Mexico University – Roswell

Wednesday, May 5, 2021, 3:00 p.m.

Virtual Meeting Via Microsoft Teams

Minutes (with corrections from June CCB Meeting)

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

**Members Absent:**

**Others Present:** ChrisAnne Bell, Patrice Caldwell, Todd DeKay, Sherry Durand, Ron Flury, Tony Major, Robert Moore, Linda Neel, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Steven Starkey, Devin Stroman, and Vickie Thomas

**Routine Business:**

- I. Call to Order** President Trujillo called the meeting to order at 3:03 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 April 7, 2021 meeting. 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 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, thanked ENMU-Roswell for the support provided to her as Chancellor and to the System in serving students and the state of New Mexico. She welcomed Mr. Tony Major as the new System Comptroller. Dr. Caldwell also thanked the Community College Board for their loyal support as we close a uniquely difficult year.

**II. ENMU – Roswell President's Remarks**

Dr. Shawn Powell, President of ENMU-Roswell, announced Ms. Stacie Nason, EMS Instructor, received the 2020 Russ Richards Instructor of the Year award from the New Mexico EMS Advisory Committee. This award recognizes EMS faculty who excels as an educator and/or made significant contributions to the state EMS educational system. He thanked Ms. Nason for all she is doing to assist our students reach their goals and working to meet a critical workforce need in our community and region.

Teachers of Character recognized by Chaves County Character Counts:

- Ms. Nancy Alvarado, Adult Education instructor
- Ms. Amanda Booth, Medical Assisting instructor
- Ms. Kathryn Brooks, Health Education Adjunct instructor
- Ms. Rachel Conover, Nursing Director/instructor
- Ms. Katrina Dowdy, Health Education Adjunct instructor
- Ms. Eileen Gallaher, Nursing instructor
- Ms. LaFonda Humpherys, Nursing instructor
- Ms. Emilie Juarez Ledezma, Adult Education instructor
- Ms. Mellissa Luna, Nursing instructor
- Ms. Candi Miller-Morris, Nursing Clinical instructor
- Ms. Farah Stevenson, Adult Education instructor
- Mr. Romo Villegas, Criminal Justice instructor

These teachers were nominated by students.

Dr. Powell thanked Ms. Maureen Olguin, Communications instructor, and Ms. Dina Jenks, College Development Administrator, for helping students volunteer for service projects with the City.

As Chaves County remains in “COVID-19 Yellow” status, we plan to continue offering classes in our current mode, with face to face instruction being offered in our health education, technical education, and special services programs through the summer. As we move into the fall, we are planning to offer more face to face classes in keeping with the COVID-19 allowances.

Since April 2020, our campus has reported 51 COVID-19 cases – 26 faculty/staff/administrators and 25 students. Our last positive case was reported April 8, 2021.

As we are in the Yellow COVID-19 status, we will hold a virtual graduation at 6:00 pm this Friday, May 7.

At the Regents meeting April 23, Dr. Caldwell’s contract was extended until the summer of 2023. Dr. Powell expressed appreciation to Dr. Caldwell for her willingness to continue to lead the ENMU System. Additionally, it was announced Mr. Tony Major will transition to the ENMU System Comptroller. We will be hiring an Assistant Vice President of Business Affairs as Ms. Karen Franklin will be retiring this summer.

Advising, registration, and enrollment are underway. Initial enrollment numbers are encouraging in relation to last spring’s year to date comparisons.

The links for two advertisements from In Depth Productions featuring our aviation maintenance program, which will air on PBS, regional news channels, and was sent via mass email distribution are below. The first video is 6 minutes, 15 seconds and the second video is 30 seconds.

- a. [ENMU-Roswell Aviation Maintenance Technology Program Extended Video - Bing video](#)
- b. [Aviation Maintenance Technology at Eastern New Mexico University-Roswell - Bing video](#)

Capital Projects – construction will be ongoing for at least the next two years:

- a. Maintenance Building construction and Automotive/Welding renovations are ongoing
- b. Architecture and engineering design work for Exterior Lights and Surveillance Systems (2020 G. O. Bond) has started; the initial planning meetings were held yesterday, and Dr. Powell thanked Vice President Avery and Member Lueras for attending the meeting. We plan to bring this project proposal to the CCB in August for review/approval
- c. Electrical engineering design for Electrical Panel Upgrades is in process
- d. Performing Arts Center renovations are scheduled to start this month
- e. Sanitation and Sewer line replacement and restroom renovations – planning will commence once funds are available – July 1
- f. Fiber Optic upgrade planning/upgrades will start after funds are available – July 1

In the process of Purchasing office systematization

RFPs are/will be going out for:

- i. Child Development Center, current arrangement has expired
- ii. Archives Project
- iii. Bookstore
- iv. Strategic Enrollment Management Planning bids were received and are being reviewed – Mr. Devin Stroman will be discussing this

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

- a. Continue to review and revise our hiring processes
- b. Are advertising positions undergoing national searches on the Hispanic Association of Colleges and University website
- c. Reestablished a Community Advisory Council
- d. Applied to join a one-year national Real College Institutional Capacity Building Cohort, which starts in the fall associated with Temple University
- e. Continued the Cosmo Cares funding program to address student financial needs; planning to use federal funding we receive as an HSI for this program through the fall, we will ask our Foundation for support using Title V funds that will become available after September 2021

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

Mr. Todd DeKay, Executive Director for Institutional Effectiveness, was thanked for his work in re-administering the Great Colleges to Work For survey this spring. Our final response rate was 47% with 74 of 157 surveys completed. This more than doubled the response rate last year, which was 22% with 36 of 157 responses completed. We should have the results of this survey prior to the start of the fall term. Once they are available, they will be shared with the campus and the Board.

Restarted career/professional development programs for faculty and staff in addition to ongoing professional development

- a. Leadership Roswell and Leadership New Mexico
- b. Career and Professional Growth seminars
- c. ENMU-Roswell Fellows program, to start in the fall led by Dr. Sofia Ramos, our diversity, equity, and inclusion consultant
- d. Ongoing training and assistance through the Human Resources office

Ongoing campus wide virtual Teams Meetings and campus updates. The next campus update is scheduled for June 8 at 11:00 am. The next campus wide Teams meeting is scheduled for June 4 at 9:00 am.

Member Lueras asked how information regarding Cosmo Cares funding and application is distributed to faculty, staff and students. Dr. Powell responded various methods are utilized, such as campus wide email messages, a texting service, social media such as Facebook Live and Mondays with Meeks series.

Member Fresquez inquired about the completion date for the new physical plant building. Dr. Powell indicated hopefully by the end of this year and would include the automotive/welding renovation.

President Trujillo asked about the membership of the Community Advisory Committee. Dr. Powell responded the committee is comprised of five members: Mr. Jose Zavala from Bobby Villegas' insurance agency; Ms. Melissa Juarez of the Economic Development Corporation, Ms. Andrea Moore, Executive Director of the Roswell Chamber of Commerce; Mr. Kyle Bullock, Bullock's Jewelry; and Ms. Hilda Pacheo Peoples, currently the Director of Adult Education at ENMU-Roswell, however, she will be retiring in July, so she will serve as a retired employee on the committee. The by-laws also allow for two additional members, and Ms. Donna Oracion, Executive Director of College Development, and Dr. Powell serve as the ex-officio members.

President Trujillo inquired about the benefits of participating in the Institutional Capacity Building Cohort. Dr. Powell responded it will help to have a better understanding of students' needs outside of financial aid. The cohort is a national body with monthly meetings and projects to meet student needs, such as food, housing, and transportation insecurities. Mr. DeKay added we have a student who has experienced barriers and insecurities in these areas, and this student will participate in the cohort.

### **Board Report:**

Vice President Avery complimented Ms. Rebecca Schneider, Director of Human Resources, for her outstanding work relocating and restoring the Peter Hurd mural. The placement and presentation is magnificent.

President Trujillo reiterated how commendable it is to have so many Teachers of Character nominated by ENMU-Roswell students and recognized by Character Counts. She also applauded Mr. Chris Meeks, Director of Financial Aid, for his social media work "Mondays with Meeks". President Trujillo added appreciation for Dr. Powell's updates on Facebook Live and the transparency it promotes.

### **Information Items:**

#### **I. Legislative Update**

Dr. Powell reported our local Legislators were very supportive of the capital outlay requests from our campus. We will receive over \$3,300,000, and the following is a summary of the funding approved for our campus from the most recent legislative session:

a. Capital Outlay funding (\$2,845,000)	
i. Automotive Trades Program Equipment	\$65,000
ii. Communication Infrastructure Construct	\$135,000
iii. Health Science Center Purchase	\$125,000
iv. Science Program Equipment Purchase	\$20,000
v. Sewer Lines & Infrastructure Improvements	\$2,475,000
vi. Welding Technology Program Purchase	\$25,000



b. Research and Public Service Project funding (\$521,600)		
i.	Nurse Expansion	\$253,800
ii.	Airframe Mechanic	\$68,500
iii.	Special Services Program	\$108,100
c. Career Technical Educ. Scholarships: NM Challenge & Adult Educ. (\$241,300)		
i.	House Bill 2	\$ 91,200
ii.	Senate Bill 377	\$150,100

**II. Strategic Priorities for 2021-2022**

**a. Student Success: Develop a Strategic Enrollment Management Plan**

Mr. Devin Stroman, Assistant Vice President for Student Affairs, shared we will be undergoing the beginning phases of developing our strategic enrollment management plan this August and will focus on identifying, recruiting, enrolling, retaining, and graduating students under the guidelines of the mission and goals of ENMU-Roswell. We are currently reviewing three bids from consultants to review our enrollment process. We will be improving the way we communicate with students. We will also assess our changes and make appropriate adjustments moving forward.

**b. Mission Ready Success: Develop Strategic Institutional Marketing Plan**

Mr. Robert Moore, Assistant Vice President of Arts and Sciences, indicated the strategic enrollment management plan connects to our new Cultivating Success Initiative (CSI) Pathways grant and will help us with our marketing strategy. We will be working to embed career pathways into every aspect of the institution and streamline the process. The research that will be involved in the strategic enrollment management plan will also be utilized in the marketing plan and packaging the information to school systems, prospective students, and families.

President Trujillo inquired about when potential career pathways are introduced to students. Mr. Moore stated the pathways will be shared with students beginning in high school. We have some pathways in place currently and will be expanding and embedding pathways into our programs.

Ms. Donna Oracion, Executive Director of College Development, stated there are four main goals for the campus regarding the institutional marketing plan:

- Further refine year-round marketing campaign to include digital marketing and mobile campaigns to promote the distinct characteristics of ENMU-Roswell, including online classes and unique programs
- Strengthen publications and develop new recruiting materials
- Continue to increase public awareness of the campus
- Enhance campus website

**c. Community Success: Build and Foster Community Education/Lifelong Learning Opportunities**

Mr. Moore indicated ENMU-Roswell is planning to have a presence at “Food Truck Fridays” in downtown Roswell and want to have personal involvement in summer community events.

Vice President Avery mentioned seeing a recent ENMU-Roswell television advertisement that is outstanding. Secretary Parsons also shared enthusiasm for the information being shared in the community about the college.

**Action Items:**

**I. Spring 2021 Graduation List**

Mr. Stroman announced the ENMU-Roswell Executive Director of Student Services submitted 158 applications for degrees and certificates from 141 students for the Spring 2021 graduation.

Vice President Avery made a motion to approve the Spring 2021 Graduation List, and 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 motion carried.

**II. ENMU-Roswell Policies for Deletion**

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

**a. Policy 40.3 Hiring Process**

ENMU-Roswell Policy 40.3 was replaced by System Policy 40-3 Recruitment and Hiring 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.

**b. Policy 40.4 Confidentiality for Human Resources Recruitment**

ENMU-Roswell Policy 40.4 was replaced by System Policy 40-3 Recruitment and Hiring, 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.

**c. Policy 40.5 Classification and Compensation**

ENMU-Roswell Policy 40.5 was replaced by System Policy 40-2 Employee Classification (approved by the Board of Regents on December 14, 2018 and CCB on April 2, 2019) *AND* Policy 40-5 Wage and Salary Administration (approved by the Board of Regents on April 19, 2019 and CCB on November 20, 2019). No changes have been made to the policy since approval.

**d. Policy 40.6 Payment of Shift Differential**

ENMU-Roswell Policy 40.6 was replaced by System Policy 40-2 Employee Classification (approved by the Board of Regents on December 14, 2018 and CCB on April 2, 2019) *AND* System Policy 40-5 Wage and Salary Administration (approved by the Board of Regents on April 19, 2019 and CCB on November 20, 2019). No changes have been made to the policy since approval.

**e. Policy 40.7 Absence Records**

ENMU-Roswell Policy 40.7 was replaced by System Policy 40-7 Leave, 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.

**f. Policy 40.8 Employee Development**

ENMU-Roswell Policy 40.8 was replaced by System Policy 40-1 General Personnel Policies and was approved by the Board of Regents on December 13, 2018 and CCB on December 9, 2020. No changes have been made to the policy since approval.

**g. Policy 40.9 Educational Assistance Program**

ENMU-Roswell Policy 40.9 was replaced by System Policy 40-8 Benefits and was approved by CCB on March 11, 2020 and the Board of Regents on March 13, 2020. No changes have been made to the policy since approval.

**h. Policy 45.3 Telephone Use**

ENMU-Roswell Policy 45.3 was replaced by System Policy 60-7 Telephone Use, which 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.

**i. Policy 50.1 Financial Services**

ENMU-Roswell Policy 50.1 was replaced by System Policy 55-1 Purchasing (approved

by CCB on December 18, 2019 and the Board of Regents on March 13, 2020) *AND* System Policy 50-2 Cash Handling (approved by CCB on May 15, 2019 and the Board of Regents on June 1, 2019). No changes have been made to the policy since approval.

**j. Policy 50.2 Business Office Services**

ENMU-Roswell Policy 50.2 was replaced by the following System Policies:

- 50-1 Interfunds (approved by CCB on May 15, 2019 and the Board of Regents on June 1, 2019)
- 50-2 Cash Handling (approved by CCB on May 15, 2019 and the Board of Regents on June 1, 2019)
- 50-3 Payroll (approved by the Board of Regents on March 2, 2019 and CCB on October 21, 2020)
- 55-1 Purchasing (approved by CCB on December 18, 2019 and the Board of Regents on March 13, 2020)
- 55-2 Architect Selection (approved by the Board of Regents on May 8, 2020 and CCB on June 3, 2020)
- 55-3 Bid Protests (approved by the Board of Regents on May 8, 2020 and CCB on June 3, 2020)
- 55-4 Purchasing Card (approved by CCB on May 15, 2019 and the Board of Regents on June 1, 2019).

No changes have been made to the policy since approval.

Vice President Avery moved to approve the deletion of the following ENMU-Roswell Policies:

- a. 40.3 Hiring Process
- b. 40.4 Confidentiality for Human Resources Recruitment
- c. 40.5 Classification and Compensation
- d. 40.6 Payment of Shift Differential
- e. 40.7 Absence Records
- f. 40.8 Employee Development
- g. 40.9 Educational Assistance Program
- h. 45.3 Telephone Use
- i. 50.1 Financial Services
- j. 50.2 Business Office Services

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 motion carried.

**III. System Policies for Approval**

Ms. Thomas reminded the Board the following two policies were presented at the last meeting as information items and are being brought forward today for approval:

**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. The policy was reviewed by University Council and the Strategic Initiative Advancement Council (SIAC).

Vice President Avery moved to approve System Policy 40-15 Medical Leave Bank and 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.

**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 were reviewed by University Council and SIAC.

President Trujillo asked for clarification regarding how these revisions differ from what was presented at the beginning of this academic school year. Ms. Thomas stated this is a refinement of the policy. The policy was completely revamped in August 2020 due to federal regulation and then additional changes were made in October of 2020. These refinements are designed to make the policy easier to read and fully inclusive of the required steps to follow and who is responsible at each step. Dr. Linda Neel, Executive Director of Student Services, added we contracted with ATIXA to incorporate our policy into a model policy in an effort to strengthen the overall policy. Dr. Neel also indicated the policy will likely undergo additional reform by the national government, which will require further examination and possible changes to our policy. Therefore, revisions may need to be approved in the future.

Secretary Parsons made a motion to approve System policy 80-12 Title IX (Equal Opportunity, Harassment, and Nondiscrimination on the Basis of Sex), 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.

**Other Business:**

The next meeting is scheduled for Wednesday, June 2, 2021 at 3:00 pm. At this time, we will plan for the meeting to be held in a virtual format. However, if the county COVID-19 status improves by the time of the next meeting, we may be able to have a face-to-face meeting.

President Trujillo reminded everyone to join the virtual graduation this Friday, May 7 at 6:00 pm on the ENMU-Roswell Facebook page.

ENMU-Roswell will sponsor the Roswell Invaders baseball game on June 9 if the game is allowed to proceed.

**Adjourn**

The meeting adjourned at 4:20 pm.

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

  
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Signature

  
\_\_\_\_\_  
Date