

EASTERN NEW MEXICO UNIVERSITY-ROSWELL
Virtual Teams Community College Board Meeting
Eastern New Mexico University - Roswell

September 22, 2021 – 4:00 p.m.

CALL TO ORDER

Vice President Carleton "Cla" Avery calls meeting to order at 4:00 pm. Board Members Carleton "Cla" Avery, Ralph Fresquez, Tamaliah "Tammy" Lueras, and Patricia Parsons, were present virtually on Teams.

Member Absent: Mireya Trujillo

*Roll call: Vice President, Carleton "Cla" Avery – Yes; Ralph Fresquez – Yes; Secretary, Patricia Parsons – Yes; Board Member, Tamaliah "Tammy" Lueras – Yes
Vice President Cla Avery declares and quorum.*

OTHERS PRESENT:

Dr. Patrice Caldwell, Dr. Shawn Powell, Jacob Puckett, Rissie Daubert, Devin Stroman, Todd DeKay, Chrisanne Bell, Stephanie Venegas, Tony Major, Annemarie Oldfield, Robert Moore, Brad McFadin, Donna Oracion, Joe Sedillo, Vickie Thomas, Laurie Jensen, and Dina Jenks

APPROVE THE AGENDA

Patricia Parsons moved to finalize the agenda and approve it as presented. Tammy Lueras seconded the motion. Vote: 4-0-0. Motion approved.

APPROVAL OF MINUTES

Ralph Fresquez moved to approve the minutes with corrections as presented from August 25, 2021. Patricia Parsons seconded.

*Discussion: There were a few grammatical corrections that needed to be made:
Dina Jenks sent the corrected minutes to the Board. Tammy Lueras suggested a correction for page 5 under Business Matters with exterior lighting and surveillance updates proposed plans and costs to be edited in the second sentence to read "in remaining state funds for construction and \$291,465 from capital reserves. There is currently \$12 million in reserves now." She did not remember how much of the funding requested was operating budget. Dr. Powell stated the memo includes the total amount to be approved, \$2,591,465, which includes the architect and engineer design portion already expended for the project. There was a need to change the amount from \$2.13 million to \$2,591,465. There is \$12 million in capital reserves right now and \$3.5 million is operating reserves. Those amounts would be changed in the paragraph.*

Following discussion, the motion to accept the minutes with previous corrections was conducted by roll call vote.

Vote: 4-0-0. Motion approved.

Roll call: Vice President Carleton Avery – Yes; Ralph Fresquez – Yes; Board Member Tammy Lueras – Yes; Secretary Patricia Parsons – Yes;

PUBLIC COMMENT

No comment from the public was made.

REPORT FROM THE ENMU CHANCELLOR

Dr. Patrice Caldwell, Chancellor of the Eastern New Mexico University System, reported that the Regents held a board meeting in Albuquerque. She appreciated Dr. Powell was present at that meeting. The Regents approved the capital outlay request for the exterior lighting and surveillance from the Roswell campus. The exterior lighting and surveillance project was approved. The Regents approved the travel policy changes. The legislative finance committee has interim meetings prior to the legislative session to review a number of issues, one of which was faculty salary compensation corrections. It is always an opportunity to visit with the legislators, the staff of Higher Education Department, and make contacts with the Secretary of the Higher Education Department. She expressed her appreciation of Dr. Powell being present in Santa Fe to bring information back to the campuses, which helps us prepare for the next inquiries from the legislative finance committee. This committee will continue to meet for the rest of the week and will cover a number of issues including teacher education, which is very important for New Mexico. A recent state report indicated New Mexico is missing 1,000 teachers in our schools and day care centers. Dr. Caldwell is glad the Eastern New Mexico University system has made teacher education a priority. With every legislator having a different agenda and every region of the state of NM having different needs, it is our job to make our case everywhere and whenever we can about the quality of our programs, our students, and our mission in terms of serving our region and our state. Dr. Caldwell invites all present to go to Homecoming at the ENMU Portales campus, October 1st and 2nd with all kinds of activities, including Bingo with the President. She will also judge a "Song Fest".

Questions for Dr. Caldwell were from Cla Avery. Are activities taking place in Roswell as well? Any updates on what may be occurring in the future here?

Answer: There are plans under discussion to bring performances to the Roswell campus. Already have invited staff, students and faculty to come to the family weekend in Portales on October 16.

REPORT FROM THE ENMU-ROSWELL PRESIDENT

Dr. Powell expressed appreciation to all of the Board for their continued support of the campus. If there are any concerns, please send to him to address. He reported the latest COVID-19 update from the ENMU-Roswell campus since April 2020, includes 74 COVID -19 cases. This includes 37 students and 37 faculty/staff and administrators with positive tests. Our last positive case was reported September 11 of this year.

Dr. Powell reported a Higher Learning Commission (HLC) update will be presented later in the meeting for the site visit in October. Todd DeKay will discuss this later during this meeting. Dr. Powell expressed appreciation to all who have been working to prepare the assurance documents for the accreditation site visit. Mr. DeKay locked the argument formally on Monday, September 20, 2021. The HLC site team visitors have access to it now and we will see what they say when they come visit in about a month.

Dr. Powell expressed appreciation to Caleb Cain, the HVAC instructor, Dusty Baker, the welding instructor, Ron Flury, Annemarie Oldfield, and Todd DeKay. We had a national accreditation site visit for our Heating Ventilation and Air Conditioning (HVAC) program by HVAC Excellence. The team did an out brief with us today. They will be recommending a six-year renewal of accreditation. This is the longest time period that they can recommend. Two site visitors came in; one from Georgia and one from Nevada and they were very complimentary of the work our

campus has put into the HVAC program. Dr. Powell appreciates everybody's efforts that went into that accreditation visit today.

Dr. Powell also wants the Board to know that ENMU-Roswell campus will be increasing the minimum wage to \$15/hour. This will affect 25 employees on campus. This will be seen on the October 15th paycheck. Subsequently will be adjusting the budget for December budget adjustment report (BAR). The projected cost of this pay raise annually is \$155,000. He also expressed appreciation to Joe Sedillo and Stephanie Venegas who have been working on campus salaries. This matching of the minimum \$15/hour wage is happening in Portales and will be mandated by the state very soon. They are also working on the salary compressions in the schedule and will be coming back with some additional information prior to Mr. Sedillo's time being over (since he is interim).

In terms of capital projects there are some construction updates:

The maintenance building construction move in date is September 29, 2021 (a week from today). Then the existing Quonset huts will be demolished and a parking lot will be built where these are located. The automotive/welding renovations are scheduled to be completed by the end of the calendar year. The Board will be updated on those grand openings and ribbon cuttings as COVID-19 allows.

As the Chancellor indicated, the Regents approved the cost projections for the exterior lights and surveillance system. This was our 2020 GO bond project and we received \$2.3 million for this project. Dr. Powell expressed appreciation to Tony Major for putting the submissions in through the state HED system. Dr. Powell and Tony will be making a presentation to the HED Capital Outlay Committee in October for approval to move this project forward. If they give approval in November, we will present to the State Board of Finance in November and hopefully be able to put out the construction request for proposal (RFP) in November.

Electrical panel upgrades are being reviewed with an RFP being developed. We have received state capital outlay funds of \$306,000 for this project. Dr. Powell expressed appreciation to Charlee Merchant and Scott Davis from Portales for their work on the RFPs for that project. Sanitation/sewer line and restroom renovations has an RFP being developed for the architect and engineering planning to be sent out in October. We received \$2.475 million in tax funding for the project from this last legislative session. We are also working with contractors to develop a scope of work for the fiber optic cable and server room communications upgrade RFPs. We received \$135,000 in capital outlay funding for that fiber optic upgrade. We will be supplementing these projects with CARES and ARP funding we received.

Upcoming Events:

Dr. Powell expressed appreciation to Donna Oracion, who has scheduled vaccination clinics and blood drives on campus. The HLC visit is on October 18th and 19th. Dr. Powell would like to set a November work session date during the October 27, 2021 CCB meeting. Dina will send some times and dates out to see what might work best for the CCB members. It will be about 2 to 3 hours.

The plan was to hold the Turkey Trot and the David Gonzalez 1-mile run on November 20th, the Saturday prior to Thanksgiving. Our COVID-19 status will make the determination on that for us. We do have city approval to hold these runs.

We are planning for a face-to-face graduation on December 9, 2021 in the Performing Arts Center as the Civic Center is not available at this point. We probably will be doing two ceremonies depending on the number of graduates.

Questions for Dr. Powell: Cla Avery asked about enrollment.

Answer: Last count as of today from Todd DeKay; Last fall we had 1,698 students, today we have 1,693 students. We expect to add some more from the 8-week classes that are coming up. We also have some that were with the Youth Challenge, but we have to cut some of those students because of some issues as well. Todd DeKay says that we will be slightly up from last year with those numbers added.

Ralph Fresquez asked what is the most students we have ever had?

Answer: In about 2004 or 2006 there were over 4,000 students. A lot of those students enrolled could be attributed to an expansive EMS program at the time. We had over 1,000 students in EMS alone during that time frame.

REPORT FROM THE BOARD

Cla Avery mentioned he is appreciative of the new art instructor, Baily Coll, and feels she is going to be a great success for the art department on the campus. They had their first meeting the last Thursday of August; he serves on the arts committee and Baily is the Chair. There has been great progress on identifying and relocating the amazing art that we have in our possession on campus. There was a report on the NMMI sculpture's progress that will be moved from the NMMI campus to ENMU-R. It was donated to ENMU-R from NMMI. The area that is being prepared for the sculpture is an outstanding location and infrastructure placement is going/looking great. The installation date will be by the end of October or beginning of November. Baily Coll and Dallas Pollei are working on this project. The sculpture is in the repair shop for restoration. This is an Art in Public Places project that NMMI started in 2003/2004 timeframe.

INFORMATION ITEMS

I. Strategic Priorities

Strategic Priority Faculty and Staff Success - # 2 Develop additional opportunities for career enhancement - Stephanie Venegas, HR Supervisor, gave a report about professional development and leadership training.

- a. A resource was purchased for professional development "Magna". It covers the broad range of topics of interest to faculty, staff, and administrators. Employees have the option to watch videos or read articles. She mentioned some of the videos an employee can view.
- b. The campus library has a paper subscription to the Chronicles of Higher Education.
- c. The ENMU-Roswell Leadership Fellowship started with 27 employees and had their first class last week. Dr. Sofia Martinez Ramos from Luminario Education

Strategies from Tucson, AZ is offering this programming. It takes place on campus one Friday a month for 8 months.

- d. Two employees are enrolled in the Leadership Roswell Class.
- e. One employee is enrolled in the Leadership New Mexico Core Class.
- f. Two employees are in the Leadership New Mexico Connect program.
- g. We also have a Post-Secondary Leadership Fellows Program with the Association for Career and Technical Ed Communication with 1 employee enrolled. It is a yearlong professional development experience.

Strategic Priority #4 – Strategic Priority Faculty and Staff Success - # 4 Ensure faculty and staff have the resources, training, and opportunity to perform their jobs - Brad McFadin, Captain of Security reported the officers are now certified through the state of New Mexico. This required training in several areas that was provided on campus. Ongoing security training includes:

- a. Firearms Training
- b. Two employees in the campus Fellowship Program
- c. OSHA Training
- d. Campus Safety Conference
- e. Judo courses
- f. Tactical Training
- g. Building Clearing Training
- h. Clery Act Training
- i. Inspectional Records Act Training

Questions for Captain McFadin:

- a. Pat Parsons asked if retention in the security office is good? Captain McFadin answered Yes, it is great. There is only one opening at the moment, it just has not been filled yet because of the requirements needed for this position.
- b. Ralph Fresquez asked if the Captain has been in contact with other campuses in respects to surveillance. Captain McFadin answered; Yes, and he remains in contact with new trends as well.
- c. Tammy Lueras asked; How is the completion of professional development opportunities recorded or documented on Task Stream. Todd explained the process we have in place on recording such opportunities. The process where anything is purchased, they (the employees) document that in the purchase order itself. The employees involved in such personal development should place in their personal files any certificate they may receive. Dr. Powell answered; The records and reports go to the president's office.

II. HLC Accreditation Update – Todd DeKay

The HLC visit is October 18 and 19, 2021. Mr. DeKay submitted the argument and it was locked in on Monday, September 20th. The document is 99 pages.

Many people assisted with developing the document. He shared a draft agenda of the HLC visit sent by Dr. Krueger, Chair of the HLC site visit team. Dr. Krueger invited everyone, including students, community members, faculty, and staff to the open forums. Mr. DeKay will be working with Dr. Krueger on finalizing the agenda and there will be added events by Dr. Krueger. There will be links on Teams for meetings with the assistance from the IT department. They will also be reviewing our campus's Faculty Credential Review process. The HLC visit will be done by noon on October 19th. Mr. DeKay stated the campus has made a lot of progress within the last few years. He also mentioned we still have work to do, but have made large improvements campus wide in meeting accreditation criteria.

Mr. DeKay shared the "HLC Times", a document he developed to help us view the HLC criteria. He wants to capture the good work and evidence that we are doing great in quality education.

Question from Vice President Cla Avery: How will you get those documents to us?

Answer: Todd will email to Dina and Dina will send the CCB the questions that Mr. DeKay has been asked.

ACTION ITEMS

I. Vickie Thomas expressed her appreciation for the career and technical education national fellowship program she is participating in this year. There are 21 people in the cohort this year from across the country. She will be going to Arlington, VA and Utah as a part of this fellowship. She appreciates and is grateful for the campus's support of this program.

II. ENMU-Roswell Policies

Vickie Thomas presented the following policies for revision that have been before the university council and approved by the strategic initiative advancement council:

Policy 20-2- Administrator and Staff Code of Conduct – The internal auditor requested changes to streamline the process in identifying and addressing conflicts of interest.

Policy 35-1 – Travel by System Employees and Students – Revisions were made to have this policy in line with the government per diem compliance rates. It was discussed and approved at the last Board of Regents meeting. The policy revisions were done quickly to be in compliance with the new rates. The per diem table previously in the policy was taken out and replaced with a link so as changes to per diem rates occur, they can take effect immediately. Also, this action will eliminate the need to revise the policy every time per diem rates change. Board travel was also revised.

Policy 40-3 – Recruitment and Hiring – This policy was revised to improve the definitions of our search process. A new document is a search requirement waiver. It is outlined on the form when this waiver will be required. The process to complete the waiver is also outlined in the revised version of this policy.

Policy 60-4 – Technology purchases and computer relocations – Item #13 example will allow KENW to make purchases outside of the system software.

Question for Vickie: What is KENW and is it moved to the Roswell campus?

Answer: It is a media station Roswell will broadcast from and will be a presence

in Roswell. Space has been arranged where to set up a studio on our campus to house this station. There will be opportunities for students to get involved with that. Dr. Caldwell mentioned there is a policy to purchase the software for operating systems that relate directly in the production for TV and radio. This is still being reviewed by IT because it is not sitting on the system servers. KENW is a PBS TV and radio station and has been operating since 1974. There is a presence in Portales and this studio will be a satellite location on the Roswell Campus.

Board member, Tammy Lueras moved to move forward to approve the Action Items of policies as stated and discussed. Secretary Patricia Parsons seconded the motion. Vote: 4-0-0. Motion carries by Roll Call vote, all in favor of the request.

Roll call: Board Vice President Clay Avery –Yes; Board Member Ralph Fresquez – Yes Board member Tammy Lueras – Yes; Board Secretary Patricia Parsons – Yes.

OTHER BUSINESS

Other business will be discussed at the next meeting.

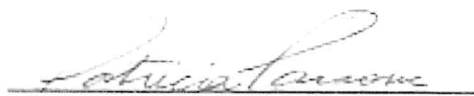
NEXT MEETING

Scheduled for Wednesday, October 27, 2021 at 4:00 p.m.

ADJOURNMENT

Member Ralph Fresquez moved to adjourn the meeting at 5:01 p.m. Member Tammy Lueras seconded the motion. Vote: 4-0-0. Motion approved. Meeting adjourned.

Roll call: Board Vice President Clay Avery –Yes; Board Member Ralph Fresquez – Yes Board member Tammy Lueras – Yes; Board Secretary Patricia Parsons – Yes


Secretary of the Board

11-13-2021