

COMMUNITY COLLEGE BOARD  
Eastern New Mexico University – Roswell  
Administration Building, Board Room #135  
Wednesday, June 8, 2022 – 4:00 p.m.  
Minutes

CALL TO ORDER

President Mireya Trujillo called the meeting to order at 4:00 p.m. Ms. Trujillo and Secretary Tamaliah “Tammy” Lueras were present by phone. Vice President, Carleton “Cla” Avery and board member Rissie Daubert were physically present. Dr. Shawn Powell (ENMU-R President) phoned in to the meeting.

DECLARE A QUORUM

A quorum of the members was verified by President, Mireya Trujillo.

PLEDGE OF ALLEGIANCE

Jamilla Miller, community member and new board member candidate, led the Pledge of Allegiance.

OTHERS PRESENT

Dr. Patrice Caldwell, Dr. Shawn Powell, Teresa Casarez, Donna Oracion, Craig Collins, Jamilla Miller, Rosie Duran, Nathaniel Reynolds, Romo Villegas, Vanessa Borunda, Mavis Williams, and Dina Jenks

APPROVAL OF THE AGENDA

Cla Avery moved to approve the finalized agenda as presented. Rissie Daubert seconded the motion. Motion carried.

Roll Call Vote: Vice President Carleton Avery, Yes; Board Member Rissie Daubert, Yes; Secretary Tammy Lueras, Yes; and President Mireya Trujillo, Yes.  
Motion carried.

APPROVAL OF MINUTES

Tammy Lueras moved to approve the minutes from the Wednesday, May 11, 2022 meeting. Cla Avery seconded the motion. Motion carried.

Roll Call Vote: Vice President Carleton Avery, Yes; Board Member Rissie Daubert, Yes; Secretary Tammy Lueras, Yes; and President Mireya Trujillo, Yes.  
Motion carried.

PUBLIC COMMENT

No public comments were offered.

REPORT FROM THE ENMU CHANCELLOR

Dr. Caldwell complimented the ENMU-Roswell campus on a wonderful commencement. She discussed the Spring 2023 legislative session and stated we are preparing the ENMU system priorities now. ENMU Ruidoso will host the ENMU Day at the races at Ruidoso Downs on August 6<sup>th</sup>. A student team from Portales at Ruidoso will present the flag. On August 5<sup>th</sup> from 6:00 p.m. to 8:00 p.m., in Alamogordo pistachios and pistachio coffee that is ENMU branded will be launched at the Heart of the Desert store.

#### REPORT FROM THE ENMU-ROSWELL PRESIDENT

Dr. Powell expressed appreciation for the Board's continued support of our campus and to Chancellor Caldwell. Fall enrollment numbers as of June 2 are up; a 50% increase since last year.

To date facilitated discussions with community business members have been conducted to include: Artesia Chamber of Commerce, Economic Development Center, Roswell Chamber of Commerce, and the plan to meet with the Hispano Chamber of Commerce later this month. Community members have given us great information to assist in our strategic plan for the upcoming year. More information will be given in July and August to those who will be helping revise the campus strategic plan.

The campus is currently advertising for 30 full time positions. Some of the openings are due to retirements and some due to changes in staff due to internal promotions. A few faculty members have moved to the school districts because of pay differentials, and we are looking at pay adjustments for faculty members.

The alternative location for the Automotive program on East Second street is closed. The materials and equipment have been moved back into our newly renovated auto building.

We have summer and summer camp programs coming up. Dr. Powell appreciates ENMU's Athletic Department for presenting/coaching the basketball camp that occurred the last three days. Appreciation also goes out to Frank Gonzalez for running the physical education center for this event. Forty youth took part in this camp.

Gear Up camps are ongoing as well as TRiO events on campus. Kids College, Art Camp, and Scrubs Camp are scheduled for this summer.

#### Capital Project Updates:

##### Upgrades:

The sewer/sanitation/restroom upgrades final numbers and plans should be complete by mid-July. This proposal will go the CCB and Board of Regents for approval.

##### Renovations:

Expansion of the nursing space plans are in the works. The initial drawings will be available to view next week. These plans will be submitted to the Higher Education Department for potential project funding.

Exterior lighting and surveillance system projects are underway and construction is in process. Cameras and LED lights will not be available until July.

Fiber optic cable upgrade has gone thru two RFP's for bids. There were not any bids that have come through for the initial process due to a national shortage of fiber optic cable. According to various sources, there is a 6 - 12 month wait to receive cable. We will

continue reaching out for bids for this project. Delays are also related to labor force shortages.

Construction on a west side drainage project is being bid at this point.

Planned construction will be ongoing on campus within the next 18-24 months.

Upcoming Events:

Senior leadership will be training with Andy Wood for four days on using a coaching model to interact with faculty, staff, and students. The training will be done on campus.

A revision of the emergency operating procedures manual was performed through a contract with Jensen Hughes. A training session to go over the manual and conduct a tabletop exercise is scheduled for this month. Additional training on the emergency operating procedures manual will be ongoing into next year with faculty, staff, and administration.

On June 23, 2022 ENMU-Roswell will sponsor the Roswell Invaders Baseball team. Dr. Powell will throw the first pitch.

On June 25, 2022 New Mexico Youth ChalleNge will have their graduation.

On July 28, 2022 Special Services will have their graduation.

REPORTS FROM THE BOARD

Selection Committee for Board Member Replacement:

Tammy Lueras reported on the search for the 4<sup>th</sup> District CCB vacancy. Two candidates submitted letters of interest and resumes to be considered for the position. They were verified by the county clerk's office as qualified voters and reside in the 4<sup>th</sup> District. References will be contacted and interviews will be scheduled following review from ENMU-Roswell's HR department. Rissie Daubert stated she was pleased with the two candidates who applied for the open position. President Trujillo suggested they will entertain a recommendation from the committee as an Action Item for next month's agenda. It will be during the regular meeting and the decision will be made in an open vote.

Cla Avery wanted clarification on that process of choosing a new Board member. President Trujillo stated all discussions about the position and candidates will be conducted in an open meeting. She further stated the other members of the Board are welcomed to read the applications and resumes to help with the decision. If a CCB member has questions they would like to add for the interviews, they were asked to send them to the ENMU-R's Human Resources department as soon as possible.

Rissie Daubert asked who will be involved in the interviews. Due to concerns about the quorum only two members of the Board are allowed to be directly involved with the interviews. President Trujillo stated any discussions she or Vice President Avery may have will be done at the next open session.

A question about Early College High School graduation was asked and how that went. There were 25+ graduates at Pueblo Auditorium who walked. There were 14 graduates who received a certificate or diploma through ENMU-Roswell, and these were awarded at the ENMU-R graduation as well.

Mr. Avery commented on how great it is to have the swimming pool open again.

#### INFORMATION ITEMS

- I. Strategic Priorities Update
  - a. Community Success #4 – Promote new Foundation fundraising avenues. An alumnus fundraising campaign will be started this summer. The target will be funding to assist students with the cost of attendance that goes beyond tuition and fees, such as books, tools, and supplies. Cosmo Cares funding will go on until next year allowing students to make requests for additional financial assistance.

Craig Collins reported a PayPal button will be added to the college's website homepage to make it easier for those interested to pay through that app for donations to the Foundation.

#### ACTION ITEMS

- I. Proposals for FY '24 Research and Public Service Projects include:
  - a. Dr. Powell reported RPSP funding requests for the last two years were the responsibility of Dr. Laurie Jensen, who will be leaving us in July. Mavis Williams has been appointed Interim Assistant Vice President for Health Education.
  - b. Three of the RPSP proposals have been presented in years past and approved. These will include the nursing expansion program, the special services program, and the aviation program. There is a new request this year for the Veteran's Center which will be housed in the Learning Resource Center. The campus proposes to request \$60,000 with the permission of the CCB to cover the cost to hire a Veteran's Center coordinator.

Cla Avery moved to approve the proposals for FY '24, Research and Public Service projects as presented. Rissie Daubert seconded the motion.

Discussion: president Trujillo asked what are we hoping to do with the Veterans Center? Dr. Powell reported it is an opportunity for us to establish a

space for student veterans. The campus would like to provide space for them to study, work on projects, socialize, and offer information to them on what is available to them in the community. We are aspiring to be a veteran friendly school. Information on resources to benefit veterans will be available (i.e., VA loans and GI Bill).

Roll Call Vote: Vice President Carleton Avery, Yes; Board Member Rissie Daubert, Yes; Secretary Tammy Lueras, Yes; and President Mireya Trujillo, Yes. Motion carried.

Motion carries.

- II. 2024-2028 Infrastructure Capital Improvement Plan (ICIP) submission. Dr. Powell gave credit to Rosie Duran and Tony Major for working on this plan. This is required every year by the Department of Finance to be sent forward for approval. The listed projects are our priorities from the facilities master plan. The intentions are to review and revise the strategic plan in the fall and to refresh and revise the facility master plan in the spring of 2023. ENMU-R is asking for approval of the list for submission to the Department of Finance and the Department of Higher Education. The order of the projects to be completed is a flexible list of what needs to be completed (not in order of priority).

Ms. Trujillo asked about which projects have already been funded to date. She asked if the list of the separate projects that had already been funded? Dr. Powell reported that complete and current projects, those in planning or construction, are not included on the ICIP list. Ms. Duran, VP of Business Operations mentioned that the funds to match this request are available for these projects.

Motion to accept the 2024-2028 ICIP was from Rissie Daubert. Seconded by Tammy Lueras.

Roll Call Vote: Vice President Carleton Avery, Yes; Board Member Rissie Daubert, Yes; Secretary Tammy Lueras, Yes; and President Mireya Trujillo, Yes. Motion carried.  
Motion carries.

- III. Electrical Panel Updates – ENMU-Roswell needs permission to increase the funds for this project. When this proposal was originally approved the amount was less because not all the fees were listed. We are asking the CCB to approve \$637,215.00. An engineering fee was not included in the original request, therefore there is an increase in the cost of the project. There are

several interconnected projects that are being done as well, such as the fiber optic cable, the server room, and surveillance systems that impact the electrical panel updates.

Motion to approve the electrical panel upgrades was made by Cla Avery.  
Seconded by Tammy Lueras.

Roll Call Vote: Vice President Carleton Avery, Yes; Board Member Rissie Daubert, Yes; Secretary Tammy Lueras, Yes; and President Mireya Trujillo, Yes. Motion carried.

- IV. Draft of Strategic Enrollment Management Plan as of 5/19/2022.  
Dr. Powell reported the reason this plan is presented in draft format is the timing of submitting the final version of this plan and the CCB meeting date schedule. House Bill 2 (2022 Legislative Session) includes the ability of the Higher Education Department to withhold one percent of instruction and general funding contingent upon the receipt and approval of the strategic enrollment management plan. The timeline for submitting this document is June 15, 2022. It was created with the help of various members of campus. It will be revised with final corrections in a timely manner to be turned in to HED. President Mireya Trujillo commends the work that has gone in to this document and the transparency of the information presented.
- V. Questions: President Trujillo asked the Board would like a list of the members of the Community Advisory Council and can the list be made available to them? Dr. Powell said yes, CCB members will get a copy of the list. There will be a new chair serving in that committee. The committee was very instrumental in conducting a community survey. The results from the survey will be included in the strategic planning in the fall of 2022. Dr. Powell thanked Donna Oracion for her participation in the Community Advisory Council.

President Trujillo mentioned that the input and value from the board members may be as a sounding board in some of those meetings as the strategic plan is revised. Dr. Powell reported there will be representation from the ENMU-R CCB in the work to revise the strategic plan.

President Trujillo appreciated the attached charts and information to allow percentage comparisons from each year.

Ms. Lueras asked about the Clear Pathways. Will there be a clear pathway for each certificate program and degree programs that the campus is offering?

Dr. Powell reported we have two federal grant programs developing academic pathways. Additionally, this summer a review of the academic certificate and degree programs will be conducted to determine how to best meet student and community needs with available campus resources. This review is also intended to make our academic programming more accessible to all students. Additionally, we work with the school districts in Chaves County and Artesia to meet student needs through dual credit classes.

President Trujillo asked that on pages 16-25 of the draft of strategic enrollment plan about having two full time recruiters and an CRM system to increase communication “exponentially” will occur. She asked for further explanation of this increased communication. Dr. Powell reported the Constituent Relationship Management (CRM) is a tracking system to provide better services to applicants and students. It will include more intensive advising and communication with the students. There are new forms being updated so that the students can get more personalized communication from the campus. We hope to expand this process so that it is more effective than in the past. It will be helpful once it is in place. Devin Stroman, Assistant Vice President for Student Affairs, will present on the CRM at the next CCB meeting on July 13<sup>th</sup>.

President Trujillo stated the ACES program for student ambassadors is exciting. Retention ideas are excellent, and asked how will the ACES program work? Dr. Powell said national studies show student involvement in campus clubs and activities increase retention and graduation rates. ENMU-Roswell has student clubs that have been operating for quite a while and have proven to be effective. Recently, an eSports Club was added for additional student opportunities to be involved on campus.

President Mireya also asked about the SEM targets for the strategies; is that a work in progress? What the document states are all recommendations for the project. Dr. Powell reported these are guidelines from the strategic enrollment management plan that was completed for our campus last fall, which are being implemented.

President Trujillo asked about students’ participation on campus being addressed as the numbers on the chart/table do not seem to correlate. Dr. Powell reported the chart is reported to the HED and the Legislative Finance Committee on a regular basis, therefore the format of this document is most likely fluid. Todd DeKay will be available next month to answer questions on specific line items. There are also different definitions as to what is turned in across institutions for reporting purposes. For example, the basic definition of a student when pulling data from available sources have varied from campus to campus. They are unduplicated headcounts for the HED. Secretary Lueras

adds a suggestion for the chart; to have definitions as to how those numbers were calculated. There are guidelines from the HED on how to present these numbers. The definitions will be provided in the final version of the document. The final version will be emailed or be accessible to the CCB.

Cla Avery made the motion to approve the draft of the strategic enrollment management plan as of May 19, 2022 as presented. The motion is seconded by Rissie Daubert.

Roll Call Vote: Vice President Carleton Avery, Yes; Board Member Rissie Daubert, Yes; Secretary Tammy Lueras, Yes; and President Mireya Trujillo, Yes. Motion carried.

#### UPCOMING EVENTS

- Invaders Baseball game on June 23<sup>rd</sup>
- Youth ChalleNGe graduation on June 25<sup>th</sup>
- HED Summer Capital Projects Hearing in Ruidoso on July 26<sup>th</sup>
- Special Services Graduation on July 28<sup>th</sup>

#### NEW BUSINESS:

- I. There will be a new tracking system for students that includes the CRM process which will include more intensive advising and communication with the students. Last spring, we did a communications media preference survey with the students. Depending on their answers of how the students would like to be communicated with, that will determine the CRM outcomes. Donna Oracion is making efforts to update all marketing strategies for communication with students (information forms, website, geofencing and texting messages). She is working with Student Affairs to get that process going.
- II. A suggestion of doing an event calendar was brought up for outreach opportunities with the area high schools. ENMU-Roswell is a member of a state recruiting organization that offers the opportunity for direct recruiting. We hope to expand that a little more in the future. We are looking at expanding that reach now that we have two recruiters.
- III. Clubs – the importance to create a sense of belonging for the students. How does this work with the advisors for each club? Each club has their own advisor. We would like to expand these clubs because there is proof that participating helps with retention. We are in the process of making room for more student activity. As mentioned there is a new eSport Club on campus. eSports is now recognized by the NCAA. The eSport Club has already traveled to a competition. One benefit of clubs is to assist with retention and help the students feel a sense of belonging.



- IV. A suggestion was made that when the Vet Center becomes established that there will be some form of informal tutoring between the Veterans and the NM Youth Challenge where they have the opportunity to share their experiences with those youth.

NEXT MEETING

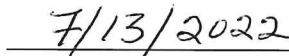
Scheduled for Wednesday, August 13, 2022 at 4:00 p.m. in the Administration Building Board Room #135.

Adjourn

The meeting adjourned at 5:34 p.m.

Minutes approved by CCB Secretary of the Board, Tammy Lueras

  
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Signature

  
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Date