

**Administrative Council Meeting**  
**Minutes**  
**Wednesday, October 5, 2022 – 1:30 p.m.**  
**OTC 115**

Invited: Dr. Shawn Powell, Annemarie Oldfield, Donna Oracion, Brad McFadin, Rosie Duran, Devin Stroman, Todd DeKay, Dina Jenks, Sherry Durand, Mavis Williams, Andrea Warton, Robert Moore, Ron Flury, ChrisAnne Bell, Romo Villegas, Teresa Casarez, Jacob Puckett

In Attendance: Dr. Powell, Annemarie Oldfield, Teresa Casarez, Dina Jenks, Andrea Warton, Donna Oracion, Todd DeKay, ChrisAnne Bell, Devin Stroman, Rosie Duran, Romo Villegas, Robert Moore, Ron Flury, Jacob Puckett, Mavis Williams

- I. Teresa Casarez (HR) – There are now 20 positions posted on the website. Had 2 new hires this week; Helen Wakefield (TriO Talent Search Director) and David LaVopa (College Development dept.). The personnel control list is being handled by Rosie Duran. This is about the process of hiring.
- II. Annemarie Oldfield –
  - a. P-Cards: there is concern that when someone’s P-card gets taken away or the person’s card is suspended because of the policy, it requires more work to look for someone who can use their P-Card and it gives more work to that person to keep track of all the expenses especially when travel is involved. Also, when arranging someone else’s travel, there are P-Card limits that make the process even harder when their expenses for that travel are more than the allotted amount that can be used on the card. There needs to be a “travel” P-card where arrangements can be made for a person’s travel without concern of going over the allowed limit. When there is only one P-card per academic area, it is difficult to make the needed travel arrangements. If someone’s card is suspended, then they should have to do the training on using a P-card all over again. There should be accountability for those who have violated the policy. It was suggested that each department should have a backup P-card holder.  
Rosie (VP of Business Affairs), stated that the supervisors of that area need to monitor the P-Card usage more closely. Rosie will review the need of getting more P-cards and raising limits for travel.
  - b. Lactation rooms for nursing mothers – We are not meeting the requirements on the availability of lactation rooms. We do not have any at all at this moment. Teresa in HR will set those rooms closest to the areas in close proximity of the nursing mothers for convenience.
- III. Rosie Duran – Budget update

- a. Budget review of the actuals for FY 22 was given to each department. Let Rosie know if she needs to explain more from the reports that were passed out. She will show the numbers to the departments more often.
- IV. Dr. Shawn Powell –
- a. Upcoming Events – Foundation Banquet, Food Pantry Grand Opening, and Halloween Party/United Way fundraiser.
  - b. The food pantry got an additional \$50,000 for their area. The grand opening will be on October 27 in IC 121, between the LRC and IC staircase.
  - c. Halloween event/United Way fundraiser will be on October 31 in the Administration Lobby. There will be a door decorating contest, the best costume contest, and a bake sale to help raise money for United Way.
  - d. The deadline for graduation applications to graduate this fall is on October 14<sup>th</sup>.
- V. Sherry Durand – Update on Support staff senate.
- a. Needs two support senators from the Business Affairs office to participate in the Support senate meeting.
- VI. Annemarie Oldfield – suggestions for the food pantry
- a. Get more students involved by volunteering their time and supporting by word of mouth to other students.
  - b. Should have bathroom toiletries available in the pantry as well. Students should be able to contribute as well. Hopefully, this will relieve the stigma of utilizing these services. There should be an Awareness Event for the food pantry. The grant is only for food purchases, but there should be a way to donate toiletries as well. Leprino, the cheese factory, reached out to help with the food pantry as well.
- VII. Brad McFadin – Security dept. update.
- a. There are new AED's that will be installed soon. There will be training available to those who are interested (most likely the building coordinators) on how to use them.
  - b. Bomb threat training is coming up soon.
  - c. The tree trimming will begin on Monday, October 10<sup>th</sup>.
  - d. Follet (bookstore) will be doing a shot clinic this month. Date TBD. Albertson's will be providing the shots in the ENMU-R bookstore.

Adjourned the meeting at 2:32 p.m.

Next meeting will be Wednesday, November 2, 2022.

(Note taker, Dina Jenks)