

**Administrative Council**  
**March 1, 2023, 1:30 pm**  
**115 OTC**  
**MEETING NOTES**

Attendees: ChrisAnne Bell, Teresa Casarez, Todd DeKay, Sherry Durand, Ron Flury, Brad McFadin, Linde Newman, Annemarie Oldfield, Donna Oracion, Devin Stroman, Romo Villegas, and Mavis Williams

Updates:

Devin Stroman—enrollment is close to 2,100; electronic transcripts will be implemented on Monday, March 6 and will no longer provide paper transcripts; considering hiring an assistant director/coordinator for the Physical Education Center so the gym can be opened earlier in the day and stay open later in the evening; Chris Meeks and Tad Scott are in Santa Fe at the Roundhouse for recruitment.

Sherry Durand—support senate would like to have Support Staff Day sometime in March and they would be given little gifts of appreciation; Arts and Sciences are working on pencil budgets.

Teresa Casarez—writing job descriptions for about eight positions and looking at qualifications—minimum qualifications are proving problematic—seeming to lose sight of the real meaning of the minimum qualifications. The search committee may interpret those needs differently from the writer of the job description. A workshop on writing and assessing job descriptions is needed. Evaluations need to be completed from last year.

ChrisAnne Bell—budgets due March 3 and preferably electronically; new cashier in the Business office; staff on vacation and sick leave so shorthanded for the time being.

Todd DeKay—Great Colleges to Work for survey; received second request for information from Senator Lujan’s office related to congressional directed spending earmarks. This is a good sign, and we have requested approximately \$1,300,000 for technical education and agriculture; HLC site visit in Hobbs April 14; 119 lottery scholarships have been awarded and 459 opportunity scholarships for this spring; having a meeting this afternoon to discuss the potential of a new Title V grant.

Donna Oracion—Dr. Johnston and his wife enjoyed the reception and their visit here; Rise with Roswell breakfast March 23, web site updates; renewed web site hosting; fliers and mailings for Senior Day; Foundation golf tournament April 8; postings and updates for Scrubs Camp July 17-23 and Art Camp on June 8; working on a project for women’s history month; considering a weekly podcast; ticket for the play, Matilda. Donna asked about an all-purpose P-card for staff on campus who do not have a P-card. Core Team needs to address the gaps.

Linde Newman—Dr. Powell expressed appreciation to everyone for the work you are doing; Graduation is Friday, May 12 at the Roswell Civic Center. The Board of Regents

will be meeting in Roswell that day at 1:00 pm. ENMU-Portales was inadvertently given the incorrect date for the December graduation. It will be on Thursday, December 14; Dr. Powell is hoping to have information about the Capital Outlay projects by Friday; update—we have a completed contract with Bradbury Stamm for the sewer piping replacement and bathroom renovation project, but currently waiting on permits. Once those are received, we will have a pre-construction meeting and the project can then begin. Estimated completion around the end of the calendar year; CCB meets next Wednesday, March 8.

Annemarie Oldfield—Rachel Conover has been accepted for tenure and will be celebrated at the March 8 CCB meeting; a number of faculty and staff presented at the New Mexico Higher Education Assessment and Retention Conference (NMHEAR); emergency operations training; looking at what other institutions do regarding outside food vendors to develop a procedure and vendor application process. Insurance requirements need to be added; March 14 is the grand opening for the lounge and LRC in general and will coincide with mid-term mania; the last AVP meeting included a discussion regarding regaining positive momentum since COVID and ideas such as an unusual talent show, cult classic movie nights, bringing back the Spirit of Eastern award, employee of the month, etc. and other ways to support a positive environment; Dr. Ramos has been invited back to campus March 27-31 and will have workshop during all campus meeting on March 31; book signing went well.

Romo Villegas—Kay Meyers is the Diversity, Equity, and Inclusion (DEI) Committee chair and she is preparing the agenda for Dr. Ramos' visit; nine senators on professional senate and reviewing documents and committees to make current; some staff have not received yearly evaluations; Teresa will schedule evaluation training for AVP's and Annemarie asked that the list of staff needing evaluations be sent to the Vice Presidents for follow-up; the professional senate is considering the idea of 360-degree evaluations/assessments. The administrative survey needs to be updated or create a constructive feedback survey.

Brad McFadin—OSHA training went well; small defensive driving course yesterday; campus safety authority training—for Student Activities is online and required as part of the Clery Act; skunks on campus so be cautious—animal control captured one yesterday that appeared to be rabid; functional exercise for emergency training will likely be in May.

Ron Flury—media arts received \$20,000 from the State to better the film program; Lincoln Electric will interview Dusty Baker regarding National Coalition of Certification Centers (NC3) training, which is a nationally recognized certification. We also send dual credit teachers to this certification training; running a 500-hour test program with Goddard High School for Choose Aerospace, which allows the student to enter the aviation maintenance program about a semester early.

Mavis Williams—three prospective nursing hires; will ask health science staff to be the example of/showcase DEI initiatives and will host a breakfast on March 17 with her staff to discuss.

The meeting adjourned at 3:00 pm.