

Administrative Council
June 7, 2023, 1:30 pm
OTC 115
Meeting Notes

Attendees: Angie Bersane, Bill Dean, Jennifer Cain, Teresa Casarez, Frances Dubiel, Sherry Durand, Deanna Maestas, Veronica Munoz, Linde Newman, Shawn Powell, Jacob Puckett, Romo Villegas, and Mavis Williams

I. Student Information & Resources (Veronica Munoz/Deanna Maestas)

A group was tasked with creating a resource guide for students as part of onboarding and keeping students on path, aligning with the Pathways grant. However, there are already several resource guides in existence: Roswell resource guide, Artesia resource guide, 2023 spring information guide for students, which is posted on the website, and a compilation of community and health resources from the Department of Health.

Veronica Munoz asked for clarification regarding what information is still needed and the most useful format. Dr. Powell noted two factors: we need to make students aware and then make faculty and staff aware. Even though resources are available, they are not widely utilized, most likely because people are not aware of them. Increased awareness of campus resources is the number one goal. Community resources are secondary. Title IX information and contact information for the Title IX Coordinator should be included.

A two-hour customer service training is being planned, mainly for work study students, but would be open to everyone. Ongoing training would be beneficial. Widespread communication is needed. Do not duplicate information on web, instead, provide hyperlinks to information. QR codes will be incorporated in printed resources. David La Volpa should be included for social media exposure.

II. Campus Logistics (Frances Dubiel)

Dr. Powell reported the contractors found mold in five locations in the locker rooms and restrooms in the PEC during the last week in May. Bradbury Stamm, the general contractor for the sewer replacement and restroom renovations, has hired a firm to remediate mold. We do not know how long that will take. The gym renovation was previously anticipated to be complete in October, 2023, but we do not know how widespread the mold is or how long remediation will take. Our 2022 G.O. Bond project, installation of a fire suppression system in five buildings, was scheduled to begin in January, 2024. The gym may remain closed until May of 2024 as a result.

We may need to find alternate accommodations for Early College High School and Youth Challenge because of the delays caused by the mold. Thirty-two RISD staff have also moved onto campus. It may be necessary to use the classroom and restrooms in the PAC.

III. LRC Damage (Bill Dean)

Vandalism occurred recently on campus—windows were broken in the LRC, and information has been sent to the Roswell Police Department. Damage is estimated at \$7,000; a bullet hole was discovered in a window in Adult Education, and an investigation is ongoing. The estimated cost to replace the window is \$2,000; it is not clear if damage to the CUB window is from vandalism. Replacement cost for that window is \$2,200.

An insurance adjuster will be on campus Friday morning to examine university vehicles and building roofs for hail damage from the recent storm. Teresa Casarez needs to know locations of vandalism to submit to insurance. The adjuster will also look at the mold issue in the gym to determine if it was caused by a covered event.

IV. Capital Projects Update (Shawn Powell)

Electrical panel inspections should be conducted within the next couple of days; waiting on quotes for boilers; cameras for the surveillance system are wired.

We will submit two projects for the 2024 G.O. bond proposals: Aviation Maintenance hangar expansion will be the first priority at an estimated cost of \$7,100,000. The second request would be for replacement of the ITC roof and efface replacement. The proposals will go to HED this summer and the legislature in January. If approved, they would be put on the 2024 election ballot, and the projects are tax neutral. Funding will be available in 2025; architectural work will take six to nine months; construction would likely begin in 2026 with completion in 2027.

The Facility Master Plan is being updated and is in the data collection phase.

V. Upcoming Legislative Session (Shawn Powell)

Please let Dr. Powell know about potential asks for the upcoming legislative session. The proposals need to be presented to CCB and BOR in September and October. Initial requests should be sent to Rosie Duran for budget estimates and logistical considerations.

VI. Possibility for PEC Closure for Extended Time (Shawn Powell)

See above.

a. Impact on Student Fees

A portion of student fees go to student activities, which includes usage of the gym. It may be necessary to refund some of those fees.

VII. Upcoming CCB Elections (Shawn Powell)

Districts 1, 4, and 5 of the Community College Board will be up for election on the November ballot. August 29 is the candidate filing date.

VIII. Organizational Review (Shawn Powell)

An organizational review will occur this summer. For example, some functions and operations currently aligned under Academic Affairs belong under Student Affairs. The changes will not be made quickly. A proposal for any changes will be discussed in the fall during campus-wide meetings and then presented to the CCB and BOR for approval. Implementation would likely occur in January.

IX. Summer Programming (Shawn Powell)

Enrollment is up. Summer camps are in session: Scrubs Camp, Black Rifle Media Arts Camp, Gear Up, Kids Kollege, and Trio programming.

X. August Meetings (Shawn Powell)

We will have multiple dates for the August in-service meetings to allow everyone the opportunity to attend. Additional information will be available soon.

XI. Facility Master Plan Development (Shawn Powell)

See above.

XII. Juneteenth for 2023 (Shawn Powell)

Campus will be open this year, and we will work to recognize the event. Campus will be closed for Juneteenth beginning in 2024.

XIII. Upcoming Events (Shawn Powell)

- a. Saturday, June 17—Youth Challenge Graduation, 2:00 pm**
- b. Tuesday, July 27—Special Services Graduation, Performing Arts Center, 2:00 pm**

- c. Monday, October 2—Eastern New Mexico State Fair Parade**

Several people across campus have expressed an interest in entering a nice float in the parade. More information will be available later this summer.

- d. Monday, October 2-Saturday, October 7—Eastern New Mexico State Fair**

- e. Saturday, October 14—Annular Solar Eclipse, 10:35 am**

Roswell is in the line of totality for this event. There will be a ring of fire around the outer edge of the moon. We are planning events, and the City of Roswell is also planning some events. We will order special glasses for observation.

- f. Tuesday, October 24—65th Anniversary Celebration, ITC Commons, 6:00 pm**

The logo will be redesigned this fall. It is anticipated options will be available by the end of September for the campus and community to vote on. The new logo will be unveiled during the 65th anniversary celebration on October 24. A survey will be sent out soon to obtain feedback which will shape design ideas.

XIV. Area Reports

Sherry Durand—Support Staff nominations this week. Several nominations have been received from physical plant but none from any other area. Arts and sciences submitted FLAC for summer.

Jacob Puckett—items were moved in server room last night in preparation of the floor installation. The campus may serve as an internet service provider hub for the area as part of a statewide initiative to bring broadband to underserved groups. This will be an ongoing project for the next year or so. In discussions to migrate phone system to operate through Microsoft Teams. Initial migration plus first year of service is estimated to be about \$250,000, then \$80,000 per year thereafter. Cost includes hosting and support.

Teresa Casarez—18 jobs are currently posted and three positions in the requisition approval phase. Upcoming positions to be posted: three nursing positions, Student Support Specialist, Student Support Services Director, and English Instructor.

The 2023-2024 pay scale will take effect July 1, 2023 for any employee employed by June 30, 2023. Employees hired July 1, 2023 and after will be paid according to the 2022-2023 pay scale. Three evaluation trainings were conducted. Evaluations are due July 31, 2023. About June 19, Stephanie Venegas will send a reminder to supervisors to approve leave reports by June 30, 2023. Dr. Powell clarified the ENMU-Roswell campus will align with the System approach of a pay range for each position. Dr. Powell asked the Professional and Support Senate Presidents to share this information. We have approximately 200 full-time employees and almost 100 must be hand entered into the

payroll system every pay period because they do not match the pay scale. Additional discussions will be held as we move forward, and the topic will be added to the August in-service meetings. Teresa will provide an information summary for distribution.

Angie Bersane—summer registration finished yesterday and finalizing those processes—shutting down the summer admissions application and locking hours for financial aid, etc.; sending out mailers to high school graduates; preparing for calling campaign and recruiting efforts for fall enrollment; planning back-to-school events; scheduling fall classes, and an online form was developed to help with that process; trying to hire a recruiter.

Rosie Duran—in the pre audit stage of the end of year audit; down couple of staff members from end of June through mid to end of July; new budgets have been entered in Banner; no p-card charges after June 16, 2023 until the beginning of the new fiscal year; new Physical Plant Foreman has started; Health Science Center landscaping was redone; reviewing new grounds plan.

Deanna Maestas, the new Learning Resource Center Coordinator—working on summer and fall events.

Linde Newman—CCB will meet next week; 65th anniversary celebration will be October 24, 2023 at 6:00 pm.

Romo Villegas—summer is quiet; academies on campus this week, including Gear Up.

Frances Dubiel—very limited space available.

Veronica Munoz—creating a calendar of events for fall. Dr. Powell clarified June 19, 2023, Juneteenth, is a federal holiday; however, the campuses will be open and classes will be held throughout the ENMU System. The campuses will be closed for Juneteenth in June of 2024. A panel discussion on campus is being planned to recognize the holiday this year.

Mavis Williams—Rachel Conover and Tory Norris have been conducting interviews to fill the nursing positions; both Administrative Assistants in Health Education now have P-cards—one will concentrate on travel and the other will handle supplies, accreditation, etc.

Our archives are out of date and out of compliance with State regulations. We met with a company who would modernize our archives and get us within records retention regulations and statutes. This would be a multiyear process. The initial cost would be \$288,000 for 400 boxes. Records that need to be retained would be digitized. Human Resources records must be kept 50 years from the date the record was created. Academic records must be maintained for 99 years. Permission must be obtained from the State prior to destroying records.