



COMMUNITY COLLEGE BOARD
Eastern New Mexico University – Roswell
Administration Center Boardroom #135
Wednesday, April 12, 2023, 4:00 pm
MINUTES

- Members Present:** Carleton “Cla” Avery, Rissie Daubert, Tamaliah “Tammy” Lueras, and Jamila Miller
- Members Absent:** Mireya Trujillo
- Others Present:** Tawnie Buxton, Craig Collins, John Crates, Todd DeKay, Rosie Duran, Lisa Dunlap, Ron Flury, James Edwards, Steve Henderson, Jazz Juarez, James Johnston (via phone), Tom Lancaster, Tony Major (via phone), Charlee Merchant, Robert Moore, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Gary Smith, Devin Stroman, Helen Wakefield, and Marlin Wells

Routine Business:

- I. Call to Order** Vice President Avery called the meeting to order at 4:00 pm.
- II. Declare a Quorum** Vice President Avery declared a quorum.
- III. Pledge of Allegiance** Ms. Tawnie Buxton led the Pledge of Allegiance.
- IV. Finalize Agenda** Member Daubert moved to approve the agenda, and Secretary Lueras seconded the motion. The motion carried unanimously.
- V. Approve Minutes** Member Daubert made the motion to accept the minutes from the March 8, 2023 meeting. Member Miller seconded the motion, and the Board approved the motion unanimously.

Public Comment:

No comments from the public were made.

Presidential Remarks:

I. ENMU Chancellor’s Remarks

Dr. James Johnston commented the System appropriations reflect our collaborative efforts as a team advocating for the System, as well as individual campuses. We were recognized by the Secretary of Education and others during the legislative session for working together. Dr. Johnston thanked President Powell and President Trosper for their leadership.

Dr. Johnston has been meeting with departments and getting to know the programs offered at ENMU-Portales. Collaboration has begun on the System-wide initiative of one Eastern, so our students can walk through one door for all their needs. Dr. Johnston is doing some realignment on the Portales campus and established System-level regular meetings with President Powell and President Trosper to discuss opportunities and strategize year-round.

II. ENMU-Roswell President's Remarks

Dr. Shawn Powell introduced Mr. Gary Smith, Southeast Regional Chair of the Employer Support of the Guard and Reserve (ESGR). Mr. Smith stated ESGR is an official Department of Defense organization. There are small staffs at the national and state levels, but primarily, the organization is run by volunteers to assist reservists and guardsmen when they perform active duty. They work with employers to ensure those on active duty have a job to return to. ESGR presents two awards, the Patriot Award and the Freedom Award, to individuals nominated by service members. Mr. James Edwards, GEAR Up Advisor, nominated Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, for the Patriot Award. It is recognition for contributing to national security, and protecting liberty and freedom by supporting employer participation in America's National Guard and Reserve Force. Mr. Edwards shared it is about family taking care of one another.

Mr. Todd DeKay, Executive Director for Institutional Effectiveness, reported on student enrollment demographics for spring 2023. Enrollment last spring was 1,642. This year, it is at 2,036—810 Hispanic students, a large number of unknown ethnicities largely due to dual credit students who are not required to report this information, and 447 White students. This mirrors the demographics of Roswell; 818 students are continuing students (40%), and 100 first-time Freshmen (4.91%), student ages range from 13 to 76; 1,970 students are from New Mexico, 17 from Texas, and 12 from Arizona. We have 1,342 part-time students and 694 full-time students.

The Golf Tournament was a success! Dr. Powell thanked the Foundation for supporting our students and campus. Mr. Steve Henderson, President of the ENMU-Roswell Foundation, announced he was the first Chair of the ENMU-Roswell Community College Board. He reported the Foundation sponsored a golf tournament this past weekend. There was a full slate of players and great weather. The Foundation recently wrote a check to ENMU-Roswell for scholarships in the amount of \$48,850 for 51 students. Mr. Craig Collins, Foundation Coordinator, added that many volunteers assisted with the tournament and there were 22 golf teams, consisting of four-person teams. This is the only event by the Foundation to raise money to fund scholarships. This was the 20th annual golf tournament, and it was the first time to be able to give every player a prize.

Vice President Avery inquired if teams made donations or paid an entry fee. Mr. Collins responded teams could do either one. There were also corporate and event sponsors.

The Facility Master Plan revision is underway. Thirteen campus members, including Vice President Avery, are serving on this committee, and the initial meeting was held earlier this month.

Legislative Update: \$2,965,800 was received from the legislature from capital outlay, capital projects, Junior Bill, research and public projects (RPSP), and reauthorization. Some of the projects include the capital outlay for outdoor solar workstations; Severance Tax Bond (STB) funding for parking, walkway, and driveway improvements, and sewer line infrastructure improvements; Junior Bill money for the early childhood development program and the campus child development program; RPSP at same level as last year with \$60,000 for the Veterans' Center. Typically, these are recurring funds. Two projects were reauthorized due to supply issues: the aviation maintenance technology program instructional equipment, and the electrical and supply line and infrastructure improvement.

Capital Projects Update (planned construction will be ongoing for the next 18 to 24 months):

- Electrical panel upgrade (STB funding): construction nearing completion

- Exterior Lighting and Surveillance System (2020 General Obligation (GO) Bond): construction nearing completion
- Sewer and Sanitation Piping/Restroom Renovations (STB Funds): construction started 4.10.2023, ongoing for approximately nine months
- Data Server Room upgrades: upgrades in process
- Fire Suppression/Sprinkler system installation – OTC, PEC, and A&SC (2022 GO Bond) reviewing options for architectural/engineer planning process
- Nursing Program Expansion (Higher Education Department (HED) special funding): RFP process ongoing for architect/engineering planning phase
- Fiber Optic Cable upgrades (STB Funding): awaiting HED approval to proceed
- Cooling Towers and Boilers (STB funding): awaiting HED approval to proceed

Upcoming events

- April 27 – Career Expo, ITC, 9:00 am-3:00 pm.
Ms. Tawnie Buxton, Career Center Coordinator, announced the first career expo for the Career Center. Thirty-two businesses have signed up so far. The goal is 40. We have the pipeline for workforce. Students are being trained to be workforce ready. They will have resumes in hand and dressed professionally. Students will network with businesses. The Career Expo will also include high school students.

Member Daubert asked if attending businesses will come to the Expo with current job opportunities. Ms. Buxton said they were asked to bring position descriptions and information on openings. Interviews can be conducted right there at the Expo.

- May 1 – Retirement Reception for Donna Oracion, Administration Center Suite 101, 10:00 am
- May 27 - Early College High School Graduation, 10:00 am Pueblo Auditorium
- June 17 - Youth Challenge Graduation
- July 27 - Special Services Graduation PAC (time TBD)

Board Report:

Vice President Avery stated the art committee continues to meet, and they are making progress. Purchases are being finalized for the Art in Public Places grant.

Information Items:

I. Strategic Priorities Update

a. Strategic Goal #2 Community Success,

Objective 2.2: Strengthen Community Partnerships

Dr. Powell introduced Ms. Helen Wakefield, Project Director for Creating Connected Communities to Opportunities (C3PO). The project is a federally funded Connecting Minority Communities pilot program. The grant aims to provide internet for all, including reliable broadband internet, computer skills, training, hardware, laptops, and hotspots. The target population is students, community members, and minority business enterprise. This project has a three-pronged approach; access and awareness, education and training, and equipment and support.

The primary task at this time is awareness and access. Before education and training can begin, feedback must be obtained on what is needed. A “Connect Me” computer skills survey has been created and is currently being deployed to the community in both English and Spanish. Ms. Wakefield met with each of the community partners. All anchor locations have been visited and training rooms identified. Three marketing kick-off events have been set:

- April 29, Roswell Public Library, 10:30 am
- May 22, Lake Arthur Municipal Schools, 5:30 pm

- May 31, Hagerman Town Hall, 5:30 pm

The events with Dexter and Midway are yet to be determined.

The project is required to create a stakeholder council comprised of students, community members, and minority business enterprises to ensure the project meets the needs of the community.

Vice President Avery made the observation all the questions in the survey are geared toward Windows users and not Macintosh users. Ms. Wakefield responded the laptops currently being purchased are Dell and Hewlett Packard computers, so they will use Microsoft Windows.

Member Daubert inquired what qualifies as an MBE. Ms. Wakefield answered small businesses usually qualify as less than 100 employees, though she is unsure of the qualifying parameters for this project. She will provide that information to the Board when she has the information. The project is working closely with the Hispano Chamber of Commerce.

II. Auction/Disposition of Inventory

ENMU-Roswell Physical Plant and Information Technology departments have identified unusable, worn-out, unused and obsolete inventory for disposition by public auction and/or transfer to the New Mexico Youth Challenge Academy. The present value of the items is less than \$5,000 each.

The list will be submitted to the New Mexico State Auditor's Office as a notification of our intent to dispose and/or transfer property. The State Auditor's Office has up to 30 days to respond. Once we receive notification from the State Auditor's Office, we can then proceed with the disposal/transfer of these assets.

Vice President Avery asked what determines whether an item is transferred to another entity or sold at auction. Dr. Powell responded partners with the campus, such as Youth Challenge, New Mexico Military Institute (NMMI), or the Roswell Independent School District (RISD), are offered first opportunity before items are sent to auction.

Action Items:

I. Resolution in Support of Dr. James Johnston

Dr. James Johnston was appointed Chancellor of the Eastern New Mexico University System and President of Eastern New Mexico University in January of 2023. He will be inaugurated on May 5, 2023 as the twelfth President of Eastern New Mexico University and the third Chancellor of the Eastern New Mexico University System.

Eastern New Mexico University-Roswell would like to present a resolution to Dr. Johnston at the inauguration ceremony outlining our desire to work together for the common good of our students and the System.

Member Daubert made the motion to approve the Resolution in Support of Dr. James Johnston, and Secretary Lueras seconded the motion. All Board members voted in favor. The motion carried and Vice President Avery signed the resolution. It will be sent to President Trujillo for her signature, as well.

II. Budget Adjustment Requests (BAR) FY2022-2023

Ms. Rosie Duran, Vice President for Business Affairs, and Mr. John Crates, Budget Director at ENMU-Portales, reported ENMU-Portales and ENMU-Roswell worked collaboratively to prepare the ENMU-Roswell Budget Adjustment Requests (BAR) #2 related to the 2022-2023 fiscal year that will end on June 30, 2023. The restricted BAR was adjusted to reflect anticipated revenue and expenditures for the rest of the fiscal year. Restricted funds are mainly federal and state grants. The unrestricted BAR had

eight proposed adjustments to align the budget with anticipated actual expenses and to improve past practice in adjusting the budget submission in collaboration with the System.

The BAR is due to the HED and Department of Finance and Administration by May 1, 2023 and requires approval from the Board of Regents prior to submission.

Vice President Avery asked about the beginning balance entries that have no amount listed. Mr. Crates stated that indicates no changes were made when updating the beginning balances from BAR #1 for the unrestricted funds. Restricted funds are not allowed to carry over balances due to grant regulations. The Restricted BAR is submitted to ensure authority permission with the State.

Secretary Lueras moved to accept the Budget Adjustment Requests (BAR) #2 for fiscal year 2022-2023, and Member Miller seconded the motion. The Board approved the motion unanimously. The motion carried.

III. Budget FY2023-2024

Ms. Duran reported the proposed operating budget for fiscal year 2023-2024 is due to the HED on May 1 each year. The budget process was transparent and inclusive of all departments on campus. In-house pencil budgets were created, along with reports of actual expenses to date, and distributed through the Vice Presidents and Assistant Vice Presidents to their respective areas to plan budgets for the upcoming year. Budget meetings were then scheduled to address any questions or issues. The proposed budget was then reviewed by ENMU-Roswell and ENMU-Portales budget staff.

Some budget assumptions were included as the budget was prepared: 6% raise and 1% increase in retirement that was signed into legislation, anticipated 8% increase in group insurance premiums, and the tuition and fees revenue is conservative and planned at a flat rate based on the current year's actuals.

Mr. Crates added enrollment differences will be adjusted with BAR #1. Year to date, the campus expenditures are about \$250,000 less than last year, which increases the potential Instructional and General (I&G) ending balance. An approximate balance of \$2,500,000 is likely, which allows for the possibility of transferring money to the capital minor account to continue funding of capital projects. The unallocated capital minor ending balance is estimated to be about \$1,900,000.

Vice President Avery asked for clarification that these balances are for our campus only and not the System. Mr. Crates responded the balances indicated are for ENMU-Roswell and are not System balances.

Member Daubert moved to accept the Proposed Operating Budget for fiscal year 2023-2024, and Member Miller seconded the motion. The Board approved the motion unanimously. The motion carried. The budget was approved.

IV. Academic Calendar 2023-2024

Ms. Oldfield announced the Eastern New Mexico University-Roswell Catalog Committee approved the 2023-2024 University Calendar and requests approval from the Community College Board. The calendar was coordinated with the RISD and ENMU-Portales as much as possible. It reflects academic dates, paid holidays, term beginning and ending dates, and other important dates for the 2023-2024 academic year.

Vice President Avery asked if the campus also coordinates with ENMU-Ruidoso. Ms. Oldfield indicated ENMU-Ruidoso takes Spring Break at the same time as ENMU-Portales. ENMU-Roswell coordinates Spring Break with RISD, rather than with the System, to better serve our dual credit students, as well as our students who are parents.

Secretary Lueras made a motion to approve the 2023-2024 Academic Calendar, and Member Daubert seconded the motion. The Board approved the motion unanimously. The motion carried.

V. Spring 2023 Graduation List

Vice President Avery expressed appreciation to Mr. Devin Stroman, Assistant Vice President for Student Affairs, for all the activities on campus for the students.

Mr. Stroman noted the list of candidates for the Spring 2023 graduation has been submitted by the Registrar. There are 272 applications for graduation degrees/certificates from 247 students.

Vice President Avery asked for clarification regarding the discrepancy between the number of applications and the number of students. Mr. Stroman stated that is a result of students earning multiple degrees/certificates.

Member Daubert moved to accept the Spring 2023 Graduation List, and Member Miller seconded the motion. All Board members voted in favor. The motion carried.

Upcoming Events:

- I. **Friday, April 14—100% Chaves County Initiative Summit, Roswell Convention Center, 8:00 am-3:00 pm**
- II. **Wednesday, May 10—Community College Board Meeting, Admin. Board Room #135, 4:00 pm**
- III. **Thursday, May 11—Nursing Pinning Ceremony, Performing Arts Center, 3:00 pm**
- IV. **Thursday, May 11—Adult Basic Education Commencement, Performing Arts Center, 7:00 pm**
Dr. Powell shared the speaker will be Lt. Governor, Howie Morales.
- V. **Friday, May 12—Commencement, Civic Center, 6:00 pm**
Dr. Powell announced the tentative schedule will be similar to last year. The Board of Regents will be at ENMU-Ruidoso on Thursday, May 11 for their commencement. We will offer a tour of campus to the Regents and CCB members at 10:00 am on Friday, May 12. Lunch will be provided at approximately 12:00-1:00 pm on campus following the tour. The Board of Regents meeting will likely begin at 1:30 pm at the Roswell Civic Center, with dinner served at the Civic Center just prior to the graduation ceremony.

Vice President Avery reminded the group of the Career Expo that will be held in the ITC on Thursday, April 27, 9:00 am-3:00 pm, and the retirement reception for Donna Oracion on Monday, May 1, at 10:00 am in the Administration Center, Suite 101.

Dr. Powell indicated information regarding other upcoming graduation ceremonies for Early College High School, Youth Challenge, and Special Services will be forthcoming.

Other Business:

Vice President Avery thanked everyone for their support and shared how much he appreciates being part of campus.

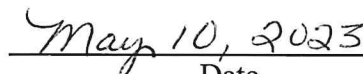
Adjourn

The meeting adjourned at 5:14 pm.

Minutes approved by CCB Secretary, Tamaliah Lueras



Signature



Date