



**COMMUNITY COLLEGE BOARD**  
Eastern New Mexico University – Roswell  
Administration Center Board Room #135  
Wednesday, October 11, 2023, 4:00 pm

MINUTES

**Members Present:** Carleton “Cla” Avery, Rissie Daubert, Tamaliah “Tammy” Lueras, and Jamila Miller

**Members Absent:** Mireya Trujillo

**Others Present:** Dusty Baker, Teresa Casarez, Craig Collins, Pam Collins, Todd DeKay, Rosie Duran, Patrick Gonzales, Peggy Harelson, James Johnston (via phone), Tony Major, Robert Moore, Linde Newman, Annemarie Oldfield, Shawn Powell, Andrea Stapp, and Devin Stroman

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. Andrea Stapp, Agriculture Instructor, led the Pledge of Allegiance.
- IV. Finalize Agenda** Member Daubert moved to approve the agenda, and Member Miller seconded the motion. The motion carried unanimously.
- V. Approve Minutes** Member Miller made the motion to accept the minutes from the September 13, 2023 meeting. Secretary Lueras seconded the motion, and the Board approved the motion unanimously.

Public Comment:

No public comments were made.

Presidential Remarks:

**I. ENMU Chancellor’s Remarks**

Dr. James Johnston, Chancellor, announced preparations are being made for the Board of Regents meeting next week, and the agenda is quite full. Next week is also homecoming week with a full calendar of events. Research and Public Service Projects (RPSP) hearings are scheduled for next Thursday. The One Eastern initiative has begun, and five inter-campus subcommittees have been formed to identify obstacles that need to be addressed. The taskforce will develop a timeline, which will include work to be done and goals for completion each step of the way. Each of the Boards will be kept apprised of the work. This is a great opportunity to grow each campus and the System while serving our students.

Vice President Avery inquired if there has been any resistance to the One Eastern initiative. Dr. Johnston reported there has been none, and he is very encouraged by the collaboration across the campuses. He wants to ensure every campus stays informed. Dr. Johnston has requested the taskforce obtain feedback from their respective areas. There are logistical issues to address but looking for the best way forward as a System.

**II. ENMU-Roswell President’s Remarks**

**Enrollment**

Dr. Shawn Powell, President of ENMU-Roswell, reported Fall enrollment is up 8% over this date last year. We are tracking enrollment trends and looking at the early alert system to see who may need assistance.

	9-3-2021 Fall 2021 Census	9-3-2022 Fall 2022 Census	9-3-2023 Fall 2023 Census	% Change from Fall 2021 to Fall 2023	% Change from Fall 2022 to Fall 2023
Headcount	1639	1856	2027	19.10%	8.40%
Student Credit Hours	14803	17304	18026	17.90%	4%
FTE	639	742.9	733.2	13%	-1.30%

**Great Colleges to Work For survey results update**

Four areas for improvement:

- Professional Development - develop a list of professional development resources and options to include classes on our campus and at Portales
- Communication - increase the mechanism to pass information to campus and the community (using campus wide emails, social media, website, student texts, Canvas, LMS, flyers and posters, and messages on video monitors)
- Collaboration - supervisor meetings/discussions, bring back campus wide book clubs in Spring 2024
- Performance Management - supervisor training on recognition, feedback, and evaluation process

**Updates**

- Held supervisor discussions in small groups (thanks to Ms. ChrisAnne Bell and Ms. Stephanie Venegas for their assistance with these group meetings)
- Campus wide meetings/discussions
- United Way Campaign and Halloween Events
- End of year meeting and lunch with an ugly sweater contest on December 8

Member Miller asked for an update on the food pantry grant. Dr. Powell indicated there have been delays, however, we anticipate a response very soon. We allocated \$25,000 of operational funds to restock shelves of our food pantry.

Secretary Lueras inquired about the search for a Director of Marketing and Public Relations. Dr. Powell stated the first search was unsuccessful, and a second search is underway. The committee is in the interview phase now.

**Board Matters:**

**I. Board Report**

Member Daubert expressed appreciation to the recruiters, instructors, and other individuals who attended the career fair in Dexter recently.

Member Miller will be on call for jury duty October 25, 2023 through January 19, 2024.

Vice President Avery noted the September 27, 2023 grand opening of the Teaching Resource Center and Library was very well attended.

## II. Selection of Subcommittee for Board Member, District 1

Ms. Mireya Trujillo, Community College Board member for District 1, will not seek re-election. No candidates filed to be on the ballot for this office; therefore, an eligible individual living in District 1 will need to be appointed. Member Daubert and Member Miller volunteered to serve on the subcommittee to review applications and make a recommendation for the appointment.

### Information Items:

#### I. Strategic Priorities Update

##### a. Strategic Goal #2: Community Success,

##### **Objective 2.1: Expand Community Outreach**

Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, stated the campus has been making an effort to expand our outreach and be much more visible in the community. ENMU-Roswell entered a float in the recent Eastern New Mexico State Fair Parade and hosted a booth at the fair as part of this initiative. Ms. Stapp added Mr. Robert Moore, Assistant Vice President for Arts and Sciences, was pivotal in organizing the float construction. The development of the float also strengthened community partnerships—Baker Farms and Graves Farms provided some of the supplies for the float; Roswell Livestock and Farm Supply installed the truck hitch, and the Wrap Studio wrapped the new STEM truck, which pulled the float.

The effort to build and display the float involved students, faculty, staff, and administrators. Our Art Instructor, Ms. Bailey Coll, and our Welding Instructor, Mr. Dusty Baker, involved students in the design and building of the float. The participation piece of the float competition included a flash mob dance for our float, and the Dexter and Roswell High School cheerleaders joined in the dance with us.

Items from the float were then used in the display of our fair booth. During the parade and at the fair, hundreds of ENMU-Roswell promotion items and informational flyers about the college were handed out to the parade and fair attendees. The float was one of over 80 entries in the parade and was selected by the parade judges as the grand champion float. Students involved with the float received the trophy accompanying this award. These efforts in community outreach increased awareness of the campus and our programs.

#### II. Report of Actuals

Ms. Rosie Duran, Vice President of Business Affairs, shared the Report of Actuals for Fiscal Year 2022-2023 (July 1, 2022 through June 30, 2023). Each year, we are required to create a report that compares our actual year-end revenues, expenditures, and transfers with our approved budget.

There are two separate reports. The first is exhibit one, which details the entire university fiscal operations. The second report, exhibit two, is for Instruction and General (I&G) and provides more detail on this operation since this is our core mission and is also our largest budget.

These reports illustrate our original budget, estimated actuals (which are forecast in March), and our actuals, which tie into our audited financial statements as of June 30, 2023.

In addition, the reports are broken out into four categories: revenues, expenditures, transfers, and year-end balances (reserves).

The following are general comments on the variances between established budgets and actual year-end figures:

Exhibit One: Summary of Current Funds and Plant Funds - pages 1 & 2

##### **Revenues**

Total revenue for all current funds and plant funds is \$24,076,624, this was an increase of \$1,329,624 from the estimated budget of \$22,747,000, mostly attributed to the increase in enrollment.

## **Expenditures**

Total expenditures for all current funds and plant funds are \$23,325,146, which is less than what was budgeted and resulted in an overall increase to the fund balance of \$751,478.

Student Social and Cultural came in under estimated budget at \$236,245, but did increase from FY22 by \$77,308 due to the completion of the student space and the increase in student activities.

## **Exhibit Two: Summary Instructional and General - page 4**

### **Revenues**

Actuals came in at \$3,687,305. This is a \$1,176,016 increase from the FY22 report of actuals of \$2,511,289, a 32% increase.

State Appropriations were budgeted at \$13,961,701 and actuals came in at \$14,198,358, a difference of \$236,657. This was due to the one-time funding for Nursing and Teacher Education received by the ENMU system.

The Local Mil Levy came in at \$1,383,183, \$79,183, or 6.07% higher than the revised budget, which was based off of FY22 actuals.

### **Expenditures**

Instruction and General expenditures were budgeted at \$18,573,000 and came in at \$17,829,375 which was \$743,625, 4.1 %, under budget. This decrease was due to vacancy savings from unfilled positions. There were 9.6 vacancies from the budgeted FTE.

Overall expenditures increased from FY22 by \$1,314,643 in all functions with a slight decline in Institutional Support. This is due to increased enrollment and the increased activity in addressing deferred maintenance around campus.

The ending fund balance for the Instruction and General fund increased by \$416,474, from \$2,960,892 to \$3,377,365.

### **Year-End Reserve Balances (exhibit one, page four)**

ENMU Roswell began the year with \$8,672,202 in reserves and ended the year with \$8,906,760, an increase in current funds of \$234,528 or 2.7%. This was due to an increase in enrollment.

Currently, there is \$5,619,777 in our Capital outlay reserves to fund current capital outlay construction projects.

In summary, the institution's financial results for the year ended June 30, 2023, were positive across the board. Operating reserves increased and construction reserves were used for planned projects. Savings in operating expenditures were achieved due to operational efficiencies and position vacancies. The institution has a strong reserve base that will continue to allow operational investments without significant reduction in services.

Vice President Avery asked if there had been any tuition increases this past year. Ms. Duran stated tuition costs have not increased.

Member Dauber inquired how unanticipated project costs are covered. Ms. Duran responded contingency funds are always included in project costs for this reason.

Secretary Lueras asked how the hailstorm losses will affect our insurance rates. Ms. Duran noted it is likely the rates will increase, but we have received no information at this point. Mr. Tony Major, ENMU-Portales Vice President for Administration and Finance and Chief Financial Officer, indicated rates will not change for this year, but an increase is likely next year when we renew.

Mr. Major clarified that the capital reported is what was spent last year, not what is being spent this year. We also must obtain approval if projects go over 10% of approved costs.

### III. Capital Projects Status Update

This capital projects update is being presented to inform the Community College Board members of the status of current construction on campus.

#### Projects in the Construction Phase

1. Surveillance System (2020 General Obligation (G.O.) Bond): construction nearing completion – awaiting completion of fiber optic cable
2. Sewer and Sanitation Piping/Restroom Renovations (Severance Tax Bond (STB) Funds): construction started April 10, 2023, will be ongoing for remainder of this academic year (Physical Education Center (PEC) is repairable)
3. Fiber Optic Cable upgrades (STB Funding): installation in process

#### Projects in the Planning Phase

1. Cooling Towers and Boilers (STB funding): purchasing in process
2. Fire Suppression/Sprinkler system installation – Occupational Technology Center (OTC), PEC, and Arts and Sciences (A&SC) (2022 G.O. Bond) architectural/engineer planning
3. Parking Lots and Walkways (STB Funding): ASA Architects planning phase
4. Nursing Program Expansion (Higher Education Department (HED) special funding): ASA Architects for architect/engineering planning phase
5. New Mexico Public Schools Insurance Authority (NMPSIA) assessment from May 31, 2023  
Hailstorm:
  - a. ITC (Roof, Skylights, and Stucco)
  - b. SSC (Roof and Stucco)
  - c. Chiller plant pipes and insulation
  - d. Additional roofs as directed by the CCMSI team

Vice President Avery asked if planning has already been completed for the parking lots and walkways. Dr. Powell reported ASA Architects is in the planning phase now.

### IV. Dual Credit Fees

The ENMU system will be seeking approval to establish a course specific fee structure for dual credit classes offered and conducted by high school faculty, in which the consumables, equipment, supplies, and materials are provided by the high school. According to New Mexico Administrative Code (NMAC) 6.30.7, students in dual credit classes are responsible for course specific fees:

Section I. Duties and responsibilities of the student. The student shall:  
(13) be responsible for course-specific (e.g. lab, computer) fees;

The new requested fee structure will differentiate dual credit course specific fees to eliminate charges to students when consumables, equipment, supplies, and materials are provided by their high schools.

Technical education classes typically have high course fees due to supply costs. However, when these are taught as dual credit courses, they are being taught at high schools with high school faculty and consumables. During COVID, these fees were paid with Coronavirus Aid, Relief, and Economic Security (CARES) Act funds.

The request would create a separate fee structure at the System level to allow us not to bill a student a course fee when the campus is not providing the equipment, materials, or supplies. The Board of Regents will consider this at their October 20, 2023 meeting.

## Action Items:

### **I. Auction/Disposition of Inventory**

Ms. Duran stated the ENMU-Roswell Automotive/Welding department has identified the disposition of various items in inventory available for transfer, disposition, or public auction. The three Miller welders have been identified for transfer to the Department of Corrections. The present value of these items and the items identified on the attached list, excluding the item below, are less than \$5,000 each.

One item on the list is over \$5,000 and requires ENMU-Roswell Community College Board and ENMU Board of Regents approval:

R-26472 Peterson Machine Tool Block Furnace, at a value of \$7,910.00.

**Member Daubert moved to approve the auction/disposition of inventory as presented, and Secretary Lueras seconded the motion. All members of the Board voted in favor. The motion carried.**

### **II. Proposed Organizational Changes**

The following changes to the current campus organizational structure are requested for approval:

- Addition of an Assistant Vice President in Student Affairs (AVP). The exact title of this position is still under consideration.
- Change the name of academic units to schools:
  - School of Arts and Sciences
  - School of Health Sciences
  - School of Technical Education
- Change titles of academic leaders of the proposed schools from Assistant Vice Presidents to Deans:
  - From Assistant Vice President of Arts and Sciences to Dean, School of Arts and Sciences
  - From Assistant Vice President of Health to Dean, School of Health Sciences
  - From Assistant Vice President of Technical Education, to Dean, School of Technical Education
- Addition of an Archivist

Dr. Powell noted discussions regarding proposed organizational changes fall under shared governance according to the Higher Learning Commission (HLC) accreditation criteria 2A and 2B and criteria 5A- Institutional Resources and Planning. Ten pages of feedback was obtained from the campus community and discussed at meetings on September 11, September 21, and at a campus-wide meeting on September 29. It is sometimes difficult to obtain feedback from students as we do not currently have a student government. We are looking at how to establish a viable student government.

Some concern was expressed in the feedback regarding the Archivist position. The campus has a warehouse full of archives, with some records from the beginning of campus. Student records must be maintained for 99 years and personnel records for 50 years. We have a System imaging plan in place, and we are in the process of digitizing records in an effort to make the archives more accessible. We hired Nube to take a sample of records to determine the scope of scanning and archiving all our records. The archives are important because we must make sure our data and records are available when we receive an Inspection of Public Records Act (IPRA) request or Freedom of Information Act (FOIA) request. We also need to maintain our records according to the State and Federal Retention codes. This position is needed full-time based on the amount of documents created each day.

It is intended the approved changes will take effect starting in the spring 2024 semester.

Secretary Lueras inquired about the concerns of hiring a full-time Archivist. Dr. Powell responded this has been a part-time position in the past.

Vice President Avery asked about the salary for this position. Dr. Powell indicated we need to obtain an estimate from Nube to better determine the scope of work.

**Secretary Lueras made a motion to accept all proposed organizational changes and Member Miller seconded the motion. All Board members voted in favor. The motion carried.**

### III. Capital Outlay Revised Requests

These revised capital outlay requests are being requested to improve academic instruction, student learning, student retention and completion, and our physical plant infrastructure. The requests were revised because we did not receive a Congressionally Directed Spending grant.

If approved, they will be submitted to the ENMU Board of Regents for their review/approval. If the Regents approve these requests, they will constitute our campus's capital outlay requests for the 2024 Legislative Session.

#### **Proposed Capital Outlay Requests 2024 Legislative Session (\$1,850,000 total requested)**

##### **Physical Plant \$440,000**

###### Air Conditioning Units

This would allow the replacement of four air conditioning units on our campus. The current units are obsolete and are becoming nonfunctional. Replacing the units will increase energy efficiency and replace R22 refrigerant which is being phased out.

##### **Health Education \$80,000**

###### Adult Manikin

This manikin would be used in our Health Education simulation laboratory. The requested unit would be used across our health programs. It would be unique in our laboratory as it is capable of being placed on a ventilator.

##### **Technical Education \$1,130,000**

###### Commercial Driver's License \$300,000

Purchase a new automatic semi tractor-trailer, educational software, and training material related to the operation and maintenance of these purchases

###### HVAC/R \$ 80,000

Industrial Refrigeration Trainer, Electrical Control Trainer Model, Controls Training System

###### Aviation Maintenance Technology \$235,000

Turbine Fuel System Trainer, Hydraulic Power Unit, Tire and Wheel Assemblies Piston Aircraft Engine trainer

###### Automotive Technology \$250,000

Purchase Cut-away Electric Vehicle and Training Equipment and Tools, Diesel Engine, Cutaway Transmission Trainer, Switch EV Kit

###### Welding \$205,000

26- Lincoln Electric Power Mig 360MP Multi-Process welders

###### Media Arts \$ 60,000

Multitouch table and display

**Arts and Sciences \$200,000**

Agriculture

Commercial greenhouse, small engine technology lab equipment, agricultural mechanics lab equipment, cultivation equipment, tools, supplies, and educational software and technology

**Member Daubert moved to approve the Revised Capital Outlay Requests and Member Miller seconded the motion. All members of the Board voted in favor, and the motion carried.**

**Upcoming Events:**

- I. Saturday, October 14                      Annular Solar Eclipse, 10:35 am  
Ms. Heidi Weeaks, STEM Instructor, is coordinating events with ENMU-Portales faculty and the City of Roswell. Dr. Bill Anderson teaches astronomy at ENMU-Portales, and he will be here tomorrow to make presentations and speak with high school students. Roswell is in line of totality for the eclipse. Arizona State is part of NASA project and their team will be on campus Friday and speak with area students. They will capture telemetry and atmospheric information during the eclipse. No events will be held on campus Saturday. We are joining the City event at the Civic Center.
- II. Wednesday, October 18                  ENMU-Roswell Foundation Banquet, ITC Commons, 11:30 am  
Mr. Craig Collins, ENMU-Roswell Foundation Coordinator, announced this will be the twenty-first annual banquet, and the honorees are Dr. Patrice Caldwell and the local McDonald's franchise.
- III. Friday, October 20                      Esports Mariokart Tournament, Student Lounge, 4:00 pm
- IV. Tuesday, October 24                     Sixty-Fifth Anniversary Celebration, ITC Commons, 6:00 pm
- V. Tuesday, October 31                      Halloween Party/United Way Fundraiser, ITC Commons, 10:00 am-2:00 pm—events will include senior leaders receiving a pie in the face, bake sale, pinatas, costume contest, and a door decorating contest to raise money for United Way.
- VI. Wednesday, November 8                Veterans Day Observation, ITC Commons, 10:00 am
- VII. Wednesday, November 8                Community College Board Meeting, Admin. Board Room #135, 4:00 pm
- VIII. Saturday, November 18                 Turkey Trot, 8:00 am Registration/9:00 am Race Start  
This is the 4<sup>th</sup> annual 5K fun run/walk.
- IX. Saturday, November 18                 Esports Tournament, ITC Commons, 2:00 pm
- X. Friday, December 8                      Campus Meeting & Holiday Lunch/Ugly Sweater Contest, ITC Commons, 10:00 am
- XI. Wednesday, December 13                Community College Board Meeting, Admin. Board Room #135, 4:00 pm
- XII. Thursday, December 14                 Fall Commencement, PAC, 6:00 pm  
There will be two fall commencement ceremonies.
- XIII. Monday, January 15, 2024             Martin Luther King, Jr. Day

**Other Business:**

Vice President Avery asked Ms. Duran if the art committee is planning an archival wall in the Administration Center. Ms. Duran indicated Ms. Coll is working on creating a timeline wall. Vice President Avery added perhaps the archivist could also work on this endeavor.

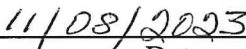
Vice President Avery thanked Dr. Johnston, Dr. Powell, and all staff for everyone's outstanding work.

**Adjourn**

**The meeting adjourned at 5:25 pm.**

**Minutes approved by CCB Secretary, Tamaliah Lueras**

  
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Signature

  
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Date