



**COMMUNITY COLLEGE BOARD**  
Eastern New Mexico University – Roswell  
Administration Center Board Room #135  
**Wednesday, December 13, 2023, 4:00 pm**

MINUTES

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

**Members Absent:**

**Others Present:** Dusty Baker, Jennifer Cain, Craig, Collins, Katie Cooper, Todd DeKay, Rosie Duran, Kim Griffis, James Johnston (via phone), David la Volpa, Tony Major (via phone), Brad McFadin, Tory Norris, Annemarie Oldfield, Shawn Powell, Rob Price (via phone), Jacob Puckett, Andrea Stapp, Andrea Warton, and Edna Yokum

**Routine Business:**

- I. Call to Order** President Trujillo called the meeting to order at 4:00 pm.
- II. Declare a Quorum** President Trujillo declared a quorum.
- III. Pledge of Allegiance** Katie Cooper, Military Heights Elementary School Principal and ENMU-Roswell Community College Board Member for District 1 (effective January, 2024) led the Pledge of Allegiance.
- IV. Finalize Agenda** Secretary Lueras moved to approve the agenda, and Vice President Avery seconded the motion. The motion carried unanimously.
- V. Approve Minutes** Vice President Avery made the motion to accept the minutes from the November 8, 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, reported a System-wide One Eastern meeting was held on the Roswell campus regarding Banner, an administrative software application. The first phase of the One Eastern initiative will likely take about 18 months as we work to create, align, and improve processes. The second phase will begin in the spring continuing the alignment of degree and certificate programs, as well as promote and market those programs and make them more easily accessible to students.

The System receives many compliments during the legislative session regarding the collaborative efforts among the three campuses. The System approach will continue for the 2024 legislative session. Needs unique to the individual branches will also be promoted, as necessary. There will be an ENMU Day at the State Capitol, and we will continue to provide a united front during the legislative session.

## **II. ENMU-Roswell President's Remarks**

Dr. Shawn Powell, President of ENMU-Roswell, provided a handout comparing the number of staff from September 1, 2023 to December 1, 2023. We are currently up two employees from September and have about 20 open positions posted.

### **Five Year Plan**

#### **2023-2024**

- Higher Learning Commission (HLC) 2027 Site Visit preparation (spring 2024 term: three years to site visit in 2027)
- Facility Master Plan refresh
- Organizational realignment
- Hiring Procedure revisions
- Archives project (ongoing for two years?)
- Surveillance System upgrade ongoing awaiting fiber optic project completion
- Fiber optic infrastructure upgrade
- Sewer Lines and Restroom Renovations anticipating completion by May 2024
- Nursing Program Expansion planning complete going through approvals
- Parking Lots and Walkways Improvements planning started
- Data Server Room relocation and upgrade ongoing
- Swimming Pool repair
- Instructional Technology Center (ITC) Roof and Exterior Insulation and Finishing System (EIFS) replacement
- Sprinkler System installation planning phases
- Air Conditioning units for Health Sciences replacement
- Elevator replacements being planned

#### **2024-2025**

- HLC 2027 Site Visit preparation
- Livestock Judging Team first season
- 2024 General Obligation (G. O.) Bond Election preparation and marketing - Fall
- Nursing Program Expansion anticipated complete
- Sprinkler System Installation anticipated complete
- Parking Lots and Walkways Improvements anticipated complete
- Aviation Maintenance Technology (AMT) Building Expansion potentially start - Spring

#### **2025-2026**

- HLC Site Visit Preparation
- Potential AMT Building Expansion continued

#### **2026-2027**

- HLC Site Visit Final Preparation Fall
- Potential AMT Building Expansion anticipated complete
- HLC Site Visit Spring 2027
- Refresh Strategic Plan summer

#### **2027-2028**

- Refresh Strategic Plan fall 2027 – release spring

## **Board Matters:**

### **I. Board Report**

Vice President Avery thanked President Trujillo for her years of service on the Community College Board, and presented her with a commemorative plaque, as this is her last meeting serving on the Board. President Trujillo stated it has been a pleasure serving.

## **Information Items:**

### **I. Strategic Priorities Update**

#### **a. Strategic Goal #3: Institutional Success,**

##### **Objective 3.1: Enhance Campus Accessibility, Appeal, & Safety**

Each year, higher education institutions are required to submit a report to document their crime data, support of victims of violence, and publicly outline policies and procedures in place to improve campus safety. The ENMU-Roswell Safety and Security office submits a security and fire safety report by October 1 each year to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Captain Brad McFadin, Director of Campus Security, provided an overview and summary of the [ENMU-Roswell 2023 Annual Security and Fire Safety Report](#).

The 2023 ENMU-Roswell Annual Fire and Safety Report, as well as the Clery Act Crime and Fire Statistics, are all available on the ENMU-Roswell website under the Security tab. These documents are also available by request through the ENMU-Roswell Safety & Security Department.

## **Action Items:**

### **I. 2024-2025 Program Changes**

Ms. Edna Yokum, Curriculum Committee Chair, presented the following program changes for 2024-2025. She indicated a new software tool, Coursedog, is being utilized to help with curriculum and the catalog. Coursedog allows program directors to have clear, easy access to the curriculum. Changes are transparent and easily tracked.

#### *Deactivated Programs:*

- CE\_Community Paramedic
- CE\_Medical Scribe
- SSP-COT\_Building Maintenance 1
- SSP-COT\_Building Maintenance 2
- SSP-COT\_Animal Healthcare 1
- SSP-COT\_Animal Healthcare 2
- AAS\_OccupSafetyEng-EnvirMgtTec
- CE\_Cert Safety & Environmental
- CE\_Cert Safety&Health Special
- CE\_Cert Safety&Health Trainer
- CE\_Certified Occup Safety Tech
- CE\_Safety Trained Manager
- CE\_Safety Trained Tech Level I

All programs approved for deactivation above were identified by faculty and program directors due to the findings of data analysis (including program enrollment, graduation rates, and workforce data) and stakeholder input. All programs listed had low enrollment over the last five years and/or are no longer meeting industry standards.

*New Programs:*

- Agricultural Mechanics Technology, Certificate of Employability (COE)

The new program, Agricultural Mechanics Technology, COE, was built through input from the Agriculture Sciences and Technology Advisory Board, as well as a thorough analysis of workforce data for industry needs. This two-semester certificate will allow students to gain national certifications and training experience that will enable them to seek gainful employment within the agriculture industry. This certificate has some alignment with the Associate of Science in Agriculture, but there are a few key differences. The purpose of this certificate is to support students who are looking for workforce training rather than a more traditional degree that would transfer to a bachelor's program at a four-year university. However, a majority of the courses in this certificate are using the 4-4 courses from the New Mexico Higher Education Common Course numbering catalog so they will transfer to any university in New Mexico. If a student decides to continue their agriculture education, they can transition into the Associate of Science of Agriculture or transfer to another university to pursue a more specialized agriculture degree.

Secretary Lueras asked about the plans to advertise this new program. Ms. Yokum indicated the new Director of Marketing and Public Relations will handle the marketing once the position is filled. Ms. Andrea Stapp, Agriculture Instructor, and Mr. David la Volpa, Social Media Coordinator, are preparing social media posts. Ms. Stapp is also hosting high school FFA competitions and judging, and the students come to campus for those events.

Dusty Baker, Welding Instructor, added the new program stemmed from industry requests.

Vice President Avery inquired when the new program will begin. Ms. Yokum indicated it will be offered in fall of 2024.

**Vice President Avery moved to approve the 2024-2025 Program Changes, seconded by Member Daubert. The vote in favor was unanimous. The motion carried.**

**II. FY 2024-2025 Course Fee Changes**

Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, instructed the Assistant Vice Presidents to review the fees listed in the catalog to determine what changes needed to be made.

The following requests for changes to the current course fee schedule for the 2024-2025 fiscal year and catalog were received and recommended for approval by the Tuition and Fees committee. There will be no increase in tuition rates and changes proposed are to course fees. Course fees charged will equal the cost of the incurred expense rounded up to the nearest dollar.

**Teacher Education** removal of Tk20 Fee \$110

**Ag Sciences and Technologies** – new fee request for approved new courses that covers consumables and supplies:

AGRI 1120	\$15
AGRO 1110C	\$20
ANSC 2330	\$15
AXED 1130	\$50
SOIL 2110	\$20

**Automotive** – new fees for approved new courses

AT 201 Lab Fee	\$50
AT 202 Lab Fee	\$75
AT 106 Lab Fee	\$50
AT 107 Lab Fee	\$75

AT 102 Lab Fee \$50

**Automotive course fee updates**

Removing course fees which were \$110 per course and requesting the fees below.

(AT 118, 115, 124, 132, 134) Lab Fees \$15  
 (AT 114, 122) Lab Fees \$25  
 (AT 102 106, 112, 116, 130, 201) Lab Fees \$50  
 (AT 107, 202) Lab Fees \$75

**Emergency Medical Services – fee changes**

DOH background check \$104  
 NREMT—Paramedic written test \$168  
 NREMT—AEMT written test \$152  
 NREMT—EMT written test \$112  
 NREMT—EMR written test \$91

**Medical Assisting and Phlebotomy – fee changes**

DOH background check \$104  
 Drug Screening fee \$32  
 PBE 114L- National Exam fee \$145

**Nursing – fee changes**

Immunization Tracking fee removal  
 Supply Tote fee removal  
 NURS 220 \$22  
 NURS 110L, 112L, 216L, 217L, 220L \$10  
 DOH background check \$104  
 Drug Screening fee \$32

**Occupational Therapy Assistant**

OT 250L Board Exam fee \$567  
 OT 114L  
 DOH background check \$104  
 Drug Screening fee \$32  
 Immunization Tracking fee \$40  
 OT 260L Exam Prep \$220  
 DOH background check \$104  
 Drug Screening fee \$32  
 Immunization Tracking fee \$40  
 Supply Tote fee removal

**Respiratory Therapy – fee changes**

Compliance fee removal \$35.50  
 DOH background check \$104

**Special Services – fee increases**

Remove fee from HO 091L and 092L  
 Life Skills fee HO 030, 031, 032, 040, 041, 042 \$75  
 Independent Living Lab fee:  
 HO 093L, 099L, 094L, 095L \$50  
 (Spring and Summer terms)  
 FDS 010, 020, 030 Food Service fee \$100

**Welding** – new fees for approved new courses

WELD 107 Lab Fee	\$200
WELD 108 Lab Fee	\$200
WELD 234 Lab Fee	\$200

Additions to course fee listed in catalog:

WELD 232 Lab Fee	\$200
WELD 233 Lab Fee	\$200

Deletions to course fees listed:

WELD 115 Lab Fee	\$200
WELD 118 Lab Fee	\$200

**Vice President Avery moved to approve the FY 2024-2025 Course Fee Changes, and Secretary Lueras seconded the motion. All members of the Board voted unanimously in favor. The motion carried.**

**III. Auction/Disposition of Inventory**

ENMU-Roswell Physical Plant identified the disposition of various items in inventory available for disposition, public or online auction, or transfer to a state funded organization. The original value of these items was greater than \$5,000 each.

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

Ms. Rosie Duran, Vice President for Business Affairs, reported five vehicles were identified for auction or disposal, and the list was reviewed and approved by the Inventory Disposition Committee.

**Vice President Avery made a motion to approve the auction/disposition of the listed property. Member Miller seconded the motion, and all Board members voted in favor. The motion carried.**

**IV. Nursing Expansion Cost Estimates**

Dr. Powell reported this request for approval for renovations in the Health Sciences building would allow for expansion of our nursing program. The project is included on the Roswell campus’s current 2020-2025 facility master plan. It is requested the Community College Board approve this request based on an estimated total project cost of up to \$3,000,000. This amount includes planning and design services, construction, New Mexico Gross Receipt Taxes, and future construction cost increases. It is anticipated funding from the State of New Mexico will be available to complete this project. We have received \$1,000,000 in state funds for this project. Additionally, the New Mexico Higher Education Department recommended \$2,000,000 be allocated toward this renovation project during the upcoming 2024 legislative session.

Mr. Rob Price of ASA Architects added the project involves the interior renovation of approximately 7,000-8,000 square feet that was previously used as a dental clinic in the Health Sciences building. The new space will have two large nursing classrooms and two large nursing skills laboratories. ASA Architects met with administrators and nursing faculty to determine needs for the space.

Architectural costs for planning and design	\$ 225,400	
▪ New Mexico Gross Receipt Tax	\$ 17,092	
Total construction cost estimate	\$2,374,642	
▪ New Mexico Gross Receipt Tax	<u>\$ 180,076</u>	
Total cost estimate	\$2,797,210	(as of 11.30.2023)

Vice President Avery asked how many additional students will the expansion allow for. Ms. Tory Norris, Interim Director of Nursing, responded additional students in the program is dependent upon the number of nursing faculty, but the new space will allow for more students. Mr. Price added the capacity of the new space would allow for about 100-150 students.

Vice President Avery inquired when construction would likely begin. Dr. Powell reported, if approved by the Community College Board today, it will go before the Board of Regents on Friday, December 15 for their approval. It would then go to the State Board of Finance in March or April of 2024. An RFP would then go out in the summer of 2024.

Secretary Lueras asked if the cost of fixtures, furnishings, and equipment is included in this cost estimate, and Mr. Price stated these costs are not included.

**Vice President Avery moved to approve the Nursing Expansion Cost Estimates, and Member Daubert seconded the motion. All members of the Board voted in favor. The motion carried.**

**V. 2024 Community College Board Meeting Dates**

The following schedule was proposed for the 2024 Community College Board meetings:

- Wednesday, January 10—work session at 4:00 pm, meeting at 5:00 pm (location TBD)
- February—No meeting
- Wednesday, March 13, 4:00 pm, Administration Center Board Room #135
- Wednesday, April 10, 4:00 pm, Administration Center Board Room #135
- Wednesday, May 8, 4:00 pm, Administration Center Board Room #135
- Wednesday, June 12, 4:00 pm, Administration Center Board Room #135
- Wednesday, July 10—work session, 4:00 pm (location TBD)
- August—No meeting
- Wednesday, September 11, 4:00 pm, Administration Center Board Room #135
- October—No meeting
- Wednesday, November 13, 4:00 pm, Administration Center Board Room #135
- Wednesday, December 11, 4:00 pm, Administration Center Board Room #135

Member Daubert inquired about the rationale for not holding a meeting in the months of February, August, or October. Dr. Powell answered the Board of Regents do not meet each month, and our campus would like to mirror that practice. President Trujillo added additional meetings can be scheduled if it becomes necessary.

**Vice President Avery made a motion to approve the 2024 Community College Board Meeting Dates as presented. Member Daubert seconded the motion, and all members of the Board voted in favor. The motion carried.**

**Upcoming Events:**

- |      |                          |   |
|------|--------------------------|---|
| I.   | Wednesday, December 13   | Paramedic Pinning Ceremony, 5:00 pm, HSC 200            |
| II.  | Thursday, December 14    | Youth Challenge Graduation, 1:00 pm, Pearson Auditorium |
| III. | Thursday, December 14    | Fall Commencement, 5:30 & 7:30 pm, PAC                  |
| IV.  | Friday, December 15      | Nursing Pinning Ceremony, 4:00 pm, PAC                  |
| V.   | Monday, January 15, 2024 | Martin Luther King, Jr. Day                             |

**Other Business:**

No other business was discussed.

**Closed Session:**

- I. Discussion of one (1) Limited Personnel Matter pursuant to Section 10-15-1 (H)(2), NMSA (1978)**  
**President Trujillo requested the Board enter into closed session to discuss one (1) limited personnel matter as authorized by the limited personnel matters exception as authorized by Section 10-15-1(H)(2) of the New Mexico Statutes Annotated (NMSA) (1978).**

**A roll call vote was taken: Cla Avery, yes; Rissie Daubert, yes; Tammy Lueras, yes; Jamila Miller, yes; Mireya Trujillo, yes.**

The Board entered closed session at 4:57 pm.

**Vice President Avery moved to return to open session at 5:10 pm. Secretary Lueras seconded the motion. All members of the Board voted in favor, and the motion carried.**

President Trujillo reported the only matter discussed during the closed session was one (1) limited personnel matter pursuant to Section 10-15-1(H)(2) of the New Mexico Statutes Annotated (NMSA) (1978). No action was taken.

**Adjourn**

**Vice President Avery moved to adjourn the meeting, and Secretary Lueras seconded the motion. All members of the Board voted in favor. The meeting adjourned at 5:12 pm.**

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

Tamaliah Lueras  
Signature

1/10/2024  
Date