

COMMUNITY COLLEGE BOARD
Eastern New Mexico University – Roswell
Administrative Center Board Room #135
December 11, 2024, 4:00 pm
MINUTES

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

Members Absent:

Others Present: Leona Baird, Todd DeKay, Stephen Grieco, Melinda Juarez, Tony Major, Eric Mann, Karen Massey, Annemarie Oldfield, Shawn Powell, Martha Staab, Devin Stroman, Edna Yokum

Routine Business:

- I. Call to Order President Avery called the meeting to order at 4:00 pm.
- II. Declare a Quorum President Avery declared a quorum.
- III. Pledge of Allegiance President Avery led the Pledge of Allegiance.
- IV. Finalize Agenda
Dr. Shawn Powell asked that Action Item III, ITC Roof, and EFIS Replacement be removed from today's agenda. Journal entries are needed before moving that forward for approval. It will be added to a later agenda.

President Avery then called for a motion to finalize the agenda. Vice President Lueras motioned to approve the agenda, which was seconded by member Miller. The motion carried unanimously.
- V. Approve Minutes President Avery asked for a motion to approve the November 13, 2024 meeting minutes. Secretary Daubert motioned to approve the minutes, which was seconded by member Miller. The motion carried unanimously.

Public Comment:

No public comments were made.

Presidential Remarks:

- I. ENMU Chancellor’s Remarks
Dr. James Johnston, ENMU Chancellor, could not attend the meeting.
- II. ENMU-Roswell President’s Remarks
Dr. Shawn Powell, ENMU-Roswell President, shared a handout with his comments and thanked the Board for being present and supporting the ENMU-Roswell campus.

- a. Dr. Powell thanked Dr. Devin Stroman, Assistant Vice President for Student Affairs, for sharing the enrollment numbers. Spring 2025 Enrollment as of 12.10.2024 was up 7%. The change is mainly due to first-time freshmen.

Select Term for Processing: 202421 - Spring 2025

Comparison Relative to Term Start: 12/13/2023 12/10/2024

	Prior Year Term	Current Term	Change	Percent
	781	834	53	7%

Student Type	Prior Year Term	Current Term	Change	Percent
Continuing	437	214	-223	-51%
First Time Fresh w/hours	1	1	0	0%
First-time Freshman	33	200	167	506%
HS Dual Credit	4	7	3	75%
Private HS CC Enrl (Pvt,HmSch)	16	16	0	0%
Public HS CC Dual Credit Enrlmt	229	265	36	16%
Readmit	46	86	40	87%
Transfer Outside NM	1	20	19	1900%
Transfer from NM	14	25	11	79%

Residency	Prior Year Term	Current Term	Change	Percent
In District	657	664	7	1%
International Student	1	1	0	0%
Out of District	79	131	52	66%
Out-of-State	44	38	-6	-14%

- b. Community College Board member opening in District 1; applications will be discussed later during this meeting. Dr. Powell thanked Leona Baird, Executive Administrative Assistant, Martha Staab, Marketing and Public Relations Director, and Community College Board members for their work on getting the word out regarding this opening.
- c. Construction projects updates:
1. Sprinkler System in three buildings approved by HED 11.13.2024
 2. Walkway and Parking lot phase 1 approved by HED 11.13.2024
 3. ITC Roof replacement and EIFS repair in planning
 4. Aviation Maintenance Building working on architectural RFP
 5. Hail/flood damage to several buildings; an update will be presented next month
- d. Dr. Powell asked Melinda Juarez, Security Officer, for information on parking for Board members during the graduation ceremonies tomorrow. She stated that reserved spaces will be on the south side behind the Performing Arts Center, with signage and Security Guards available for directions.

New regalia will be available for CCB members in ITC 124 for the graduation ceremonies.

Nurses Pinning will be held Friday at 1:00 pm in the Performing Arts Center, with 19 graduates.

Dr. Powell will attend the Youth ChalleNGe graduation on Friday at 1:00 pm at NMMI. Sixty-six percent of those students have completed their GED or HiSET high school equivalency.

ENMU- Roswell will have their Martin Luther King, Jr. Day observation on January 20, 2025, at 10:00 am in the ITC building. Veronica Munoz, AVP for Student Engagement, James Edwards, Gear-Up Advisor, Deanna Maestas, LRC Coordinator, and Martha Staab, Marketing and Public Relations Director, are on the committee for the event. More information will be provided as we get closer to that date.

- e. Dr. Powell announced that the Legislative session starts January 22, 2025. He provided information on his trip to Santa Fe today with Dr. Stephen Grieco, Dean of Arts and Sciences, to attend the Legislative Finance Committee meeting. Tony Major, Vice President of Business Affairs/ENMU System Chief Financial Officer also attended the meeting. A big part of the meeting was presenting unified priorities from all three organizations: the Council of the University Presidents, the New Mexico Affiliated Community Colleges, and the New Mexico Independent Community Colleges. Tony Major added that one of the big topics from HED was the Formula Funding Study, which is underway. They were very interested in that study and when it would be completed.
- f. President Avery asked how many Youth ChalleNge cadets would be graduating and was advised that Eighty-eight students would be graduating. He added that it is one of the great programs in our state and asked that Todd DeKay, Vice President of Operations, congratulate the graduates for their hard work.

Board Report:

President Avery turned the floor over to Secretary Daubert and member Miller, the selection committee for the Community College Board District 1 position. Secretary Daubert stated that they received two applications for the position, and after interviewing them both, they recommended Ginger Miller as the selected candidate for the position.

Ginger Miller is currently a teacher at Berrendo Middle School and is very active in the CT program. She is also well acquainted and highly supportive of ENMU-Roswell and what the school is working to accomplish. Her term will begin January 1, 2025.

President Avery entertained a motion to approve Ginger Miller as the new District 1 Community College Board member. Member Miller moved to approve the selection, which was seconded by Secretary Daubert. The motion carried unanimously.

Information Items:

I. Strategic Priorities Update-

- a. Melinda Juarez, ENMU-Roswell Security Officer, presented on Strategic Goal #3: Institutional Success, Objective 3.1: Enhance Campus Accessibility, Appeal, & Safety. Each year, higher education institutions must submit a report to document their crime data, support victims of violence, and publicly outline policies and procedures 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. Security Officer Melinda Juarez provided an overview and summary of the [ENMU-Roswell 2024 Annual Security and Fire Safety Report](#).

In addition to the annual report mentioned above, Melinda Juarez provided an update on the revised campus [Emergency Operation Plan](#) and activities that have been conducted to support this plan.

The 2024 ENMU-Roswell Annual Fire and Safety Report, the Emergency Operations Plan, and the Clery Act Crime and Fire Statistics are all available on the ENMU-Roswell website under the Campus Services tab. These documents are also available by request through the ENMU-Roswell Safety & Security Department.

President Avery asked how many security personnel the campus currently employs and when they are available. Ms. Juarez explained that ENMU-Roswell has ten security officers with security available 24 hours a day 7 days a week.

- II. Tony Major, Vice President of Business Affairs/ENMU System Chief Financial Officer, shared the Report of Actuals for Fiscal Year 2024 (July 1, 2023 – June 30, 2024). Each year, ENMU-Roswell must create a report comparing the actual year-end revenues, expenditures, and transfers with the approved budget.

The report is due to the State on December 15 each year. He thanked Traci Dixon, Accounting and Grants Director; Pam Collins, former Budget Analyst; Charles Hendrickson, former Temporary CBO; Joann Martinez, AVP Controller; and former Controller, Carol Fletcher, for their work on the report.

There are two separate reports. The first is exhibit one, which details the entire university's fiscal operations. The second report, exhibit two, is for Instruction and General 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, 2024.

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 - Funds - page 1 & 2

Information related to Instruction and General will be discussed in the next section.

Revenues

Total revenue for all current funds and plant funds was \$27,039,092; this was a decrease of \$4,648,908 from the estimated budget of \$31,688,000, mostly attributed to an increase in the capital outlay revenue amount of \$6,000,000 in the budget adjustment request.

Expenditures

Total expenditures for all current funds and plant funds are \$25,406,254, which is less than what was budgeted and resulted in an overall increase to the fund balance of \$1,632,838.

Exhibit Two: Summary Instructional and General - page 4 Revenues

Actuals from tuition and fees came in at \$3,412,106. This is a \$275,199 decrease from the FY23 report of actuals of \$3,687,305, an 8.1% decrease.

State Appropriations were budgeted at \$15,242,900, and actuals came in at \$14,906,500, a difference of \$336,400 a 2.2% decrease. This decrease was due to state funds (i.e., BR&R and Youth ChalleNGe) being reported in different exhibits.

The Local Mill Levy came in at \$1,431,658, an increase in the budgeted amount of \$81,658 or 6.0% higher than the revised budget, which was based on FY23 actuals.

Expenditures

Instruction and General expenditures were budgeted at \$20,446,000 and came in at \$19,387,659, which was \$1,058,341, 5.2%, under budget. This decrease was due to vacancy savings from unfilled positions.

Overall expenditures increased from FY23 by \$1,558,284 with a slight decline in Academic Support. Two factors contributing to this increase were the 6% salary increase and the associated increase in benefit costs.

The ending fund balance for the Instruction and General fund increased by \$58,084, from \$3,377,365 to \$3,435,449.

Year-End Reserve Balances (exhibit one, page two)

ENMU-Roswell began the year with \$8,906,730 in operational reserves and ended the year with \$8,851,650, a decrease in current funds of \$55,080 or 0.6%.

Currently, there are \$5,659,367 in our capital outlay reserves to fund current capital outlay construction projects, an increase in current funds of \$39,590 or 0.7%.

Other Comments:

In summary, the institution's financial results for the year ended June 30, 2024, were flat across the board. Operating reserves decreased by less than 1%, and capital reserves increased by less than 1%. The institution has a strong reserve base that will continue to allow operational investments without significant reduction in services.

Vice President Lueras asked if any outstanding audit questions still needed to be answered. Mr. Major advised that the 2024 Audit Report has yet to be released by the State Auditor. It is expected in early January at which time he would be able to provide an answer.

Action Items:

I. FY 2025-2026 Course Fee Changes

Ms. Annemarie Oldfield, Vice President for Academic and Student Affairs, presented the changes to the current course fee schedule for the 2025-2026 fiscal year and catalog.

The requests for changes to the current course fee schedule for the 2025-2026 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 will be made to course fees.

President Avery called for a motion to approve the FY 2025-2026 Course Fee Changes. Vice President Lueras moved to approve, Secretary Daubert seconded, and the motion was carried unanimously.

II. Eastern New Mexico University- Roswell's mid-year BAR related to the 2024-25 academic year for fiscal year 2025, which ends on June 30, 2025, will be forwarded to the Higher Education Department and Department of Finance and Administration. It also requires the Board of Regents approval prior to submission. There is one set for unrestricted operations.

Every year, the mid-year BAR is utilized to adjust the budget beginning balances to report of actuals ending balance of the previous year and any other needed budget adjustments.

Unrestricted BAR

There was no adjustment to revenue or expenditures, and an increased amount of \$2,000,000 from the ENMU-Roswell Foundation was made to capital outlay for upcoming projects.

All other adjustments were needed to adjust the budget beginning balances to the report of actuals ending balances for the fiscal year 2024.

Vice President Lueras asked if he saw any areas needing adjustment when looking at the budget. Mr. Major stated that, at this point, the answer would be no. We would start fine-tuning the budget in the spring if any adjustments were necessary.

President Avery introduced a motion to approve the Midyear Budget Adjustment Request (BAR) for the 2024-25 academic year (FY 25). Vice President Lueras moved to approve and was seconded by member Miller. The motion carried unanimously.

Upcoming Events:

- | | | |
|------|------------------------|---|
| I. | Thursday, December 12 | Fall Commencement, 5:30 pm and 7:30 pm, PAC |
| II. | Friday, December 13 | Nurse Pinning Ceremony, 1:00 pm, PAC |
| III. | Friday, December 13 | Youth ChalleNge Graduation, 1:00 pm, NMMI |
| IV. | Wednesday, December 18 | Regional Small Business Development Center Conference, 9:00 am, PAC |
| V. | Monday, January 20 | Martin Luther King, Jr. Day-No classes, campus closed |

Dr. Powell also stated that FEMA and Homeland Security would be putting on another Round Table event at 5:30 pm today in the ITC Commons.

Other Business

President Avery asked who oversees ENMU-Roswell to ensure we are doing things correctly. Dr. Powell shared that we have business processes along with checks and balances to prevent fraud. Dr. Karen Massey added that we have all the controls in place to prevent any mishandling of funds. Tony Major added that we also have our external audit, internal auditor for the system, and state auditor. There is also an anonymous whistle-blower website available.

President Avery shared that a new Art Committee is in place for Art in Public Places to select artwork for the campus. Dr. Grieco thanked President Avery for his time serving on the committee. The committee is currently looking at different artwork to purchase for the campus. President Avery also thanked Dr. Edna Yokum, Dean for Technical Education, for her contributions in previous meetings.

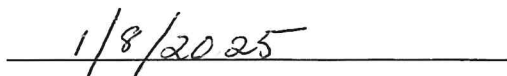
Adjourn

The meeting adjourned at 5:00 pm.

Minutes approved by Community College Board Secretary, Rissie Daubert.



Signature



Date