

**Administrative Council  
October 9, 2024 Minutes  
Fireplace Room- CUB 102**

1. Welcome and Introduction

Present: Dr. Shawn Powell, Stephen Grieco, Annemarie Oldfield, Edna Yokum, Ron Flury, Todd DeKay, Brad McFadin, Karen Massey, Veronica Munoz, Martha Staab, Teresa Casarez, Eric Mann, Devin Stroman, Andrea Warton

1. HACU is October 31 – November 3, 2024. Two students are on the waiting list to attend.
2. HLC is April 5-8, 2025 in Chicago.
3. AACC is 04/12/2024-04/16/2024 in Nashville.
4. The DEI committee will start up again after HACU.
5. Kim Childress is working on the hiring processes and policies.

2. GO Bond.

Early voting began yesterday (10/08/2024). Each ENMU-R employee has two hours paid leave to vote. Please encourage your faculty and staff to vote.

3. HLC Committees.

Stephen Grieco said all committees are formed. Criteria one committee will meet next week with Edna, criteria two committee will meet next Wednesday with Steve, criteria three committee will meet with Eric and Veronica next week, and criteria four is Devin.

4. Construction update for 2024-25

	(May 18 to 23 NCAR Qualifications)	(September 10 to 14 NCAR)
Projects	Fall 2024	Spring 2025
	Summer 2025	Fall 2025

- Walkways Start.....Finish  
The architect process is completed. Timelines will be communicated as RFP is approved and posted.
- Sprinkler system Start...PEC.....OTC.....Arts & Sciences.....Finish  
The architect process is completed. Timelines will be communicated as RFP is approved and posted.
- Nursing Expansion Start.....Finish  
Wade construction received the bid, and will begin working before Christmas. The estimated timeline to finish the expansion is August, 2024.
- ITC Roof Replacement Start.....Finish  
Working with architects to approve the drawings and then will go out for an RFP. January-February time frame to begin the work.
- Greenhouse Start.....Finish  
The initial plans are in place, and will reach out to the contractor to begin the work.
- Outdoor Pavilion Start.....Finish  
The initial plans are in place, and will reach out to the contractor to begin the work. There are electric connections close by and the sprinkler system will have to be re-designed.

5. Updated Fall Enrollment as of 9.27.2024:

Total Enrollment 2082  
Age Range 14 to 77  
Full Time ~46%  
Part Time ~54%

Gender

Female students	= ~ 62%
Male students	= ~ 37.5%
Unknown	= ~ 0.5%

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## Ethnicity

Angie Bersane and Chris Meeks used Argos to determine ethnicity and was very time consuming. Moving forward, the dual credit registration form will be used to identify the ethnicity of the student.

American Indian or Alaska Native	= ~ 2%
Asian	= ~ 1%
Black or African American	= ~ 2%
Hispanic or Latino	= ~ 59%
Race/Ethnicity unk	= ~ 5%
Two or more races	= ~ 1%
White	= ~ 30%

## Residency

In District	= ~ 86%
Out of District	= ~ 10%
Out of State	= ~ 4%



President Dashboard Point in Time (IN PROGRESS)

Select Term for Processing:	202411 - Fall 2024	Term Start Dates:	Fall 2024 08/19/2024	Fall 2023 08/21/2023				
<small>Valid only for terms not yet reported to HED - Compares Current Enrollment with Date the Same Number of Days Prior to Term Start in Prior Year</small>								
<b>Applications</b>	<b>Fall 2024</b>	<b>Fall 2023</b>	<b>SCH Production</b>	<b>Fall 2024</b>	<b>Fall 2023</b>	<b>Retention - First Time, Full-Time Degree Seeking Freshmen From Fall to Spring</b>	<b>Fall 2023 to Spring 2024</b>	<b>Fall 2022 to Spring 2023</b>
<b>First Time In College</b>			<b>SCH by Delivery</b>			2 or More Races	60.00%	75.00%
Applicants	740	574	Exclusively Face to Face	7391	6916	Native American	60.00%	50.00%
Registered	387	304	Both Face to Face and Online	7570	6526	Asian	80.00%	N/A
Registered and Paid	238	157	Exclusively Online	4551	4508	African American	100.00%	50.00%
<b>Transfer</b>			<b>SCH by Time Status</b>			Hispanic	70.83%	72.04%
Applicants	129	115	Full-Time	12888	10949	Native Hawaiian/Pacific	N/A	N/A
Registered	54	47	Part-Time	6624	7001	Non-Resident Alien	N/A	N/A
Registered and Paid	19	22	<b>SCH by Level</b>			Unknown	66.67%	88.89%
<b>Enrollment</b>	<b>Fall 2024</b>	<b>Fall 2023</b>	High School Dual Credit	3395	3378	White	69.49%	57.95%
<b>Head Count by Delivery</b>			College Undergraduate	16117	14554	<b>Total</b>	<b>70.50%</b>	<b>68.40%</b>
Exclusively Face to Face	843	835	<b>Head Count by Residency</b>					
Both Face to Face and Online	616	539	In District	16898	14752	<b>From Fall to Fall</b>	<b>Fall 2023 to Fall 2024</b>	<b>Fall 2022 to Fall 2023</b>
Exclusively Online	623	638	Out of District	1915	2214	2 or More Races	60.00%	75.00%
<b>Head Count by Time Status</b>			Out of State	667	953	Native American	60.00%	.00%
Full-Time	891	751	International	32	31	Asian	40.00%	N/A
Part-Time	1191	1261	<b>Total SCH</b>	<b>19512</b>	<b>17950</b>	African American	40.00%	50.00%
<b>Head Count by Level</b>			<b>Average Credit Load</b>			Hispanic	57.50%	47.87%
High School Dual Credit	647	650	High School Dual Credit	5.25	5.2	Native Hawaiian/Pacific	N/A	N/A
College Undergraduate	1435	1357	College Undergraduate	11.23	10.73	Non-Resident Alien	N/A	N/A
<b>Head Count by Residency</b>						Unknown	19.05%	55.56%
In District	1786	1656				White	47.46%	36.36%
Out of District	210	240				<b>Total</b>	<b>50.50%</b>	<b>44.90%</b>
Out of State	84	114						
International	2	2						
<b>Total Head Count</b>	<b>2082</b>	<b>2012</b>						

6. There is a Community College Board (CCB) member opening in District 1. Applications are being accepted through October 31, 2024. The CCB named a committee of two and will bring names of applicants to the November meeting.
7. Upcoming Question. Persuade. Refer (QPR) training in suicide awareness and prevention through NM DOH.  
Resources are through the DOH. Presentations will be at the back-to-campus meeting, one in English and one in Spanish. Stephanie Venegas is working to set up dates.

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8. 2024 General Obligation Bond – Aviation Maintenance Technology building expansion
9. Start/stop/continue feedback (see attached)  
24 individuals responded. The survey was sent by email twice and discussed at the campus-wide meeting. Responses were accepted through today (10/09/2024) at 10:00 a.m. There was a discussion regarding the results.
10. Upcoming Events
  - a. October 23                      Foundation Banquet  
There will be a student table for scholarship winners. Roswell Livestock will also have a table for students.
  - b. November 6                      Veterans Day Observation  
More information is forthcoming. The event will be in the ITC Commons, and Brigadier General McBurnette will be the guest speaker.
  - c. November 23                      Turkey Trot 5K fun run/walk  
This is a fundraiser for the food pantry.
  - d. December 6                      Campus-Wide Meeting/Holiday Meal
  - e. December 12 is graduation in the PAC. Martha will speak with Jacob Puckett about IT upgrades in the facility

11. Area reports

Devin Stroman.

1. Working on Strategic Enrollment Management (SEM) that is due to the State on Friday (10/11/2024). The document will be finalized 10/10/2024.
2. Angie Bersane is doing a good job recruiting within the local district. There have been tailgates at popular football games. There is advertising at Roswell High School, Goddard High School and Artesia High School. A QR code with the new ENMU-R logo was utilized resulting in adult learners asking for enrollment information. The recruiters are out on the road.
3. Chris Meeks has the spring/summer/fall schedules open; please encourage students to get registered early.
4. There is an uptick on behavioral mental health referrals. Word is getting out in the classrooms and we are receiving good results.

Eric Mann.

1. Medical Assisting's site visit finished yesterday. The visit went well, and there were no problems or dings on the accreditation. Three strengths were recognized in the program.
2. There are two weeks to finish preparing for the EMS site visit.
3. The School of Health Sciences was nominated by Eastern New Mexico Medical Center for the New Mexico Hospital Association Award. Dr. Powell and Eric received the award in Albuquerque, and Dr. Powell will present it to the school on Friday.

Teresa Casarez.

1. There are 27 jobs posted, 7 under review in committees, 3 in the approval process, 1 is closing Friday, and 1 is waiting to be entered. The Learning Resource Center (LRC) position of director is ready to be offered.

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2. The ENMU-R Halloween event is on Tuesday, October 29. Martha will send out the door contest information. Need individuals to volunteer for the bake sale, pumpkin carving, decorating, set up and tear down, and pinatas. If anyone has any ideas for money makers, email Martha Staab or Teresa Casarez.

Martha Staab.

1. Martha thanked all faculty and staff that were fair booth volunteers.
2. The design for the window at the hospital is now at the wrap studio.
3. For Hispanic Heritage Month, there will be a video of a mother/daughter attending college.
4. Bond 3 is on the ballot, please go and vote.
5. Getting ready for Turkey Trot.
6. Looking for someone to spotlight in the newsletter, will have lots of news including students honored with scholarships.
7. Regarding external pages on social media accounts, beginning in November Martha will audit the accounts and request credentials to get into those sites to train the owners to follow ENMU-R guidelines.

Veronica Munoz.

1. Instagram and Facebook passwords are lost, and Martha will work with the LRC to get these rectified and the pages maintained. Per ENMU-R guidelines, Marketing has the final say on the language spoken on those pages.
2. Veronica presented a flyer for the food pantry. Dr. Powell said there is \$3,000 in foundation funds that need to be used December 31, 2024, and should be used for this purpose.
3. Thursday will be midterm grade checks from 10:00-2:00. Advisors will be there, and light refreshments will be available. This is an opportunity for advisors to offer referrals to tutors, along with other resources. Flyers will be made for different programs on campus. Martha will create the flyers. All resources should be put on Canvas. Accommodations effects 10% of our population.
4. The LRC website has a calendar with all student activities, intramurals, spooky writing contest, and the Día De Los Muertos is in the planning process.
5. See the attached "Total Visits by Department" for the LRC. Students are tracked through a sign in sheet. Over half of our students use the LRC. The numbers were discussed. Dr. Powell asked that students and faculty/staff be separated for an accurate count of each category.

Karen Massey.

1. Two new junior accountants have joined the business office, April and Sheila. There is a job posting for a budget analyst, and will be posting a senior accountant position to get a full staff. April and Sheila are working on matching the budget that went to the State. We are working with budget transfers in the departments, and will begin developing budgets for FY 26. Meetings will be held in January for budget requests for next year.

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Brad McFadin.

1. The vendor who offers Alice training would like to host a “train the trainer” event. It is a two day course to invite different agencies - 15 people - to take the class. ENMU-R will get two free slots. We will use OTC 124 for the classroom portion, and use the two long hallways and 4 additional classrooms for the exercises. The event is scheduled for late February, and Frances and Edna helped with the room logistics. Dr. Powell said if students are on campus, make sure they are aware of the exercises. It was suggested that the exercise take place during Spring Break when students are off campus. Brad will investigate that option. He will also check the renovation list for buildings that would work if the OTC is not suitable. ENMU-R is responsible for marketing and advertising. The trainings have to be on Tuesday/Wednesday or Wednesday/Thursday due to the vendor’s travel schedules.

Todd DeKay.

1. The State is working with Workforce Solutions and will have a white paper out soon. There was a change with Workforce monies, and we are hoping to buy a semi-truck and trailer.

2. Refer to attached “Facility Use Charges Current Rates and Facility Use Charges and Proposed Rates.” Please send an email with any comments/additions/suggestions to the charges. The purpose is not to make money, the purpose is to not lose money.

3. There was a recent cyber security training put on by Portales and everyone is encouraged to attend if possible. There are more scheduled in the next week.

4. A Ruffalo Noel Levitz survey will be emailed to students soon to gauge student satisfaction. This is useful data for the HLC visit coming up soon. It was suggested that the survey be put up on canvas to get more students to take the survey.

Ron Flury.

1. The Faculty Senate (FS) met last Friday, and passed the new HLC document for faculty credentialing, then moved it forward to Dr. Powell.

2. FS will be voting on tenure and Faculty Evaluation Committee (FEC) processes.

3. An email to faculty was sent this morning asking them to think about the air show and how they visualize conducting their classes. There has been a 20% response. There is a meeting scheduled on the 10<sup>th</sup> to review responses.

4. Shared governance was discussed and faculty were asked how many really know what it is. Joey Coburn has agreed to give 5 minute segments on shared governance at each FS meeting moving forward.

Edna Yokum.

1. The auto/welding lot needs an enclosed fence to protect property on the west side. Some of the doors in hangers aren’t closing correctly, and the area isn’t secure. There is a partial chain link fence. Dr. Powell asked Edna to get an estimate on the fence, and to work with Karen and Todd to complete the project.

2. Edna and Stephen proposed moving Agriculture and the Ag Certificate to Tech Ed, and move Media Arts to Arts and Sciences. The will streamline what is offered in the programs. The changes align better with the move. This can be done easily in Banner and the faculty are all onboard. There was no objection and the courses will be moved.

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3. Tech Ed had an amazing turnout at the fair and Dusty Baker sold over 200 tickets for a raffle of a welding machine. The tickets are \$10.00 and there are still some available. The raffle is open until October 24.
4. There is a meeting this afternoon regarding potential construction training courses with Workforce, J&H Services, and Biltwise.
5. Tech Ed is working with Hagerman, Dexter and Lake Author on Innovation Zone Kick-off through educational partnerships. This will form a better pipeline to pathways.

Annemarie Oldfield.

1. The Child Development Center has stalled due to getting a few more documents secured.
2. The Deans and AVPs are working on MOUs with dual credit to more effectively match pathways.

Stephen Grieco.

1. Working on getting more creative arts back on campus. Will fill specific part-time positions to get life back in the PAC, and more action on campus. HR has been great to partner with. For Hispanic Heritage Month, Arts and Sciences will implement some component into their classes throughout the month. This received great faculty feedback.