



Administrative Council Notes
Wednesday, July 3, 2024
1:30 pm
Fireplace Room (CUB 102)

Present: Briana Bitner, Teresa Casarez, Todd DeKay, Kim Griffis, Brad McFadin, Annemarie Oldfield, Dr. Shawn Powell, Martha Staab, Devin Stroman, Veronica Munoz, Anthony Munoz, Leona Baird, Edna Yokum, Eric Mann, Karen Massey

Absent: Jacob Puckett, Ron Flury

I. Dr. Shawn Powell

- a. Introduction and welcome to Dr. Karen Massey, Branch Campuses CBO, who will be working two days a week on the Roswell campus.
- b. If anyone has capital outlay requests for your area, please submit those to Leona or Dr. Powell for the upcoming 2025 legislative session. Local meetings will be after the election on Nov. 5. We have some requests for last year that went unfunded, but not sure if they are still current. The request should be two to three sentences with the price, name, and explanation/purpose.
- c. Title IX mandatory training is being scheduled by Kay Meyers for later this month; starting next week. These meetings will be held on July 9th and 11th at 9am and 2pm. The last meeting on July 17th at 2pm will be delivered in Spanish. Kay will be sending out invites. If you can't make your scheduled time, then respond with a better time for you to attend from the times that are available. Faculty on contract will receive this training during faculty in-service August 15. This is a requirement for new hires and then an annual requirement.
- d. Campus-wide ice cream social will be on July 17 at 3pm in the AMT building to recognize all staff for their efforts with operating the shelter and continuing campus operations. A special guest has been invited and we will let you know who it is once that is confirmed.
- e. Shelter – the shelter has been closed. If the shelter is needed again, we can set it back up.
- f. Five-Year Plan
 1. Handout shared showing ENMU- Roswell five-year planning as of July 1, 2024. The primary focus at this time is the GO Bond election preparation and marketing. Early voting starts in October with the general election on November 5. We have started campaign efforts to get the GO Bond passed.
 2. Met with Deans today to get the HLC site visit preparation started. Kim Childress will be coordinating the HLC effort. She will also maintain her role as the ADA Accommodations Coordinator.
 3. National Championship Air Races (NCAR) will have their pilot qualification and certification training in third week of May after graduation. Five hundred to one thousand people are expected. September dates are not set yet. We will be planning for how to have the campus operate during the races.
 4. An RFP for nursing program space renovation construction did not receive a response. We will reach out to local contractors have reached out to us who are interested. If we can get it started by next month, it could be completed by the end of next summer, prior to the fall semester.
 5. ITC Roof Replacement and EIFS Repair-RFP for architectural services is out and closes July 9.
 6. Sprinkler and Walkways projects will be ongoing through the next year by the time all approvals are received.
 7. Leadership nominations- For our campus' leadership program. Would like five people from each of the Senates nominated to go through the program. Send nominations to Leona by July 12th and Leona will forward to Stephanie Venegas.



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8. ENMU-Roswell and Portales budgets approved last week. Pam Collins has been asked to track money not spent for open positions to help make budget adjustments around this at the end of first quarter.
9. CCB Work Session is scheduled for July 17 at 4pm in AMT room 109 after the ice cream social. CCB members have been invited to the ice cream social.

II. Area Reports

a. Brianna Bitner

1. Have had a lot of people out and haven't had a chance to meet for Support Senate. Next meeting will be in August.

b. Veronica Munoz

1. Food pantry is being staffed by a temporary employee, Ruth Martinez, until a full-time person is hired.
2. Will be getting with Martha to send out email with new adjusted hours for the Food Pantry.
3. Aaron McCaskey, has been hired for the Veteran Coordinator position today. He will be starting soon.

c. Martha Staab

1. Working on GO Bond preparation and rebrand.
2. Shirts are being ordered. Will be ordering extra.

d. Karen Massey

1. Thanked ENMU-Roswell community for help given to her community.
2. Not officially here yet; they are still working on her job description. Plans to be on Roswell campus two days a week.

e. Brad McFadin

1. If anyone is going to be on campus during a weekend, please let security know so they can be aware in the event something happens in the area.
2. Cameras are up and running in all areas. Just making a few adjustments to some of those that may need to be moved due to several factors. Should be completed shortly.

f. Anthony Munoz

1. Surveillance project will be complete in about a week. Fiber project is complete.
2. New firewall system will go into place on July 13 and network outage will take place at that point. Notification will be sent out regarding the network outage.
3. Will be doing Professional Senate nominations again.

g. Devin Stroman

1. Enrollment at 2% increase. Should now be a little over the 2000 student mark.
2. Started calling campaign last week to reach out to drop-outs starting with students from 2020. Quite a few students applying for readmission as a result.
3. New advisor, Carrie Calvin, started on Monday and is in training this week.



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4. One advisor position still needs to be filled.
 5. Solar panels hopefully on campus before start of semester.
 6. Will be participating in Leadership New Mexico.
- h. Kim Griffis
1. Working on summer courses.
 2. Professional development for welding will be starting. Getting new faculty certified. Will be taking place on weekends.
 3. Finalizing projects for Annemarie Oldfield.
 4. Will be in interviews next week. Sixty-nine applicants for Arts and Science.
 5. Last day with ENMU-Roswell is 26 days.
- i. Edna Yokum
1. Moving on the STEM lab. Now having to rethink how we are doing this due to ambiguity in the business Office regarding GSA contracts. Now need to get 3 quotes. Waiting to hear back from Jackie Starr's D.C. contact who is doing research.
 2. Courses are still ongoing. Chemistry was offered on campus this summer and is doing well.
 3. Working on aligning budget across indexes. Created new indexes with Pam Collins.
 4. Directors are working on a process for tracking embedded adjuncts.
 5. Fan system has been put in science lab temporarily, moved from a restroom. One has been ordered and waiting on it to arrive. Making a capital outlay request for replacing cabinets, shelving, dishwashers, etc. This request is due to safety.
- j. Eric Mann
1. Starting purchases for Perkins.
 2. Capital outlay request for a mannequin. Pam Collins is getting with Portales to see how to make the purchase possible.
 3. Working on professional and support staff performance evaluations which are due on July 31.
 4. Two site visits coming up in October for Medical Assistant and EMS. Will put together one page bullet of programs and past enrollment for Dr. Powell and will email him the dates for the visits.
 5. Chairing Purchasing Agent hiring committee. Interviews will be Monday, July 8.
- k. Todd DeKay
1. HVAC for all nursing and all campus is a concern. Working on plans and focusing on this.
 2. Adult Education has 218 completed applications.
 3. Working with Harry Tackett and Jeremy Salinas to plan a face-to-face auction. Meetings are occurring to get things moving on this. Using the same person that Portales uses as well.
 4. Solar work stations moving forward. Color selected.
 5. Perkins and grants overall were spent down well. Only thirty cents went back to Perkins according to Traci Dixon.
 6. IR with Rahbeka Anderson, working on cross training to get more help for her and have redundant capabilities.
 7. Preliminary location has been selected for the greenhouse (24 x 48). To the northwest side of OTC building.



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1. Teresa Casarez
 1. New FLSA hourly rule took effect July 1. Overtime rule for exempt was \$35.568.00. The rule only affected four employees on campus. Of the four, we raised the threshold for two. The other two were put in an hourly status for Professional Nonexempt, a newly created code, so they now qualify for overtime. Those employees coded Professional Nonexempt will have to put their time in like hourly employees do currently.
 2. Another defensive driving class is being offered. Send email to Teresa to register. OTC room 124, August 14 at 1:30pm – end of day.
 3. Final payroll completed. Able to do roll for the 3% raise. Pay raise will be effective on the check for July 19. In September will see cost increase for medical, dental, and vision.