



**Administrative Council Notes**  
**Wednesday, August 7, 2024**  
**2:00 pm**  
**Fireplace Room (CUB 102)**

Present: Briana Bitner, Teresa Casarez, Todd DeKay, Bill Dean, Annemarie Oldfield, Dr. Shawn Powell, Veronica Munoz, Leona Baird, Edna Yokum, Eric Mann, Ron Flury, Jacob Puckett

Absent: Devin Stroman, Brad McFadin, Karen Massey, Martha Staab, Anthony Munoz

I. Area Reports

a. Brianna Bitner

1. Support Senate has not met. They will start again in August when more people return.
2. Brianna is currently working in her new position in the Food Pantry, as a result of the suspension of the Special Services Program. We will be hiring a new director for the Special Services Program.

b. Todd DeKay

1. Working on HVAC issues around campus.
2. New Grounds Supervisor, Gilbert Bachicha has been promoted into the position. Please congratulate him if you see him.
3. Working on Access Grant.
4. Workforce Non-Credit- Chris Bullard and others are working on this. Chris is going to Albuquerque tomorrow to visit CNM. The new Veteran Coordinator, Aaron McCaskey, will be going with him to visit the Veteran's Center at CNM as well.
5. Hopefully, OTC will have air conditioning very soon. Armando Lomeli has fixed two of the units.

c. Jacob Puckett

1. Update on Capital Projects- pretty much done with fiber optics and camera projects. Cameras have been in use for almost 2 months. Just finalizing configurations to make sure everything is working correctly.
2. MBF move coming up shortly. Try our best not to interrupt anything. At worst, may be down a few hours on a Saturday to move things from old server room to new server room.
3. Working on classroom technology upgrades. Mostly in OTC.
4. Greg Tripp is out this week. He will be checking email. If you have any website request, please copy me on your email to Greg so I can make sure they are done in a timely manner.
5. Training in various places including new student orientation and some will be customized for faculty.
6. Training for the Physical Plant. Eileen Romer is doing some training for them in Spanish. If there is a need for other areas on campus, please let IT know.

d. Edna Yokum

1. Eric Mann, Dusty Baker and Edna are finalizing the adjunct training for next week. All adjuncts and embedded high school adjuncts, etc. are invited to attend either face-to-face training on Monday or online training on Wednesday. Currently 20 adjunct faculty members signed up for Monday and 4 signed up for Wednesday. They are being paid for this training.



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e. Ron Flury

1. An in-service committee has been put together for next Thursday. We are working on getting the other committee positions filled.
2. There will be an extreme hard push to have all committees and the faculty senate bylaws to Annemarie Oldfield before the December Break.
3. Dr. Powell asked that 15-minutes be set aside for faculty in-service to talk about faculty pay. Faculty will be offered a choice of getting pay deferred. He will get more clarity on this matter and when it will start, plans to have someone informed on the pay issues to speak at the faculty in-service.

f. Eric Mann

1. HS progression meetings have started- Nursing have 7 on a waiting list. If someone drops out in a certain timeframe, someone can move from the waitlist: 32 in the cohort this year in Roswell and 8 in Ruidoso; OTA has 12 applicants; Paramedic 14 applicants; and Respiratory Therapy has 10. Haven't yet checked the Medical Assisting numbers.

g. Veronica Munoz

1. Welcome Back event -Aug 29 from 4-7pm in the Sculpture Courtyard. Great opportunity for ENMU-R students and community. High school students are encouraged to attend. Sent out a form for booths. If you want to have a booth, please fill out form and send that back so we can have a table provided.
2. Constitution Day- Sept 17 from 10am-12pm
3. Veteran's Day- Nov 6
4. MLK- Jan 20
5. Variety of workshops will be offered. Once all events are put together, Veronica will send out a list to everyone.

h. Bill Dean

1. Uptick in calls to Security which is not unusual for this time of year.
2. Linda Barela, our new POMS representative, will be conducting an inspection of two buildings on campus. She will pick the buildings at random on the 15<sup>th</sup> of this month. Bill will follow up with Linda to make sure she is available for both in-service meetings.

i. Annemarie Oldfield

1. Speaking on Devin Stroman's behalf: enrollment is currently at 1500, expect an increase for this semester. Advisors are totally booked. The first orientation session went well on the first, with another one tomorrow.
2. I've received and reviewed some Performance Evaluations and sent many of those on to HR.
3. Lost a number of instructors this year. In the process of finding replacements. Just heard that an Automotive opening has been pushed to us.
4. I can't fix things I don't know about. I can move on things if I know about them. Please bring those things to me so I can move on possible resolution.



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j. Teresa Casarez

1. Defensive Driving Class- Wednesday, Aug 14<sup>th</sup> from 1:30-5:30pm in OTC 124. We are all encouraged to complete the class. Teresa will send list of those attending to Edna Yokum so she can follow up with those people. Teresa will send the communication that was sent to campus to Ron Flury and Brianna Bitner so they can share the information.
2. HR has received requests for extension for reviews. They are tracking those. If you are having trouble with some of the reviews, please contact Teresa or Stephanie Miles. They can assist with those before you present it. Will send out a reminder next week.
3. We should not be hiring people before NEOGOV has been approved; some instructor positions will be filled near the start of the term. She wants to change the process so hiring approvals can happen faster. We will let you know as soon as it goes through the approval process. EPAF reminds you every day of needed action and NEOGOV only reminds you once. The HR want to stay in line with the hiring policy.
4. Currently 14 jobs are posted online. There are four positions under applicant review (closed): Academic Advisor, Student Services Software Coordinator, Director of Learning Resource Center, Temporary Part Time Student Engagement Liaison. Five positions are in the Approval Process: C3PO Administrative Assistant, One Stop Veterans, Dean of Technical Education, Dean of Arts and Sciences, and Gear Up Academic Advisor. Two accountant positions close this week. Currently working on: Tutoring Center Coordinator, Director of Stem, Director of Special Services, Director of Clinical Education, Director of Child Development Center, Workforce and Transfer Liaison, Administrative Assistant, Financial Accountant, Gear Up Manager, EMS, HS Assistant Administrative Assistant.

II. Dr. Shawn Powell

- a. Dr. Powell conveyed that the Secretary of Higher Ed was very complimentary about our campus during the Summer Hearings this morning in Hobbs. She talked about how involved our campus is with the community and the shelter operations. Dr. Powell wants faculty and staff members to know the work we are doing is benefiting students and our local community. we presented proposals for \$1.25 million for Energy Management System, \$1.8 million for HVAC in Health Sciences building, and \$1.5 million for supplemental Sprinkler System funds.
- b. The Five-Year Plan as of 7.26.24 was presented to the group, and everyone was asked to review and send an email to Leona with their suggestions/changes regarding the plan. We will then get with ARC and ASA on the updated Facility Master Plan to get the finalized version. It will then go to the Boards for approval. After approval, this will be the 2025-2030 Facility Master Plan as of January 2025.
- c. GO Bond - when you talk about the GO Bond, make sure people know it is tax neutral. The sale of a 10-year bond is used to sponsor HED capital projects statewide if the bond passes. Statewide total is \$229,565,000. Our ask is \$5.3 million for remodeling the Aviation building with NMMI asking for \$2 million for Willson Hall renovation. Carlsbad is also asking for \$5 million. We want to use local contractors, as this is job development/creation for our area as well.
- d. If you have agenda items for Friday, Aug. 16 in-service, please send them to Dr. Powell or Leona. Alumni guest speaker is Abbie Flury for the Faculty/Staff In-service. Mike Espiritu will talk about the Air Races. Brenda Barela will speak about safety. Breakfast starts at 8am and meeting starts at 9am. This Thursday, we will have an in-service for some of Student Affairs in LRC 121. Linda Barela will be here for both in-service meetings.



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- e. Access Grant- Jacqueline Starr will be out for a period of time and Annemarie Oldfield will be the signature authority in her absence. This is a \$3 million grant over five years. Active in October, which is before we take over the CDC. Hiring an Activity Director also have a Distance Ed and Teaching and Learning System Coordinator, etc. Can operationalize the positions after five years, if we choose. As of October, there will be \$20,000 for each of the first four years and \$25,000 for the last year for faculty professional development. Abstract- has been published but have not received official word that it has been awarded.
- f. Presenting at upcoming CCB meetings on Strategic Goals and objectives:
  - 1. Objective 1.2: Implement Institutional Guided Pathways- Dean ASE (Sept 11)
  - 2. Objective 2.1: Expand Community Outreach- Chris and Veronica (Nov 13)
  - 3. Objective 2.2: Strengthen Community Partnerships- Eric Mann (Dec 11)
  - 4. Objective 3.2: Support Employee Growth- Human Resources (Jan 2025)
- g. If anyone has capital outlay requests for your area, please submit those as soon as possible, to Leona or Dr. Powell for the upcoming 2025 legislative session. Local meetings will be after the election on Nov. 5. The request should be two to three sentences with the price, name, and explanation/purpose.
- h. Need nominations for Leadership Fellows; 5 Faculty, 5 Professional and 5 Staff nominations. Please send those to Dr. Powell, Brianna, and Leona. Would like to start in September with new cohort.
- i. Upcoming Events
  - 1. Tuesday, September 17                      Constitution Day
  - 2. Monday, September 30                      Eastern New Mexico State Fair Day (Parade Day)
  - 3. Thursday, November 7                      Veteran's Day (Scheduled Speaker: General McBurnette)
  - 4. Saturday, November 23                      Turkey Trot 5K Fun Run/Walk (Registration: 8am, Race: 9am)
  - 5. Saturday, December 7                      Matanza (ENMU-R is sponsoring event to raise money for NMMI cadets and ENMU-R Adult Education non-traditional students)