



Administrative Council

January 3, 2024

1:30 pm

OTC 115

Meeting Notes

Attendees: Jennifer Cain, Teresa Casarez, Todd DeKay, Rosie Duran, Brad McFadin, Anthony Munoz, Linde Newman, Annemarie Oldfield, Veronica Panebouef, Shawn Powell, Jacob Puckett, Ricardo Serrano, and Devin Stroman

I. Facility Master Plan Review

ASA Architects and ACR are refreshing our Facility Master Plan. A review of the 2020-2025 capital strategy accomplishments was conducted. Items #1 and #3 on page 103 need an “X” to denote the projects is either complete, in progress, or funded. AMT and PAC need to be underlined in item #1 on page 104 because these building were not included in the initial sewer and restroom renovations because of cost. Funds are being requested through the G.O. bond process for remodification and expansion of the AMT building, and the sewer and restroom renovation for that building would be included. Working with NMPSIA regarding roof and replacement and EFIS repair of the ITC (item #4 of page 104). Item #5 of that page—electrical lines for classroom computers, as well as item #5, will need to be revisited.

Dr. Powell asked the Council to review the suggested high priority capital improvements (those needed within the next one to two years), the necessary capital improvements (those needed within the next two to three years), and the short-term improvements (projects for the next three to five years) that are listed on pages 106-108 and make recommendations for those priorities.

The following recommendations were made:

Move item #7 (replace energy savings management system) on page 106 to a higher priority. Item #5 (campus signage) on page 106 should also move up in priority because it is a safety concern. Lighted signage is needed. Move item #6 (HSC HVAC) on page 108 up in priority because it is a concern for classrooms. The nursing expansion will include new HVAC units for that area. Most of the HVAC systems on campus are a concern because they use R22 as the refrigerant, which is no longer being manufactured and systems that use it will be out of compliance by the year 2032. Therefore, item #7 (HVAC system upgrades at AC, IC, CUB, and CSC) on page 107 should also be a priority with option #2. Elevator upgrades (item #4 on page 107) is a priority.

Item #9 (computer power outlet additions) on page 106 can be a rolling project and needs to be re-evaluated. Linoleum, tile, or stained concrete would be a better option in the HSC than carpet for item #4 (carpet replacement) on page 108.

We currently have different fire alarm systems across campus, but it would be beneficial to have one system. This should be added to the list.

This will be taken to the Community College Board and Board of Regents as an information item at their January meetings.

II. Foundation Requests

January 29 is the next Foundation Board meeting, and \$6,000 has been set aside for the Senates (\$2,000 to each of the three senates). Send requests to Dr. Powell to request funding from Foundation-e.g. for summer camps, etc.

III. Agenda Items for January 12 Campus-Wide Meeting

a. Senate President Reports

The Senate Presidents will give a brief report at the January 12 campus-wide meeting. Please submit any additional agenda items you may have for the meeting.

IV. Area Reports

Devin Stroman—Advisors are busy, but enrollment is down 367 students so far. A calling campaign has started to help encourage enrollment. Dual credit students still need to be registered and Health Sciences nursing cohorts. 1,022 currently enrolled students and 40 applications currently being processed. An RFP for CRM resulted in Element 451 being chosen.

Jacob Puckett—Working though some small issues experienced with the password complexity change. Another fiber switch will be attempted tomorrow morning. Coyote Cabling should be here next week to complete the fiber work. All the fiber has been pulled and it will be terminated in the MDF. It is very near completion. We should have the generator within the next couple of weeks. Bids have been received for the fencing. The Martin Luther King, Jr. Day event will be livestreamed.

Anthony Munoz—The Professional Senate is preparing for the upcoming elections and finalizing revisions to the bylaws and constitution. There may be intermittent changes with Wi-Fi as network upgrades are made. The campus will be upgraded to a 10-gig uplink soon. Steps are being taken to make the campus more secure.

Shawn Powell—Some of the new doors and partitions were damaged, which has delayed completion of the bathroom renovations. An RFP was finalized for virtual care. TimelyCare has been given a three-year contract and will provide care for faculty and staff, in addition to students. They will provide an introductory presentation at the January 12 campus meeting.

Ricardo Serrano—Sewer renovations are nearing completion.

Linde Newman—New Community College Board member as of January of this year. CCB will have a work session at 4:00 pm on Wednesday, January 10, followed by a meeting at 5:00 pm.

Teresa Casarez—19 job postings currently. Working on the NMPSIA renewal and has sent information requests to various areas. That information is needed by the beginning of next week.

Todd DeKay—Recently held a walk-through with the automotive advisory group in preparation for ASE certification. The theatre arts program from ENMU-Portales came to visit regarding equipment and partnerships. Hiring committees in place for aviation maintenance, automotive, and technical education.

Jennifer Cain—Faculty are preparing for the new semester.

Veronica Panebouef—No update for Support Senate at this time.

Eric Mann—Three nursing positions open and are in the process of second-level interviewing.

VI. Upcoming Events

Friday, January 12	Campus Meeting, 9:00 am, ITC Commons
Monday, January 15	Martin Luther King, Jr. Day (campus closed, no classes)
Friday, February 23	Campus Meeting, 9:00 am, ITC Commons
Wednesday, March 13	Community College Board Meeting, 4:00 pm, Admin. Board Room #135 (no February meeting)
Friday, March 29	Campus Meeting, 9:00 am, ITC Commons
Saturday, April 6	ENMU-Roswell Foundation Golf Tournament, NMMI Golf Course
Friday, April 26	Campus Meeting, 9:00 am, ITC Commons
Wednesday, April 10	Community College Board Meeting, 4:00 pm, Admin. Board Room #135
Wednesday, May 8	Community College Board Meeting, 4:00 pm, Admin. Board Room #135
Friday, May 10	Spring 2024 Commencement

VII. Other Business

The new position of Assistant Vice President of Student Engagement should be posted internally very soon.

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