



Administrative Council Notes
Wednesday, December 4, 2024
1:30 pm
Fireplace Room (CUB 102)

Present: Briana Bitner, Stephanie Venegas, Brad McFadin, Shawn Powell, Leona Baird, Edna Yokum, Eric Mann, Anthony Munoz, Jacob Puckett, Devin Stroman, Karen Massey, Stephen Grieco

Absent: Martha Staab, Veronica Munoz, Teresa Casarez, Todd DeKay, Annemarie Oldfield

I. Area Reports

a. Dr. Devin Stroman

1. Enrollment for spring is up 6% over this time last year at 752.
2. Registration event next week. The goal is to reach those students before they leave for break. Posters are up on campus for the event. Stop by to talk to students and enjoy some cocoa and cookies.
3. Chris Meeks will send out instructions early next week for graduation. The first ceremony is at 5:30 pm, and the second is at 7:30 pm on December 12. Graduation practice will be in the morning on the graduation day at 10 am. Faculty should arrive no later than 5 pm. Joey Coburn and Candace Cantu will be Grand Marshals.
4. Chris Meeks has proposed having three ceremonies in the PAC for Spring graduation.

b. Eric Mann

1. Almost everything has been ordered for the Clinical Excellence Center at Eastern New Mexico Medical Center. We will be ordering two 75" boards. Lockers were delivered damaged and sent back. New lockers are being delivered.
2. Physical Plant is painting in the Health Science Center.
3. Common Course Numbering has caused quite a kerfluffle. January 13-16, there will be face-to-face meetings with every program except Medical Assisting.
4. Using Dr. Grieco's form to get professional development moving.

c. Brad McFadin

1. Getting ready for the FEMA Round Table meeting next Wednesday. We will have extra staff for the event, graduations, and Nurse pinning on Friday.

d. Stephanie Venegas

1. Offers are out for thirteen new hires.
2. If employees are requesting time off for the holidays, make sure they are in a paid status before and after the holiday. They will not receive the holiday pay if they don't have enough time to cover it.

e. Brianna Bitner

1. Support Senate has been unable to get together due to the flooding and holiday.
2. The Food Pantry gave 85 Thanksgiving boxes to people (12 faculty/staff and 73 students).

f. Leona Baird

1. Leadership Fellows Cohort 4 graduation is tomorrow night in ITC Commons.
2. Our campus-wide meeting will be on Friday, and we will have a holiday meal.
3. CCB Work Session will be on Wednesday, December 11, at 3 pm in the Fireplace Room.
4. The CCB meeting will be held on Wednesday, December 11, at 4 pm in the Administration Board Room.

g. Anthony Munoz

1. Actively trying to recruit a president to assume duties. It has been a challenge to get participants.
2. I will be going on military orders starting next week, December 9 -20.
3. Professional Senate still needs to elect the senator and officer positions—currently, there are only four members, with one on FMLA.

h. Jacob Puckett

1. IT is looking at the afternoon of December 19, 2024, to work in the MDF. The network will go down for one to two hours. Moving some servers from the old area to the new location. Nobody in the meeting saw a problem with this date during the meeting.

i. Karen Massey

1. In January, Karen will start the budget development process for FY26 and is planning to sit down with the budget authority in each department to develop the budget.
2. Karen will send an email to start scheduling time for budget planning.
3. Suggested taking current budgets and making notes to prepare for the next FY budget meeting with her.

j. Dr. Edna Yokum

1. We received a 61% HiSET pass rate for New Mexico Youth ChalleNGE. They still have another cycle to retest if they would like. The goal is 60%.
2. We were recently ranked the third-largest Adult Ed program in the state. We are usually number four.
3. We have a 74% intention rate, 4% above the state benchmark.
4. We 103 students since July 1 have passed at least one exam, and 70 students have passed and earned their HiSET and GED.
5. Matt Rincon will attend the Journey to Literacy information luncheon on January 5. He has been asked to be a panelist to talk about the role of Adult Ed in Artesia.
6. I submitted the last purchase order for the Air Pistol Club. When that comes in, we will be ready to rock & roll with the Air Pistol Club. We are asking for your input on ideas for the location for a range. The original location is no longer an option.
7. The Kubota tractor has been delivered, and we are waiting on the John Deere tractor.
8. Snap-On equipment has been delivered to Automotive so students can start earning their NC3 Certification next semester.
9. Erubiel and Jonathan are working towards the ASC Accreditation for Automotive program.
10. Aviation Maintenance- The FAA came 2 weeks ago with no significant findings. Recommended a visit to Amarillo College and another AMT program in Altus, Oklahoma, for

two reasons: our expansion and our lab.

11. HVAC- all new equipment has been delivered and installed and is being used in the brand-new HVAC lab. This coming semester, students will start working on their NC Certs.
The 2024 Annual Report for accreditation has been submitted.
12. Spring enrollment for Ag is up by 40% (2 students). Welding degree is up 54% (grew from 23 to 36 students).
13. December 11 at 6 pm, we will be having a Tech Ed advisory meeting in the auto welding shop.

k. Dr. Stephen Grieco

1. The art and photography show is tomorrow in the Arts and Sciences building. It is the first time we have combined the fine arts with media arts, and we will continue to do this.
2. Hiring for the Access Director will be completed tomorrow.

II. Dr. Shawn Powell

- a. Dr. Powell shared Dr. Patrice Caldwell's appreciation of the turnout for the Foundation Banquet, which honored Admiral Beverage, Mike McLeod, Andrea Warton, and Paul Sandoval.