



Administrative Council Notes
September 4, 2024, 1:30 pm
Fireplace Room- CUB 102

Present: Brianna Bitner, Teresa Casarez, Brad McFadin, Annemarie Oldfield, Dr. Shawn Powell, Leona Baird, Edna Yokum, Eric Mann, Ron Flury, Jacob Puckett, Karen Massey, Stephen Grieco, Martha Staab, Devin Stroman

Absent: Veronica Munoz, Anthony Munoz

I. **Dr. Shawn Powell**

- a. Introductions were shared with Dr. Stephen Grieco, new Dean for the School of Arts and Sciences.
- b. If you have any capital project requests and have not submitted them, please email those requests to Dr. Powell.
- c. Twenty-six states filed injunctions against implementing the new Title IX regulations, along with multiple organizations in those states. ENMU-Roswell, NM State, Central New Mexico College, and Clovis Community College are named in the injunction. If a student from a given campus is a member of one of these organizations, then that campus is prohibited from implementing those new Title IX regulations. We are still focusing on our Title IX work. If you should encounter anything that is Title IX related, please continue to do what we have been doing as far as Title IX.
- d. Gerald Shumaker, an ENMU-R alumnus, has left funds from his estate to ENMU-R and the check was received yesterday. The plan is to have a pavilion erected and named after Mr. Shumaker with these funds. A Facilities Designation Committee has unanimously agreed to name the outdoor pavilion in memory of Gerald Shumaker. The naming request will go to the Community College Board next week and then the Board of Regents next month for approval.
- e. Please review the Five-Year Plan and let Dr. Powell or Leona know if you have any suggestions for additions/changes to the plan as written.
- f. Martha has been busy getting flyers and announcements out along with videos regarding the GO Bond. Dr. Powell and Martha have been doing community projects and presentations and visiting local school boards. RISD, Dexter and Hagerman have all signed resolutions in support of the GO Bond. Will be meeting with Lake Arthur and Artesia next week to ask that they sign resolutions in support of the bond. We are trying to get this out to the community. The city is doing a resolution next week during the regular Thursday meeting. The ask is \$5.3 million for the AMT building expansion.
- g. Final documents have been received for the cost estimates for walkways and sprinkler systems. Now starting the approval process. Friday, we will request approval from Board of Regents. By the time we get through approval process, it will be January start time. Hal Barnette, estimates it will be 6-8 months for walkways and sprinkler system and will be 7-9 months to complete.

- h. Waide Construction is doing the Nursing Expansion project. Demolition will start October-November timeframe with a promise to have it complete by August 1, 2025.
- i. ITC Roof Replacement is with architects now. Once their part is complete, we will move forward and will most likely be January before project is started.
- j. Devin gave an update on enrollment: increase of 3%, currently at 2088 students. First time freshmen up by approximately 200 students. Semester class hours are showing a 7% increase over last year. We will be looking at our continuing student number going forward. Lost about 65 students from last fall.
- k. Director of Child Development Center and Access Grant Director are priorities to fill from the list on the handout of open positions. We take over the Child Development Center on November 25, 2025. Access Grant will be active in October.

II. Area Reports

a. Leona Baird

- 1. Community College Board meeting will be in OTC 124 on September 11, 2024 at 4pm.

b. Brianna Bitner

- 1. Shared flyers with updated hours for the Food Pantry.
- 2. Organizing and cleaning the Food Pantry.
- 3. The Food Pantry is now giving out recipe bags that contain the ingredients needed for the recipe.
- 4. The Food Pantry is available for students, staff, and faculty.

c. Jacob Puckett

- 1. Last week IT discovered that some student accounts were compromised through a password spring attempt. At least one account had financial aid redirected to another account. Eighty-five accounts were possibly compromised.
- 2. It is now a good time to start using Microsoft Authentication. Proposing that Monday we turn on MFA for all account types. A message should be coming from the Chancellor later today. Students are not going to have to do anything special.
- 3. Jacob will work with Martha to get a message out to students on social media. Martha will send message to canvas and send out email notification. Devin can send text to all students through the CRM. Jacob will get out on video monitors. Message will be sent to Deans to share with their schools.

d. Edna Yokum

- 1. Thirty faculty participating in the AQ training. Ten from Arts and Sciences, nine from Tech Ed, eight from Health, along with the three Deans, will be participating. Pam Patterson will be included in the training.
- 2. The CDC has stalled out at the moment. Bill Dean is working to find the documents needed. Waiting for Tony Majors to sign the W-9, he is out until Monday. Wet signature is required for the W-9 by state department.
- 3. Found new location for greenhouse on the east side of OTC. The area has water, power and gas. Moving forward with that location.

e. Ron Flury

1. Faculty Senate met last Friday. Had a good turnout, considering the short notice.
2. Most committee positions have been filled.
3. Changed meeting time to follow Dean meetings.

f. Eric Mann

1. Conducting classroom visits to get better acquainted with new instructors and making sure that the teachers are teaching in a way that is best for students. Conducted six or seven thus far.

g. Brad McFadin

1. Please get your ENMU-R parking stickers if you have not done so already. Ticketing has started as of yesterday. If you have more than one car, you will need to get one for each car.
2. Working on annual Clery report and annual Security report.
3. Welcome Back event went well. Please let Brad know if you have any suggestions how security can do better at these events.
4. Emergency Management incident exercise will be taking place on campus on September 11.
5. School zone speed, with flashing light sign, is now in effect as you turn onto Gail Harris Road. There will be an increased police presence. They are just giving out warning tickets at this point.

h. Martha Staab

1. Brand book is complete.
2. All items being sent out must go through Martha for approval.
3. Starting Phase 2 of rebranding.
4. Hospital room sign project is ninety percent complete.
5. Gearing up for Constitution Day.
6. Fair booth signup will be sent out soon.
7. Getting ready for Turkey Trot event.

i. Karen Massey

1. Working on FY24 year end and is taking all our efforts right now.
2. New Purchasing Agent, Michelle Williams and two new junior accountants coming on board soon.
3. Working on capital projects.

j. Stephen Grieco

1. Working on needs assessment, and meeting with faculty. A survey will be going out to division on Friday.
2. Working on SharePoint site. Will be completed on Friday.

k. Devin Stroman

1. Goal is to move toward serving students as a true one stop. Using the CUB as storage to move some TRIO staff into the student Service Center to help students with FAFSA.
2. Recruiters are on the road with a more strategic approach. Focusing on our local districts and adult learners.
3. We are waiting on replacement solar panels.

l. Annemarie Oldfield

1. Excited to have three full-time deans in place. It is the first time in over four years.
2. Thirty people going through AQ which is a great accomplishment.
3. Sidney Gutierrez Middle School parents were very appreciative of the space we gave the students. Very complimentary of how Security handled their students.

III. Upcoming Events

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| 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: 8:00am, Race: 9:00am |
| 5. Saturday, December 7 | Matanza (ENMU-R is sponsoring event to raise money for NMMI cadets and ENMU-R Adult Education non-traditional students) |