



Administrative Council Notes
Wednesday, June 5, 2024
1:30 pm
Fireplace Room (CUB 102)

Present: Leona Baird, Briana Bitner, Teresa Casarez, Todd DeKay, Ron Flury, Filomeno Gonzales, Kim Griffis, Brad McFadin, Anthony Munoz, Veronica Munoz, Annemarie Oldfield, Shawn Powell, Jacob Puckett, Martha Staab, Devin Stroman, and Andrea Warton

Absent: Jennifer Cain, Eric Mann, Linde Newman, and Edna Yokum,

Guests: Dr. James Johnston, Greg Lamm, and Jeremy Salinas

- I. Jeremy Salinas- Inventory Supervisor
 - a. IT will work with Jeremy to make sure he has an updated inventory list.
 - b. Jeremy will send out inventory lists to departments to allow them to complete the inventory. Brianna Bitner volunteered to assist Jeremy with inventory tasks.
 - c. The department will identify someone to be responsible for departmental inventory.
 - d. Jeremy will follow up with Lee Quick for training on depreciation regarding assets.

- II. Greg Lamm- Title IX Coordinator
 - a. Handout on the Title IX Final Rule Outline of Key Provisions was given to attendees.
 - b. New Title IX regulations will be implemented on August 1, 2024.
 - c. Scope and Jurisdiction changes. Title IX office will have more jurisdiction to investigate more incidents.
 - d. There will no longer be a requirement for a live hearing. It will be optional.
 - e. ENMU-Roswell will probably not see any change in training. The Title IX office will still continue to train as they are doing. Mandatory yearly training.
 - f. New Pregnancy-Related Provisions. Greg has already communicated with Teresa Casarez regarding these changes.
 - g. Teresa Casarez will be sending information to Annemarie Oldfield for the AVPs and Deans to be aware of these situations that occur here regularly around the pregnancy-related provisions. There are currently two lactation rooms on campus, one upstairs in the IC and another in Health Sciences.
 - h. Changes will be updated on the website to go live on August 1st.
 - i. Any incidents that are brought forward before August 1st will fall under the current regulations. Incidents brought after August 1st will fall under the new regulations regardless of when the incident occurred.
 - j. Ron Flury will contact Title XI Office for Faculty Senate training in August. Kay Meyer on our campus has also presented this training in the past.
 - k. Slide decks are available and Greg will be sending those to Dr. Powell, Teresa Casarez, and Annemarie Oldfield.
 - l. Recommendation is to have the trainings completed by August 1, 2024.

- III. Dr. Powell
 - a. Summer In Service Training- Devin will work with Annemarie to make sure everyone in Student Affairs gets training prior to the date of the Friday In-Service Meeting.



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- b. 2024 GO Bond Campaign is for an expansion of the Aviation Maintenance building. We want to get everyone on campus involved and understanding the project and the November vote. The 2022 G. O. Bond did not pass in Chaves county. This is a state-wide vote and every vote counts. It is tax neutral. We are asking for \$5,300,000 with the campus component being \$1,800,000 for the total of \$7,100,000 for the project.
- c. NMPSIA rate increase- insurance premiums will increase for Medical- 10%, dental- 5%, and vision- 3%. During open enrollment HR will have people to assist with questions regarding coverage. Rate increase will be effective October 1, 2024.
- d. Five Year Plan
 - 1. Handout shared showing ENMU- Roswell five-year planning as of May 28, 2024 showing 2023 through 2028. The HLC site visit in 2027 is the number one item we are focused on for next few years.
 - 2. Linde Newman is resigning effective Friday, June 14, 2024. Changes will be made to her position before posting for the HLC Coordinator. This position is very important for the HLC site visit.
 - 3. Facility Master Plan Refresh - shared the priorities and can finalize the document and move forward to present to Regents and College Board to go live in 2025-2030.
 - 4. Jacob Puckett gave an update on the Data Server Room. It is very close to be completed. Exterior lights are complete. Fiber optic cable is also close to being complete.
 - 5. Pool is being inspected this week and update will be coming soon.
 - 6. HED Summer projects approved by Regents Saturday.
 - 7. RFP out for construction now for Nursing Program Expansion.
 - 8. Nursing has 92 applications for the fall. Planning to take 36 students.
 - 9. AMT Building Expansion could start in Spring 2024.
- e. Air Race Planning
 - 1. The National Championship Air Races (NCAR) will be on the air center the last week of May or first week of June 2025 for a qualification course. The expectation is for 1,000 pilots and crew. To participate in the September NCAR, the pilots must qualify in the May or June certification training event.
 - 2. Looking into current parking, gates and parking charges.
 - 3. City is in communication regarding specific dates. Will have continued planning regarding these events coming next year as dates become clear.
- f. Capital Outlay Projects 2025
 - 1. There will be some changes due to newly elected officials taking office.
 - 2. Karen Massey will be the Branch Campuses Chief Business Officer for Ruidoso and Roswell starting July 1, 2024. She will be part-time at both campuses.
- g. Audit
 - 1. There is an audit currently being conducted on campus. If you are contacted by Traci Dixon for audit items, please get those to her as soon as possible.
 - 2. If you have any questions, please reach out to Traci.



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IV. Area Reports/Roles

a. Teresa Casarez

1. Supervisor training for June will start next week and Teresa will be sending out invitations.
2. Currently have seventeen job positions posted on the website. Four job positions are currently in approval process: Custodian, Grounds Foreman, Groundskeeper, and Pathway Strategist. There are four job descriptions in the queue.
3. Due to Juneteenth, Payroll is requesting that everyone have items completed one day earlier than what they normally do, so payroll can be ready and processed by Monday. The Payroll Department is asking all timesheets (Hourly and Students) be submitted, reviewed and approved Thursday, June 13 by 11am. The deadline also applies to FLAC and SPS forms. Martha sent out a campus-wide email regarding this request from Payroll.
4. Changes in HR: Stephanie Venegas and Vanessa Martinez will report to Stephanie Miles, HR manager. Stephanie Miles and Nicole Bejarano, Payroll Supervisor will report to Teresa Casarez. Stephanie Venegas is responsible for the leave, FMLA and EAPF. Vanessa Martinez handles NEOGOV and student hires. Stephanie Miles works with benefits, NMERB, Workman's Comp and in Teresa's absence, employee relations.

b. Todd DeKay

1. Perkins Grant was approved for approximately \$175,000.
2. Non-Traditional Grant for approximately \$30,000 to help support marketing efforts to improve welding program for non-traditional students.
3. Submitted a Metallica grant for \$75,000 to support HVAC activities.
4. Recently submitted proposal for Tambillini Group.
5. C3PO Grant: Have met all the deliverables on that and working on a no cost extension.
6. HiSET and GED Passing rate for Youth Challenge Academy is currently at 64% with two more weeks for cadets to complete their exams.
7. Ricardo will be on vacation for next two weeks.

c. Devin Stroman

1. Enrollment: Last day to Add/Drop for summer was yesterday, June 4th. Ended up with 541 students. A couple off from census last year. However, increased on SDH headcount. For fall we are up 4% over this time last year with 101 students. Ongoing registration events and advisors are completely booked
2. Currently down two advisors. Have a lot of assistance with our TRIO programs.
3. Based on what was developed in our SIM plan we are developing new communication to perspective and current students targeting adult learners and also getting a little deeper in high school starting with Juniors. CRM is providing analytics to tell us what is working and what is not working. Since January we have doubled in perspective students. Getting those students through enrollment process.
4. Another part of the SIM plan is Student Engagement which really focuses on retention. I am looking forward to working with Veronica on retention. We will be presenting at the CCB meeting next week on student enrollment efforts.



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5. TRIO has a lot of summer programming, so you will be seeing lots of students on campus having fun this summer.
- d. Ron Flurry- Faculty Senate
1. Will be working on Bylaws and Charters for our committees.
 2. Getting Faculty Handbook updated.
 3. Getting faculty to get back into the Faculty Senate and show up. Have moved the meetings to Friday after Division meeting so they are here and they will more likely attend.
- e. Jacob Puckett
1. Wrapping up the major projects. Network upgrades, MDF renovation, Fiber Optics, and cameras. There are roughly 380 cameras on campus.
 2. Planning a system wide firewall upgrade this month on June 21. This week we are starting those plans. All services go through the firewall. Portales will be first on Friday, then Roswell on Saturday and finally Ruidoso on Sunday. There will be some downtime for the entire system on Friday. Each campus will have approximately a day of downtime additionally for all services, while the individual campuses are being upgraded. There will be a system wide message that will go out regarding the downtime.
 3. Updating multiple classrooms in OTC. Also updating other rooms if needed.
 4. Please review your department's items on the website and provide website updates to Martha if your department needs to update anything on the website.
 5. Mike Schmitt with Argos will be on campus June 17. Please let Jacob know so he can get you in with Mike if you have questions regarding Argos.
 6. Scheduling Adobe Acrobat training for In-Service in August.
- f. Veronica Munoz
1. Working on completing an activity calendar by mid-July with student workshops and student events, along with a QR code to advertise at new student orientation.
 2. For the LRC from Aug 1-May 13, we had 2,703 students who have come to the LRC. That report also shows 14,618 total visits to the LRC for that same time period.
 3. Looking at student engagement and how to provide quality services to retain students.
 4. LRC staff training every Tuesday with our staff so everyone is on the same page with our processes. If you haven't been contacted yet, you will be at some point in the future, to talk to our staff during training.
 5. Juneteenth Celebration on June 15 from 10am-1pm. Doing an array of things. Have refreshments and games.
 6. Constitution Day- request from Dr. Powell for Constitution Day presentation for \$5000 grant we have applied for. Would like to add the GO Bond discussion to help inform students about the GO Bond.



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- g. Martha Staab
 - 1. Working on marketing plan for the GO Bond.
 - 2. Recruiting efforts-ads are running and doing well.
 - 3. Light rebranding is happening.
 - 4. New intern started today.
 - 5. Website updates- will be sent to Martha before added to the website.
 - 6. Search engine optimization is working well.
 - 7. Would like to take back bulletin boards. Will be using some locked bulletin boards. This will help with items disappearing from bulletin boards.

- h. Filomeno Gonzales
 - 1. Wrapping up a few projects, helping Jacob and Anthony patching and painting the walls.
 - 2. Pool project about finished, scheduled inspection for Friday morning.
 - 3. Health and Science (Nursing Expansion) getting with Rhoades construction to discuss how to move forward.
 - 4. Assisting OTC to put Caleb Cain's things in the back of OTC for HVAC training.
 - 5. Everyone is back in Physical Plant except for Margarita.
 - 6. Painting many outside areas. Installed thermostats and all timers have been replaced on campus.

- i. Brad McFadin
 - 1. Completed fire drills across campus. Still need to complete the dorms.
 - 2. Worked with IT on fine tuning some things, such as naming cameras.
 - 3. Remind people in your area not to prop doors open as it obstructs camera view and an area can't be locked down if a door is propped open.
 - 4. Tested the emergency announcement system and it is working.
 - 5. Paul received his level III security officer certification from the State.

- j. Annemarie Oldfield
 - 1. Classes have started.
 - 2. Grade changes - will be using the form Portales Academic Affairs is using to encourage students to follow the chain of command online.
 - 3. Scrubs Camp and Art Camp coming up.
 - 4. Looking for people to fill open faculty positions.
 - 5. Deans are looking at budgets due to cuts.

- k. Brianna Bitner
 - 1. Working on handbook and bylaws.

- l. Kim Griffis
 - 1. Kim Childress is working on a presentation about student accommodations as to what faculty can do during their classes.



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2. Developed 2024-2025 goals and equipment list.
 3. Special Services community needs assessment. Will be working with Todd.
 4. Recruitment- Welding and Automotive both in final stages.

 5. Welding Club competition-made outdoor firepits. Goal is to have 15 teams in the spring. Looking at building go-carts in the future for competition.
 6. Trial run of onboarding faculty tracking sheet for first 90 days. Handed off to deans to test.
 7. Working on advisory handbook. Martha is working on making that pretty.
 8. Working on budget tracking worksheet. Wanting numbers to test the sheet.
 9. IEC meeting- goal is to complete the charter and divide into 2 subcommittees into faculty/academics and students. Devin and Kim are co-chairing the committee.
 10. July 26 will be Kim's last day working on special projects for Annemarie.
- m. Andrea Warton
1. Working on FLAC. It is almost complete.
 2. Staff evaluations due in July.
- n. Dr. Johnston
1. Erin Morgan- has started her new role as Executive Director, IT.
 2. Athletic Director, Kevin Fite, from Oklahoma State University has been hired.