

**Administrative Council Notes**  
**Wednesday, April 3, 2024**  
**1:30 pm**  
**Fireplace Room (CUB 102)**

**1. Welcome and Introduction**

- a. **Attendees:** Annemarie Oldfield, Devin Stroman, Veronica Munoz, Kim Griffis, Eric Mann, Edna Yokum, Teresa Casarez, Anthony Munoz, Brianna Bitner, Jennifer Cain, Martha Staab, Jacob Puckett
- b. **Absent:** Shawn Powell, Todd, DeKay
- c. **Guests for Presentations:** Vanessa Martinez, Stephanie Miles, Kay Meyers

**2. HR NEOGOV Overview**

- a. Presenters: Teresa, Vanessa, and Stephanie
- b. When HR receives a request with a job position
  - a. Vanessa Martinez needs Budget approval and HR/Teresa approval
    - i. Dr. Powell is not needed or sufficient to override budget or Teresa
    - ii. Traci Dixon approves all grant positions
    - iii. Pam Collins approves all other positions
  - c. Once it's put into the system, Vanessa Martinez emails the admin assistant or hiring manager (if they do not have an admin assistant) with directions to create a requisition (Pam Collins/Traci Dixon will be given the org number and the index- which should happen before the position goes to HR initially). All these instructions (Below) are in the email from Vanessa.
    - a. View my requisitions
    - b. Create a requisition
      - i. Use the search button to find your specific information
      - ii. "Class Spec" is pulling in the job description that Vanessa Martinez input it into the system
      - iii. Working Title should match EXACTLY as Vanessa Martinez sends it to you.
      - iv. Leave Desired Start Date blank
    - c. Fill in the boxes
    - d. Once you hit submit, it will take you to position details
    - e. Then add the approvals. Make sure you include ROSWELL all positions.
      - i. You can add more than one person to an approval line and you might think about adding the admin assistants for the higher-level administrators (like VPs to stop it from getting bogged down).
      - f. You do not need to attach the job description anymore. The Class Spec pulls it in.
  - d. Once the requisition is submitted by the admin, it goes directly to Vanessa Martinez. She reviews it to ensure accuracy. Then she will contact the admin to make any changes
  - e. Vanessa Martinez is meeting with Hiring Managers and Committee Chairs to determine qualified applicants. Only those candidates who meet the minimum criteria for positions are sent to the committee as qualified applicants.
  - f. Then it will be on Dashboard, View all
  - g. Interviews, and then HIRE!
  - h. Once a person is ready to be hired, another email with instructions are sent by Vanessa Martinez with similarly detailed instructions on completing the hire form on NeoGov.
  - i. Select name, use drop down to indicate "move to hire" and then the process is the same.
  - j. New Hires
    - a. Vanessa Martinez cannot put new people in the system until all the hire forms are completed and all approvers (which are more than even the requisition).
      - i. Those employees cannot get access to their emails, etc. until the hire form is finished.

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- ii. Once Vanessa Martinez (last approver), approves, it goes to Portales 1-2 days to create an EPAF, then it comes back to Roswell, then she puts them in the system.
- iii. Jacob Puckett/Annemarie Oldfield: Can we set up permanent proxies?
- iv. Stephanie Miles shared at the Portales campus they include the admin assistants on the same line as the VP
  - 1. Teresa Casarez and Annemarie Oldfield agreed with this.
- k. You can save the NEOGOV Tasks as a bookmark link. You'll still have to log in, but you will be directed to the actual Tasks page which might remove some confusion.
- l. Teresa Casarez is removing access to all previous job postings. She does not want us to look at them. **NEEDS further explanation**
- m. Dispositions (pass, fail, other) are changed by Vanessa Martinez. If you are going back to clear out your tasks, you would change dispositions. But this isn't something to use on otherwise because this is what is done at the meeting with Vanessa Martinez, the hiring manager, and the search committee chair to determine qualifications of the candidates).

**3. Title IX with Kay Meyers**

- a. Handout was provided (FACT SHEET: U.S. Department of Education's 2024 Title IX Final Rule Overview provided by the American Council on Education)
- b. Greg Lamm will be at the June meeting to go over it at all-campus meeting.
- c. The Title IX rule changes take effect August 1, 2024
- d. The biggest changes:
  - a. all employees require yearly training (it's currently "offered")
  - b. Either side of the compliant can ask for information
  - c. Does not need a formal compliant to come to a resolution
  - d. Decision maker can be the investigator or the coordinator
  - e. Most evidence does not have to be reviewed within 10 days
    - i. In the past, if not reviewed, it would have to be re-collected.
  - f. All evidence will be confidential. Parties that are not involved cannot get access to the evidence.
- e. Greg Lamm and Kay Meyers are looking into the rule changes and making our local Title IX training compliant with the new requirements.

**4. Area Report Outs**

- a. Teresa Casarez- she defers to the presentation
- b. Kim Griffis- no pressing matters. She came back from Hawaii- hooray!
- c. Edna Yokum: Out from May 6-25 and June 3-10. Will be checking emails, but please direct questions to Sherry Durand first if needed.
- d. Veronica Munoz
  - a. 200 people outside PAC and inside for the Cinco De Mayo
    - i. Roswell High School (Spanish Club) came and did a production in Spanish.
    - ii. 20-30 staff members attended
    - iii. Ramon Oropesa coordinated the event
  - b. May 2- Luau for the event.
    - i. CASA dogs in the morning
    - ii. Esports in the afternoon
    - iii. PEC has tournaments
    - iv. Zumba with Candace Cantu (4 different sessions)
  - c. Student Leadership Series- final meeting on Friday at 10:00
    - i. Certificates and networking
- e. Martha Staab

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- a. Pulled some numbers for 3-month mark
  - i. Facebook in last 90 days, reached 30K people
  - ii. Sharing of events- people love them
    - 1. Most events are shared at least 20 times
  - iii. "We are in the green/up!"
- f. Eric Mann
  - a. Perkins is ongoing
    - i. EMS Pinning Ceremonies Hobbs cohort today at 6:00 pm
- g. Devin Stroman
  - a. Enrollment is up 23%
    - i. Up by 98 students
    - ii. 528 students enrolled in Fall 2024
    - iii. Semester Credit Hour is up 28%
  - b. Graduation- good to go
    - i. Lots are graduating
    - ii. **Kim Griffis will correct person** question: Banner is missing...can you ask your area?
      - 1. Devin- we have a second one in case we cannot find it
    - iii. Can people stay afterward to stack chairs after the ceremony?
- h. Brad McFadin
  - a. Police Chase
    - i. RPD saw a vehicle going over 100 mph. Brief pursuit, but was cancelled.
      - 1. But the entire undercover narcotics team was down here for the day. They followed the vehicle.
      - 2. They were two GED students, backed in the parking lot behind the IC. The undercover police arrested two students in the Adult Education program.
      - 3. They were arrested for felony offenses and are now banned from campus.
      - 4. It happened too quickly for Everbridge
  - b. Graduation plans- notification that there are planned protests at all graduations in New Mexico.
    - i. If we hear anything, please let Brad McFadin know as soon as possible. Security will designate a specific place for the protests, but they will not be allowed to impact the ceremony.
      - 1. Roswell Police Department will be involved.
  - c. Large Fire last Thursday
    - i. A campus evaluation was started but soon stopped.
      - 1. Our threat assessment was valuable and is paying off.
    - ii. Last security table top exercise was an earthquake and then we had one. We held a table top exercise with fire and then we had one.
    - iii. Functional Exercise coming up to involve EMS, Hazmat, etc.
- 9. Briana Bitner
  - a. Support Staff just got a recruitment flyer approved by Martha Staab so those should go out soon
  - b. Annemarie Oldfield: involvement with the Senate is a clear indication that this is how we get involved in shared governance.
  - c. Annemarie Oldfield clarified individuals on at-will contracts are not members of the senates.

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- a. Anthony Munoz - wants to create a listserv that excludes at-will professional employees for the professional senate.

10. Anthony Munoz

- a. No major updates
- b. Partner with Rahbeka Anderson to send a survey out for nominations for the officers.
  - a. Will be completed by June

11. Jennifer Cain

- a. This is her last meeting
- b. Ron Flury is taking over as Faculty Senate President.
  - a. Handed over all the documentation she had today.
- c. Annemarie Oldfield shared her appreciation for Jennifer Cain's service.

12. Jacob Puckett

- a. Portales hired Erin Morgan as the executive director of information technology (replacing CIO and reports to Tony Major).
  - a. This position is labeled as system, but Roswell IT does not report to them in any way.
  - b. Erin Morgan is well qualified and is from the Dallas area
- b. We got a big generator delivered. It's located by shipping and receiving. To help with the server room to keep it powered during outages. Not yet fully completed.
  - a. Brad McFadin asked about lag time. Jacob Puckett reported the data server room has batteries and then the generator kicks in to charge the batteries.
  - b. Anthony Munoz- we will be purchasing a more heavy-duty battery as well for backup. Redundancies.
- a. Upgrades are ongoing
- b. Jacob clarified that YouTube is legitimate as a website for campus (clarification from Annemarie Oldfield)

**5. Meeting adjourned at 3:00 PM**