

Administrative Council Notes
Wednesday, September 6, 2023
1:30 pm
OTC 115

Attendees: Teresa Casarez, Todd DeKay, Peggy Harelson, Brad McFadin, Robert Moore, Anthony Munoz, Linde Newman, Annemarie Oldfield, Shawn Powell, Jacob Puckett, and Devin Stroman

Fall 2023 Enrollment

2,032 enrolled

38% full-time, 62% part-time

Age range 13-76, 1,638 (81%), 15-29 years-old

10% Single Parents

39% First Generation

40% Dual Credit

Fall RFP's

Virtual Health & Behavioral Health Care

CRM

Swimming Pool

Nurse Expansion

Walkways & Parking Lots

Fire Suppression

Virtual health and behavioral telehealth are RFP's going out this fall. The Virtual Care Group currently has a contract for six months. Some companies also offer these services to faculty and staff. It would not replace insurance but would provide access to immediate care 24/7. The Administrative Council agreed it would be beneficial if employees could be included in this service.

Mr. Stroman is working on the student management system RFP. We currently use Element 451.

The filtration system for the swimming pool needs to be replaced and will cost \$100,000-\$200,000.

The nursing expansion, walkway/driveway repair, and fire suppression RFPs are also being prepared. Please let Dr. Powell know if there are other projects that need to be considered within the next year. This is the time to get contracts submitted for bidding.

I. Personnel Listing of Degrees & Certificates

Human Resources developed a personnel listing of employees' degrees and certificates.

Dr. Powell asked supervisors to work with staff in their area to ensure accuracy. This is in preparation for HLC accreditation.

II. Rectifying Measures—Great Colleges to Work For Survey Results

Four areas were identified in the survey as needing improvement. Several mechanisms were identified to enhance communication with campus and community such as campus

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email, social media, website, video monitors, campus-wide meetings, and departmental meetings; collaboration would include supervisor training, and a book club idea for the spring would be to read through The Four Agreements together. Ms. Oldfield will order the books; professional development—Mr. DeKay and Dr. Powell will meet to discuss professional development resources and options. A total benefits package could be included in each job announcement. Tracking professional development is important. Processes need to be clear on how staff are nominated and selected for certain professional development opportunities. Administration needs to be aware of happenings on campus; performance management will be a discussion topic at the supervisor trainings.

III. Buildings & Construction Update
Projects in the construction phase

- Exterior Lighting and Surveillance System (2020 General Obligation (GO) Bond): construction nearing completion—waiting on completion of fiber project as it will connect these systems.
- Sewer and Sanitation Piping/Restroom Renovations (Severance Tax Bond (STB) Funds): construction started April 10, 2023, ongoing for approximately nine months (problems with the Physical Education Center (PEC) steel studs). Construction is ongoing in the Instructional Center (IC) and student success center and completion is estimated to be in November, Construction was halted in the Physical Education Center (PEC) due to mold remediation and deteriorating steel studs. A structural engineer assessed the damage and determined the PEC can be repaired at minimal cost. Completion is now estimated to be March-April 2024.
- Electrical panel upgrade (STB) funding: construction nearing completion
- Data Server Room upgrades: operational.

Projects in the planning phase

- Fiber Optic Cable upgrades (STB Funding): awaiting Higher Education Department (HED) approval. This project is estimated to be completed by November-December.
- Cooling Towers and Boilers (STB funding): received HED approval
- Fire Suppression/Sprinkler system installation – Occupational Technology Center (OTC), PEC, and Arts & Sciences (A&SC) (2022 G.O. Bond) architectural/engineer planning—ASA Architects indicated we may not be able to do all three building for fire suppression due to the funding received and we may not be able to do this as a phased project because the GO Bond specifically listed all three buildings
- Parking lots and Walkways (STB Funding, \$1,250,000 available July 1, 2023): ASA Architects planning phase. The RFP for construction is estimated to go out within the next month.

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- Nursing Program Expansion (HED special funding): ASA Architects for architect/engineering planning phase is complete and moving into the construction RFP phase.

Campus facilities

- Air conditioning is out in the Performing Arts Center (PAC) auditorium and in some areas of the Health Sciences building.
- The New Mexico Public Schools Insurance Authority (NMPSIA) inspected the campus after the May 31, 2023 hail storm. They would like to replace the roofs and the exterior insulation and finish systems (EIFS) on some buildings. The roof of the Instructional Technology Center (ITC) is a total loss, however, the EIFS must be replaced first. The siding and roof of the Student Services Building need to be replaced. Two additional metal buildings need roof repair and replacement. Ms. Casarez will work with NMPSIA to get status for each building.

Capital Outlay Requests (2024 G. O. Bond proposals)

- Aviation Maintenance Technology building expansion ~ \$7,100,000
- Replace ITC Roof and campus stucco – exterior insulation system on numerous buildings ~ \$7,200,000
- Nurse program expansion supplemental funds \$1,000,000

IV. Community College Board Update

Two board members running unopposed. Ms. Mireya Trujillo will not seek re-election and no one filed for District 1. An announcement will be placed in the newspaper to solicit applications. The Board will go through an interview and selection process. The individual named will take office in January 2024.

V. Supervisor Training

Dr. Powell will provide supervisor training on a variety of topics, and the meetings are being scheduled now.

VI. Upcoming Events

- a. Monday, September 11—Proposed Organizational Changes Feedback Discussion, OTC 124, 3:00 pm
- b. Thursday, September 7—Hunger Awareness, 10:00 am, ITC Commons
- c. Wednesday, September 13—CCB Meeting, 4:00 pm, Admin Board Room #135
- d. Monday, September 18—Constitution Day
- e. Thursday, September 21—Proposed Org Changes Feedback Discussion, OTC 124, 3:30 pm
- f. Friday, September 29—Campus-Wide Meeting, 9:00 am, ITC Commons
- g. Monday, October 2—Eastern New Mexico State Fair Parade
- h. Monday, October 2-Saturday, October 7—Eastern New Mexico State Fair

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- i. Wednesday, October 11—CCB Meeting, 4:00 pm, Admin Board Room #135
- j. Saturday, October 14—Annular Solar Eclipse, 10:35 am
- k. Tuesday, October 24—65th Anniversary Celebration, 6:00 pm, ITC Commons
- l. Friday, October 27—Campus-Wide Meeting, 9:00 am, ITC Commons
- m. Wednesday, November 8—Veterans Day, 10:00 am, ITC Commons
- n. Wednesday, November 8—CCB Meeting, 4:00 pm, Admin Board Room #135
- o. Saturday, November 18—Turkey Trot
- p. Friday, December 8, Campus-Wide Meeting & Holiday Lunch, 10:00 am, ITC Commons
- q. Wednesday, December 13—CCB Meeting, 4:00 pm, Admin Board Room #135

VII. Area Reports

Todd DeKay—There are two new instructors in automotive technology and one in Aviation Maintenance. A new trailer is needed for the CDL program. Media Arts is going well, Dusty Baker is expanding NC3 activities. Special Services needs additional students. Youth Challenge has about 50 students. Adult Education needs adjunct instructors.

Funding from the legislature was available July 1 for capital outlay projects. The AVP's will need to initiate spending for those projects. Mr. DeKay is also working to spend down the Perkins grant money.

Jacob Puckett—a System-wide password complexity increase is coming later this month. Passwords must be 14 characters, no exception, but they will not expire. Warning email messages will be sent. This step is in anticipation for additional increased security measures. The password change is expected about September 24. Dr. Powell asked if this must occur during this semester, and Mr. Puckett responded yes, based on the security meeting with ITS. Multiple messages need to be sent via multiple platforms starting immediately. Ms. Oldfield added the announcement could be made on Canvas to notify students. Jacob noted staff will be available to help, not only during the day, but also during evenings and weekends. IT will draft a message and faculty need to share this information in face-to-face classes. IT staff could set up tables/satellite stations around campus to help students and staff.

Equipment is being moved into new server room now, and staff are working to minimize disruptions. There will be a similar disruption with the State as fiber connection changes are made.

The campus is planning to migrate to Microsoft Teams phones. There will be a test group, mainly of IT staff, to work through issues. The migration will roll out in phases, starting with volunteers and then by building. Soft phones, which is computer software that acts like a phone, would be the preferred default. Blue tooth devices and headsets will be available, but certain areas will need to maintain physical phones, such as security and emergency personnel. Dr. Powell asked that this change wait until the System CIO is on staff. Mr. Puckett reiterated the current phone system will be unsupported in the near

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future, which necessitated the need to find a new system. The Webmaster position is about to be posted.

Dr. Powell asked that the potential loss of service because of the data room move and the 14-character password change be communicated to campus.

Anthony Munoz—The Professional Senate is reviewing the proposed organizational changes and hiring procedures. The senate is in the process of restructuring the meetings.

Peggy Harelson—The Support Senate lost its Vice President, so the position is open. This has not yet been communicated to campus.

Annemarie Oldfield—Health Sciences is close to being fully staffed; a nurse still needs to be hired. The advertisement for the AVP of health has gone out and is set to close October 9. A speaker on generational differences is being considered for the January in-service. The dual credit advisor position has been vacant for quite some time, however 40% of our students are dual credit and enrollment is up 15%.

Devin Stroman—A recruitment calling campaign is underway for the second eight-week classes. 342 early alert referrals were submitted by faculty, and faculty will be notified of next steps with these students. We are working to help students get the resources they need. Mr. Moore added the system is working and helping students re-engage in the classes. Five students and two chaperones will be going to the HACU conference in Chicago, October 28-30, 2023. A downtown registration event for spring is being planned, along with one at the mall. We will sponsor a football game and host a tailgating event as a means of recruiting. Student Affairs staff will do a registration debrief to see what areas need improvement, as well as what is working well. Having staff on hand during winter break to help with registration is being considered. A recruitment tour begins Monday. There are nine active student clubs on campus.

Robert Moore—As part of the capital outlay, the process is underway to obtain a STEM mobile lab—quotes are being obtained now. The new STEM truck to pull the lab is onsite and will, hopefully, be wrapped in time for the parade. Math, English, and communications instructors still need to be hired. The need for a full-time criminal justice instructor is also being considered. Classes for the Department of Corrections will begin October 16. Two classes will be offered to the Roswell Correctional Center. The DOC has their own system on a secure network with their own devices. We may be able to deliver our courses through Canvas to their system.

Brad McFadin—The Clery Act report, fire report, and annual security report are being prepared. Job Corps students will be shadowing security staff beginning Monday. A safety intern is also being considered. Staff will be going to required trainings as part of their certifications.

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Teresa Casarez—The hiring process is being reviewed and identifying where delays are occurring. 26 jobs are currently open, another two are in the approval process, and four additional jobs will be posted soon. Supervisor training will be scheduled soon.

Linde Newman—CCB meets next week. Planning is underway for the 65th anniversary celebration. Promotional items are in the President's office to give out at the fair and tailgating parties.