



Administrative Council Meeting Notes
10/6/2021 OTC 124 1:30 p.m.

Attendees: Craig Collins, Dina Jenks, Annemarie Oldfield, Robert Moore, Shawn Powell, , Donna Oracion, Devin Stroman, Vickie Thomas, Stephanie Venegas, Romo Villegas, Andrea Warton, and Brian Zalesky

Guests: Elyda Grado (NM Youth ChalleNGe-NMYCA), Ramon Miramontes-President for Early Colleges High School (ECHS) and University High School

- I. Call to Order: 1:30 pm
- II. Opening Remarks
 - a. COVID Reported Cases
 - a. July – 0
 - b. August – 17
 - c. September – 9
 - b. Return to Campus Planning Committee will meet again to determine the opening of campus to the outside entities for events.
 - c. Title IX Training – it takes about 5 hours to complete; training is to be completed by December 8, 2021.
- III. CARES/HERRF/ARP Federal Funding
 - a. Early College High School and NM Youth Challenge were invited to this meeting today to discuss Cares Act ARP Funding/American Relief Fund that needs to be expended. There is a remaining balance of \$1.8 million available. Over 60% of all CARES, HERRF, and ARP funds have been distributed to students. The remaining funds must go to students or be spend on operational needs related to COVID-19 needs.
 - b. The following projects will be completed using these funds as needed:
 - i. Fiber Optic Cable upgrade, we received \$135K from the local legislators for this request.
 - ii. Server Room/Communication Room updates
 - iii. Foundation Presidential Fund scholarships at about \$200K.
 - c. This leaves approximately \$1.5M that needs to be expended by August 22, 2022, unless we request a one year no cost extension. We have already done the following to expend this extra money:
 - i. 5,000 face masks for students, staff, and faculty
 - ii. Paid off student debit balances
 - d. Other campuses have used these funds for laptops, hotspots, food vendors, tuition, and emergency aid.

- e. We also received approximately \$450K as a minority service institution through these acts; these funds have been dedicated to the COSMO Cares program.
 - i. The Financial Aid Office receives the request and allocates funds throughout the year as students apply for the funding¹.
 - ii. In September \$140K was allocated to meet students' cost of attendance.
 - f. If you have any other ideas for the use of COVID-19 federal funds please send them to Dr. Powell.
 - i. Ruidoso is funding new HVAC units in their new campus addition.
 - ii. Annemarie Oldfield will talk to IT regarding improving our automated processes as there have been issues with the phones and how calls are directed.
 - iii. Elyda Grado (NMYCA) suggested pexi-glass dividers in the IC classrooms for their students.
 - iv. Ramon Miramontes asked about having ECHS student fees paid for using these funds.
- IV. Employment Openings- Current Positions and Functions Review
- a. Stephanie Venegas and Todd DeKay presented our current vacancies.
 - b. Our campus has had 30 vacancies for over 90 days.
 - c. We need to reevaluate the vacant positions to determine what functions we really need to maintain and eliminate vacant positions that have not been filled.
 - d. When we do not expend funds for vacant positions it affects our ability to provide services and plan future budgets.
 - e. Following the HLC Site Visit we will schedule meetings to review organizational resources and required tasks to determine how we can best meet our mission using available resources.
 - f. Additionally we need to address employee burn-out and low morale due to task overloads.
 - g. A suggestion was that those performing additional duty may get a stipend. This raised the question on how we equitably decide who receives a stipend.
 - h. Anyone with questions regarding additional duties should bring those concerns to the head of their department to discuss stipends and compensation.
- V. Dina Jenks will take off the following positions on the Organizational Charts:
- a. Web Master
 - b. Student Services Executive Director
 - c. Transportation Controller in Aviation Dept.

Note: Shawn Powell reported during a recent state wide listening session with the American Association of Community Colleges that the five NM colleges in the session reported having difficulty hiring people.

- d. Donna Oracion suggested we look at existing positions and reclassifying them to increase their pay to retain employees.
- e. Stephanie Venegas and Joe Sedillo are reviewing salaries for that purpose. Benito Gonzales in Portales is also assisting with this project. This may not take effect until July 2022 (the new fiscal year).
- f. Dina Jenks will set up a meeting with Todd DeKay, Stephanie Venegas, Joe Sedillo, and the AVPs before Thanksgiving to review the positions we have on campus and the functions we need to maintain.

VI. Craig Collins reported on the “Foundation Semester Support Funding” (FSSF) program.

- a. The name has been changed from President’s Discretionary Fund to Foundation Semester Support Fund.
- b. The fund will continue to be offered in Spring 2022 with \$2,500 for the term. The committee consisting of Craig Collins, Dina Jenks, Donna Oracion, and Shawn Powell will review requests for funding.
- c. The spring FSSF applications will be sent out in January.
- d. All fund submissions have to include the requested project, amount requests, the purpose of the proposed project, and be approved through the chain of command.

VII. How Service Awards are Calculated

- a. Annemarie Oldfield reported Service Awards are not equitable to all employees. For example, when a person works at the campus for many years, leaves, and then come back to work for the campus again, their years of service start back at one year, instead of giving them the previous years they served as an employee. She suggested this process be changed to include all years a person works at the college toward Service Awards.
- b. It was suggested the Senates review this proposal and ensure their members agree with this proposed changed to the Service Awards criteria.
- c. A discussion was held on what other incentives and awards could be provided to all faculty/staff/administrators to show the campus’s appreciation for their service.
- d. Temporary employees and adjunct faculty members would be included in the efforts to increase incentives and recognition. The goal would be to celebrate those who are serving the campus.
- e. For example, the University Council is considering changing how many credit hours will be paid for employees taking credit classes each semester. The possibility of extending free college classes to adjunct faculty members and temporary employees could be an incentive for them to continue serving the campus.

VIII. Great Colleges to Work. for Survey

- a. Shawn Powell reported on the 2021 survey results and the subareas of performance management (i.e., evaluations, incentives, and pay).
- b. He stated the Community Advisory Council received the Great Colleges to Work For survey results as well. He mentioned the campus swimming pool was a topic of conversation for this council, as it is a resource for the community.

IX. Marketing of Low Enrollment Programs

- a. Donna Oracion stated there is a need to develop a more comprehensive marketing plan for our academic program. Each academic program's marketing needs to be better understood to address their marketing needs. Due to available resources it is not possible to market all academic programs at the same time or all the time.
- b. Questions to considered to determine which programs should be marketed include:
 - i. Which programs need more attention now?
 - ii. Ask students how they feel-what works for them?
- c. The goal of marketing is to inform potential students about our programs and to encourage them to apply.
- d. Laurie Jensen wrote requests for advertising in the Perkins funds grant. Health Education is advertising in west Texas and we have clinical partnerships with several Texas hospitals.
- e. Ms. Oracion would like to have more information from the academic programs to know when to advertise for specific programs. Some programs have received more attention than others (i.e., aviation maintenance had a regional and national campaign effort through In-Depth productions). How much do we want to spend? Laurie Jensen will look at the Health Education programming and work with Ms. Oracion to determine the best marketing approaches for those programs.
- f. It was mentioned digital marketing is strong right now. There is much competition with other colleges due to social media.
- g. Meetings to determine the best way to market for the spring term will be set up.
- h. Romo Villegas suggested we can take many approaches to market our programs to potential students. Students can also help with this effort.
- i. Ms. Oracion stated the possibility of developing a satellite location for the campus closer to the downtown Roswell area. This is listed on our strategic plan as a priority to be addressed.

X. Human Resources

- a. Stephanie Venegas reported the HR director candidate has a day scheduled to be on campus for the second part of the interview process.

- XI. Possibility of Workforce Solutions relocating to campus
 - a. Dr. Powell noted that Workforce Solutions expressed an interest in moving to campus. The space being considered is in the Arts and Sciences Center where payroll and the HR director were previously housed. Their full board is planning a trip to our campus on October 28 to view the space. Joe Sedillo is overseeing the visit.
- XII. Fund Account for Serious COVID ill employees
 - a. Shawn Powell sought feedback on the following request: a concerned employee would like to reach out and advertise a “gofundme” account for an employee who is seriously ill and in the hospital. The person needs funds for medical expenses.
 - b. The council members considered this request and it was stated that as a campus we would have to be equitable to all employees making similar requests.
 - a. Many questions arose:
 - 1. How to facilitate a fund for the seriously ill?
 - 2. How will it be equitable?
 - 3. How would it be set up for employees to donate to it?
 - 4. At what point does the employer’s responsibility end in a situation like this?
 - 5. If we have one person doing this, then others will expect the same and may continue asking.
 - c. Some spoke about the Sick Leave bank and other resources in town that may help.
 - d. There are so many resources in town helping out with situations as these, such as United Way, St. Vincent, Indigent funds, SSI and Medicaid.
 - e. Stephanie Venegas will send out sick bank procedure to the council members.
 - f. The vaccination incentive ends October 15.
- XIII. Other Business
 - a. Romo Villegas will have the Faculty Senate meeting on Friday.
- XIV. Next Meeting November 3, 2021

The end of the year meeting/breakfast will happen sometime in December. This will be discussed at the November meeting.
- XV. Meeting adjourned at 3:20 p.m.