



Administrative Council Meeting Notes
9/1/2021 OTC 124 1:30 p.m.

Invited: Todd DeKay, Sherry Durand, Ron Flury, Dina Jenks, Laurie Jensen, Robert Moore, Annemarie Oldfield, Donna Oracion, Shawn Powell, Devin Stroman, Vickie Thomas, Romo Villegas, Joe Sedillo, Jacob Puckett, and Stephanie Venegas.

- I. Call to Order: 1:30 pm
- II. ARP Funds –
 - a. IT (Firewalls & Backups) – Jacob Puckett introduced Data Security measures in case of a data breach.
 - i. Barracuda puts up Firewalls, but often that is not enough protection.
 - ii. In higher education there is a 60% chance of cyberattacks and higher education is a target.
 - iii. Cyber security measures we currently have in place: a firewall to monitor and stop dangerous emails.
 - iv. Current virus scanners are not foolproof and getting worse. They do not protect against social attacks. We do not have a system, either on campus or in the system for such attacks.
 - v. Policy, Laws, and regulations do not provide security for the campus. Mr. Puckett recommended more stringent computer policies and practices
 - vi. Privacy laws and requirements need to be addressed and in practice.
 - vii. An example of cyber-attacks are ransom ware attacks; these attacks encrypts files and hold them until the owner pays for the files to be released.
 - b. To keep information safe, Mr. Puckett recommended:
 - i. Routine and regular backups
 - ii. Enable file history in Windows
 - iii. One Drive, online storage, is linked to our email accounts with 1TB available to everyone.
 - iv. This does not make us immune to cyber-attacks, but at least we have backup.
 - 1. Examples of better passwords were provided; password manager systems were encouraged as they keep passwords safe and encrypted for you. It works on your laptop, phone, PC, etc.
 - v. Email security – suspicious emails can be detected by looking for specific items:



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1. Email headers can be a tip, do not open suspicious emails if you don't know who they are from.
 2. You can protect your files in Microsoft Office and PDF's.
 - vi. Device Security-PC's, surfaces, laptops, phone, tablets. To keep material safe install security updates.
 - vii. Internal routing is more secure because it's in our network and when logged in remotely, it uses encryption.
 - viii. Consider files that need password protection, it is worth the extra security.
 - ix. Do not leave a device unattended. Consider encrypting device with
 1. BitLocker
 2. iCloud- log into and remotely lock your device which allows everything to be erased if needed.
- c. Safe Browsing
- i. Browser software up to date
 - ii. Enable pop up for ad blockers
 - iii. Be thoughtful about what you download
 - iv. Hover over links if you do not recognize to determine if you should open them
 - v. Know the difference between http: and https: - https: is more secure

Questions?

- How to use Onedrive?
 - Present future presentations on how to use this software
 - Send out reminders
 - Present information in small "bits" on how to be more secure in our computer operations
 - Many laptops/surfaces are mobile and we should have the availability to wipe them remotely.
 - We need remote software to assist with this
 - We should consider having faculty and staff complete training programs on cyber-security
 - Encourage people to not plug a USB into our computers if its source or materials are unknown
- d. How to protect our students?
- i. Example: Our Gear Up Advisors can not use RISD Networks. Hotspots are necessary.
 - ii. ENMU-R guest network is different.
 - The computers in the Success Center need protection



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- III. Employment Openings
 - a. Stephanie Venegas discussed current openings
 - i. Over the past three to four months we have had 30 openings on average.
 - ii. Shawn Powell said this is about resource allocation and after the HLC visit we will review positions to determine what functions we need to adjust and possibly delete.
 - 1. For now the HLC visit is our primary priority; however, employment status requires we come up with ideas to reduce employee burnout.
 - 2. We need to consider where we are advertising for positions to ensure we reaching a broad audience.
- IV. Shawn Powell discussed CARES/ARP Funds: There is approximately \$2M remaining; Cosmo Cares funding application is one example and the application is on the website. We are looking at various options for using these remaining funds; more than 60% of all funds received have been distributed to students.
- V. Shawn Powell reported ENMU-Roswell Fellowship Program will start September 16 for the receptions and September 17 for the classes; 27 faculty and staff members from across campus are participating in the class. This program is designed as professional development. We need to ensure supervisors understand attendance is required.
- VI. P-Cards were discussed:
 - a. During the first months of COVID-19 the campus was down to only five cards; now 36 people have them. It is suggested to not approve any more P-Cards without vice president approval.
 - b. We do not want to get into the same situation of too many people having P-Cards.
 - c. COVID helped to reduce the spending. There needs to be parameters set to use the P-Cards; we need to look into ENMU's policies and practices more.
 - d. At the moment, Joe Sedillo, interim VP for Business Affairs, stated to reduce P.O.'s, we moved into having P-Cards to be handled by Bank of America. Bank of America will give a rebate between \$20-\$40K to buy phones, printers, copiers, etc.



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- e. Volume of purchases went up and that's why the use of P-Cards increased.
- VII. Custodian Pizza Dinner on Monday, September 13 in Commons Area
 - a. There will be pizza and drinks at 5:00 p.m. for all custodians
 - b. We need to keep this as an annual event.
- VIII. CCB Elections
 - a. The elections are coming up – there are two candidates running unopposed:
 - i. District 3-Tammy Lueras-She is currently a CCB member.
 - ii. District 2-Rissie Daubert-she has been really involved with ENMU-Roswell
- IX. Shawn Powell discussed enrollment and parts of term:
 - a. We can expand our current offering to meet student and community needs and have more terms of service and graduations. For example, in the spring of 2021 we added a 12 week term in response to PED's request to assist high school seniors meet graduation requirements. This deserves further discussion to bring our campus more in-line with other colleges.
 - b. Two 12-week term classes are already full.
 - c. Devin Stroman said advertising and recruiting for the 8 week terms is ongoing.
- X. Other Business
 - a. HR update- Stephanie Venegas reported:
 - i. Working on the \$15 group and addressing issues for the minimum wage on campus to go to \$15/hour.
 - ii. Other salaries will reviewed and Joe Sedillo suggested using the current salary charts to revise salaries.
 - b. Donna Oracion noted there will be a family fun weekend at ENMU in Portales October 15 and 16. All ENMU System employees and their families are invited to attend.
 - c. A vaccination clinic will be offered in October. Fifty students brought in vaccination cards for the \$100. October 16 is the deadline for the vaccination incentive. This FEMA vaccination team will end in December. Unless they are re activated for the 3rd vaccination.



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- d. There will be a blood drive on campus September 23rd.
- e. Ron Flury (CTE) – We were invited by the U.S. Coast Guard to a virtual meeting on October 13. They asked if our people can staff this meeting.
 - i. We will update the ITC sound system using COVID funds and improve the visual screens so they can be viewed more easily, the lights will be worked on as well.
 - ii. Dusty Baker will be the signature person for this project while Ron is gone.
- f. Dr. Laurie Jensen – They are working on the RPSP nursing expansion project.
 - i. There is one nursing educator position open. If you know of anyone, please share this information.
 - ii. The 2nd nursing student cohort will start for the first time in spring 2022.
 - iii. In 2022/2023 another nurse educator position will be advertised.
 - iv. The plans are for 10 nursing faculty members to be hired.
 - v. Vaccinations are required for health/science students to go to clinical sites; students need proof of vaccination to be in compliance. They may file an exemption which will go through legal review.
- g. Robert Moore-Book Club books are here. Working on bookmarks at the moment.
- h. Devin Stroman- CampusWorks, the Strategic Enrollment Management consulting group will start September 20th.
- i. Sherry Durand (Support Staff Senate President) – will continue as President.
- j. Professional Senate-Elections for officers will be in a couple of weeks. Changes to by-laws will be made once the officers are elected.
- k. Annemarie Oldfield – Appreciates everyone who reached out.
- l. Dina Jenks – Core Meeting will be coming up soon
 - i. Looking forward to Annemarie's Assistant beginning.

Adjourned at 2:30 p.m.