

**Administrative Council Meeting Notes**  
**December 1, 2021 – 1:30 p.m.**  
**OTC 124**

Members in attendance: Todd DeKay, Sherry Durand, Dina Jenks, Laurie Jensen, Robert Moore Annemarie Oldfield, Donna Oracion, Shawn Powell, Joe Sedillo, Devin Stroman, and Andrea Warton

I. Campus Updates and Reports

- a. Robert Moore – Arts and Sciences Unit  
New Title III Grant Update: Currently posting six positions to fill for this grant. Funds from current Title III grant are available; plan to spend a portion of these remaining funds on classroom instructional improvements.
- b. Dr. Laurie Jensen – Health Sciences Unit  
Perkins Grant expenditures will proceed after the grant authorization letter with specific funding is received.
- c. Annemarie Oldfield –The HLC visit for the additional location for the automotive program is scheduled for February. Dr. Powell mentioned the HLC site visitor is from NMSU-Carlsbad and will ensure classes are being taught at the additional location. The program enrollment is up 14 students.
- d. Devin Stroman – received the Strategic Enrollment Management consulting plan from Campus Works, plan implementation will start in the Spring 2022 semester. Student Affairs is supportive of sponsoring half time shows at local high school games. The new Financial Aid Director is Destinee Salayandia and she is transitioning to the new role.
- e. Dr. Powell – The swimming pool will have an inspection done in early spring with a goal of opening in May, 2022. A bidding process will be conducted to have it operated by a 3<sup>rd</sup> party vendor. There has been a walk-through of the pool facilities. It will have to be inspected and possibly repaired it can be opened. Dr. Powell emphasized the need for all faculty/staff/administrators to complete Title IX training.
- f. Sherry Durand did not have any updates from the Support Senate Committee.
- g. Todd DeKay – Reported the end of course evaluations surveys were completed on Monday. The overall scores are better than before. He is collecting data for grant reports and is working with Jackie Starr on this reporting.
- h. Donna Oracion – Working with Chris Meeks and other committee members on graduation. She will record the graduation speaker tomorrow. The program for graduation is at the printer.  
Faculty/staff/administrators are encouraged to attend the Foundation Banquet. It will be on December 14<sup>th</sup> at 11:30 a.m. in the ITC Commons.

- i. Dr. Powell – Reported on remaining 2021 calendar items
  - i. CCB Meeting Dec. 8, 4:00 p.m. in Admin. Building, Board Room #135.
  - ii. Board of Regents Work Session – Dec. 9 at 1:00 p.m. in ITC classroom. Regular Regents meeting Dec. 10 in Portales.
  - iii. Graduation – Dec. 9 at 5:30 p.m. & 7:30 p.m. in the PAC.
  - iv. Paramedic Pinning Ceremony – December 9 at 2:00 p.m. in the CUB
  - v. Automotive/Welding renovations will be done in early spring.
  - vi. The sanitation project planning will start in January.
  - vii. The server room & fiber optic cable project planning is progressing. There has been a request for bids on this project.
- j. Joe Sedillo – Reported the Physical Plant is officially open in their new building. They received the Certification of occupation and moved in their new offices. The Quonset huts demolition will commence soon. A parking lot will be put in front the new Maintenance Building.

There is a plan to have an online auction for supplies and equipment. It is in the works. It will be done online this year since there are no fees to pay for an auction to take place in person.

The selected architect for the sanitation/sewer piping and restroom renovation is NCA Architects. A request to enter a contract with this firm will be brought up in the CCB and Board of Regents meetings.
- k. Dina Jenks will add Awards & Retirees and Construction updates to the end of year meeting agenda. Dina will contact retirees to invite them to the end of year all campus meeting so that they can be presented with their retiree duffel bags.
  - i. Dina has set up the catering for the end of the year all campus meeting. Dr. Powell suggested the Administration staff serve the plates in the buffet line.
- l. Community Outreach: It was suggested that we have a robust faculty and staff that is interested in changes that need to take place. For example: Community involvement, extra short classes, for example: teaching a welding class on Monday nights for the community.
  - i. We would like to offer more community classes such as the ones mentioned above.
  - ii. There is a desire to develop weekend workshops in the spring in order to connect and collaborate with the community (i.e., art projects, gardening, welding, wood working, etc.). People on campus have been discussing these types of classes.
  - iii. Vickie Thomas in CWCD will be contacted regarding these efforts.
  - iv. Community partners may need to be involved and gratuitous about this.
- m. Vice President of Business Affairs Update – The search for this position will be reopened on December 15<sup>th</sup>. Annemarie Oldfield will continue to be the

committee chair for this search committee. The plan is to get someone in the position as quickly as we can.

- II. Other discussion – Should we continue to put the Core Team meeting notes on the web page or should they be replaced with the Administrative Council notes? After discussion it was decided to continue to post the Administrative Council minutes as they are more representative of the whole campus in place of the Core Team meeting notes.
- III. Next Administrative Council meeting will be Wednesday, January 5, 2022 at 1:30 p.m. in OTC 124.
- IV. Meeting adjourned at 2:40 p.m.