

Administrative Council
OTC 115
January 4, 2023
1:38pm

Dr. Powell

1. The CCB meeting is on January 11, 2023 at 4:30pm
 - a) Robert will present the Strategic Campus Plan. Upon approval of the CCB, the document will be presented to the Board of Regents for approval.
 - b) Annemarie and Edna will present curriculum changes.
2. Dina Jenks began working at Workforce Solutions yesterday. Linde Newman will replace her on January 9.
3. Campus-wide in-service is January 13.
 - a) Student Affairs, January 11. Devin will work with his team for the best time.
 - b) Spanish version January 12, 1:30. Location TBD.
 - c) January 13 all-campus, 8am in the ITC.
 - d) Agenda items are due to Dr. Powell by Friday, noon.
4. Legislative Session is January 17-19.
 - a) Will meet with State Board of Finance for Sanitation and Restroom renovations.
 - b) When construction starts, departments will be notified that buildings will be shut down.

Robert Moore

1. Working on adding capacity for classes that are full.

Devin Stroman

1. Focus is enrollment.
2. Goddard, OTA, nursing may bring up the enrollment numbers to where they should be.

Rosie Duran

1. Budget meetings start January 11.
 - a) Meetings will be daily with each department/Director to create internal budget sheets.
2. Working on AVP position in health sciences.
3. Controller position closes Friday.
4. Cashier position is open.
5. Working on the capital projects.
6. Kudos to Security and the Physical Plant during break for all the work they did.
7. Will be on annual leave January 18-20.
8. January 23-24 will be in Santa Fe with Jacob and Rebecca – Leadership Roswell.
9. Must finish CPE's by March.
10. Bookstore will transition during Spring Break to Texas Books. Management will change.

Teresa Casarez

1. Began training for hiring committees. AVP Health was first. Trained on requirements, minimum qualifications.
2. Filling Grant Director position.

- a) Dr. Powell - Vickie Thomas will begin in February as the Grant Director. She will work on compliance, opportunities to apply for grants. Vickie's current position will be opened and Todd DeKay will Chair the search committee.
3. Filling Executive Administrative Assistant to Dr. Powell.
4. HR team is coordinating more internally to help campus with any circumstances.
5. New hire report will go out by the end of the week. Those hired after August will be announced at the campus-wide in-service.
6. Tracking performance reviews. Training new supervisors, will have additional trainings for the other supervisors. Reviews to be completed in 3-4 months. The procedure is being updated with the Portales procedure.
7. The next 10 days HR will be conducting risk management checks; heaters, extension cords, coffee pots, candles, etc.; any risk for fire. Will be asked to remove the fire risk. The next risk management visit is in 2 ½ weeks.
8. Dr. Powell asked that HR look at the training menu on risk management for training departments on campus.

Todd DeKay

1. Working on HSI eligibility report, IPEDS report due 02/07/2023.
2. Please submit travel for NM HEAR, February 16 and 17.
3. SARA – to be in compliance for distance education. Majors leading to licensure may or may not transfer to other institutions.
4. Perkins meeting in mid-January and we need to have attendance in order to stay in touch with what is going on.
5. Youth Challenge registers on January 24 and begins classes on January 30.

Vickie Thomas

1. Vickie stated CP30 Grant is making movement, but they need more information.
 - b) A commitment to minority communities. Hot spots, WIFI, public library. Working with WEST and Hispanic Chamber of Commerce. A \$1.9M grant.

Andrea Warton

1. Working on
 - c) Tenure candidates
 - d) Academic Calendar
 - e) Catalog changes
 - f) FLAC
 - g) Faculty evaluations

Ron Flury

1. Working with Auto instructor.
2. Trying to locate 1-2 aviation instructors. Ron will meet with Dr. Powell and a candidate at 9am on Friday.

Sherry Durand

1. Not much going on with Support Staff Senate.
2. Working on FLAC.

Donna Oracion

1. Organizing MLK event.
2. Leadership Roswell will be on campus February 3; Corey Fisher is helping.
3. Asked that web pages be checked for any corrections/additions/deletions.
4. Directory list is updated one time a month; no individual changes.

Brad McFadin

1. Thanks to employees who notified department when coming to campus during break.
2. Tree trimmers almost complete. PD will notify OTC when the large tree in the courtyard will be removed. Will be done before classes start.

Jacob Puckett

1. In a waiting pattern to hear back on several projects; fiber, equipment for server room, portal.
2. Please notify IT with any tech needs prior to the semester starting.
3. A presentation of new portal was presented.
 - a) Roswell will mirror Portales and Ruidoso.
 - b) All of Canvas, SSD, email updated.
 - c) If anyone finds something on the site that should or should not be there, notify IT. IT will send links to Admin Council for review.
 - d) Left hand bar is new; moved from the top.
 - e) New portal launch will be in one month.
 - f) Will post message of the different look for the students.
 - g) Help desk contact information will be on site.
 - h) Change all email addresses to @enmu.edu. @roswell.enmu.edu will eventually be eliminated.
 - i) Will give presentation of new portal at in-service. Stress the benefits of the transition; log in and password will be the same; inform @enmu.edu instead of @roswell.enmu.edu change.
 - j) Donna will supply new pictures for the site.
 - k) Links to translate to Spanish – possibly use former software.
 - l) Cheat sheets will be created for logging in.

Dr. Powell

1. Leadership Connect Program on campus January 17, 18, 19.
 - a) Two previous members will drive vans. 21 participants. Robert will help.
2. End of month campus meetings on January 27, February 24, March 31, April 28.
3. MLK Celebration January 16 in ITC.
4. Working with Architect on Facility Master Plan refresh.
5. Will be in Santa Fe for Legislature January 17-19; available by phone.
6. CCB will vote on Strategic Plan next week.