



**COMMUNITY COLLEGE BOARD**  
Eastern New Mexico University – Roswell  
Administration Center Board Room #135  
**Wednesday, April 10, 2024, 4:00 pm**

MINUTES

**Members Present:** Carleton “Cla” Avery, Katie Cooper, Rissie Daubert, Tamaliah “Tammy” Lueras, and Jamila Miller

**Members Absent:**

**Others Present:** Brianna Bitner, Kim Childress, Craig Collins, Todd DeKay, Kim Griffis, Tony Major, Eric Mann, Chris Meeks, Annemarie Oldfield, Shawn Powell, Jacob Puckett, Martha Staab, Andrea Stapp, Devin Stroman, Andrea Warton, Edna Yokum

**Routine Business:**

- I. Call to Order President Avery called the meeting to order at 4:00 p.m.
- II. Declare a Quorum President Avery declared a quorum.
- III. Pledge of Allegiance Martha Staab led the Pledge of Allegiance.
- IV. Finalize Agenda President Avery called for a motion to finalize the agenda. Secretary Daubert motioned to approve the agenda and was seconded by Vice President Lueras. The motion carried unanimously.
- V. Approve Minutes President Avery asked for a motion to approve the March 13, 2024 meeting minutes. Vice President Lueras motioned to approve the minutes and was seconded by Secretary Daubert. The motion carried unanimously.

**Public Comment:**

**Presidential Remarks:**

- I. ENMU Chancellor’s Remarks  
Dr. James Johnston apologized for not attending in person due to the Service Awards and Spirit of Eastern award in Portales. He thanked all participants for their work on One Eastern. The system-wide approach is bringing people together and the progress is going well. Practices and processes are being aligned to best serve our students regarding programs, marketing, transfers, and other processes. IT is working across the system to align, give a common look to our portal and website, and provide links across all three campuses for greater access and opportunity. April is a celebration of all student achievements, recognizing those achievements, preparing for commencement, and finally the budgeting



process. State legislative efforts and putting that money to work are important to see how we can best serve our students. He thanked the Board for the opportunity to provide remarks.

## II. ENMU-Roswell President's Remarks

Dr. Powell thanked the Board, Chancellor, Chief Financial Officer, and faculty for joining the meeting. Roswell has hosted some One Easter meetings to encourage system alignment with our practices to best serve the students.

Spring enrollment is up 2% and there are currently over 100 enrolled for fall.

Todd DeKay has been selected and appointed as the Vice President of Operations.

Member Cooper attended the faculty/staff meeting on Friday. Dr. Powell expressed his appreciation for her attendance. Teresa Casarez went through years of service and generations for a full picture of who works at ENMU-Roswell. Full-time individuals with 0-3 years of service are 49% of the workforce; 3-10 years is 29%; 10-20 years is 14%; and 20-50 years is 8%. In terms of generations, Interim Dean Yokum helped with collaboration and confirmed that the boomer generation is 17% of the workforce, Generation X is 27%, millennials, Gen X and Gen Y are 44%, and Gen Z is 12%.

ENMU-Roswell's oldest student is 77 and enrolled in the aviation maintenance program. The youngest student is 13. Martha Staab and Jacob Puckett helped facilitate a virtual meeting and footage will be used to advertise our programs and the span of generations served at ENMU-Roswell.

The Chaves County Commissioners will allocate \$50,000 for our C3PO Grant for Wi-Fi and broadband increase across the Roswell community. This will be on the 18<sup>th</sup> at the courthouse during the county commissioners meeting.

The legislature and governor agreed to a 3% overall raise for State employees.

The overall capital outlay approvals, including support from our local legislators and the GO bond, total 8.1M, and will be used for the nursing program expansion. The RFP went out Sunday in the Roswell Daily Record. Dr. Powell thanked Mr. Scott Davis and Vice President DeKay for getting the information together and published. Construction is expected to start on July 1, 2024, and should be completed by fall 2025.

HVAC units and a greenhouse have been funded. The physical plant is progressing in preparation for the greenhouse. Interim Dean Yokum stated the agricultural has been posted and there are interested candidates. A search committee has been formed and the closing date is in two weeks. She and Ms. Stapp discovered a tree stump behind the OTC building, but instead of removing it, they covered the stump with compost and manure (garden) to make plants grow. Dr. Powell stated once all of the details



have been worked out, the plans for the greenhouse will be brought to the Community College Board for approval.

President Avery asked for clarification on the agriculture faculty positions. Interim Dean Yokum explained Ms. Stapp is the Agriculture Coordinator in the Agriculture Science and Technology program. The additional position is funded by a grant for a livestock judging coach/faculty member/pathways coordinator. The two positions will work closely to enhance the program. The Ag program will have three branches: the transfer branch, the Ag Mechanics certificate, and the livestock judging team.

Dr. Powell continued with the SIM Center getting a new mannequin. Eric Mann explained that the mannequin can be hooked up to a ventilator and will produce radial spasms (vocal cords move). The mannequin has realistic skin and joints and will be used by everyone in the School of Health Sciences.

The GO Bond will be up in the November election. It is a statewide, tax-neutral initiative that we can tell people about, but we cannot tell them how to vote. The Foundation funds street signs and advertising to avoid conflict with the State auditor.

Vice President Lueras asked if the \$440,000 HVAC expenditure is only for the School of Health Sciences and if that amount of money will cover the costs. Dr. Powell said the legislation does not specify a certain building but the funds will be used for the School of Health Sciences. The \$440,000 does not cover the full costs so the HVAC systems will be tied in with the monies for the nursing renovation. The Physical Plant is working with ASA Architects to ensure all HVAC units are the same across campus. President Avery asked if the Board needed to help look at the sequence of priorities to avoid any cost increases. Dr. Powell said the facility master plan was presented to the Community College Board, Board of Regents, and campus and asked for feedback. A meeting with the architects will be scheduled to provide that feedback.

Vice President Lueras asked if there was an update on Sierra Vista Village renting to non-students and non-faculty, as well as the policy on alcohol and drug abuse. Dr. Powell said ENMU-Roswell has an arrangement to vet all applications for consideration. If there is a question, Dr. Devin Stroman speaks with the security chief and administration to ensure the applicant is a good fit for campus. Most applicants who are turned down have young children. If alcohol and/or drugs are discovered, campus security and the Roswell Police Department are contacted.

### **Board Report:**

Member Cooper attended the campus-wide meeting and stated it was a great morning, learning about the college, meeting new people, and learning about the campus.

President Avery reported the Art Gala is on Thursday at 6:00 p.m. in the ITC. He was present during the installation of new glass for the Hurd art piece. The cost of the piece is \$2.5-\$3M. The previous glass covering was highly reflective in comparison to the current glass. He and Dr. Powell discussed relighting of the ITC Commons to showcase the piece.

**Information Items:**

I. Strategic Priorities Update

Dr. Powell introduced Chris Meeks and asked him to speak about strategic objective 3.3 to improve internal and external communication. Mr. Meeks stated an ad-hoc committee was formed in the fall of 2021 to explore catalog and curriculum software. Mr. Jacob Puckett contacted companies and scheduled demonstrations. In July 2022, Coursedog was chosen and implementation began. Weekly meetings were held through June 2023. Ms. Griselda Aubert and Interim Dean Yokum were instrumental in the process. The program integrates with the Banner student information system. After implementing Banner in 2000-2001, there have been numerous changes over the years. An extensive amount of work was done to clean up data and realign with the current catalog. In June 2023, the program was launched. We worked on rethinking how curriculum processes and the software would work together. Since July 2023, we have made 131 curriculum changes, 68 course proposals, 63 program proposals, and 20 catalog proposals. The catalog was a Word document saved into a PDF file. With Coursedog, we have a fully functional Web page. President Avery asked if the catalog was only digital or if there were hard copies. Mr. Meeks is working to have a PDF version, particularly veteran assistance benefits. The PDF will allow anyone to download and print the pages needed. Secretary Daubert asked if anyone could access the catalog. Mr. Meeks explained it is a public document. The degree plans (renamed to degree maps) are part of the software. He demonstrated the old catalog versus the new catalog and said advisors are still working on the new catalog to ensure accuracy. Member Miller stated the presentation of the new catalog is on par with what she has seen at other colleges.

**Action Items:**

I. Budget Adjustment Requests (BAR)

Chief Financial Officer (CFO) Tony Major thanked Mr. Charles Hendrickson, Ms. Pam Collins, Ms. Jazz Jarez, Ms. Traci Dixon, Ms. Karen Franklin, and Ms. Joann Martinez for completing the budget presentation. HED requires the budget to be submitted by May 1. The Community College Board and the Board of Regents have to approve the budget before turning it into HED.

In the fall, BAR 1 was to adjust the beginning balances, estimating where we will end up, and making any adjustments needed. The State wants to see the budget before legislative sessions to know where institutions stand. Grants are restricted, basically “in and out” monies; revenue must match expenditures. BAR 1 is the grant activities of the year.

BAR 2 is unrestricted or the operating budget. On page 3, there are 3 columns. Tuition and fees were originally budgeted at \$3.7M, and we are expecting \$3.4M. We have to look deeper at dual credit since we waive their tuition. President Avery asked if the income discrepancy was due to more dual credit students than in previous years. CFO Major said it was a combination of more dual credit students and fewer tuition-paying students.

Other sources show a \$776,500 increase. There were one-time revenue sources last year. RISD rented part of the facility. The other part was investment income. Our excess cash is invested with the State in the local government investment pool in Santa Fe and is currently paying 5½% so we getting a good return on cash balances. Our total revenues are just over \$21M. The total available includes the



beginning balances, the expenditures for adjustments to increase our academic support in student services, and additional expenses for operation and maintenance. We have and almost break even with \$20.4M in total expenditures. There is a required transfer for student aid, and some of the balance from last year is used to pay for capital projects. The State requires a 25% match for capital projects. Secretary Daubert asked if there was a time that dual credit was reimbursed. CFO Major explained that dual credit came about when a high school student needed a college course or advanced placement course. New Mexico requires institutions to waive tuition, the students pay the course fees, and the school district is responsible for books. Enrollment is up in the State of New Mexico because of New Mexico's free college.

CFO Major referred to page one with revenues on the first line of \$21M including public services, CWCD, and the workforce award. We would have the capacity to expend those funds. Under current funds, similar to grants, State money we receive has to be expended, and then we get reimbursed for it. On page two, the expenditures are for those programs/functions. The first line is ING. Student activities and public service expenses to go with that original revenue we are reporting, along with IT services, and physical plant charges that get charged to other departments. That leaves an estimated total of \$22.5M of expenses incurred and \$22.6% of revenue to break even. The ING balance of \$2.3M is about 11% of our expenses, and the State requires 3% which is not enough to cover emergencies. We have 6.8% of capital outlay reserves which is the matched piece for those State contracts. CFO Major concluded and asked for approval of the restricted and unrestricted BARs.

President Avery introduced a motion to approve the budget adjustments as presented. Vice President Lueras motioned to accept the budget adjustments as presented, and was seconded by member Cooper. The motion carried unanimously.

## II. Budget FY 2024-2025

CFO Major noted there are 6 columns of numbers separated into thirds, with restricted and unrestricted on the same page. The first set of numbers is the original budget approved last year, the middle column is what was just approved, and the last column is the proposed budget for next year.

Starting on page 4, the far right column shows the ING piece that goes to the first page. Tuition and fees have not been increased since 2017. We are forecasting \$3.5M to end the year and budgeting the same amount. State appropriation of just over \$16M is the money the State has awarded, that's the ING base, including 80% of the 3% compensation. We expect \$15.2M this year and just over \$16M next year. The last number we have adjusted back down to historical numbers. The interest is not quite as aggressive for a total of just over \$21M. \$16M State support is 76% of our operating expenses, tuition and fees are 17%, and the MIL is 6%. The higher ed price index is at 5.1% year-over-year, and basic costs of instructional supplies and office supplies are 5% over last year. We do not have a 5% increase in our revenue. The 3% compensation increase was built in to expenditures and the State supplies \$80%. Vacant or new positions are not in that pool for the additional 3% from the State so the institution has to pick that up. Insurance is going up 15%, risk management is going up 30%, and has been added to the budget. Expected expenses are \$20.8M. We are budgeting to break even and we are not using our funds balance, leaving an 11% fund balance which is very healthy. On Page 1, the number on page 4 rolls into the ING number. The expected revenue for student fees, public service, community ed, and auxiliaries



including dining services, resident halls, and the bookstore are listed. Giving a total revenue of \$22.3M. On page two, the expenditures, the ING expenditures are there for student activities, for a total of \$22.5M expenses.

President Avery called for a motion to approve the 2024-2025 budget. Member Miller motioned to approve the budget, Secretary Daubert seconded and the motion carried unanimously.

III. Spring 2024 Graduation List

Dr. Stroman supplied a list of candidates for the spring 2024 graduation supplied by the Registrar. There are 258 applications for spring 2024 for certificates/diplomas for 209 students. We are still receiving applicants for graduation and will provide the additional numbers at the next Board meeting.

President Avery has what employment exists for a University Studies Degree. Dr. Powell explained it is primarily a transfer degree, can work on gen ed requirements and to explore different areas they are interested in, and then transfer to a four-year degree. There is not a specific career path but more of a transfer option. Interim Dean Yokum added that the degree is also a savior degree so if they change their mind, sometimes they run out of financial aid credit hours so we award a University Studies Degree to transfer to a four-year institution, gen ed complete. A 4-year institution guarantees them to be gen ed complete.

President Avery entertained a motion to approve, Secretary Daubert moved to approve the Spring 2024 Graduation List, seconded by Vice President Lueras and the motion carried unanimously.

**Upcoming Events:**

- |       |                     |  |
|-------|---------------------|--|
| I.    | Thursday, April 11  | Art Gala, 6:00 pm, ITC Commons. Bailey Coll is hosting the event and coordinating. KENW, Roswell Symphony Orchestra and student art sales will be available, and a silent auction. |
| II.   | Wednesday, April 24 | Transfer Fair, 9:00 am to 12:00 pm, ITC Commons. There are more than 10 colleges visiting.   |
| III.  | Thursday, April 25  | Career Expo, 10:00 am to 2:00 pm, ITC Commons. There are currently 42 businesses signed up.  |
| IV.   | Friday, April 26    | Campus-Wide Meeting, 9:00 am, ITC Commons  |
| V.    | Wednesday, May 8    | Community College Board Meeting, 4:00 pm   |
| VI.   | Wednesday, May 8    | OTA Pinning, 10:00 am, PAC. The OTA program is now fully accredited.   |
| VII.  | Thursday, May 9     | Adult Education Graduation, 7:00 pm, PAC   |
| VIII. | Friday, May 10      | Board of Regents Meeting 1:00 pm, Roswell Civic Center<br>Dinner with Regents, 5:00 pm, Roswell Civic Center<br>Spring 2024 Commencement, 6:00 pm, Roswell Civic Center            |
| IX.   | Saturday, May 11    | Nursing Pinning Ceremony, 1:00 pm, PAC   |

Vice President Lueras asked that Dean. Griffis give an update at the next Board meeting on anticipated summer and fall enrollment for Special Services, and what courses are being offered at the other two special service sites in New Mexico. Dean Griffis will present this information at the May 8, 2024 meeting.



President Avery asked Interim Dean Yokum about additional art installations since the last Board meeting. There is one addition outside of the Board room of Bessie, the cow. There is more funding to spend and the committee will make more art choices for campus.

Vice President Lueras would like the Roswell Daily Record to be at the Art Gala. Ms. Staab will contact the newspaper. KENW will be at the Gala.

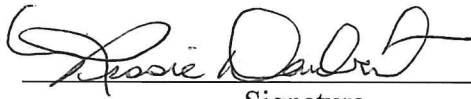
Secretary Daubert complimented Marketing on the multimedia presence on the Internet. Ms. Staab stated the numbers have doubled on participation.

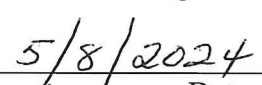
**Other Business:**

**Adjourn**

President Avery called for a motion to adjourn. Secretary Daubert motioned to adjourn and was seconded by Vice President Lueras. The meeting adjourned at 5:23 p.m.

Minutes approved by Community College Board Secretary, Rissie Daubert.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date