

**Administrative Council
March 5, 2025
1:30 pm - Fireplace Room
Meeting Notes**

Attendees: Brianna Bitner, Teresa Casarez, Ron Flury, Eric Mann, Brad McFadin, Stephanie Miles, Anthony Munoz, Veronica Munoz, Linde Newman, Shawn Powell (via Teams), Martha Staab, and Devin Stroman

- I. **Legislative Update** (Shawn Powell)
The legislative session is ongoing but seems more like two 30-day sessions. Legislators began staying late early in the session and are also meeting on weekends. It appears all of our capital outlay requests will be fulfilled. If everything stays the same and the Governor approves, the total amount for all our requested projects is \$590,000 and would be available in July.
- II. **Eastern Day** (Martha Staab)
Eastern Day is an annual event that has historically been held on the Portales campus. This year, as part of the One Eastern initiative, each campus will host a day and all campuses will participate at each one. Eastern Day on the Roswell campus will be May 1, tentatively 4:00-9:00 pm. It will include community involvement and be similar to the Welcome Back event. It will also be a recruiting opportunity. Eastern Day in Ruidoso will be later in the summer and then in Portales in the fall.
- III. **National Championship Air Races** (Shawn Powell)
An update will be given at the CCB meeting. Bobbi Thompson, Roswell Air Center Director, or Kristen Chappell, Executive Assistant for the Roswell-Chaves County Economic Development Corporation (RCCEDC) will attend and present information. Pilot qualification courses will be held in May, around 400-600 people are anticipated. Various options for classes and staff are being discussed for the dates of the air races and air show in September. Dr. Powell will meet with faculty on Friday to discuss possible class options.
- IV. **Possible 2025-2026 Academic Calendar Adjustments**
Dr. Powell will meet with faculty on Friday to obtain feedback regarding possible adjustments to the 2025-2026 academic calendar to accommodate the large influx of people expected on and around campus during the air races in September. The finalized calendar will be presented to CCB for approval at the March 12 meeting.
- V. **Proposed Organizational Realignment** (Shawn Powell)
Dr. Powell will meet with faculty on Friday to discuss the proposed organizational realignment of moving from three deans to two deans.

VI. Mill Levy Exploration Update (Shawn Powell)

The Community College Board authorized the campus to explore an opportunity to increase our mill levy from one to two mills. A survey will be conducted soon and focus group discussions conducted to ascertain community support. Dr. Powell mentioned this topic on the radio and during discussions with the Community Advisory Council. The potential increase would be \$1 per every \$1,000 of property tax, and the purpose is to enhance career technical education. The community needs skilled labor. Initial conversations have been held with Job Corps regarding their construction trades.

VII. Area Reports

Devin Stroman—Student Affairs is preparing for registration, which opens March 31. Conducting training for advisors and window staff. Transitioning to Snapshot in Banner 9. This will allow window staff to check every step of the enrollment process with each student. Advising is severely understaffed. The catalog will be available March 28, and the student handbook is updated and ready to post.

Martha Staab—working on Transfer Day, Career Day, and Eastern Day, as well as registration preparations. Updating social media posts is ongoing. She has been put into the CourseDog flow for updates. An ENMU alumni event/state of the University address will be held in Roswell March 21. Staff need to be identified to attend Rise with Roswell, a Chamber of Commerce event on March 27 at 6:00 am. Andrea Stapp should attend as it is an agricultural awareness event. Dusty Baker, Edna Yokum, Ron Flury, and Eric Mann were mentioned as potential attendees.

Teresa Casarez—swimming pool: seven lifeguard positions—we lost four to the aquatic center but have been able to replace those. Those individuals just need to be certified. We still need to hire pool manager. May 24 is the tentative opening date. An ECHS classroom in the IC has been moved because of health concerns. Dr. Powell asked that staff inform Teresa of safety/health issues.

Stephanie Miles—working through payroll transition. The Payroll Supervisor has been hired, and she is training with Portales staff. Changes will be made regarding leave requests and training will be provided. Moving to Dashboard in Banner rather than SSB. This is part of Banner 9, and the transition will take a few months. Supervisor training will be necessary. The other campuses do not currently use leave requests in Banner. Initial training could be held during the March 28 campus-wide meeting. Paperwork deadlines will be implemented.

Brianna Bitner—Support Senate met and are working on the handbook and bylaws.

Eric Mann—Construction is expected to begin on the nursing expansion project on Monday. They are working on the HVAC system now. Dr. Powell announced there will not be a funding increase in Research and Public Service Projects (RPSP) for nurses through legislation.

Anthony Munoz—Professional Senate met twice in February and working to create awareness of purpose of the senate. This is the week to submit nominations. Elections will be held in the next two weeks.

Veronica Munoz—Pop up event with the CPS and CSI grants and approximately 170 students participated. Next week will be mid-term check in with students. Future events: Cinco de Mayo may be held April 30 and hoping to collaborate with high schools; Zumba day will be April 28. Students who attended part of the legislative session have expressed interested in establishing a student government association or a student ambassadors' program. Dr. Powell asked that Early College High School be included in the discussions.

Todd DeKay—art in public places meeting next week. Nursing expansion construction beginning. Preparations for walkway improvements in process. Repainting Child Development Center. Harry Tackett will submit a grant application with the New Mexico Department of Transportation for construction of a new parking lot on the north side of the auto/welding building. IT is working on the creation of an online form to keep track of office movement of people and equipment. A single front page for all of the grants has been developed with links to each of the individual grants. Great Colleges to Work for survey closes March 28. Contact Rebekah Anderson if you or any of your staff did not receive the survey. The results will help with HLC assessment. There was a recent problem with the chlorine regulator for the swimming pool, and a part is on order. Some of the Physical plant staff are training to be certified pool operators. An NC SARA meeting was held in Albuquerque last Friday. This needs to be in place on our campus before the next HLC site visit. Linde will set up meeting with Todd DeKay, Dr. Powell, Dr. Grieco, and Pam Patterson to discuss further.

Ron Flury—Faculty Senate meeting this Friday. Faculty handbook updates are being concluded and will be ready for approval soon. A syllabus ad hoc committee is being organized. Kosa nominees will be sent to Craig Collins. NISOD award recipients will be recognized at next week's CCB meeting, and faculty are encouraged to attend. Administrative evaluations will not be done this year in lieu of the Great Colleges survey.

Brad McFadin—security has moved to the ASC while repairs are completed on the security building. Several staff have moved office space and security needs to be aware of where staff are, especially in case of an emergency. Todd added this is one of the reasons IT is creating the staff/equipment movement form. March 15 FFA event will have many people on campus. Certain entrances of Health Science Center will be restricted during the nursing expansion construction. Active shooter response training, ALICE, that was scheduled for March 19-20 for outside law enforcement groups has been canceled due to a lack of response. There have been issues with speeding around

campus and parking in handicap spaces, so the Roswell Police Department will be patrolling in the area over the next few weeks.

Edna Yokum—plans for the outdoor welding booths are proceeding: requests for bids for welding machines is open until the end of the month; a requisition for construction of the concrete pad has been submitted. Dr. Dunn has had several conversations with entities throughout New Mexico and Texas, and she is receiving feedback from stakeholders in Chaves County. From the information gathered, she is working to revamp the Special Services program to perhaps offer transition services. Aviation faculty, security, and physical plant staff have been addressing significant safety findings in the aviation maintenance building. The March 15 FFA event will be the Los Amigos competition and approximately 1,200 students are expected. This will be an amazing recruitment opportunity. A deconstructed Tesla is onsite and will be used as an electric vehicle trainer. Adult Education is working on a grant opportunity that is due March 21. Amber Gallup, Director of Adult Education for the New Mexico Higher Education Department, will be the speaker for our Adult Education graduation.

VIII. **Other Business**

An Art department event will be held March 10. The Community College Board will meet March 12, and spring break is the week of March 17. Our next campus-wide meeting will be March 28.