



Administrative Council

July 2, 2025

1:30 pm

LRC Flex Room

Meeting Notes

Attendees: David Almond, Brianna Bitner, David Castro, Todd DeKay, Ron Flury, Eric Mann, Brad McFadin, Stephanie Miles, Linde Newman, Shawn Powell, Jacob Puckett, Cassandra Rivera, and Devin Stroman

I. Spring 2025 Great Colleges to Work for Survey

Four areas need attention: performance management, communication, collaboration, and confidence in senior leadership. The first three are repeat areas, but the last one is new. The survey took place mid-March/early April during the timeframe the campus was discussing moving from three Deans to two Deans. We need to develop improvement implementations. The Council divided into four groups to discuss improvement ideas for each area. Jacob lead the group that initially discussed performance management, Todd's group began with communication, Eric's started with collaboration, and Brianna's group confidence in senior leadership.

After the small group discussions, the entire council reconvened to list out the recommendations. These will be discussed with the Community College Board on Wednesday, July 9 during their work session.

Performance Management

*Self-Evaluations/Assessments

Restructure Performance Evaluations (to make them more meaningful)

Two-Way Communication During Evaluation

Senate Feedback from Employees on Mid-Level Support

Portfolio Building

Guidance/Peer-to-Peer Mentorship

*Professional Development Opportunities

*Recognition of Achievements (credential, outstanding service, longevity, etc.)

Non-Monetary Incentives (administrative leave, departmental parties for above & beyond work/service)

*Professionalism

One Size Does Not Fit All

*Workshops

*Enhanced Supervisor Training

Wall of Fame

Employee of the Month/Senate/Alumni Spotlight

Communication

- *Improve Consistent Communication
- More Consistency in Messaging (Staff On-Boarding/Off-Boarding)
- More Information from Other Departments in Campus-Wide Meeting
- Too Much Communication in Only General/Broad Terms
- Have Direction with Specific Goals in Mind
- Encourage Informal Communication
- *Establish & Build Trust
- Professionalism (Speech, Communication, Appearance, etc.)
- Listening to Understand
- Right People at the Table
- *More New Ideas Need to be Considered
- Encouragement
- Utilize Meeting Agendas for Complaints/Compliments/Suggestions
- *Suggestion Box
- *(Currently) Ideas Shut Down if Not Aligned
- Comfort with Change
- Discuss Changes/Manage How Change Affects Everyone
- *Improve How to Have Conversations About Change
- *(Currently) Changes Not Discussed Openly
- *Open Communication
- *(Currently) No Apparent Open Lines of Communication
- Encourage Cross-Campus Communication

Collaboration

- Encourage Cross-Campus Collaboration
- (Currently) Work Burden Not Shared Equitably
- (Currently) High Turn-Over Hurts Collaboration (people don't know each other)
- More Social Interactions
- More Shared Projects
- (Currently) Contributions/Collaborations Depend on Department Head
- (Currently) Silos
- (Currently) Territorial (pride in work & afraid of sharing)
- Clear Way to Participate Actively

Confidence in Senior Leadership

- *Exhibit Ownership of Issues/Decisions/Outcomes
- Succession Planning
- Empowerment
- Delegation
- 360° Feedback
- Leadership Style & Post Results

Confidence in Senior Leadership (continued)

Walk Campus Regularly/Weekly

Future of Institution (who we are & who do we want to become?)

Open to Criticism

*Open to New Ideas

Strategic Planning

Mission

Vision

*Building Trust Through Communication

(Currently) No Reason for “No Answer”

*(Currently) High Turn Over

(Currently) Constant Changes

*Two-Way Street Communication

Is Staff Opinion Valued?

***Noted More Than Once**

II. Organizational Realignment

Todd DeKay has taken a position on the Portales campus as the Government Relations Officer, which will begin August 1. The Core Team will meet tomorrow to discuss necessary realignment.

III. Other Business

Fall enrollment is up 10% over this time last year; up 19% for first time freshmen and 12% up in semester credit hours (SCH).

Trellis Strategies Group, a nonprofit company, has offered to administer a student financial wellness survey at no cost. Administration is considering the option, but nothing has been finalized. It would be administered in the fall.

Capital outlay funding from the recent legislative session will provide for the purchasing of the following equipment for campus: boom lift for aviation maintenance, birthing manikin for health, diesel engineering training for automotive, forklift for maintenance, MIG welders for welding, refrigeration trainers for HVAC, and science lab equipment for science programs. The purchasing process should begin now. Program areas should start thinking about capital outlay requests for 2026-2027. The requests will need to be approved by the Boards in September and presented in October.

Recommendations from the Department of Education in the Federal Continuing Resolution would increase funding for HSI serving institutions by about \$6,000,000, and support grants for higher education programs to create or expand transition programs for students with intellectual disabilities. Our Special Services program is currently on hold, but we need to determine the future of that program. Gear Up and TriO were not recommended to continue, which would likely become effective in October.

Evaluation supervisor training has been held for new supervisors. Evaluations are due by July 31. New employees are required to have evaluations at regular intervals throughout their probationary period. In

developing new evaluations, reference the AACC list of competencies. If you need a copy of the book, please contact Linde.

A company has been retained to assist with the mill levy endeavor, which would expand career and technical education programs. A handout has been developed to assist the community in understanding the cost associated with the additional mill levy.

How Much Will This Cost Me?						
If the Value of Your Home is . . .	100,000	150,000	195,000	245,000	325,000	345,000
Your current tax payment to ENMU Roswell is . . .	\$ 28.83	\$ 43.25	\$ 56.23	\$ 70.64	\$ 93.71	\$ 99.48
The increase will add . . . every year	<u>33.33</u>	<u>50.00</u>	<u>65.00</u>	<u>81.67</u>	<u>108.33</u>	<u>115.00</u>
Your new annual tax payment to ENMU Roswell will be . . .	\$ 62.17	\$ 93.25	\$ 121.23	\$ 152.31	\$ 202.04	\$ 214.48
Monthly Cost for Estimated Annual Increase	\$ 2.78	\$ 4.17	\$ 5.42	\$ 6.81	\$ 9.03	\$ 9.58

Source: NMDFA Certificates of Property Tax

Preliminary, subject to change

The Chaves County Health Expo will be held August 2. It will be different than in previous years, and it will be held at the Roswell Mall. Tables will be set up throughout the mall, but there will not be a presentation or guest speakers. The UFO Festival, put on by Mainstreet Roswell, will be this weekend.

Upcoming Events

Wednesday, July 9	CCB Work Session, 4:00 pm, SSC 106
Friday, August 15	Back-to-School Campus Wide Meeting, 9:00 am, ITC Commons
Monday, August 18	First Day of Fall 2025 Semester
Wednesday, September 10	CCB Meeting, 4:00 pm, (likely to be via Teams)
September 10-14	National Championship Air Races & Air Show
Tuesday, October 7	Early Voting Begins
Tuesday, November 4	Regular Local Election
Wednesday, November 12	CCB Meeting, 4:00 pm, Admin Board Room #135
Wednesday, December 10	CCB Meeting, 4:00 pm, Admin Board Room #135