



## Administrative Council

April 1, 2026

1:30 pm

Fireplace Room

### Meeting Notes

**Attendees:** David Almond, David Castro, Chad Cole, Ron Flury, Eric Mann, Brad McFadin, Stephanie Miles, Linde Newman, Veronica Panebouef, Shawn Powell, Jacob Puckett, Cassandra Rivera, Destinee Salayandia, Greg Tripp, and Romo Villegas (for Veronica Munoz)

#### **I. Room Scheduling Demonstration**

Collaboration effort between IT and Student Services to create a room reservation solution based on CourseDog scheduling. The idea would be to set up display monitors at each room showing the daily schedule for that room in order to make it easier to schedule events. The rollout would begin in the LRC.

#### **II. IPEDS**

Surveys are due today for human resources, finance, and fall enrollment. Other areas will be due later in the fall. Fall enrollment survey (as of October 2025) details demographic information for first time, full-time students.

#### **III. Area Reports**

Information Technology—working in conjunction with Portales campus on telephone transition project and are in the process of writing an RFP; considering setting up on-demand service for translation services; ARGOS consultant on campus Monday.

Professional Senate—voting for new senators in four positions; questions have been asked about the composition of the Administrative Council and Core Team and inquired about creating web pages for each. Administrative Council meeting notes have been posted online, however, the mil levy campaign deferred that effort for several months.

Support Senate—would like to have close captioned meetings in Spanish, and IT will help with that effort; A newsletter has been created, which includes minutes, news and calendar. It needs to be translated into Spanish, as well; meetings will be moved to various buildings to increase participation.

School of Health Sciences—nursing, EMS, and respiratory therapy have been approved for continuing accreditation; medical assisting completed their annual report and submitted to the accrediting body; the Senior Administrative Assistant has been hired; Gear Up will assist with Scrubs Camps on June 4.

Student Affairs—registration opened Sunday for priority registration—the process has changed to only face to face or via TEAMS to reduce fraudulent student registration; graduation is being finalized; financial aid is preparing for summer and fall—approximately 1,000 FAFSA forms have been received.

Faculty Senate—committees being formed and a list will be sent to the Deans; faculty handbook revised; Faculty Senate President at CNM asked ENMU-Roswell to become members of the New Mexico Council for Higher Education Senates, who discuss statewide issues.

Security—the Roswell Police Department will not move to the ILEA building; questions about Title IX training will need to be addressed to the Portales campus.

Human Resources—medical leave bank enrollment concluded and 17-19 people enrolled. 30 new employees were added over the last two enrollment periods and approximately 1,200 hours were added; working on new hires and posting positions.

VPASA—IPEDS; discussed dual enrollment with Dexter schools; meeting through Portales campus to discuss Stepping Blocks, who research social media for alumni employment status, salary, etc.; suggestion from NMHEAR conference was to develop a workforce professional credit catalog that would allow us to track workforce classes better.

Student Engagement—Student Government Association established and will develop bylaws and begin recruiting; updating clubs; LRC student scavenger hunt; food pantry and librarian positions open; Talent Search has open positions; EOC has two positions open; SSS has two positions open; Upward Bound is fully staffed and planning trip to Oklahoma City; Gear Up has one open position.

Business Affairs—IPEDS due today; HLC report due April 3; current walkway project should be complete by mid-May; PEC fire suppression system should be done by end of May and then begin in the Arts & Sciences building.

School of Technical Education—Successful advisory board dinner, and new members were nominated. A community member donated funds for faculty professional development, which will be processed through the Foundation; preparing for Adult Education graduation—87 completions and 53 walking. The reception will include a career fair with advisors and recruiters participating to help transition; AMT expansion planning underway and would like to begin construction this fall with anticipated completion by fall 2027.

School of Arts & Sciences—three positions to fill; visited with valley schools regarding dual credit collaboration.

#### **IV. Other Business**

Dr. Powell attended an open mic event in the LRC, organized by Sarah Treschl. Graduation will be at the Wool Bowl. The grandstands at air center are anticipated to be complete in May and should hold about 9,500 people. Graduation could be held there in the future—perhaps December if the weather is good, as well as the May 2027 graduation. Media Arts will host a student film showcase April 22 in the PAC. NHANES will be on campus April 8-May 5 to conduct survey collection of health data and trailers will be on the east side of the Health Science Center. The population sample has already been selected for the survey. The campus was awarded \$1,300,000 for additional sidewalk renewal. The ITC roof replacement is in the planning stages—hopefully for replacement this summer; Two Congressionally Directed Spending requests will be submitted—\$250,000 for equipment for the physical therapy assisting program and \$250,000 for equipment in the heavy diesel mechanics program.

#### **Upcoming Events**

Saturday, April 4	ENMU-Roswell Foundation Golf Tournament
Wednesday, April 8	CCB Meeting
Thursday, April 23	Career Fair
Thursday, April 30	One Eastern Day
Thursday, May 7	Adult Education Graduation, PAC
Friday, May 8	Commencement, 7:00 pm, Wool Bowl
Wednesday, May 13	CCB Meeting
Friday, May 22	(tentative) BOR Meeting, 1:00 pm, Roswell Campus
Wednesday, June 10	CCB Meeting
Friday, June 19	Juneteenth (campus closed)