



Administrative Council
June 3, 2026
1:30 pm
Fireplace Room
Meeting Notes

Attendees: David Castro, Chad Cole, Ron Flury, Joe Malacara, Eric Mann, Stephanie Miles, Linde Newman, Shawn Powell, Jacob Puckett, Cassandra Rivera, and Martha Staab

Five-Year Plan

Dr. Powell provided a handout of the current draft of the five-year plan. He asked if there are campus-wide items that need to be included in the plan. Suggestions included carpeting, whiteboards, and sewer restoration for the ITC, as well as implementation of the Institutional Learning Outcomes (ILO).

Artificial Intelligence Procedure

A procedure for AI use on campus is being developed. A small committee met to create the initial draft, with student input included. A community AI users' group meets on campus periodically and have contributed suggestions to the development of this procedure. Dr. Powell would like to have the procedure in place by the Spring 2027 term. He asked suggestions be submitted to him by June 17, 2026. The revised draft will be sent to campus for further review in the Summer and Fall.

Capital Outlay Projects

Capital Outlay requests must be submitted by July 1. Dr. Powell asked for areas to develop proposals, funded requests are typically within the \$50,000-\$250,000 range.

Area Reports

Health—Scrubs Camp begins tomorrow, about 100 students have registered.

Professional Staff—A general election was held earlier in the semester, and a special election was held recently for a new senator—still missing one representative from Student Affairs but that seat may be move to Academic Affairs.

Faculty Senate—The Senate does not meet in the summer; elections will be held in the August; participating in the New Mexico Council for the Higher Education Senates, the mission statement, constitution, and bylaws have just been completed.

Technical Education—Two new vehicles have been acquired for the Automotive Program.

HR—The SIG consultant is currently on campus; payroll had to manually enter a portion of the compensation increase; supervisor trainings will be held this summer.

Academic and Student Affairs—A draft of the academic program review should be ready next week; a few faculty members have not yet turned in their contract; Eric is transitioning back to Health Sciences in July.

Student Affairs—Enrollment is currently up about 3%, SCH are also up 3% from this time last year; full cohort of accepted nursing students; Element 451 updates are in progress; preparing for new student orientations.

Business Affairs—Preparing projects for the summer capital outlay hearing; year-end processes; new in-house budgets; ITC roof replacement; minor pool issues; the idea of pool passes for incoming Gear Up students was discussed; Ricardo should be notified of any rain leaks.

IT—Levin Van and Eileen Romero have resigned; several staff will be out during the summer; new portal software; draft RFP for the wireless project; alarm panel upgrades almost complete; study room upgrades in the LRC; FLAC training for Administrative Assistants held recently.

Student Senate—Students would like to participate in the painting of campus fire hydrants.

Marketing—Student information guide editing; updating the master calendar; developing an events form; Good Morning America will be filming in Roswell on June 12 & ENMU-Roswell will participate; Invaders baseball game is next Tuesday.