

**Administrative Council Meeting Notes
CUB Fireplace Room 102**

Wednesday, August 7, 2026 | 1:30 p.m.

Members Present: David Castro, Joey Coburn, Lindsay Mayo Fincher, Craig Leager, Veronica Panebouef, Shawn Powell, Jacob Puckett, Destinee Salayandia, Martha Staab, and Edna Yokum

Members Absent: Eric Mann, Brad McFadin, Stephanie Miles, Veronica Munoz, and Linde Newman

I. Launch Week Kick-Off Breakfast

A Launch Week Kick-Off Breakfast and speaker presentation will be held on **Monday, August 10, 2026**, in the **ITC Commons**, open to all faculty and staff members.

Schedule:

- Breakfast: 8:00 a.m.
- Presentation: 9:00 a.m.

Guest Speaker: Dr. Steve Saucedo, Vice President of Workforce Development at New Mexico Junior College (NMJC)

II. Campus-Wide Meeting Topics

A. Campus-Wide Meeting

The campus-wide meeting is scheduled for **Friday, August 14, 2026**, in the **ITC Commons**.

Schedule:

- Breakfast: 8:00 a.m.
- Meeting: 9:00 a.m.

Shawn Powell noted that the timing of this event may be worth reconsidering in future years. Several institutions hold similar meetings after the census date so Student Affairs personnel can focus on enrollment activities. He also noted that Portales does not appear to conduct a January campus-wide meeting.

B. TimelyCare Presentation

A representative from TimelyCare will provide a brief presentation of approximately 10 minutes.

C. WATTS UP Presentation

Representatives from **WATTS UP**, a solar energy cooperative, will present information about their low-cost energy program. The organization operates two solar farms in Roswell and additional sites throughout New Mexico.

III. Citizens and Scholars Campus-Wide Immersion Project

Edna Yokum shared information about the project with directors in Technical Education. After reviewing the materials, including a program video, program coordinators, 12-month faculty, and staff expressed limited interest. The group did not feel the initiative was a strong fit for the campus.

Joey Coburn and Lindsay Mayo Fincher indicated they would still like to present the project to faculty for additional feedback.

Shawn Powell emphasized the project is not being rushed and should be carefully considered. Broad campus input is important before deciding whether to pursue the initiative. Feedback from shared governance groups is also encouraged since the project would involve students, faculty, and staff.

IV. AI Guidance Development

Shawn Powell reported one formal letter and brief comments from ten individuals were received regarding the draft AI guidance.

- Approximately six respondents were supportive of the guidance.
- The remaining respondents expressed concerns or reservations.

The feedback will be reviewed and incorporated into the ongoing development process. A target implementation date of **Spring 2027** has been established.

V. Area Reports

A. Chad Cole

Chad will meet with Portales counterparts to finalize the previous fiscal year.

Current work includes:

- Processing journal entries and transfers
- Finalizing budgets
- Ensuring accounts reconcile to a zero balance

Employees experiencing business process issues or delays should notify Chad so he can coordinate with Portales as needed.

B. Edna Yokum

Preparations are underway for **New Student Orientation (NSO)** on **August 12**, from **8:00 a.m. to 4:00 p.m.** in the ITC Commons.

Martha Staab will assist with promotion through social media and Element451 communications.

Technical Education is also ensuring all instructional shops are prepared for the start of classes.

C. Lindsay Mayo Fincher

Academic Affairs has been working closely with advisors to identify course demand and determine where additional sections may be needed.

Acknowledgments:

- Dr. Torke has assisted with opening additional English sections and securing adjunct instructors.
- Dr. Karki has assisted with mathematics scheduling needs.

Additional efforts include:

- Addressing departmental housekeeping needs
- Completing outstanding program reviews

Lindsay also expressed appreciation that Arts and Sciences classrooms will be ready for instruction despite ongoing construction activities.

D. Craig Leager

Health Sciences

Respiratory Therapy and Nursing classes begin next week.

The Nursing Expansion project is nearing completion. A temporary certificate of occupancy has been issued. Remaining items include:

- Corner guards
- Door cores
- Bulletin boards
- Whiteboards

Physical Plant staff are:

- Delivering remaining furniture
- Completing electrical installations
- Moving laundry equipment

The Occupational Therapy Assistant (OTA) program site visit is scheduled for next month, the week following the Air Races.

Community Engagement and Workforce Training

The Health Expo on August 1 was well attended by the public. EMS, Nursing, and OTA students participated, along with representatives distributing college information and promotional materials.

The Workforce Outcomes Report was submitted to the Higher Education Department (HED).

EMS is currently offering a Critical Care Paramedic course in partnership with Workforce Development.

Enrollment and Planning

Craig thanked all employees who assisted with the two recent NSO events, both of which were well attended.

At the most recent NSO:

- More than 90 students attended.
- Sixty-seven students registered for TimelyCare, representing one of the highest participation rates to date.

Additional initiatives include:

- Revising the Strategic Enrollment Plan
- Developing an RFP related to enrollment planning
- Establishing a new program review process and committee structure

Craig thanked Jacob Puckett and Rahbeka for their assistance in developing the process. He also emphasized that program reviews should clearly include both academic and non-academic departments.

E. Veronica Panebouef

No report. Staff Senate has not yet met.

F. David Castro

Professional Senate currently has two vacancies:

- One Student Affairs seat
- One Academic Affairs seat

The senate will discuss representation changes related to Chris Shuster's move from Student Affairs to Business Affairs.

The senate is also reviewing budget priorities as the spending deadline approaches. These items were scheduled for discussion at the Professional Senate meeting on August 7.

G. Destinee Salayandia

Testing Center

Marisela and her team are interviewing candidates for the Testing Center Coordinator position.

Additional updates:

- A new technician will begin next month.
- The Testing Center is undergoing its required five-year recertification process.
- Two Student Affairs staff members are assisting with the questionnaire portion of the review.

Recruitment and Advising

Angie Bersane and her team continue to support New Student Orientation.

Recent attendance:

- More than 100 students attended the most recent orientation.
- Nearly 100 attended the previous session.

All academic advisors are fully booked through the registration period and are also assisting walk-in students.

High school orientations will begin next week. Angie, Veronica, recruiters, and Josephine will coordinate schedules with school counselors and students.

Recruiters also attended the Health Expo and are reviewing collected prospect information.

Dual Credit

A decline in dual-credit enrollment is anticipated because Goddard High School lost both an engineering instructor and a mathematics instructor. Efforts are underway to provide alternatives for affected mathematics students.

Financial Aid

Financial Aid is preparing to release financial aid funds on Friday, allowing students to begin charging books on Monday.

Current activities include awarding:

- Opportunity Scholarships
- Lottery Scholarships
- Bridge Scholarships

Additional updates:

- Foundation scholarship deadline: **September 4**
- Funds from the disbanded Roswell Woman's Club are being transferred to the Foundation.
- Kim will attend the Technical Education orientation next Monday.
- The Presidential Scholar Orientation and Dinner is scheduled for next Tuesday.

Records and Registration

David and his team successfully completed summer end-of-term processing.

Additional work includes:

- Collaboration with SIG
- In-person SIG activities during the first week of classes
- Registration support for 111 Youth ChalleNGe students

Registration for Youth ChalleNGe students was expected to be completed by Thursday.

Student Activities

Frank has finalized a schedule of student activities for the semester. The calendar will be distributed campus-wide.

H. Jacob Puckett

The Wi-Fi RFP review process continues. Chad Cole, Chris Shuster, and Jacob have reviewed the two submissions received and will meet again to determine a final recommendation.

Additional updates:

- Coursedog implementation has been approved.
- The new portal launched several weeks ago. Some issues have been identified and are being addressed.
- Door hardware installation at the Nursing Expansion has been completed and is operational.
- Access control lists still need to be finalized.

I. Martha Staab

Martha thanked everyone who contributed to the success of the Health Expo.

Additional updates:

- New polo shirts have arrived and distribution will begin Monday.
- Planning for the fair has begun.
- GO Bond initiatives are underway.
- A master calendar meeting is scheduled for tomorrow.

Event request forms must be completed and will be sent to both Martha and Frances to help coordinate logistics and minimize scheduling conflicts.

J. Joey Coburn

Faculty Senate has elected new officers.

Current priorities include:

- Setting the next meeting date
- Reviewing faculty feedback regarding Welcome Week activities

K. Dr. Shawn Powell

Facilities Scheduling Group

Shawn Powell discussed the need for a facilities scheduling group that includes representatives from:

- Academic Affairs
- Physical Plant
- Security
- Student Affairs

The group would:

- Review organizations and events coming to campus
- Improve coordination and communication regarding campus activities
- Identify opportunities to promote campus programs to visiting groups

As an example, events such as FFA competitions bring large numbers of middle and high school students to campus and provide valuable recruitment opportunities.

Shawn Powell suggested external groups renting campus facilities could be offered a brief introduction to campus programs when appropriate.

CDL Class B Training Opportunity

Chris Bullard is working to offer another **CDL Class B training course**.

The certification would allow employees to operate the college's 25-passenger bus.

Key points:

- A class was held in May with community participation, but no campus employees attended.
- Currently, only one employee on campus holds a CDL Class B license.
- There is no cost to employees for the training.
- Participation during regular work hours can be accommodated.

Shawn encouraged interested employees to participate, noting that transportation continues to be an important factor in both student access and recruitment efforts.

Construction Updates

- The State Fire Marshal visited campus and issued a certificate of occupancy for Phase I of the Arts and Sciences fire suppression project.
- The ITC roof replacement project is underway.
- The Arts and Sciences fire suppression installation is expected to be completed by December 2026.
- Phase II of the sidewalk replacement project is scheduled for completion by May 2027.
- Pavilion footings are expected to be installed next week, with pavilion construction completed by the end of the month.
- A ribbon-cutting ceremony will be held in honor of Gerald Schumacher.

Graduate Recognition Meeting

Shawn Powell asked Destinee Salayandia to schedule a meeting with Linde Newman regarding high school students who graduate with certificates or associate degrees without taking a majority of their coursework on campus.

Requested participants:

- Eric Mann
- Craig Leager
- Kim Childress

Campus Signage

Edna Yokum noted legislators who recently visited campus complimented the directional signage used during their meetings.

She suggested using similar temporary signage during the first days of classes, particularly because access to ITC is currently different due to construction.

Suggestions included:

- Directional sandwich boards
- "ITC This Way" and "OTC This Way" signs
- Additional wayfinding support for students

Ignacio Madril developed the signage used during the legislative visit, and Security assisted with placement. Martha Staab offered to support the effort for the start of the semester.

Meeting Adjourned.

These notes were originally taken by Frances Dubiel and reviewed by Shawn Powell. The were formatted by Microsoft Co-Pilot.

