



Administrative Council Notes
Wednesday, March 6, 2024
1:30 pm OTC 116

Present: Briana Bitner, Jennifer Cain, Teresa Casarez, Todd DeKay, Kim Griffis, Eric Mann, Brad McFadin, Linde Newman, Annemarie Oldfield, Shawn Powell, Jacob Puckett, Martha Staab, Devin Stroman, Andrea Warton, and Edna Yokum,

Absent: Anthony Munoz and Veronica Munoz,

- I. Legislative Update
 - a. All state employees will receive a 3% increase if hired by June 30, 2024.
 - b. The Governor has signed all bills but they are not posted on the website yet.
 - c. A Chief Business Officer and Accountant will be hired and would like to have those positions filled before Karen Franklin leaves in June and before Charles Hendrickson leaves in April.
- II. Agenda Items for the March 29 Campus-Wide Meeting
 - a. Send agenda items to Andrea Warton
- III. Area Reports/Roles
 - a. Edna Yokum
 1. Arts and Sciences completed HR leave training with Tech Ed
 2. Requisitions and purchases are being completed with faculty development funds. Faculty are attending conferences, purchasing support materials, and accessing new curriculum.
 3. Budgets have been submitted.
 4. IT is getting network specifications to finalize quotes for the STEM mobile lab with plans to purchase after June 30 to avoid delivery deadlines in the 2024 fiscal year.
 5. Andrea Stapp and Kelsey Wilson are completing requisitions this week. Georgette will get a quote for the tech equipment, and the order will be placed to be delivered before June 30.
 6. Summer and fall schedules and book orders are underway. Faculty have been encouraged to explore Open Educational Resources and several are using free books, especially in Behavioral Sciences. Math faculty are looking into OERS and we are hoping for an increase in use in fall of 2024.
 7. Biology and Livestock Judging positions are going through the approval process and we hope they are posted by the end of this week.
 - b. Teresa Casarez.
 1. Seventeen jobs are currently posted and five additional jobs will go live tonight. Seven are in the system for the approval process. Five additional positions are coming in for a total of 34 open positions by the middle of March. Two positions are being offered today that are not included in the 34.
 2. Patrick is still helping with payroll.
 3. Stephanie is conducting leave training for submitting leave requests
 4. Defensive driving needs to be done. If an employee is driving for campus business and using their personal vehicle or university vehicle, they need defensive driving. The state will pay for mileage when



Administrative Council Notes
Wednesday, March 6, 2024
1:30 pm OTC 116

using a personal vehicle. Online training is \$35.00 per person, and face-to-face classes are \$10.00 per person. Kim Griffis requested both options be available. A campus-wide message will be sent to offer the course. Teresa Casarez will send a list to the Deans and VPs to show who is certified to drive.

5. Dr. Powell said temporary employees are not eligible for health benefits, leave, or ERB. HR will pull a list of temporary employees, and meet with them individually to ensure they know their status. Eric Mann volunteered to be the chair of the hiring committee for a purchasing agent.

c. Martha Staab

1. Keys for social media were provided last week.
2. Working with IT on website updates, and putting together a process.
3. Met with most Directors/Deans – find out one area for marketing to focus on.
4. Working on social media position and budget.

d. Jacob Puckett

1. Responsibilities and positions are being changed in IT.
2. Social Media is with Martha now - David LaVolpa's last day is Friday.
3. Marketing – basic changes are still being sent to IT, but marketing is under Martha.
4. Jacob, Chris, and Griselda are meeting with the Degree Works rep for an overview of the degree evaluation form. It will be the main tool that advisors are going to be using. Griselda took the helm yesterday and did well. There will be Scribe training which is learning code for 6 hours per week.
5. Rahbeka is working on program reviews. She will send Jacob a draft of the Qualtrics form.
6. Met with SIG yesterday to discuss One Banner. SIG wants to use MEP which would require over 1,000 tables to be adjusted. All reports will need to be re-written. Currently, campus codes are used. In most tables, there are a set of two letters. In the new way, a number would be assigned to the campus and a new field would be added to each table which would mandate new reports. Portales, Ruidoso and Roswell are not in agreement with SIG for this change.

e. Annemarie Oldfield

1. Portales Academic Affairs approved the nine extra gen ed credit hour matrix.
2. Deans and AVP's are updating the dual credit appendix – will research state policies.
3. Working on strategies to organize events and projects. Put together a draft template. The process will create an HLC artifact.
4. Devin Stroman and Veronica Munoz are coming up with strategies to support struggling students connect with available resources.
5. Veronica Munoz is working on a website resource page to include WIC and the food pantry.
6. Program reviews are supposed to be out today.
7. Edna Yokum is working on a project for onboarding adjuncts.
8. A faculty team is looking at BibliU with the Texas Bookstore. A meeting will be set with the bookstore before spring break. Dr. Powell said Ruidoso students pay fees for digital textbooks instead of individual book purchases, and the books are available to students before the semester starts.
9. There will be another faculty advisor training. Guided pathways especially need this.



Administrative Council Notes
Wednesday, March 6, 2024
1:30 pm OTC 116

10. Kim Griffis is working on an Advisory Board handbook.

f. Brianna Bitner

1. The committee is working on revising the handbook.
2. Meetings are offered through Teams and are held face-to-face.
3. Brianna Bitner is working with Greg Tripp to get agendas and minutes on the website.

g. Kim Griffis

1. A candidate has applied for the Aviation Maintenance Technology opening.
2. Forming a 5-faculty working group (task force) around safety; how we train our students. The group is looking at Roswell industry standards, PPE industry-specific requirements to make sure students are wearing eyeglasses, steel-toed shoes, and uniforms. How are students disciplined when they break a safety rule? The document is due June 1 so it can be vetted and ready for fall classes.
3. Teresa Casarez may be able to apply to other programs.

h. Linde Newman

1. Working with Portales on business processes.
2. Food truck procedures have been sent to all 3 senates. Feedback is due Friday.
3. Finalizing material for Community College Board. Dr. Powell announced that Andrea Warton and Linde Newman are working together to meet his office's administrative needs.
4. HLC preparation – faculty credential review in May/June. Looking at the new HLC criteria to update the matrix. There is an HLC conference next month.

i. Jennifer Cain

1. The Faculty Senate is working on the handbook.
2. Dr. Powell asked Teresa to put the \$1,500 professional development funds in job announcements – technology in classrooms, CEUs, conferences, etc. Teresa will work with Annemarie on specific wording.

j. Dr. Powell said 8 Foundation mini-grants will carry forward to the fall. He asks the Foundation for money one time a year. Faculty or staff can apply for a \$500.00 mini grant.

k. Todd DeKay

1. Job Corps management has changed. Will work on MOU with them.
2. Submitted a \$1.1 million dollar proposal for Congressional funding for aviation, auto, and CDL.
3. Working on paperwork due Monday for the nursing expansion project.
4. Rahbeka Anderson is working on IPEDS reports, Perkins grant, HLC, and Title V/Title II data.
5. Chris Bullard is working with Andy Anchondo on CDL.
6. Working to refresh MOU with KNEW
7. Stephanie Venegas gave training to on leave requests and vouchers.
8. IR continues to have issues with ethnicity and dual credit students. The state form makes answering this option. The Hispanic percentage is not a representative sample. Each year they raise the limit percent. We are under reporting which could affect our ability to get grants.



Administrative Council Notes
Wednesday, March 6, 2024
1:30 pm OTC 116

9. DOE was sent a waiver at 9:05 and was approved at 9:30

l. Brad McFadin

1. When people fall or get hurt on campus they should complete an incident report with HR and contact security to do a work order to the Physical Plant for repair if needed of what they stumbled over.
2. Students and staff parking stickers – pushback on free stickers
3. There is an increase of homeless and mentally ill on campus and inside buildings. Please have all faculty/staff call Security to handle the situation. There were four incidents last week; some were reported and some were not reported.

m. Andrea Warton

1. Contracts will go out in April. Any special circumstance with an employee, let Andrea know.
2. Alice training is due March 31st.
3. Staff evaluations should be started

n. Devin Stroman

1. We have two full-time recruiters. Picked up 378 prospective students and 70% of those students applied to ENMU-R. 283 were first-time freshmen.
2. Chris Meeks is working with Martha Staab to design the graduation program.
3. Graduation is May 10, 6:00 p.m.
4. Timely Care – IT did a great job deploying on website.
5. Transfer night will be April 25 – ten four-year universities will attend
6. The Career Expo will be April 24 and 40 businesses signed up to attend.
7. Kim Griffis and Devin Stroman – Connections with Holloman Air Force Base and Canon Air Force Base to hold open houses, specifically to recruit aviation maintenance students are in process. Will have a meeting on Thursday.

o. Dr. Powell

1. HACU is in Denver this year from November 1-3. Working with Veronica Munoz to have 10 students. The group can drive and will be at the Gaylord Resort

p. Eric Mann

1. The OTA program had 100% pass rate, the first time in five years and should get the program off of probation. Paramedic and nursing also had 100%. Dr. Powell asked Eric to work with Martha Staab to announce these exam results.
2. Tory Norris has accepted the position of Director of Nursing.
3. There are two open positions for nursing faculty.
4. Site visits are scheduled October 21-22 for EMS, and the first part of October for Medical Assisting.
5. Dr. Powell asked for a one-page bullet point document to address the latest information with site visitors.



Administrative Council Notes
Wednesday, March 6, 2024
1:30 pm OTC 116

q. Dr. Powell

1. Campus Fellows have been meeting. Stephanie Venegas will begin the process for 15 new fellows for the semester-long program.

2. 2-3 people will be put forward for Leadership Roswell.

3. Leadership New Mexico Connect program is for members under 40 years of age. The other program is for any age.

4. The Core Team will meet next week to think about the Leadership Roswell and New Mexico nominations.

Upcoming Events

Wednesday, March 13	Community College Board Meeting, 4:00 pm, Admin. Board Room #135
Friday, March 29	Campus Meeting, 9:00 am, ITC Commons
Saturday, April 6	ENMU-Roswell Foundation Golf Tournament, NMMI Golf Course
Wednesday, April 10	Community College Board Meeting, 4:00 pm, Admin. Board Room #135
Thursday, April 11	Art Gala, 6:00 pm, ITC Commons
Wednesday, April 24	Career Fair
Friday, April 26	Campus Meeting, 9:00 am, ITC Commons
Wednesday, May 8	Community College Board Meeting, 4:00 pm, Admin. Board Room #135
Thursday, May 9	Adult Education Graduation, 7:00 pm, PAC
Friday, May 10	ENMU Board of Regents Meeting, 1:00 pm, Roswell Civic Center
Friday, May 10	Spring 2024 Commencement