

**Core Staff Meeting Notes - 3/27/2019**  
**8:00 am Instructional Technology Center (ITC 139)**

Attendees: Clark Elswick (by phone), Karen Franklin, Ken Maguire, Mike Martinez, Linde Newman, Donna Oracion (by phone), Shawn Powell, and Rebecca Schneider

- **Compensation/Raises**
  - **Overall raises and benefits**

Minimum wage is set to increase to \$9/hour, and a 4% raise is anticipated. The ERB increase on existing wages will be about \$98,000. The campus is slated to receive a total of about \$1M in new money, including an increase of \$260,000 in formula funding. The assumption is that enrollment will remain flat and there will be no increase in tuition.

All of these changes are pending the Governor's approval.
  - **Grant funded positions**

Federal grants positions get raises based on what is written in grant. They are not included in 4% raise, which creates difficulty with the pay scale. It is recommended that in July, everyone including grant-funded positions, would get the 4% raise.
- **Pool update**

The current pool manager no longer works on campus. Previously, the pool was managed remotely through lifeguard supervisors. It is difficult to find a pool manager with the required certification, and will likely be more difficult with the opening of the local aquatic center. Historically, the campus pool has been very popular. Eighty private parties have already been scheduled for this season, with the first one booked for May 11. It may be possible to partner with the City and use their pool manager. Dr. Powell is also inquiring with NMMI.
- **Post-Travel Professional Development Activity Form**

As an example of a completed professional development activity form, Dr. Maguire filled out the form from the EdReady Conference he attended recently. It is important to share information learned at conferences. How will this information be used? The form needs to include an action plan. Once the form is completed, it should be given to the employee's supervisor. It could be included with the travel voucher. HR is tracking and the information could be used for performance evaluations. Setting aside a day each term that groups could share information learned from conferences was discussed. Dr. Powell will share with the three senates for feedback, and Ms. Schneider will add this to supervisor training.
- **Nursing Position**

Two resignations have been submitted, it is difficult to attract nursing faculty. It was agreed to have the faculty nursing positions posted.
- **Campus Clean-Up Day, April 25**

Ms. Oracion will coordinate with Keep Roswell Beautiful, and will provide additional details at the next Core Staff meeting.
- **HLC**
  - Focused Site Visit, March 23-24, 2020
  - Comprehensive Evaluation TBD – possibly Fall 2021
  - Federal Compliance: Assignment of Credits, Program Length and Tuition  
*“The institution's course or program credit assignment **procedures** and its representative sample approval documentation”*

- Upcoming events:
  - Several people will attend the HLC Conference April 5-9, 2019
  - Senior staff will attend the AACC Conference April 12-16, 2019
  - The strategic plan is scheduled to be published July 2019
  - The campus facility master plan should be published in August 2019
  - Strategic enrollment management planning is scheduled for August 2019-May 2021
  - HLC focused site visit is March 23-24, 2020
  - Preparation for the 2021-2022 HLC comprehensive evaluation will begin in January 2020
  - HLC conference April 17-21, 2020 - It is anticipated numerous faculty/staff/administrators will attend this conference.
  - HLC comprehensive evaluation site visit 2021-22
  - HLC comprehensive evaluation site visit in 2027-2028.

Note. Dr. Powell will share this information at the University System meeting this Friday.

- **CCB / BOR Agenda Items** The next CCB meeting will be Tuesday, April 2.
- **Update on Strategic Enrollment Management Planning**  
Mr. Martinez indicated they are in the process of researching various companies to provide enrollment management planning. EAB has provided a demonstration on their product, and Student Affairs is considering other alternatives. Mr. Martinez and Ms. Linda Neel are planning to attend the ACT conference this summer, which focuses on student enrollment and retention. Individuals from other areas of campus should also consider attending the summer conference as well. EAB is also hosting a webinar, “Improve Adult Learner Engagement by Focusing on Career Alignment” on May 22.
- **University Council Update**  
University Council met on Monday, March 25 and voted on eight policies to move forward to CCB and BOR. Fourteen additional policies were reviewed, and they will be voted on at the CCB meeting in April. Some policies were retired.
- **Personnel Actions**  
Several positions are currently posted. Dr. Powell has been reviewing the job description for the Vice President of Business Affairs in order to post that position soon. The search committee for the Recruiter position is reviewing new applications. Dr. Powell will follow up with those who have had positions open for an extended period of time, in order to determine a course of action.
- **Additional Topics**
  - The ENMU System meeting will be this Friday in Ruidoso, followed by the Board of Regents meeting in the afternoon.
  - Dr. Maguire has been working with workforce solutions, and there may be apprenticeship opportunities available with Leprino.

- NM Youth ChalleNGe Open House is tentatively scheduled for April 26-27.
- Adult education graduation will be May 9, and it is anticipated that about 40 students will graduate.
- Advisors are meeting with early college high school students.
- Maze of Life will be held next week, April 1-4 and about 900 8<sup>th</sup> grade students are expected to attend over the course of the three-day event.
- Explore Eastern is scheduled for April 18. This is an event for Chaves county high school seniors.
- New Student Orientation planning is underway and the next meeting is April 1.
- Dual credit registration for RISD will be:
  - April 10-12, ECHS
  - April 30, RHS
  - May 1, GHS
  - May 2, UHS

Dual credit parent day has historically been poorly attended, so currently exploring other ways to promote the event.

- The Presidential Scholar information meeting was well attended, and two complete scholarship applications have already been received.
- Four Gear-Up no cost extension scholarships have been awarded.
- Several Bridge scholarship applications have been received from entering freshmen.
- General Summer financial aid information, including the summer aid request form (for work-study and loans) is ready to go and will be posted online once registration opens. Students must be enrolled before submitting a request. Summer aid is first-come, first-served.

### **Upcoming events**

- Retirement Reception—Wednesday, April 24, 3:00-5:00 pm, Admin Lobby
- Campus-wide Meetings - Tuesday, April 30, 1:30-3:30 pm, OTC 124

#### Planning

- 2018-2019
  - Strategic Planning – started October 23, 2018 and complete by July 2019
  - Campus Master Planning - start Fall 2018 and complete by July 2019
- 2019-2020
  - Data Governance – formally start August 2019 – (initial discussion fall 2018 with HEDW conference attendance in April 2019)

- HLC Focused Site Visit, March 23-24, 2020
- Strategic Enrollment Planning – start August 2019 and complete by December 2020
- 2020-2021
  - HLC Focused Site visit date TBD