

Core Staff Meeting Notes - 4/8/2019
2:00 pm Learning Resource Center (LRC 118)

Attendees: Bill Dean, Karen Franklin, Mike Martinez, Brad McFadin, Linde Newman, Donna Oracion, Shawn Powell, and Rebecca Schneider

- **Emergency Operations Center**

Mr. Brad McFadin and Mr. Bill Dean shared that the LRC 118 serves as the Emergency Operations Center for campus and the southern part of town. It is equipped with an emergency cart that carries phones, radio equipment, etc. The space can be fully operational in five minutes and has the capability to conference with FEMA, and other emergency offices/personnel. First responders are initially in charge of the situation, but State police would be given jurisdiction, eventually. In the near future, a small tabletop exercise be conducted and will include outside entities such as the airport, RISD, the City, and County. Mr. McFadin will work with Linde to make sure senior staff are available for this simulated emergency situation.

Ms. Schneider recently attended risk management training in Santa Fe, conducted by the State Police, which included active shooter training. The training was very engaging and very well-done. She suggested that the management team should participate. Mr. McFadin indicated that he would be willing to do an in-service training. Core Staff will discuss further after the tabletop exercise.

- **Campus Clean-Up Day, April 25**

This is an optional event for employees to participate in. Ms. Oracion is working with Keep Roswell Beautiful for supplies, etc., and there will be a drawing at the end of the event.

- **Cinco de Mayo**

The Hispano Chamber of Commerce and the Roswell Chamber of Commerce are working together for this event and have partnered with Balloons over Roswell Balloon Rally. They are seeking sponsorships which will come with two complimentary tickets for a balloon ride. These tickets could be given as a prize after the campus clean-up day. Core Staff agreed.

- **2020 Census Committee**

The City has created a 2020 Census committee in an effort to get an accurate count for the census. They would like a higher education representation to serve on this committee. Core Staff will ask people in their areas to see who might be interested. Submit names to Ms. Oracion.

- **CCB / BOR Agenda Items**

The deadline for submitting items for the April 19 Board of Regents meeting is today. The next CCB meeting is April 17. Linde will be distributing CCB information to the Board members mid-week. Dr. Maguire will give report of program review.

- **Update on Strategic Enrollment Management Planning**

Several staff participated in a webinar last week presented by Ruffalo Noel Levitz. Strategic enrollment management planning begins at student inquiry and continues through the student's graduation. The group was impressed with the presentation. Mr. Martinez stressed that this is a long-term institutional commitment so it is important not to rush into a decision. The group is still researching to find the best product for our campus. As the list is narrowed to two or three vendors, more people will be included in the discussions.

- **University Council Update**

The next meeting University Council meeting is scheduled for April 29.

- **Personnel Actions**

The chief flight instructor position has been posted. Two applications have been received for the pool manager position. The title for the registrar position has been changed to director of admissions and records to more accurately describe the position.

- **Additional Topics**

A legislative lunch will be held tomorrow, and local legislators will give updates on the session.

The AACC Conference begins this weekend and continues through Tuesday of next week.

Dr. Powell is planning to go to Albuquerque on Wednesday of this week for a Presidents' meeting with Secretary O'Neill.

Dr. Powell met with the senate presidents, and they liked the post-travel professional development information form that was created. However, the form needs to include instructions on how it will be tracked. Ms. Schneider will work with Mr. DeKay.

The Strategic Planning Oversight Committee meeting is tomorrow. The committee has finalized the mission, vision, and philosophy of learning. Tomorrow's meeting will focus on the core values and work through the priorities list to ensure there are no duplications. The HLC criterion items will also be considered. After the meeting, the draft plan will be sent to campus to obtain feedback until the end of April.

Ms. Oracion announced that the summer schedule is posted online, and the fall schedule will be posted later in April.

Ms. Franklin announced that ASA Architects would like to meet with Core Staff on April 29 for an inventory analysis meeting regarding the campus facility master plan. Ms. Franklin will inquire if the meeting can begin at noon.

Ms. Schneider stated that she will post performance evaluation trainings before the April 30 campus meeting. She will send the PowerPoint information to Linde beforehand. It was decided that it would be good to give a pool update at the campus-wide meeting.

Mr. Martinez reported that Nathan Padilla from the Unity Center asked Carolyn Vigil to discuss college readiness.

The graduation committee met earlier this afternoon and Dr. Neel announced that this spring's graduation speaker will be Robert Lopez Andazola, who graduated from Roswell High School in 2017.

Presidential scholarship awards assemblies have been scheduled:

- Dexter High School—May 7 at 6:00 pm
- Goddard High School—May 6 at 5:30 pm
- Hagerman High School—May 15th at 6:30 pm
- Roswell High School—May 16 at 6:00 pm
- University High School—TBD
- Artesia High School—TBD

The New Mexico Aviation Aerospace Association will host a luncheon on April 17 in OTC 124 in preparation for their STEM Expo scheduled for September 26. Ms. Traci Dixon sent a message to TRIO staff to get bags ready for the September event. TRIO directors would like to have booth at the event.

Transfer Day will be April 24 and representatives from different colleges will speak to about 550 students who have 24 or more credit hours of college credit.

The Advising Center will host a Career Pathways Workshop tomorrow, and an interest inventory assessment will be available to students.

The NM Youth ChalleNGe will have an open house this spring and tentative dates are April 26 or April 27. They are coordinating with Dr. Maguire, Mr. Martinez, Ms. Angie Bersane, and Ms. Veronica Medina.

Ongoing Agenda Items:

- Student Orientation, Fall 2019
- Everbridge
- Development of Campus Master Calendar of Recurring Events
- Update on Planned Construction Projects
- Memberships with National Organizations

Upcoming events

- Retirement Reception—Wednesday, April 24, 3:00-5:00 pm, Admin Lobby. Honorees will be:
 - Analisa Bhakta
 - Anna Chavez
 - Carol Dutchover
 - James Engelhard
 - Susan Golden
 - Greg Martinez
 - Florentino Barraza Mendez
 - Nadine Montoya
- April 13 to 16 — AACC Conference in Orlando
- 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 Fall 2019 and complete by December 2020
- 2020-2021
 - HLC Focused Site visit date TBD