

Core Staff Meeting Notes - 5/20/2019

9:00 am Health Science Center (HSC 229)

Attendees: Karen Franklin, Benito Gonzales (by phone), Ken Maguire, Mike Martinez, Linda Neel, Linde Newman, Donna Oracion, Shawn Powell, and Rebecca Schneider

- **SIG Training Update**

Dr. Linda Neel reported that Banner processes were reviewed in 2015 and the Strata Information Group (SIG) was hired to conduct Banner training with data standards, admissions processes, etc. (previously there had been very little support). In 2016, repeated courses and the Course/Program of Study (CPOS) were reviewed, along with academic standing rules. The roll-out of Banner 9 has seen many changes, e.g., cleaning up old records, automating PINS, working on mindset changes, etc. The current focus in Banner 9 is registration. Student profiles and Advisor profiles are now more user friendly. Students can access their own information and do their own registration. Advisors can link to faculty grading and can sort courses and grades. Common course numbering is being incorporated into the system, and credit to contact hours have been adjusted. Multiple workflows have also been created—withdrawal process, course cancellation, academic standing, and financial aid to name a few. Additional areas of focus for 2019 have been common course numbering, as well as Curriculum, Advising, and Program Planning (CAPP). The degree audit has been redesigned. A five-year review of CAPP must be conducted for CPOS. Dr. Neel thanked Griselda for her work. There is an effort to utilize some consulting remotely to save costs, but on-site consulting is very helpful.

- **Changes to Graduation & BOR Meeting, May 2020**

Dr. Powell reported that there will be changes to graduation next year and the flow of events. Nursing and Occupational Therapy Assistant programs will work to change their pinning ceremonies so they do not conflict with graduation rehearsal. The Board of Regents will meet at the Civic Center at 2:00 pm with lunch at 12:30 pm at a nearby restaurant to reduce travel time.

- **Faculty/Staff Members Handing out Diplomas at Graduation**

Dr. Powell would like to accommodate staff members who would like to hand out diplomas to specific individuals at graduation, but wants to ensure it does not interrupt the flow of the ceremony. Additionally, he needs adequate notification time to coordinate with the graduation planning committee. This will be discussed again to determine the best course of action.

- **Title IX Training**

Dr. Neel announced that the notice of non-discrimination has been placed on the website. There is also a link to the Title IX policy. An addendum to the student handbook has been posted online until the new handbook is available. The next step will be to identify a Title IX Coordinator. Dr. Neel and Ms. Schneider will go to training in Minneapolis the first

week of June. Training needs to be conducted for all staff and students. It is online for ENMU-Portales.

- **Performance Evaluations for Senior Staff**

Dr. Powell and Ms. Schneider will meet before Dr. Powell begins the performance evaluations for Senior Staff. The evaluations will be conducted during the one-on-one meetings toward the end of June.

Ms. Schneider will post performance evaluation training slides online after make-up training sessions have been held.

- **Summer Workload Workgroup**

Dr. Powell, Dr. Maguire, and Ms. Schneider met recently with faculty to discuss summer workloads. Faculty are concerned how labs affect credit to contact hours. This will be reviewed. Ms. Schneider will be chairing a committee of 11, which will include faculty, Assistant Vice Presidents, and Mr. Zalesky. Dr. Powell sent the charge letter to the committee today. A campus-wide compensation study will begin in the fall. The study will be conducted internally, but outside assistance will be sought regarding salary information.

- **At-Will Contract Letters**

At-will contract letters will be sent out as soon as possible. Linde will send a sample letter to Ms. Schneider for review.

- **Administrator Evaluations and Sharing Results**

Comments from the administrator evaluations will not be shared—just an aggregate of the numerical data. No one will be identified individually. These results will be shared at the August campus-wide meeting.

- **Strategic Planning Meeting with Directors after June 1**

The beginning of the next step in strategic planning will be a two-hour meeting with the Directors to go through priorities for strategic planning. Timelines and office of responsibility will be included. Linde will get the meeting scheduled soon.

- **Campus Facility Master Plan Internal Review**

ASA Architects presented three categories of priorities for the campus: high priority capital improvements, necessary capital improvements, short-term improvements. An internal review will be conducted to determine which priorities to bring forward and appropriate timelines. Most of the review will be of the two-to-five-year projects.

As a consideration buildings need to have unisex bathrooms.

- **Master Calendar**

The draft master calendar needs to be shared at the strategic meeting with the directors. Biannual events need to be included, as well.

- **Review of Committee & Councils (etc.) for Campus Governance**

A committee on committees needs to be established to outline purposes of committees, membership, how members are selected, how often the committee meets, and whether the committee makes decisions or recommendations. The results will then be posted on the website.

- **CCB / BOR Agenda Items**

The deadline for Board of Regents agenda items is today, and the meeting is June 1.

- **Update on Strategic Enrollment Management Planning**

Student Affairs has been in discussions with numerous vendors regarding strategic enrollment management planning. Mr. Martinez will meet with Dr. Powell and Mr. Cole Collins to ensure the RFP will be written in a comprehensive manner.

A Group will attend the ACT Enrollment Management conference in July. They will be speaking with vendors and participating in webinars and demonstrations. A subcommittee may need to meet to identify needs.

- **University Council Update**

The next meeting of the University Council will be in August.

- **Personnel Actions**

- A Recruiter has been hired.
- A part-time Security Officer was hired.
- The Nursing Assistant position has been filled.
- Seventeen lifeguards were hired.
- The search committee is in the final stage of hiring a Business Instructor.
- The campus currently has 12 Custodians, but an additional two or three are needed.

- **Additional Topics**

Monies have been allocated for the Teacher Education scholarship, however, guidelines have not been sent out. Mr. Chris Meeks will obtain additional information about the Growing Your Own Teachers program.

Ms. Franklin announced that external auditors will be coming in June, but no firm dates have been set yet. Financial aid, probably TRIO, will be a focus. July is year-end. Financial statements and schedules will be reviewed in August. Auditors will be on-site in Portales in September. The audit exit and findings will be occur in October.

The website has been upgraded to a cloud-based server, and it was offline Friday.

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

- Thursday, August 8, Faculty Orientation
- Wednesday, August 14, CCB, 4:00 pm, Admin Board Room #135
- Friday, August 16, Back to school campus-wide meeting, 9:00-11:00 am, location TBD

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)
 - Compensation Study
 - Implement Strategic Plan
 - Implement Campus Facility Master Plan
 - Strategic Enrollment Planning – start Fall 2019 and complete by December 2020
 - CCB Elections, November 2019
 - Prep for HLC Focused Site Visit, March 23-24, 2020
- 2020-2021
 - HLC Focused Site visit date TBD