

Core Team Meeting Notes - 6/5/2019

9:00 am Fireplace Room (CUB 102)

Attendees: Clark Elswick (by phone), Karen Franklin, Laurie Jensen, Mike Martinez, Linde Newman, Annemarie Oldfield, Shawn Powell, and Morgan Simmons

- **Leadership Roswell**

Core Team chooses one-two people to participate annually from nominations submitted, usually from administration, and especially if they come from outside the Roswell area. The Core Team will discuss with their respective groups to determine interest in this leadership training.

- **Proposed Shared Governance**

In alignment with System Policy 15-2: Statement on Governance, the present Core Team would become the President's Cabinet, the Administrative Council would consist of the President's Cabinet and the Senate Presidents, the current Curriculum Council would become the Management Council, and the new Curriculum Committee would be a subcommittee of the Faculty Senate, consisting of faculty members, the VPAA Executive Assistant, and a representative from the Registrar's office. The biggest proposed changes to our current governance structure are the revision of the Curriculum Committee and development of a Management Council. This committee will review proposed curriculum changes to include new courses, certificates, and degrees; the modification of existing courses, certificates, and degrees; and the deletion of existing courses, certificates, and degrees. It was noted that at ENMU-Portales, the curriculum committee is faculty-run, but is chaired by an AVP.

The Curriculum Committee would not be the group to determine course or general student fees. A Tuition and Fees committee would be established, to be chaired by the Vice President of Business Affairs. Fees need to be proposed in the fall only (by December). The catalog needs to be ready by April 1 for publication in order to adequately advise students.

It is difficult to know who is currently on a committee. Definitions for committee, subcommittee, workgroup, taskforce, standing vs. adhoc committee, etc. need to be established. Some faculty committees offer stipends and others do not, and participation on a committee is part of the evaluation process for faculty. Ms. Brianna Bitner will head up a "Committee on Committees" to develop a list of committees, purpose, membership, term length, how members are chosen, how often the committee meets, if the committee has a budget, and if the committee makes decisions or recommendations.

Ms. Bitner is creating a spreadsheet of committees and will bring the information back to the Core Team. It is anticipated this information will be published on the website in the fall.

The proposed shared governance discussion will be continued at the next Core Team meeting.

- **FLAC & Authorization to Change Pay Rates**

The FLAC system was recently reviewed by consultants and Dr. Linda Neel. For summer, faculty have already acknowledged summer workload and pay so no changes will be made to faculty pay. Ms. Schneider is chairing a group this summer regarding faculty workload and compensation. They hope to have policies revised for implementation this fall.

The number of people who input information into FLAC will be reduced. Ms. Franklin will see how the system at ENMU-Portales is set up. Ms. Simmons added that they have one person to enter FLAC.

- **Vehicles**

There will be no more motor pool vehicles other than the Crown Victoria. People will need to rent vehicles in the future. CCB and Board of Regents approval are needed to send vehicles and equipment to auction. There is equipment around campus, musical instruments etc., that could be included in the auction. Discussions will also be held with NMMI and RISD to determine if there are items they could use. Ms. Franklin will compile list of items to be auctioned. Send information to Ms. Franklin if you are aware of items we are not using. The auction could be held in the fall. Auto/welding may also have things for the auction as they prepare for the renovation.

An organization offering clothing for women entering the workforce utilize a closet in OTC where they store the clothing. The career center previously worked with the organization, but is not now. It is uncertain if any of our students are utilizing the service. Ms. Oldfield will visit with the organization to see how this is benefiting students. It could be useful with better communication, and may also be beneficial for men.

MOU's / Agreements

RISD did not immediately sign the MOU for Early College High school. The Legislative Finance Council stated school districts should work with colleges regarding costs for dual credit and Early College High School.

Dr. Powell met with the CEO of La Casa. Medical, dental, and behavioral services were combined into one agreement in conjunction with the lease agreement. The agreement has been presented to La Casa and is under review.

The agreement with Great Western Dining is still under review.

- **ADA Accommodations**

Mr. Jeremy Martin will be leaving our campus at the end of July to assume a new position. He has been serving as the ADA Coordinator for campus. Someone will need to be identified to take over that role. It would be preferable to have overlap before Mr. Martin leaves. The ADA Coordinator needs to be best person available to help students,

and does not need to be someone in Special Services. This person would also work with local schools regarding dual credit students. Responsibilities need to be identified, as there are several different aspects to the duties. At ENMU-Portales, duties are split. Some are in HR and some are in other areas. There is a difference between an ADA Coordinator and a Disability Coordinator.

CCB / BOR Agenda Items

None at this time.

- **Update on Strategic Enrollment Management Planning**

A demonstration by Swim is scheduled for June 13. Several staff will be attending the ACT conference in July, and they hope to talk to other vendors. Mr. Martinez attended a webinar recently on the RFP process. He will set up committee to outline timeline, cost, what we want to accomplish, etc. Strategic enrollment management will be a campus wide effort and is not limited to just one or two areas.

- **Personnel Actions**

The search committee is in the process of bringing candidates to campus to interview for the position of Vice President of Business Affairs.

A full-time Nursing Assistant Instructor has been hired and will start in the fall.

A full-time Medical Assistant Instructor has been hired as a temporary Medical Assistant faculty member and will begin in the fall.

Two Nursing Instructor positions have been posted. The search committee has scheduled interviews for the last week in June for selected candidates.

Candidates are currently being considered for a Science Instructor position.

Candidates were interviewed for Director of Admissions and Records.

Special Services has submitted a request to fill a fulltime faculty position as they have received additional funding.

Dr. Powell discussed the immediate instructional tasks requiring the involvement of the Vice President for Academic Affairs, which will include faculty compensation and FLAC, common core gen. ed. and numbering system implementation, gen. ed. assessment plan, HLC site visit preparation, program reviews, HLC program change/deactivation submission, Watermark assessment and configuration, program reviews, grant coordination, Title V submission, dual credit and early college preparations, NROC/EdReady administration, auto/welding renovation, faculty hiring, etc. The AVP's have been invited to submit applications for the interim VPAA position by June 14. A National search will occur in the fall.

- **Additional Topics**

Financial aid need to be notified of students who have not attended class by the census date. Ms. Oldfield and Dr. Jensen will send out a notice to faculty. Ms. Kim Childress and Ms. Pam Patterson will be asked to place a note on Blackboard regarding the drop for lack of attendance. Faculty will be asked to send notifications through the early alert system. There will be a note to faculty to utilize the early alert system.

Mr. Martinez will send the Student Affairs update to Linde to send out to the Core Team.

A behavior health subcommittee is in the planning stages of implementing an intervention team, and they are looking at how other organizations handle. A software tracking system is also available.

Ms. Oldfield stated that access to the EdReady system is now available, and it will be used in developmental labs. She would like to work closely with Ms. Hilda Pacheco-Peebles to utilize. It is anticipated that it will be rolled out to the math department in the fall. There is no timeline yet for EdReady to replace ACCUPLACER.

Ms. Oldfield and Dr. Jensen are meeting regularly to discuss the HLC criteria in preparation for the focused site visit in the spring.

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
- Monday, August 19, Faculty In-service

Planning

- 2018-2019
 - Strategic Planning – started October 23, 2018 approved June 1, 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