

Core Staff Meeting Notes - 6/26/2019

9:00 am Fireplace Room (CUB 102)

Attendees: Clark Elswick (by phone), Karen Franklin, Laurie Jensen, Mike Martinez, Linde Newman, Donna Oracion, Shawn Powell, Rebecca Schneider, and Chad Smith

- **Aviation Program**

The flight program is controlled by the FFA field office in Lubbock, and a field inspector is assigned to us. The program had been moving to become an F141 flight school, which would work with 10 students enrolled. However, only four students are enrolled currently. It is an expensive program to operate. However, it may be possible to partner with other programs to serve the current students. Options need to be considered for future enrollment.

- **Academic Program Review**

An academic program review of all programs is needed this fall and should include a financial analysis.

- **Leadership Roswell**

Core Team puts forward two names each year for Leadership Roswell, and the two individuals selected for this coming year will be notified.

- **Proposed Shared Governance**

The local governance policies have been deleted and replaced with system policy. The Core Team would become the President's Cabinet, and an Administrative Council would consist of the President's Cabinet and the Senate presidents. A new Management Council would be the former Curriculum and Instruction Council. The restructured Curriculum Council would be a subcommittee of the Faculty Senate and would consist of faculty, the VPAA Executive Assistant, and a representative from the Registrar's office. Additional discussion will be needed. Dr. Powell will meet with the Faculty Senate regarding the structure of the curriculum committee. The current committee will need to meet until appropriate changes are determined.

- **Emeritus Status**

Requests for emeritus status should initiate from a Senate, to honor previous employees. This status is reserved for former staff/faculty/administrators who served many years. Emeritus employees are listed in the catalog. Ms. Schneider will check policy, and requests will need to be submitted to the CCB and Board of Regents for approval.

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

Access has been restricted to one person. The new process needs to be communicated in detail. Linde will set up a meeting with Ms. Franklin, Mr. Zalesky, Ms. Simmons, the AVP's, Ms. Schneider, Dr. Neel, and Ms. Oldfield to discuss future system requirements.

- **Vehicles**

The only available vehicles are the Crown Victoria and the vans. If other vehicles are needed the vehicle should be rented through Enterprise. Ms. Franklin will send a note out to campus regarding the change.

- **Armed Security**

Dr. Powell is sharing with various groups that discussions will be held regarding armed security on campus. This will also be a topic at the August 16 campus-wide meeting. Additional meetings are being scheduled so people can share their views and concerns. The dates and times of these meetings in August and September will be announced at the August 16 meeting.

- **July 24 NMHED Capital Outlay Hearing**

The New Mexico Higher Education Department Capital Outlay Hearing will be held on our campus on July 24 in the PAC. Dr. Powell has extended the offer of a driving tour of campus to the committee.

- **CCB / BOR Agenda Items**

A special Board of Regents meeting will be held July 11. The next CCB meeting is scheduled for August 14.

- **Update on Strategic Enrollment Management Planning**

A team from campus will be attending the ACT Enrollment conference in Dallas in a couple of weeks. A group met yesterday to discuss the RFP process for the Strategic Enrollment Management Process. A template has been shared that will be updated and discussed with Mr. Cole Collins in preparation for the RFP release by the July 26 target date. A group is planning a trip to Amarillo College to visit the campus, which recently went through the strategic enrollment management process.

- **Personnel Actions**

- The Director of Admissions and Records has been hired and will begin July 8.
- There are two vacancies in advising.
- Interviews are in process for two nursing faculty.
- Business Instructor position is still open. Additional advertising may be needed.
- The position of Interim Director of Special Services has been posted internally in hopes of getting someone in place before Mr. Martin leaves. Fifty students are currently enrolled in the program.
- Several adjunct faculty positions are open.
- Three custodian position are open.
- An offer has been extended for the position of Vice President of Business Affairs.

- **Additional Topics**

The Business Office is in the process of closing out the fiscal year. Actual expenses to budget totals for our campus are what was expected.

Student Affairs hosted a texting platform webinar by Signal Vine. There is quite a bit of interest in reaching students via text as other avenues are not as effective.

Dr. Neel and Ms. Schneider recently attended Title IX training. Dr. Neel will have Title IX training at the August 16 back to school meeting. She will also schedule additional training for staff who do not attend the August 16 meeting.

New student orientation is scheduled for 110 freshmen. A second orientation will be added, and that date is yet to be determined. An online orientation is also being developed. ECHS 2019 fall enrollments have been received. Ms. Angie Bersane is working through the enrollments and submitting to the registrar. The ECHS freshman enrollments need to be rolled into the ECHS system, which is projected for mid-July. The One-Stop Center organized an enrollment management calling campaign for students who have not yet registered. However, students are difficult to reach, so a texting tool might be more effective.

Mr. Brad McFadin updated the building coordinator list. He will be meeting with airport staff for an annual emergency drill. The Small Business Center donated a vehicle to security.

Evaluations are underway in technical education. Twenty middle school and high school students are learning STEM topics at the Future Skills Camp at the iCenter.

College Development is updating publications and web pages and working with Mr. Kyler Burd regarding recruiting materials. Ms. Oracion is working on ideas for the new mission and vision plaques. She will create proofs and bring to the next Core Team meeting. College Development is also working with security to develop new evacuation maps. The Foundation banquet will be October 1 at the Country Club. Nominations are being sought for the Foundation Merit Award.

Evaluations are starting to come in to Human Resources for review.

There will be a change in IT regarding email security. Do not send personal information via email as it is not secure. Email messages perceived to include credit card numbers or social security numbers to external people will be blocked. Attachments will be searched as well. A message to campus will be sent out. Incoming email messages will not be affected—just what is sent out from campus.

Dr. Powell will be out of town Thursday, June 27 through Monday, July 1. Mr. Martinez will have signature authority, and a note will be sent to campus.

Linde will send a meeting request to directors to discuss the master calendar.

There is a meeting today with the architects to discuss the auto/welding renovations and the maintenance building. An RFP will be needed for the asbestos and lead paint abatement. A call for proposals will be sent out for the dorm demolition, which is estimated to cost approximately \$350,000. Bids will be due July 17. Architectural expertise will be needed for the electrical line replacement. Exterior lighting and walkway repair are safety concerns.

Dr. Powell has been talking with elected officials and the County Clerk's office regarding the three CCB positions up for election in November. The candidate filing day is August 27.

Send topics for the August 16 meeting to Linde to get added to the agenda.

The HACU conference will be October 5-8, and the HLC conference will be in April.