

Core Staff Meeting Notes - 7/3/2019

9:00 am Fireplace Room (CUB 102)

Attendees: Karen Franklin, Mike Martinez, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, and Rebecca Schneider

- **Mission/Vision Plaque**
Ms. Oracion shared a few options for displaying the new mission, vision, core values, and philosophy of learning. Large posters under Plexiglas was the consensus.
- **Draft Agenda for August 16 In-Service:**
 - Title IX Training (20-30 minutes)
 - Construction Update
 - Bulletin Board Postings
 - Armed Security
- **Construction Update**
 - The next construction/design meeting will be held July 11. Estimates for the renovations of the Automotive/Welding building and construction of the Maintenance building are exceeding allocated funds. The architects will work with the construction firm to develop revised plans.
 - The dormitory demolition scheduled for fall 2019 may be slightly delayed to update a 2014 asbestos study.
 - An architectural firm is currently working on the replacement of the electrical line, and an RFP will be submitted.
 - Enhanced exterior lighting and walkway repair may begin in spring 2020.
- **HED Capital Outlay Hearing**
The NM HED Capital Outlay hearing will be held on our campus July 24. A driving tour of the campus has been offered to the committee.
- **VP Business Affairs Status**
Mr. Tony Major accepted the position of Vice President of Business Affairs and is scheduled to begin Monday, September 9.
- **Special Services**
Ms. Rebecca Cobos and Ms. Kim LaDuca have agreed to serve as interim co-directors of Special Services until the permanent position is filled; it is currently being advertised.
- **CCB / BOR Agenda Items**
Send agenda items to Linde.
- **Update on Strategic Enrollment Management Planning**
Staff from Student Services will visit Amarillo College July 10 to discuss their recent enrollment management planning process. Dr. Neel is working on the RFP for strategic enrollment management for our campus.

- **Personnel Actions**

- Business Instructor position has been reopened
- Special Services Director position will be posted to external candidates
- Custodian positions have been filled
- Several positions open in Student Affairs

- **Additional Topics**

Local legislators and county commissions have been invited to tour campus and discuss the facility master plan. The most likely date is July 23.

There is a procedure for posting approved-only materials. Ms. Oracion will advertise the procedure electronically and in various locations around campus. This information also needs to be part of student orientation.

Goddard High School will bus students to campus for dual credit classes each morning at 8:00 am beginning this fall. Ms. Oldfield, Mr. Martinez, and Ms. Angie Bersane will work together to have them attend student orientation.

An online student orientation is being developed, and it is scheduled to be in place by the beginning of the fall semester.

Ms. Oldfield will talk to IT about projection screens in the ITC commons area, hopefully to get them installed prior to the August 16 meeting.

College Development has been preparing new program brochures and recruiting materials. They also worked with the City to create a WWII airplane display for the UFO festival, which will provide a photo opportunity for visitors.

Student Affairs instituted a calling campaign to students who have not yet enrolled. A registration blitz will occur August 1. Postcards will be mailed out to announce the event. A date should also be identified in the fall to register students for spring classes. These events need to be widely advertised.

The Business Office is busy closing out the fiscal year. Invoices need to be received by July 15 in order to be paid in the previous fiscal year. If an invoice must be processed after that date, work with Ms. Franklin.

Dr. Powell asked the Core Team to think about personal goals in preparation for 2019-2020 annual evaluations.

Send information to Linde of memberships the college has with national organizations. We want to make sure we are making adequate use of memberships we are paying for.