

Core Team Meeting Notes - 9/18/2019

9:00 am, Admin 105

Attendees: Todd DeKay, Clark Elswick (by phone), Karen Franklin, Tony Major, Mike Martinez, Linde Newman, Annemarie Oldfield, Donna Oracion, Rebecca Schneider, and Doug Texter

- **Monthly Assessment Update Report**

Mr. Todd DeKay announced the Institutional Assessment committee was restructured in 2018. The committee will report each month to the Core Team about activities. Dr. Doug Texter, a member of the committee gave the following report:

- ENMU-Roswell General Education Assessment plan approved by HED on August 1.
- First Assessment Workshop held to discuss Program Review and Watermark.
- General Education Assessment Assignment will roll out to all General Education students this fall via Blackboard and will include a YouTube video and questions.
- Co-Curricular Committee has a new plan of action and will be accessing Constitution Day this fall.
- All Academic Program review modules are set up and distributed to each area being reviewed this year (Teacher Education, University Studies, Aviation, CDL, Mathematics, Medical Coding, Phlebotomy, and Computer Information Systems).
- Continued individual committee work on gathering information/writing for focused visit document (two meeting occurred this week for Criterion 4B and 3A).
- Collection of course-level artifacts for communication ILO (institutional learning outcomes) has begun. Assignments are being collect from fifteen instructors this fall and will be reviewed by faculty assessment team.

- **Campus Committees Review**

There are many committees “on the books” but it is not clear what the status of some of them are. Dr. Powell would like to publish the list of committees on the website. Definitions and charters of committees, councils, clubs, etc. are needed. Some committees can be eliminated, and others can be combined. The Core Team will continue to review the list at the next meeting.

- **Safety & Security Updates**

The emergency procedures manual is being updated. An outside consultant was hired to review the document before it is finalized. Maxient, a behavioral health software tool, is being implemented. Exterior lighting and surveillance systems are to be updated.

- **Update on Strategic Enrollment Management Planning**

The process is in the research phase. The RFP has been written, and Mr. Cole Collins is currently reviewing it. A second piece is CRM (customer relationship management) as a critical communication tool/plan.

- **Holiday Breakfast & Campus-Wide Meeting, Friday, December 6**
Great Western has been made aware of the December 6 breakfast. Senior staff will serve breakfast again, as they did last year.
- **Holiday Cards**
Ms. Oracion will bring ideas for holiday cards to the next meeting.
- **CCB / BOR Agenda Items**
Linde stressed the importance of the deadlines and the short turnaround time involved to ensure all documentation is complete and ready for submission to the respective boards. Ms. Schneider reported that there will be many policies for CCB to review at their November meeting, and she will get the information to Linde soon.
 - **Strategic Plan Priorities—Review Campus Safety & Security Priority**
Dr. Powell and Mr. Brad McFadin will review the campus safety and security priority at the September 25 CCB meeting. They will update the Board on the emergency operations manual update, the Maxient software, and planned upgrades to exterior lighting and surveillance systems.
 - **September 25 CCB Tour**
Linde stated that the Core Team will have lunch with the CCB members at 12:00 pm. The group will go through the cafeteria line and eat in conference room #103. A Special Services van has been reserved for the campus tour, which will begin around 1:00 pm. Ms. Oldfield will meet with the AVP’s this afternoon to discuss details of the tour. She will give the information to Linde so that she can provide the Board with information about the tour.

CCB Materials Due	CCB Meeting Date	BOR Agenda Items Due	BOR Meeting Date
September 13	September 25	September 16	September 27
	October—No Meeting	September 30	October 11
November 8	November 20	October 21	November 1
December 6	December 18	December 2	December 13

- **Policy Updates**
University Council determines which policies will be reviewed and when they are submitted to the Board of Regents. As a result, some policies are approved by the Board of Regents before the Community College Board. There will be a large number of policies to be reviewed by CCB at their November meeting since they will not have an October meeting.
- **Personnel Actions**
 - Hired:**
 - Director OTA
 - Awaiting reqs:**
 - Temporary Groundskeeper
 - Nursing Assistant Instructor
 - Open:**
 - Custodian (2)
 - Electrical/Mechanical

- STEM Advising Coordinator
 - One-Stop Generalist
 - One-Stop Specialist
 - Testing Program Specialist
 - Part-Time Security Officer
 - Talent Search Specialist
 - Director Special Services
 - Administrative Assistant Outbound
- **Additional Topics**

The technology in OTC 124 is high maintenance. The room is used frequently and it is important that the equipment is operational. Mr. Richard Griego and Mr. Matt Woodrome will work with Mr. Elswick to consider how that room can be best utilized and the equipment needs. There is potential for grant-funding, which could provide training for IT staff. Equipment in that room is different from other parts of campus. Mr. Griego and Mr. Woodrome will do inventory and make recommendations.

Mr. Major reported that new paperwork was submitted to the HED for the auto/welding and physical plant changes and those changes will be presented at the October capital outlay hearing. Inventory is being taken of auction items. The auction will likely be in the spring. The Chancellor signed the contract for the dorm demolition. October 1 is the potential start date. October 1-December 31 is performance period. The electrical line RFP is almost ready and should go out within the next couple of weeks. It will be open for three weeks, and it is anticipated that work could start the end of November.

Archives will be moved to another location within the next month or so. Facilities is working to clear out archives from current location and establishing space to move the archives to. Probably move within a month.

Ms. Oldfield announced the creation of a catalog committee, consisting of representation from Student Services, Financial Aid, Business office, College Development, Academics, the VPAA office, and Co-Curricular activities. The following representatives have been appointed to serve: Devon Stroman, Chris Meeks, Pam Collins, Donna Oracion, James Edwards, Annemarie Oldfield, Morgan McNabb, and Maureen Olguin. The first meeting is next Tuesday, and they will meet bi-weekly over the next few months.

Ms. Kim Childress is the accommodations officer, but there is no budget associated with this. It should be a budget line item. Ms. Childress is working with Mr. Jacob Puckett to build a web page that will provide students with the information they need. It will include the application form, timelines, and a list of required documentation.

Ms. Oldfield met with Mr. Steve Starkey, Director of STEM Teacher Education, Ms. Angie Bersane, Director of Enrollment Management, and Mr. Godswill Barrah of RISD. They are trying to be intentional with what courses students take and when. An American Lit I course will be implemented for the spring that the juniors now in ENG 1110 will move to. Next fall, they will be seniors and will take ENG 1120 in fall and Brit Lit I in spring, while a new crop of juniors will begin the rotation again. Dr. Texter is writing syllabi now. He will be putting the American Lit course through the general education

approval process this fall. Discussions are also taking place about doing something similar with math.

Ms. Oldfield will be working with the AVP's to centralize and be intentional about campus visits and outreach. This fall, technical education alone has been asked to host/coordinate/participate in the following:

- Virgin Galactic mini job fair
- NMAE Stem Expo 9/26
- Chile Cheese Festival--programs staffing table
- ENM State Fair Parade
- Staffing tables at Fair Week
- BMS STEM event 10/17 (Technical Education + Health Education)
- Holding Advisory Board meetings
- Liaising with high schools for dual credit

Programs continually receive requests for tours, and while it is important to expose new students, frequent tours disrupt classes. Additionally, not all schools are being covered. The priority for instructors should be focusing on instruction design and assessment.—Need centralized plan to provide tours for students. Need to be intentional.

Success rates are low in eight-week classes. It can also create financial difficulty if students only register for 12 hours—one being an eight-week class, and then that class may not make.

A third check point in the early alert system for students may be developed.

College Development is working on several institutional and community events:

- The Foundation Banquet is October 1—sponsors have purchased tables, so there will be tables to fill.
- The Eastern New Mexico Fair is coming up the week of September 30—a volunteer list was sent out.
- The chili cheese piñata fest is the weekend before the Fair.
- United Way campaign
- Census 2020
- New vision and mission posters are being prepared to display around campus.

Mr. Major announced that the college has signed an exclusive contract with Coca Cola.

Enrollment is down 8%, therefore budget reductions will have to be considered.

Updates from Student Affairs are attached.