

**Core Team Meeting Notes - 10/16/2019**  
**9:00 am, OTC 111**

Attendees: Clark Elswick (by phone), Benito Gonzales (by phone), Tony Major, Mike Martinez, Linde Newman, Donna Oracion, Shawn Powell, Rebecca Schneider, and Devin Stroman

- **National Society of Leadership & Success**

Mr. Stroman announced a new student organization on campus, the National Society of Leadership and Success. It is the largest leadership honor society in the country. The organization currently has 37 local chapter members on campus and five online student members, who must complete trainings and workshops. An induction ceremony will be held next semester. The membership cost has been covered by grant funds this year. Next year, the cost will be \$80 per student, per year. This group does not compete with Phi Theta Kappa. Many institutions have both organizations, and they work together.

- **Hispanic Association of Colleges and Universities**

Dr. Powell would like about four students go to the HACU annual conference next year in October. Students could have fundraisers throughout the year to raise money to attend. The college will pay for some of the cost of the conference, but not all of the cost. Students should be selected by early fall 2020. Mr. Devin Stroman is the POC for students attending this conference.

- **Audit Findings**

Initial audit findings were reviewed and are considered confidential at this time. These findings will be released in 2020.

- **VP Meeting w/EDC Staff**

The Economic Development Council (EDC) had meetings last week with groups in Hagerman, Dexter, and Lake Arthur to discuss career and technical education programming for these rural districts. Mr. Steven Starkey represented our campus at this meeting. Ms. Newman will set up a meeting for the Vice Presidents to meet with the council.

- **Capital Outlay Requests**

Capital Outlay proposals for FY2021 will be submitted to CCB and the Board of Regents at upcoming meetings. The funding request totals \$747,500 for the following needs:

1. Ambulance Simulator and “Manikan”	\$165,000
2. Aircraft Maintenance Instructional Equipment	\$125,000
3. Health Science Instructional Equipment	\$ 60,000
4. Cooling Towers and Boilers	\$241,500
5. Electrical Panels Upgrade	\$156,000

The cooling towers and boilers, as well as the electrical panels upgrade, were previously approved as part of the 2020-2025 Campus Facility Master Plan.

- **Diversity**

- **Committee**

An informal group met consisting of Ms. Oracion, Ms. Edna Yokum, and Ms. Nika Najafova, but the committee needs to be formalized and the group added to the committee list. Mr. Major will select someone from business affairs to serve on the committee. We want to be more inclusive and serve all students. Ms. Newman will set up initial meeting. Dr. Powell will attend to give the charge to the committee.

Dr. Powell would like to have a diversity consultant visit campus in the spring and hopefully make a presentation at the January 10 in-service.

- **Hiring**

Dr. Powell has diversity material to share with Human Resources.

- **Summer Conference**

The Summer Diversity conference will be at UNM Gallup, and Dr. Powell would like our campus to be represented at this conference. More information will be forthcoming regarding this event.

- **Thursday, October 17, Campus-wide Meeting**

There will be a campus-wide meeting tomorrow. Ms. Newman and Dr. Powell will finalize the agenda this afternoon to include an Everbridge update, capital outlay requests, armed security, FMLA and requirements, open enrollment, and upcoming events.

- **Saturday, November 2 Event w/Governor & State Agencies**

The Governor’s office will host a State government service-palooza on Saturday, November 2 in the PEC. Because of the remoteness of many areas in the state, state agencies will come together in one location to help people access those services. The Governor will also be present to speak with people during this event.

- **December 6, Holiday Feast & Meeting**

A holiday “feast” will be provided with Senior Staff serving the meal prior to an end-of-the-year campus meeting. Since this will take place before the end of the semester, it was determined the ITC commons area would be a more appropriate location than the CUB. Ms. Newman will visit with Great Western Dining Services about the menu.

- **Campus Events**

**This year’s campus events include:**

August	October	December	January	April
In-Service	Foundation Dinner	Holiday Meeting	In-Service	Retirement
BBQ				

Discussion is ongoing regarding the best way to present recognition awards.

- **Two Community Meetings in the Spring**

The topic will be tabled until the next meeting.

- **Safety & Security Updates**

Dr. Powell met recently with the security department to discuss changes the area will encounter as a result of the approval of armed security. Mr. McFadin would like all personnel qualified to Level II, eligible to carry pepper spray and baton, and those who want to can move on to qualify for Level III eligible to carry a firearm. Procedures are being written. Dr. Powell would like to have armed security procedures finalized and published by the January 10 in-service meeting, which would allow the carrying of firearms by individuals qualified in our security department.

Ms. Newman will set up a meeting to discuss the security and logistics procedures.

- **Update on Strategic Enrollment Management Planning**

Mr. Elswick reported the current customer relations management (CRM) system for ENMU-Portales is going out of business. An RFP has been created to seek new vendors. Mr. Martinez reported that ENMU-Roswell will revisit our enrollment management system RFP that is in development.

- **CCB / BOR Agenda Items**

- **Strategic Plan Priorities—Review**

CCB Materials Due	CCB Meeting Date	BOR Agenda Items Due	BOR Meeting Date
November 8	November 20	October 21	November 1
December 6	December 18	December 2	December 13

- **Policy Updates**

Ms. Schneider is preparing policy information that will be submitted at the next CCB meeting.

- **Personnel Actions**

Hires:

Director of OTA

Director of Special Services

Open:

Instructional Research Analyst

Custodian (2)

Electrical/Mechanical

STEM Advising Coordinator

One-Stop Generalist

Testing Program Specialist

Talent Search Specialist

Administrative Assistant Outbound

Temporary Groundskeeper

Nursing Assistant Instructor

- **Additional Topics**

Information Technology—In Portales, the Learning Management System (LMS), Blackboard, is under review as the future of distance education is evaluated. Other software being considered is Blackboard Ultra, Canvas, and Desire-to-Learn (D2L) Daylight. Mr. Elswick will send information to Ms. Pam Patterson.

Student Affairs—We will host a Student Resources and Job Fair today to inform our students of the various resources available to them in the surrounding community and of any job openings with local employers. Dr. Powell asked that we look into being designated a Veteran Friendly Campus. ENMU-Portales has that designation, and Dr. Neel is checking to see if that would pertain to all campuses within the ENMU System. Our campus Veteran's Center will be relocated to a more centralized area on campus, but the location is yet to be determined. Fall debriefing discussions continued this week. Other departments will be invited to participate in the discussions. Six people will be attending the AACRAO Strategic Enrollment Management Conference in Dallas, TX, November 3-6. Software packages, Signal Vine for texting, and Maxient for behavioral health services, have been purchased. Financial aid workshops will be held in October for high school students.

College Development—Ms. Oracion is working with Dr. Neel to have to have students' contact information updated in Everbridge. An ENMU-Roswell information guide has been posted online. College Development is working with aviation maintenance to promote the program. Ms. Oracion's area is also working with the local census committee.

Business Affairs—A procurement webpage is in the process of development. It will be a central information location for potential bidders containing FAQs, etc. A meeting is planned today to discuss space and construction projects, and the auction. It is likely multiple auctions will be necessary. It may need to be an annual or semi-annual event, at least for the time-being. Mr. Major will try to get an initial auction list to CCB and the Board of Regents by December or January.

Human Resources—A quote has been obtained to restore and frame the large Hurd painting. A compensation study spreadsheet was received and Human Resources has begun to populate it.

Ms. Newman will set up monthly meetings with the senate presidents.

January and August graduation meetings need to be added to the Master Calendar.