

Core Team Meeting Notes - 1/15/2020

9:00 am, Admin 105

Attendees: Rollah Aston, Clark Elswick (by phone), Tony Major, Mike Martinez, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Rebecca Schneider, David Valenzuela

- **Roswell Big Read 2020, September 16 (Rollah Aston, David Valenzuela)**

Mr. Aston and Mr. Valenzuela reported they want to tie the 2020 Big Read to the September 16 community events. They have co-sponsored with TRIO to promote educational and cultural awareness on campus and would like to host a campus event on September 16, 1:00-4:00 pm, in the outdoor mall common area. Entertainment will feature Mexican culture and food. There will be guest speakers and would like student interaction to promote campus unity. Dr. Powell asked they work with Frances Dubiel to coordinate the event. ENMU-Roswell will donate \$5,000 to Roswell Big Read 2020. Mr. Aston reported 500 copies of the book will be purchased initially. EOC has some funding for cultural events, and the Foundation may be willing to donate some funds. Many community events are being coordinated associated to The Big Read. CCB Dr. Powell asked Mr. Aston and Mr. Valenzuela to attend the March CCB meeting to share this information as part of the strategic plan—Community Success #6—Promote community involvement through additional campus events and open houses.

TRIO Day at the Roundhouse will be Friday, January 31 in Santa Fe, and 12 students from our campus will participate. They will tour the Capitol building and have the opportunity to visit with Senators.

- **One-Time Budget Items**

A meeting is scheduled for next week to discuss one-time budget needs.

- **MLK Day Celebration, Monday, January 20, 12:00 pm, ITC Commons Area**

The activities committee coordinated a Martin Luther King, Jr. Day celebration at noon on Monday, January 20, in the ITC Commons area. Speakers from the community have been invited.

- **CCB Retreat, Monday, January 20, 1:30, Fireplace Room**

The Board retreat will include Policy Development.

- **Employee Shirts**

Ms. Oracion brought various shirt styles to be considered. Ms. Oracion will select a shirt style and get them ordered. The Core Team will discuss the idea of distributing them at the April 23 employee recognition reception or the back-to-school in-service in the fall.

- **Campus-Wide Meeting, Monday, February 10, 1:30 pm, OTC 124**

Topics to discuss at the February 10 campus-wide meeting will include budget, capital projects update, vision/mission statements, and the HLC site visits.

- **Employee Recognition Reception, April 23, 3:00 pm**

Human Resources will order food for the April 23 employee recognition reception. Dr. Powell, Ms. Oracion, Ms. Schneider, and Ms. Newman will meet to plan the event and retirement gifts.

- **Retirement Gifts**

A separate meeting will be scheduled to coordinate retirement gifts.

- Banner Integration**
 Banner integration with ENMU-Portales will not occur in the near future, so the agenda item was pulled from the agenda.
- Safety & Security Updates**
 Two officers are now certified to carry firearms. Mr. Brad McFaddin is working with Mr. Larry Harrell of RISD to develop active shooter training. Mr. Harrell offered us free on-line training. The 2020 G. O. Bond request will be for security cameras and lighting.
- Update on Strategic Enrollment Management Planning**
 Dr. Powell would like the RFP open in the next couple of weeks and have a consultant selected by the beginning of the next academic year.
- CCB / BOR Agenda Items**
 - Strategic Plan Priorities—Review**
 As mentioned above, Mr. Rollah Aston and Mr. David Valenzuela will attend the March CCB meeting to announce the Big Read Roswell 2020 and how it relates to the strategic plan priorities.

CCB Materials Due	CCB Meeting Date	BOR Agenda Items Due	BOR Meeting Date
		January 10	January 23
		N/A	February—No Meeting
January 3	January 15	February 24	March 6
	February—No Meeting		
February 28	March 11	March 30	April 10
April 3	April 15	April 27	May 8
April 24	May 6	May 25	June 6
May 22	June 3	N/A	July—No Meeting
July 2	July 15	N/A	August—No Meeting
August 14	August 26	September 14	September 25
September 11	September 23	N/A	October—No Meeting
October 9	October 21	November 2	November 13
November 6	November 18	November 30	December 11
November 24	December 9		January 2021 TBD

- Policy Updates**
 University Council will meet at the end of the month.
- Personnel Actions**
 Open positions: HR Generalist, Nursing Instructor, IR Analyst, iCenter Coordinator, Advising Director, Admissions and Records Generalist, Vice President of Academic and Affairs and Student Affairs, Occupational Therapy Instructor, Director of Special Services, Talent Search Program Specialist, and Upward Bound Administrative Assistant. Ms. Nika Najafova will serve as the interim Advising Director.

Human Resources will resume sending out monthly reports to campus.

- **Additional Topics**

IT is working diligently through the migration process.

The State Fire Marshal is scheduled to be here Friday to look over buildings for housing auto/welding during the renovation.

Ms. Schneider is separating data for the faculty and staff portions of the compensation study. She hopes to have the faculty information complete in February and the staff portion by April.

There will be a System meeting in Ruidoso on March 12.

Early alert for non-attendance will be sent January 21. The contract for spring graduation at the Civic Center was approved. An adult education student will be recognized at the Roundhouse in Santa Fe. Drop for non-payment is scheduled for tomorrow. There are 191 students on list as of yesterday. Maze for Life is scheduled for February 18-20. The academic advisor appreciation breakfast will be February 26. Explore Eastern event is April 16. Fifty-three students were awarded the Skills and Technical Scholarship update. Additional funds are available so applications are continuing to be reviewed. Gear Up has about \$142,000 yet to award in scholarships. Seventeen students have been awarded the Teacher Preparation Affordability grant.

Budget forms are being finalized, and it is anticipated they will go out next week. We have a short turnaround time this year. Forms will be due the first part of February. Additional discussion is necessary how to handle professional development—whether funds should be budgeted at the department level or housed in Human Resources. It can be difficult to track when at the department level.

Academic Affairs coordinated with Student Affairs to train tour guides recently. It seemed to be well received. A virtual campus tour on our web site would be very beneficial. All courses have Blackboard shells this semester. There is a Maze for Life meeting next week.