

## **Core Team Meeting Notes - 7/31/2019**

### **9:00 am, SSC 106**

Attendees: Clark Elswick (by phone), Karen Franklin, Benito Gonzales (by phone), Linda Neel (for Mike Martinez), Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, and Rebecca Schneider

- **Working Remotely**

Several staff have indicated that they work from home. Currently, there is no policy addressing this. A System policy involving telecommuting will be reviewed by University Council in September but may not be applicable to Roswell campus. Dr. Powell, Ms. Schneider, and Mr. Gonzales will meet next week to discuss policy.

- **FY20 Additional Budget Requests**

- Campus signage—meeting with architects Friday
- Ms. Oracion is working on posters for the new Vision/Mission statements.
- HLC site visits
- Strategic Enrollment Management—actual cost is not yet known
- Migration to a cloud-based web site is ongoing.
- Chairs for testing have been received.
- Classroom renovations—tile and carpet was ordered for the library. Chairs need to be replaced in three science labs and the central library area.
- Door locks for Student Services have been ordered.
- Professional development budget is centrally located in Human Resources to cover the cost of conference registration fees. Mr. Todd DeKay developed a post-travel form that people are to submit to show what was learned and the benefit received from attending the conference, as this is important to track for institutional and HLC purposes.
- Academic equipment purchasing is in progress.
- Recruiting/marketing promotional items—Dr. Powell would like materials to distribute to students attending the NM Aero Association STEM Conference on September 26.
- Curriculum management—on hold
- Art management—meeting next week. The artwork is now insured with the requirement that the art must be framed and under locked Plexiglas. Everything over \$250,000 must be in buildings with a fire sprinkler system. Art over \$250,000 should be circulated every six months. An art committee will also be created.
- Decoder/Repeater for security has been ordered.
- Pool furniture has been received.
- Pool cover purchase has been delayed for the time being.
- Graphics for vehicles has been completed.
- A demonstration for cameras/software for security will be scheduled.

- Camera for the media center
  - Maintenance on the 25-passenger bus and CDL training for employees has been delayed. Ms. Oldfield will follow up with Ms. Vickie Thomas.
  - Watermark has been purchased and is being implemented.
  - Vehicles—no new vehicles will be purchased. Mr. Eric Gomez is going to look at vehicles that are planned for auction to see if the automotive program could use them for instructional purposes.
  - Recruiting and marketing—ongoing
  - NROC—membership has been paid.
  - Guidelines need to be developed to determine possibility of reducing number of University cell phones.
  - CIG/Evisions—current costs increased, but ongoing maintenance costs will be reduced. Student Affairs would like to assess customer service. The estimated cost is \$6,000 annually. Dr. Neel would like to utilize for at least one year. Dr. Powell approved a one-year trial.
  - MOU with Great Western Dining has been finalized.
  - RISD MOU ongoing
  - Youth ChalleNGe MOU has been signed.
  - Job Corps MOU has been signed.
  - La Casa MOU ongoing
  - Beverage contract—waiting on information from potential vendor.
  - Legislative increases—Bernhard Energy will send drawings for the electrical line replacement. Received \$190,000 for academic equipment from the capital outlay, received \$215,000 for career and technical education scholarships—nine people have enrolled. The next step is to look at all students enrolled in that program to consider who might be eligible for the scholarship. Adult education is going to reach out to that population.
  - Dual credit increase—based on credit hours
  - RSPS—received additional funding. Ms. Oldfield is working with the AVP's—requests must be submitted by September 19.
  - G.O. Bond—ENMU-Roswell submitted a request for \$3M for sewer line and restroom renovation. The NM HED Capital Outlay committee asked the campus to propose a second project for consideration for the 2020 G.O. Bond. It was determined to request \$2.5M for exterior lighting and surveillance equipment for campus safety and security.
  - Ms. Oldfield will talk to Mr. Richard Griego about the possibility of placing four or five large LED screens in the ITC commons area.
- **Disability Accommodations Coordinator Announcement**  
Ms. Kim Childress will be the ADA Coordinator. This should be announced at faculty training on August 19, and a message should be sent to campus.

- **P-Cards**

- **99 issued, soon to be 97**
- **5 out of the 97 have not been used in the past year**
- **FY2018-2019 transactions total \$650,760.99**
- **12-month average \$54,230.08**

Purchasing will review transactions to determine criterion for having purchasing card. Dr. Powell will include this topic in his remarks to CCB at the August 14 meeting.

- **Construction Update**

Dr. Powell met with the architects because costs are coming in much higher than anticipated for the construction projects. It will be necessary to go back to CCB, BOR, HED, and State Board of Finance to request additional funding. Updated costs should be received today. The earliest that construction could begin now would be January 2020.

Mr. Cole Collins is creating an RFP for the electrical line replacement.

A firm has asked for additional asbestos testing to be conducted on the dormitories before demolition, so we are waiting to have that done. The electrical line replacement and the dorm demolition could take place this fall. The auto/welding construction could perhaps begin in summer 2020. A temporary location must be rented to relocate the auto/welding program.

- **Special Services Announcement**

Ms. Kim LaDuca and Ms. Rebecca Cobos are the interim Co-Directors of Special Services.

- **August 16 In-Service PowerPoint Slide Review**

Ms. Amber Lopez will be the speaker at the August 16 In-Service.

- **CCB / BOR Agenda Items**

Linde asked at materials for the August 14 meeting be submitted to her by Monday, August 5.

- **Strategic Plan Priorities**

Dr. Powell would like to discuss one strategic plan priority at each CCB meeting.

- **August 14 CCB Tour**

The CCB tour that was canceled due to bad weather, will be moved to the afternoon of the September 25 meeting.

- **Update on Strategic Enrollment Management Planning**

Representatives from Student Affairs went to Amarillo College to visit with staff who recently went through the strategic enrollment management process. They offered good ideas on how to approach the process, and they provided feedback on some potential vendors. Dr. Neel is developing the RFP, and Student Affairs is currently discussing whether to ask one vendor to provide all of the services or request separate vendors for each piece.

- **Personnel Actions**

- Occupational Therapy Director position open
- Offers extended to two potential Nursing Instructors
- Two Janitors have been hired
- An offer has been made to a potential EMS Instructor
- Academic Advisor resumes being reviewed
- Director of Special Services position open
- Business Instructor—interview with out-of-town candidate
- Occupational Therapy Instructor—conducting interview with out-of-state candidate
- Science Instructor—may do temporary hire until position can be filled on a permanent basis.

- **Core Team/Meeting Dates**

Meetings will be first and third Wednesday of each month rather than every other Wednesday.

- **Additional Topics**

IT is adding enmu.edu email addresses for everyone, which involves combining active directories. It is a complicated process. No one's current email address would have to change. Mail will be moved to new server. If staff are also students, they will keep their staff email address and will not have a separate student account.

Merit awards for staff will be presented at the October 1 Foundation Banquet. One award will be given to a support staff and one award will go to a professional staff member. Nominations will be reviewed at the September 4 Core Team meeting. Mr. Craig Collins will need to receive nominations by August 30. Changes are being made to the website to include learning outcomes. The online catalog is also being updated. A bag was chosen to order for high school students attending the September 26 New Mexico Aviation & Aeronautics Association STEM event to give to potential students.

New student orientation will be August 8 and August 15, and both are at full capacity. A new online orientation is also available. Dual credit enrollment is ongoing. The enrollment is flat with last year, and efforts are being coordinated with RISD. There are approximately 150 students. Mr. Kyler Burd will participate in the State recruiting tour. He would like to visit all the schools within the tour. The SIG consultant will be on campus August 6 with financial aid. Financial aid funds have been reconciled, and they meet with the auditors mid-August. Formal program approval should be received soon from the Department of Education. We have 16 new presidential scholars. Work-Study students can begin working August 12. A registration blitz will be held August 1 with food and activities. Specific populations were targeted to try to get registered.

The faculty/staff and family BBQ is scheduled for Saturday, August 17.

Mr. Robert Moore will begin as interim AVP of Arts & Sciences tomorrow. The General Education assessment plan was filed with the State.