

**Core Team Meeting Notes - 8/21/2019**  
**9:00 am, LRC 105A**

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

- **Online Orientation Demonstration**

Mr. Stroman walked Core Team through the online student orientation, which will be accessed through Blackboard. The orientation contains eight modules and various videos, including a guided navigation of the orientation. There is a quiz after each module that students must pass, all modules must be completed before registering for the next semester. Mr. Stroman indicated that they will get a list of students who did not attend the face-to-face orientations in order to provide them access to the online version.

Mr. Martinez added that 78 students were registered for each session of the face-to-face orientation sessions. Dr. Neel stated that 122 attended Title IX training. Job Corps students will have on-site orientation. Dual credit student orientation is scheduled for today and tomorrow. Orientation is required for all first-time students.

Orientation is not currently provided to Youth ChalleNGe, but they will be included in Title IX training. Mr. Martinez will discuss with Ms. Angie Bersane about incorporating orientation for this group, as well as Special Services and Early College High School.

- **Safety & Security Updates**

Armed security discussions have been scheduled over the next several weeks. The capital project to upgrade the campus' video, surveillance, and exterior lighting systems was approved by CCB and will be sent to the Board of Regents September. 7.

- **Policy Updates**

University Council will meet August 26 and 12 policies are scheduled for review.

- **Update on Strategic Enrollment Management Planning**

Dr. Linda Neel created the draft RFP for strategic enrollment management planning. It was sent to Mr. Cole Collins for review, and then it will also be given to Core Team for additional review. Generally, an RFP is open for 30 days. The SEM process is anticipated to begin early spring of 2020. Staff from Student Affairs will attend the ACRO conference in Dallas.

- **CCB / BOR Agenda Items**

- **Strategic Plan Priorities**

Dr. Powell reported that each board meeting a strategic plan priority and the actions taken to complete the priority will be discussed. The first priority was presented was Strategic Enrollment Management. Ms. Schneider will discuss ongoing professional development at the September 25 CCB meeting. She will

also share the post-travel professional development activity form that Mr. Todd DeKay developed. It was suggested that she also share information from the faculty-in-service.

- **September 25 CCB Tour**

The tour that began in March had to be canceled due to dangerously high winds, and the Board asked that another date be found to see campus. It has been rescheduled for the afternoon of the next CCB meeting, September 25. Lunch will be provided at noon and the tour will begin around 1:00 pm.

Candidate filing day to run for the three Board positions up for election is August 27. Dr. Powell will contact the County Clerk’s office after that date to get a list of candidates so that he can invite them to visit campus individually and perhaps participate in a candidate’s forum with students.

<b>CCB Materials Due</b>	<b>CCB Meeting Date</b>	<b>BOR Agenda Items Due</b>	<b>BOR Meeting Date</b>
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

- **Personnel Actions**

- Open Positions

- Director of Special Services
- Administrative Assistant for Special Services
- Electrical/Mechanical Assistant
- OTA Instructional Program Director
- One Stop Generalist-Financial Aid
- Part-time Security Officer
- Program Specialist EOC & TX
- STEM Advising Coordinator

- Pending Requisitions for Hire

- Academic Advisor
- Talent Search-two positions

- New Hires

- Nursing Instructors-two positions
- EMS Instructor

Ms. Schneider indicated that 22 performance appraisals have yet to be turned into Human Resources.

- **Additional Topics**

Several staff attended the Higher Education Data Warehousing (HEDW) conference in April to learn more about data governance. Dr. Neel will work with Mr. DeKay. A data governance committee will be developed, and Dr. Powell will develop the charge for the committee.

Frustrations were expressed regarding the recent technology difficulties, which could have an impact on enrollment. Mr. Elswick responded that some issues were unforeseen and the timing was beyond our control. Procedures have now been put in place to avoid the type of denial of service attacks we experienced. Multiple, independent access points to the internet are also being developed to lessen vulnerability, and an independent link from Roswell to Portales will be available. Mr. Elswick will work with Mr. Ched Kindley regarding the issues with Blackboard that were reported. Mr. Elswick and his staff are also working on the installation of Adobe for Macs.

Brochure and website updates are ongoing. Additional advertising for the CDL program has been created. Ms. Oracion will send more information to campus soon about the census committee. She is also working on a legislative flyer for the upcoming Chaves County capital outlay meeting. The new mission & vision statements will be printed and placed around campus. Merit award nominations are due next Friday, August 29 to Mr. Craig Collins. Award recipients will receive a \$500 award and recognition at the Foundation banquet on October 1. September 4, the Core Team will select one support staff and one professional staff to receive the merit award.

Dual credit registration is ongoing. Ms. Oldfield stated it is difficult to determine how many classes are needed until enrollment is finalized. It may be necessary to establish deadlines. She would like to see a more fixed schedule. Final voids will be processed on Monday, August 26. Instructors have been asked to report non-attendance. Twenty students receiving the career technical scholarship and eight on the teacher preparation affordability grant. Ms. Oldfield will ask faculty to announce in their classes about the scheduled armed security meetings.

The Department of Labor pushed the exemption status to the final stages. The new threshold is \$35,308. Employees making less than this annually will no longer be considered exempt. It is likely to take effect in January 2020.

Ms. Franklin has been working with the auditors. The auditors have been reviewing financial aid and the TRIO grant in Portales. They have issues with the talent search paperwork and would like recommendations placed in student files. However, they did like Upward Bound's paperwork. Ms. Franklin will talk to the TRIO directors. The audit begins September 9 in Portales, and Ms. Franklin is working on audit schedules.

A risk management representative will be on campus for two days at the end of September and would like to look at the buildings marked for demolition. Ms. Schneider reported that a local art company she contacted will not take on the responsibility of the Peter Hurd painting restoration, so she is contacting other galleries in the area. An art

committee is being assembled. Some pictures will be moved this afternoon from the library to a more secure area.

Ms. Oldfield reported early alert notifications are in place and students are being contacted of potential drops. All of the criminal justice classes made. They have been put on a fixed rotation. As mentioned earlier, there is difficulty leveling classes because of continuing registration. Critical thinking is being assessed in gen ed. Ms. Oldfield asked Core Team to read the book *The Culture Code* by Daniel Coyle. It is an easy read and offers many examples. The book encourages positive attitudes that can make a difference in our environment. She asked the group to meet 15 minutes before each Core Team meeting to read and discuss the book.

Dr. Powell will attend the Chaves County capital outlay meeting tomorrow to discuss potential Legislative requests with various entities.