

Core Team Meeting Notes - 8/7/2019
9:00 am, LRC 105A

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

- **August 14 CCB Meeting Agenda**

- **Strategic Plan priority review - Student Success # 1. Strategic Enrollment Management Planning**

- Mr. Martinez will discuss information on memo that will be sent to CCB. Mr. Todd DeKay will discuss how assessment will be captured in Watermark.

- **Campus Facility Master Plan**

- The campus facility master plan was sent to CCB and the Board of Regents for review.

- **Second proposed project for 2020 G. O. Bond – NMHED Capital Outlay Committee request**

- At the July 24, 2019 NMHED Capital Outlay Committee hearing held on our campus, ENMU-Roswell presented an infrastructure project to replace and repair our Sewer and Sanitary Piping Infrastructure and Restroom Renovation in five buildings. This proposal has a projected cost of \$3,300,000, and \$3,000,000 was requested. This proposed capital project was approved by both the Community College Board and the Board of Regents.

Following the presentation of the Sewer and Sanitary Piping Infrastructure and Restroom Renovation, the NMHED Capital Outlay Committee requested that we submit an additional capital outlay proposal for their consideration by August 7. In response to this proposal, several of the campus's senior leaders and Scott Smart, the ENMU CFO, met with Hal Burnett of ASA Architects, whose firm is completing a Campus Facility Master Plan, to discuss this second capital outlay project. The decision was made to submit the upgrades to the campus's Video Surveillance and Exterior Lighting Systems at an estimated cost of approximately \$2,500,000. The deadline for this submission to the NMHED Capital Outlay Committee is before either of the next CCB or Board of Regents meetings.

- **August 16 In-Service Presentation Review**

- **Review PPT slides**

- Dr. Linda Neel will provide Title IX training, estimated to be approximately 30 minutes. A link to the updated policy will be available. Sign-in sheets will be required and Dr. Neel will have them ready. Follow-up trainings will be provided for people who do not attend the August 16 meeting. It will be necessary to offer training times for staff who work different shifts. Training will be provided to Youth ChalleNGe, ECHS, and dual credit students. Dr. Neel is not aware if the current training provided to Youth ChalleNGe meets OCR requirements, so she

will discuss with Ms. Tina Sisneros. Training should also be provided to Special Services students. Perhaps individual training could be offered. Special Services staff have had training. Dr. Neel will work with Ms. Oldfield and Special Services. Dr. Neel would like to require all students to have training completed by the end of the semester. Title IX training should have a refresher course every year. It could be a requirement as part of the yearly employee evaluation.

RISD holds four emergency drills early in the school year. Mr. McFadin participated. Drills for Early College High School have not been scheduled yet. Mr. McFadin will coordinate. Testing dates need to be considered, so he will work with the testing center.

A slide will be included to announce new hires and staff changes.

The graduate speaker will be Ms. Amber Lopez.

Linde to Coordinate with Mr. Richard Griego and Mr. Ignacio Madril about screens in ITC.

- **Campus Facility Master Plan Review**

Dr. Powell asked the group to review the latest version of the campus facility master plan and submit comments to him by August 16.

- **Policy Updates**

University Council will review 12 policies at the meeting on August 26. Ms. Schneider will send list to Linde. The mission and vision statements for all campuses will also be reviewed.

The ENMU-Roswell Policy 15-2 needs to be deleted by January, and the campus will follow the ENMU-Portales policy on governance.

Ms. Schneider will add the posting of materials policy to list of policies to be reviewed at University Council.

- **Personnel Actions**

Ms. Pam Patterson moved from Information Technology to Distance Learning.

Business Instructor search is on hold.

Academic Advisor position is with the search committee.

An offer has been made for the Special Services OT Instructor/Director Program Specialist open.

Science Instructor open.

Electrical Mechanical Assistant position open.

EMS Instructor background check being conducted.

Two Nursing Instructors hired.

College Development Administrator background check being conducted.

- **Additional Topics**

The testing lab has requested to update machines. The lab contains 54 computers, and Mr. Martinez will send a message to Ms. Marisela Alvidrez that IT will evaluate computer lab needs to see if upgrades to all machines are necessary.

Ms. Kim Childress will serve as the Disability Accommodations Coordinator. Ms. Oldfield met with AVP's regarding class sizes. Respiratory Therapy students have not registered yet; they register after orientation. Mr. Steve Starkey has done a great job with dual credit. Ms. Kim Childress and Ms. Pam Patterson have dates to visit area high schools to work with assistant principals of dual credit students.

The Department of Defense Go Army MOU (provides benefits for active duty military attending school) is up for renewal. Mr. Elswick recently finalized one for ENMU-Portales, which may also cover our campus. Mr. Elswick will forward to Dr. Powell.

Presbyterian Health Center had data breach. Letters were sent out to affected individuals. Dr. Powell asked that this information be shared with employees in all areas. He asked that an email be sent to staff who have this insurance. Ms. Schneider indicated that she is still lacking 25 performance evaluations.

Student Affairs performance appraisals were submitted. A draft of the RFP for Strategic Enrollment Management is ready, and Mr. Martinez would like Ms. Oldfield and Mr. Chad Smith to review it before sending to Mr. Cole Collins. Strategic Enrollment Management will be discussed at the upcoming CCB meeting. Several staff attended the ACT conference recently. The group who attended are meeting on a regular basis and putting together a summary of what was learned at the conference. Another group went to Amarillo College to discuss their recent strategic enrollment management process. Very valuable information was obtained. Amarillo College was able to show their local community that local students attend there, which changed the college's image and built a sense of community. The campus has testimonials from students in every building and they are changed out frequently. A master recruiting calendar was also created that works with Microsoft Outlook. Their staff meet monthly to provide a coordinated effort. ENMU-Roswell new student orientation is tomorrow, August 8, and August 15. Both sessions are full. An online orientation is also now available.