

Core Team Meeting Notes - 9/4/2019

9:00 am, Admin 105

Attendees: Clark Elswick (by phone), Karen Franklin, Mike Martinez, Linde Newman, Donna Oracion, Shawn Powell, and Stephanie Venegas (for Rebecca Schneider)

- **Merit Award Nominations Review**

Ms. Oracion put forth the nominations that were submitted for the Foundation Staff Merit Award for Excellence, which will be presented at the October 1 Foundation banquet. The Core Team selected one support staff and one professional staff to receive the award.

- **Safety & Security Updates**

Fire drills will take place today.

- **System Meeting, Monday, September 9**

The System meeting will be in the Alcove Room. Lunch will be served at 12:00 pm and the meeting begins at 1:00 pm. The first day for our new Vice President of Business Affairs, Mr. Tony Major, is also Monday, September 9.

- **Campus-Wide Meeting, Monday, September 16**

Dr. Powell will provide updates on the capital projects and the armed security discussions at the September 16 campus-wide meeting.

- **Update on Strategic Enrollment Management Planning**

The RFP for enrollment management is being finalized and Mr. Cole Collins is reviewing it. Mr. Elswick will be invited to review, along with campus before it goes public. Student Affairs is looking at the evaluation process to appropriately score the RFP. The Regents indicated they want all RFP's reviewed by legal counsel before an RFP is finalized.

- **Holiday Breakfast & Campus-Wide Meeting, Thursday, December 12**

Dr. Powell would like to have the holiday party before faculty leave. Graduation is December 12. Friday, December 6 appears to be the best date. Senior staff will serve breakfast, as they did last year.

- **Holiday Cards**

Calendars were sent last year. The Core Team needs to start thinking about what would be best to do this holiday season.

- **CCB / BOR Agenda Items**

CCB will meet on September 25 and the Board of Regents meet on September 27.

- **Strategic Plan Priorities—Review Professional Development Priority**

Ms. Rebecca Schneider will discuss professional development at the CCB meeting.

- **September 25 CCB Tour**

The tour that was scheduled in the spring had to be canceled due to extremely high winds. It has been rescheduled for the afternoon of September 25 before their 4:00 pm Board meeting.

CCB Materials Due	CCB Meeting Date	BOR Agenda Items Due	BOR Meeting Date
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**

- One-Stop Generalist
- Testing Specialists
- Administrative Assistant, Upward bound
- Transfer position to Special Services Coordinator

Open positions:

- One-Stop Generalist
- Part-Time Security Officer
- STEM Advising Coordinator
- Custodian
- Director of Special Services
- Program Specialist for EOC
- Talent Search

- **Additional Topics**

New policies at University Council will go to CCB in October.

The fall debriefing in Student Affairs starts soon, mainly with the one-stop area to identify what worked well and what could be better in an effort to develop solutions. The AVP's will be invited to participate in the discussions.

The United Way kick-off is September 10 at the Civic Center. ENMU-Roswell is sponsoring a heroes banquet on November 2, and Mr. Romo Villegas will be asked to attend with a student. The campus is also sponsoring NMMI's Veteran's Day 5k run, and working with the chile cheese festival. College Development is working with new student relations for view books. Promotional items have been ordered for the Fair. ENMU-Roswell will have two entries in the Eastern New Mexico State Fair parade on September 30: the CDL trailer simulator and a big rig. Bags were ordered for the STEM aviation expo. The Foundation banquet is October 1. Students should be encouraged to attend—perhaps the Presidential Scholars.

IT continues to work through Banner issues. Currently, headers are creating problems because they are misleading, and users are having difficulty navigating the system because of that.

There is a special CCB meeting today for \$773,000 in RSPS requests. RSPS requests need to be added to the CCB yearly calendar, as well as the campus master calendar. The master calendar is ready to be published on the web under CosmoLink.

Dr. Powell visited with County Clerk's office and learned the only people who filed for the open CCB positions are our current CCB incumbents.

The auditors will be in Portales on September 9, and in Roswell looking at TRIO on September 10.

An additional \$3,000,000 will be requested for the auto/welding renovation. A contract was awarded to an Albuquerque company for the dormitory demolition. The college is working with Bernhard Energy to develop an RFP for the electrical line replacement. Funds for lighting and surveillance upgrades are also being requested. Dr. Powell submitted final revisions for the campus facility master plan. The final plan should be published soon.

Approximately 3,000 students are anticipated to attend the Aero STEM conference.

It may be necessary to hire part-time help to inventory auction items. Ms. Franklin will inquire with NMMI if they hire a company to conduct inventories.