

**Core Team**  
**Monday, November 9, 2020**  
**8:00 am**  
**Virtual Meeting**  
**Via Microsoft Teams**  
**Meeting Notes**

Attendees: Tony Major, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, and Rebecca Schneider

**Review of October 26 Core Team Meeting Notes**

The draft meeting notes from the October 26 meeting were reviewed and no additions or corrections were necessary. Ms. Oracion will post them to the web site.

**Defensive Driving**

A defensive driving certificate must be on file for an employee to drive campus vehicles, as well as driving a personal vehicle for university business. Ms. Schneider will send a reminder message to campus.

**Five-Year Campus Planning Document**

The five-year campus planning document has been updated and will be shared campus-wide soon.

**Organizational Chart Review**

Updated organizational charts by position need to be posted on our web site as part of our documentation for the Higher Learning Commission (HLC). Each chart will have a revision date and will be updated as changes occur. Current org charts will be posted this week.

**Group Meetings with Campus Staff to Discuss Pandemic, Campus Operations, etc.**

Dr. Powell will be meeting with staff in groups of about 10 via Microsoft Teams for listening and discussion opportunities regarding campus operations, the pandemic, etc. Ms. Newman will begin scheduling groups the week of November 16.

**CCB**

The November 18 Community College Board meeting has been canceled, and the next meeting will be scheduled for Wednesday, December 9.

**Additional Topics**

Business Affairs—Mr. Tony Major

- a. Groundbreaking for the new Physical Plant building will be held on November 18 at 3:00 pm. This will be a low-key event with two or three CCB members present. The public will not be invited. Dr. Powell and Ms. Oracion will meet to discuss details and logistics of the event.
- b. Temporary space for the automotive and welding programs have been identified, and it is anticipated they will begin relocating on January 11.

- c. PAC renovations will begin soon.
- d. Approvals have been received to begin replacing cooling towers.
- e. The Business Office is working with Student Affairs to mitigate impending student drops.

Human Resources—Ms. Rebecca Schneider

- a. The large Peter Hurd painting has been renovated and should be returning to campus within the next two weeks.
- b. A group of 44 pictures was taken to Santa Fe for restoration. The pictures were framed in 1974 and framed with acidic mats. Ms Schneider has requested two quotes:
  - 1) Reframe with new mats
  - 2) Place all pictures together in one frame
- c. Upon receipt of all necessary approvals, ENMU-Roswell will be receiving a statue from NMMI entitled “Reaching for the Stars”.

College Development—Ms. Donna Oracion

- a. College Development has been working with Student Services to develop media ad for high school seniors.
- b. Production of the virtual December graduation is underway, and there may be two graduation speakers.
- c. The PBS “In-Depth” series will shoot on campus this Thursday.

Academic & Student Affairs—Ms. Annemarie Oldfield

- a. A virtual financial aid night was held recently and several others are being scheduled.
- b. Recruiting is underway and faculty will remind students to register, as well.
- c. The AVP’s are developing a “Due Date” calendar and meeting on a regular basis.
- d. Writing of the HLC document will begin in earnest in January.
- e. Appropriate reporting lines are being discussed.
- f. The 2021-2022 academic calendar is being prepared and collaboration with ENMU-Portales will be sought.

President—Dr. Shawn Powell

- a. A veterans webinar will be held at noon today.
- b. The number of active P-cards will be discussed at the next Core Team meeting.