

Core Team
Monday, November 23, 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 November 9 Core Team Meeting Notes

The draft meeting notes from the November 9 meeting were reviewed and no additions or corrections were necessary. Ms. Oracion will post them to the web site.

Active P-Cards Review

There are still just a handful of P-cards that are active at the present time. The requisition form is being updated to include a drop down menu of strategic initiatives in order to tie the purchase to one of our strategic initiatives. This is necessary for HLC accreditation.

If additional areas need a P-card activated, supervisors need to contact the Vice President of Business Affairs for approval.

Use of EDC Space for Enrollment Location

The Economic Development Corporation has offered ongoing office space free of charge to ENMU-Roswell for enrollment purposes. The location was used last year with good results. It may be necessary to discuss with legal counsel if the space were to be used long-term. Staffing and insurance are other considerations. The Core Team will discuss further at the next meeting.

COVID Containment

ENMU developed COVID-19 containment procedures for contact tracing, quarantine, and return to campus. The document provides a good definition of “close contact”. The ENMU-Roswell Return to Campus Planning committee will need to develop for our campus. It would be helpful to maintain just one list of COVID-19 positivity rates on campus, rather than separate lists for employees and students. The committee will also review the ENMU work from home and remote site work guide. Dona Ana Community College maintains a COVID-19 dashboard on their web site outlining cases week-by-week and cumulative total.

CCB / BOR

Agenda items for the December 9 CCB meeting are due Monday, November 30. Ms. Oldfield will discuss the efforts in the LRC, which align with the following strategic priorities: Student Success #2: Increase student retention and completion; and Mission Ready Success #6: Continue to improve the quality of educational programs, learning environments, and support services through ongoing assessment efforts.

Additional Topics

Human Resources—Ms. Rebecca Schneider

- a. a new Security Officer has been hired
- b. an offer is in process for the iCenter Coordinator

College Development—Ms. Donna Oracion

- a. graduation videos are complete and are now being edited for publication
- b. an HED group is making a collaborative advertising effort for all community colleges