

**Core Team Meeting Notes**  
**Monday, January 25, 2021**  
**8:00 am**  
**Virtual Meeting**  
**Via Microsoft Teams**

Attendees: John Houser, Tony Major, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, and Stephanie Venegas

**Social Media at ENMU-Portales**

Mr. John Houser, Assistant Vice President for Marketing and Communication at ENMU-Portales, discussed the social media coordinator position—it is a full-time media relations and social media position, which includes social media advertising and monitoring of University social media accounts. The System developed a social media policy (65-10) and has an official social media directory. Branding is centralized and standardized.

**Social Media Efforts and Need for Campus Coordinator**

Mr. Houser will share the job description with the Core Team. The position could be entry level and qualifications would include familiarity with social media, degree in communication or marketing, and creativity. Since ENMU-Ruidoso is a very small campus, it might be possible for the branch campuses to share a position. The Coordinator position would work closely with many departments across campus, so careful consideration will be necessary to determine where the position will report.

**Review of January 11, 2021 Core Team Meeting Notes**

The draft meeting notes from the January 11, 2021 Core Team meeting were reviewed. Mr. Major noted a couple of spelling corrections. Ms. Oracion will post the corrected notes on the web.

**Child Development Center**

There is not a current MOU with the Child Development Center, and the center has been vacant because of COVID-19. Ms. Oldfield will determine if any of the campus programs collaborate with the center. This will be a topic of further discussion at the next Core Team meeting.

**La Casa Contract Continuation**

The MOU with La Casa is out of date, and multiple efforts have been made to reach out to La Casa to update the contract without success. The conversation will be continued at the next Core Team meeting.

**Mental Health Services on Campus**

We would also like to offer mental health services on campus. The idea was shared with La Casa, but nothing has been formalized at this time.

**Career Center Formalization on Operational Funds**

The Career Center was created using grant funds, but is now in the process of being moved to operational funding. Most community colleges our size have a career center. Ms. Oldfield reported the Career Center is moving to the LRC to centralize functions and will report to Student Affairs.

**Fall Art Gala**

A fall art gala is being considered to showcase the restored art work, and the community will be invited as allowable by public health orders.

### **Library Entrance**

The library entrance will be moved to ease accessibility, and surrounding landscaping will be enhanced. NMMI donated its “Reaching for the Stars” sculpture to the campus, and a possible location for the artwork could be near the library entrance.

### **Course Fee Review from Tuition and Fees Committee**

The Tuition and Fees Committee has been reviewing course fees and is finalizing a list of proposed fees. The committee is considering incorporating accreditation fees into course fees rather than students paying out of pocket.

### **Open LRC and Marketing Efforts regarding LRC Services**

LRC services will now include testing, tutoring, meeting space, workshop space, and updated library holdings. Changes are being advertised via advisors, the help desk, and Facebook. Distance Learning will also likely move to the LRC.

### **Purchasing Office Follow Up**

Procurement is in the process of being Systemized, and the vacant Purchasing Agent position will be advertised internally.

### **Remote Work & Working Out of State after COVID-19**

The pandemic has caused long-term to permanent changes in work strategies in many areas. Remote work will likely become more common. The System currently has a remote work policy, but it may need to be modified to meet the needs of a changing personnel force. Ms. Venegas reminded the group that completed conflict of interest forms are required for staff who take on additional work outside the University.

### **CCB / BOR Agenda Items**

- **Budget Planning Update**  
The budget process is being updated and will be shared with CCB. Budget forms are in the process of being sent out—the budget will include only non-personnel items. Budgets are projected to remain flat because we do not yet know State funding.
- **Off Campus Location at Economic Development Corp.**  
Specifics need to be developed regarding what the location will be used for and what hours it would be staffed—it is not necessary to staff full-time currently. Ms. Oldfield will develop an MOU for the EDC.
- **Change in Academic Directors**  
Currently, academic directors are faculty receiving a stipend to act in a “director” capacity, but are not full-time, year round staff. This format is not the most efficient, and the AVP’s are in the process of developing appropriate job descriptions.

### **Additional Topics**

Ms. Venegas reported on the status of open positions across campus.

Ms. Oracion noted that web posting may take longer now that the webmaster position is vacant.

Dr. Powell asked that discussion items be sent to him for upcoming Facebook Live sessions.