

**Core Team Meeting Notes**  
**Monday, May 10, 2021**  
**8:00 am**  
**Virtual Meeting**  
**Via Microsoft Teams**

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

**Review of April 26, 2021 Core Team Meeting Notes**

The draft meeting notes from the April 26, 2021 Core Team meeting were reviewed, and Ms. Oracion will post them on the web.

**Employee Service Awards/Retiree Recognition**

The Employee Service Awards and Retiree Recognition will be held during the Back-to-School in-service in August and will include those from 2020, as well.

**VPBA Job Announcement Review**

Dr. Powell asked that the job announcement for the Vice President of Business Affairs be looked over and send suggestions/comments to him by close of business today. The responsibility for capital projects was added to the job description, along with the additional Master's in construction management as a qualifying degree.

**Job Openings**

Pending Approval:

- Executive Administrative Assistant
- Pathways Coordinator
- Math Curriculum Coordinator-CSI Grant

Current Open Positions:

- Administrative Assistant—CSI Grant
- Administrative Assistant—AVP Technical Education
- Adjunct Instructors—Arts & Sciences/Health/Technical Education
- English Curriculum Coordinator—CSI Grant
- Fiscal Technician
- Human Resources Generalist
- Medical Assisting Instructor
- One Stop Generalist—Admissions & Records
- Program Specialist—Talent Search
- Program Specialist/Recruiter—Upward Bound
- Temporary Part-Time Support Instructor—Adult Education

**CCB/BOR**

- **Agenda Items for May 2 CCB & June 5 BOR Meetings**

A revised spring 2021 graduation list will be submitted to CCB and the Board of Regents at their June meeting.

### **Additional Topics**

An additional graduation ceremony will be held at the PAC today at 12:30 pm to accommodate a dual credit ECHS student.

ENMU Portales and ENMU Ruidoso set June 1 as a date for everyone to return to work. However, each campus will be allowed to determine a date that works best for that area. Chaves county is still in the yellow phase, so ENMU-Roswell is considering July 1 as the back to campus date.

The HLC Assurance Argument will be submitted to the editor for review on May 21.

The Business Office is in the process of meeting with the auditors.

The Nursing program held a nice pinning ceremony Saturday, May 8.