

## Core Team Meeting Notes 5.24.2021

**Present:** Tony Major, Annemarie Oldfield, Donna Oracion, Shawn Powell, and Rebecca Schneider

### Discussion Points:

- Rebecca Schneider
  - HR will send out a campus wide message on personnel changes by the end of the month
  - Employee return to campus date set for June 28 (COVID-19 permitting)
    - Portales and Ruidoso set June 1 as their date, however Chaves County was in the Yellow coded status until last week.
    - Rebecca will prepare a letter to be sent to campus stating this return to campus date
  
- Donna Oracion
  - The additional graduation list prepared for the CCB memo will be reviewed to determine how many names need to be added to the graduation program; (subsequently 23 names of ECHS students will be added)
  - Contracting with Media Cross, a social media company, is underway for their services for six months
  - 2021-22 Academic Calendars are being developed
  
- Annemarie Oldfield
  - Four academic directors have been hired
  - The CSI grant has developed a Career Coach on our website that includes a career assessment and other work related products
  - GEAR-Up is developing templates for students and will have students on campus in June
  - Upward Bound is also planning to have students on campus in June
  
- Tony Major
  - Will be in Portales most of June, transitioning to full time controller June 1, assigned areas of responsibility will be assigned to Dr. Powell
  - Faculty workload group is continuing their deliberations
  - Capital Projects
    - Electrical Engineer on campus Wednesday for consultation on:
      - Electrical panels upgrades
      - Exterior lighting and surveillance system upgrades
  - RFPs
    - Bookstore is open and closes June 1
    - Childcare Center Operations is in development
    - Archives Project is in development

- Shawn Powell
  - There is a need to revise the Return to Campus Plan to be in keeping with the June 28 requirement for faculty, staff, administrators to be full time on campus if COVID-19 conditions allow and the reopening of buildings
  - Need to have a review of facility rental practices to ensure all costs are accounted for
  - Supervisor/director meetings will be set up to discuss the upcoming HLC visit and review the strategic plan, Todd DeKay will be involved with these meetings
  - For the August Inservice
    - Focus on the HLC site visit occurring in October 2021
    - Recognition for Service Awards/Retirees/Faculty and Staff Award recipients
    - Seeking nominations for an alumni speaker
  - Travel is allowed (COVID-19 permitting) and will be discussed further
  - Three meetings in ITC common areas this Wednesday for reviewing 50% architect/engineer plans for exterior lighting and surveillance system upgrades to provide feedback to ASA architects by Thursday
  - ARP Act funding will be discussed in a system meeting and as more information regarding these funds are available it will be shared with campus
  - Tony Major's position will be replaced by a VP of Business Operations to be advertised soon
  - Updates to the capital projects and plans for 2021 to 2026 will be forthcoming

**Upcoming June events:**

- June 1- 9:00 am Community Advisory Council meeting at EDC offices
- June 2 - 3:00 pm Virtual Community College Board Meeting
- June 3 - 11:00 am to 6:00 pm COVID-19 Vaccination in the PEC
- June 4 - 9:00 to 11:00 am Virtual Campus Wide Meeting
- June 8 – 11:00 to 12:00 Facebook Live session Campus Updates in English and Spanish
- June 9 – 7:00 pm ENMU-Roswell night – Invaders Baseball (for tickets contact College Development)
- June 28 – Full return to campus based on COVID-19 status