

Minutes
Administrative Council Meeting
August 4, 2021 – 1:30 p.m.
OTC 115 (in person) & TEAMS (online video meeting)

Members in attendance: Dr. Shawn Powell, Donna Oracion, Dina Jenks, Brian Zelesky, Todd DeKay, Robert Moore, Romo Villegas, Vickie Thomas, Sherry Durand, Dr. Laure Jensen (TEAMS)

Purpose: To reinstate committee with core team and senate presidents.

- I. Meeting Time and Date: Dina will check everyone's availability and propose a time and day that works for all involved.

- II. Topics of Discussion on new roles for employees on campus.
 - a. Human Resources Manager – Interim is Stephanie Venegas beginning on Aug. 16th
 - b. System Title IX Coordinator – Dr. Linda Neel
 - c. V.P. of Business Operations and Affairs – Interim is Joe Sedillo

- III. Capital Projects
 - a. Welding and Automotive remodeling construction is underway.
 - b. Construction for surveillance will begin in February

- IV. In-Service Plan
 - a. Will have breakfast outdoors outside of PAC then move into the PAC after breakfast
 - b. Draft includes: Welcoming remarks & Moment of Reflection, Chancellor's Welcome, Alumni Presentation, Staff Updates, Awards/Retirements, HLC Update, Construction Update, Senate Presidents' Report, COVID Mask Requirements, and Question & Answer session.
 - c. Committee felt the name of In-Service should be changed to Campus Wide Meeting. It was agreed to call it Campus Wide Meeting so that instructors do not get confused since they also have an In-Service on the Thursday before the Campus Wide one.
 - d. Agenda items for In-Service
 - i. Fix misspelled names
 - ii. Allow for 20-30 minutes for awards on that day
 - iii. Some staff will be absent to attend Russell Baker's funeral service on this day
 1. Those attending the service will be on 'leave status' so that they are protected by campus insurance as they travel to Abilene, TX since it is for the funeral of one of our employees.

- V. Return to Fall 2021 classes
 - a. Expectations on mask wearing for students is to follow the CDC Guidelines and wear masks inside any building.
 - b. Will there be Hybrid option for those who can not make classes in person?
 - i. Annemarie Oldfield, Robert Moore, and Laurie Jensen agreed that it should not be made into an issue. If we do it for some students (make exceptions) we have to make it available to all students. What do the directed studies state? Todd DeKay also acknowledged that we do not have enough IT help to go this route.

- c. Mask Wearing - There is an adversarial position for instructors in telling all of them that they have to wear masks. How do we support faculty and students on mask wearing? Do we follow ENMU policy or CDC policy. We have to state on signs and media that it is "ENMU System" policy. Our signs need to clarify.
 - i. Dina Jenks is ordering masks to distribute campus wide to all employees and students if needed. They will be double ply fabric and will have the ENMU-R logo on them. For the moment physical plant has enough boxes of disposable masks to give a box to each instructor for their classrooms.
 - Action Item: Dina will follow up with distributor to get them ordered ASAP.
 - Action Item: Dr. Powell will check with Portales to see what their policy states.

- VI. Robert Moore update: LRC hours are 8:00 am – 6:00 pm, Monday thru Thursday for now. This is all that is allowable with the staff on hand. It generally would be 8:00 am – 8:00 pm Monday thru Thursday and 8:00 am – 4:00 pm on Saturday's.
- VII. Annemarie Oldfield update: PEC information.
 - Action Item: Annemarie will follow up with Frank Gonzales to get hours and events for fall.
- VIII. Need to send out an announcement to let the campus know of all the staff changes and office locations for each change. For example: Payroll has moved to Administration Building.
 - Action Item: There will be an announcement at in-service on Friday, August 13th of all the location and staff changes.
- IX. Dr. Laurie Jensen announced that there will be a Health Expo this coming Saturday outdoors in front of the courthouse. Too late of notice for anyone on the campus to participate (have a booth out there).
 - a. She also announced that there is a nursing expansion project with Ruidoso branch. There will be an EMS partnership with each campus.
- X. Annemarie Oldfield brought up that many departments on campus have low moral because they are so understaffed. They are doing the job of 2 to 3 people. Is there an incentive we could give such as a bonus, prizes or a luncheon such as a Taco Tuesday event?
 - a. Request has been tabled to give more thought into it as to what we can do for those going above and beyond.
- XI. Meeting Adjourned at 2:33 pm