

Core Team – 09/05/18

Attendees: Dr. Ken Maguire, Karen Franklin, Mike Martinez, Morgan McNabb, Anna Chavez, Rebecca Schneider, and Dr. Shawn Powell

Five Main Points

1. Listen and Learn Sessions
 - a. Donna has been scheduling the sessions, a couple on campus as well as a couple within the community.
 - b. Discuss the vision and mission of the college, discuss core values, receive input
 - c. Present the latest plans of the college and how they relate to the college's operation
 - d. Receive input and discussion
 - e. Invite Advisory Board members
 - f. Have a facilitator present to help discussion?
 - g. Small group or large groups?
2. Strategic Planning
 - a. Strategic planning committee kick off around the middle of October after listen and learn sessions wrap up
 - b. Karen Franklin will be the committee chair
3. Increase Communication
4. 2020 Focused Site Visit Preparation
5. Continuing efforts to increase enrollment

Future Planning – **Draft**

1. 2018-19
 - a. Strategic Planning – Start October 2018 and Complete July 2019
 - b. Campus Master Planning – Start January 2019 and Complete December 2019
 - i. Have begun the process by bringing in architects to give analysis of the campus
 - ii. Bernhardt Energy Report
2. 2019-20
 - a. Data Governance – Start August 2019
 - i. Designate attendees to attend Higher Education Data Warehouse Conference
 - b. HLC Site Visit – TBD
 - i. Focus on assessment
 - ii. Budget Review
 - iii. Campus Wide Personnel Review
 - c. Strategic Enrollment Planning – Start August 2019 and Complete by December 2020
 - i. Retention, graduation, Student Resource Management (CRM)
 - ii. Complete College America strategy “A Better Deal for Returning Adults” is designed to encourage nontraditional students to return to complete certificates or degrees- more information available at:
<https://completercollege.org/strategy/adult-learners-strategy/>

3. 2020-21
 - a. HLC Site Visit – TBD

Student “drops” process and timing

1. Drop Process
 - a. Two voids, one a week before classes and a second a week after classes have started
 - b. Discussion again to determine a new drop process, if necessary

Other Topics

1. Dr. Maguire
 - a. RPSP proposals moving forward – Special Services, Aviation Maintenance, Nursing Expansion, Aviation Flight. These proposals will go before the CCB and BOR this week. Total request is approx. \$600,000
 - b. Finished locking FLAC as of yesterday (Tuesday).
 - c. SunPath next step is Legislative sessions. Sun Online, iBest, Connection to Workforce Development
2. Karen Franklin
 - a. Producing student refund checks tomorrow (Thursday)
 - b. 50 voids for the final round
 - c. Took in \$100,000 in student payments over the weekend
 - d. Financial aid audits in Portales have begun, will last about three weeks, we do not expect them to visit Roswell
3. Mike Martinez
 - a. Beginning debriefing to review the beginning of the semester, opportunity to discuss topics and issues encountered at the beginning of the semester
4. Rebecca Schneider
 - a. Salary increases cannot be completed today; HR and Payroll offices are working together to implement the increases as soon as possible
 - b. Will meet with VPAA to discuss ideas for increasing enrollment at different locations
5. Anna Chavez
 - a. Review of positions
 - i. Admin Assistant V – closes 9-14
 - ii. Executive Assistant – closes 9-14
 - iii. Special Services Tutor – in process
 - iv. Computer Tech II – Second round of interviews
 - v. Aviation Director – open
 - vi. Clinical Director – open
6. Next Meeting
 - a. Student Services Conference Room
 - b. Wednesday September 12 10am