

### **Agenda Core Team 9/19/18**

Attendees: Dr. Shawn Powell, Dr. Linda Neel, Dr. Ken Maguire, Anna Chavez, Karen Franklin, Morgan McNabb, Donna Oracion, Clark Elswick (by phone), Rebecca Schneider

- Upcoming events
  - o Listen and Learn Sessions
    - Sept. 25, 6:00 to 7:00 – Community Public Library
    - Sept. 26, 2:00 to 3:30 – Campus OTC 124
    - Oct. 2, 6:00 to 7:00 – Community Public Library
    - Oct. 11, 2:00 to 3:30 – Campus OTC 124
- Future Planning
  - o 2018-19
    - Strategic Planning – start October 2018 and complete July 2019
    - Campus Maser Planning – start Fall 2018 and complete December 2019
  - o 2019-20
    - HLC Focused Site Visit date TBD (Spring 2020 is possible)
    - Data Governance – formally start August 2019 – (initial discussion fall 2018 with HEDW Conference attendance in April 2019)
      - Several individuals from across campus are planning to attend the HEDW conference in Ann Arbor, MI
    - Strategic Enrollment Planning – start August 2019 and complete by December 2020
  - o 2020-21
    - HLC Focused Site Visit date TBD (fall 2020 is possible)
- Activity Committee
  - o Check with Rudy and Carolyn
- Topics for CCB Meeting Oct. 3
  - o Send to Morgan
- Policy Reviews (feedback to Dr. Caldwell by Oct. 5)
  - o 55-1 Purchasing
  - o (New) 15-3 Statement on Portales Campus Governance
  - o 15-2 Statement on Governance
  - o 80-12 Unified Response to Dating Violence, Domestic Violence and Sexual Assault
  - o 80-8 Deadly Weapons, Chemical Agents and Explosives
  - o 35-1 Travel by University Employees and Students
  - o 40-4 Equal Employment Opportunity and Affirmative Action
- Other Topics
  - o Mike Martinez
    - Student Services – Fall debriefing will be held 9.25.2018.
    - Dr. Neel is compiling a OCR response.
    - Admissions & Records and Financial Aid
      - Audit Exit Interview on October 4 9:00-12:00 in Portales: Attending Mike Martinez, Dr. Linda Neel, Chris Meeks, Ken Maguire, Rebecca Schneider
      - Dr. Neel – Title IX Training Report Update
        - o Every Rep – Online Title IX training to be sent to students October 1

- Discussion on how to increase the number of students completing Title IX training was held.
    - Dr. Neel – Banner 9 Implementation Update
      - Encouraging Staff to use Banner 9 rather than Banner 8, Banner 8 will be going away in December
    - Dr. Neel – Fall Graduation Update
      - Meeting with Civic Center representative today, more information about December graduation to follow.
  - Enrollment Management – Veronica and Angie, currently participating in the College Day Fairs circuit in the SE part of the state
  - Security and Safety
    - Focus this week has been the Clery Act Reporting, this is going well with the assistance of LT. Gore from Portales. The final report will be shared with Dr. Powell before submitting
    - Pre-safety fire inspection preparation is underway
  - Position Vacancy Status
    - Director of Campus Safety and Security – going through the NEOGOV process
    - Academic Advisor – position is going through the NEO GOV process
    - EOC Program Specialist – Closes Sept. 21 – 3 Applications
  - One Stop Center
    - Students and staff are invited to a voter registration event in the LRC Lobby on September 27 from 1-3 pm. Attendees can register to vote in the upcoming November elections and learn more about Bond D, and enjoy free ice cream.
- Dr. Maguire
- Positions
    - New AVP of Health – Laurie Jensen started September 17
    - Admin V Health – ongoing
    - Respiratory Therapy – ongoing
    - Aviation flight – ongoing
  - Technology – issues with imputing technology into classroom, media arts, special services
  - Creating classroom in health science building to deliver long distance learning to Ruidoso campus. Ruidoso would deliver general education for Medical Assisting, Roswell will deliver Medical Assisting courses, clinical will take place in Ruidoso
- Anna Chavez
- Positions
    - Computer Tech II – Selection made, going through approval process
    - Admin V Health – Reviewing applications
    - Program Specialists – Closing Friday 9-21
    - Special Services Tutor – Closing Friday 9-21
  - Please review requisitions prior to approving to ensure information is accurate
  - Please ensure you are contacting potential search committee members to make sure they are available and can serve on the committee
- Karen Franklin
- End of Year – Report to HED of actuals, Audit Report

- Waiting for any Audit findings
- Audit finding effecting enrollment reporting
  - 10-12 records from last year's audit, worked with auditor to reduce to 3
  - This year's finding 1 record found out of 40
- Donna Oracion
  - Two receptions tomorrow for Dr. Powell
    - Campus 2-4
    - Community 5-7 Anderson Museum
  - Foundation banquet 11:30-1
    - September 25
  - Volunteers for Fair
    - Promoting Bond D
    - Contact Dina
  - Hosting program with Kiwanis
    - Mr. Blue Shoes, program 10 and 1 on Thursday and 10 on Friday
  - Emergency Notification
    - Remind people to go into SSB to update information particularly cell phone
    - Determine new process for decision making process in the event of emergencies and inclement weather
- Rebecca Schneider
  - Policies – meeting to discuss concerns with policies with multiple campuses individuals to address concerns
  - Will be the campus's representative for the University Council held in Portales
- Clark Elswick
  - Collaborate Issues – Blackboard moved hosting, the IP address was not updated. Issues seem to be resolved as of yesterday (9-18-18).