

## Agenda Core Team 09/26/2018

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

- Upcoming events
  - o Listen and Learn sessions
    - Sep 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
    - Format
      - Overview of the sessions purpose – gain feedback to assist strategic planning
      - Review of current vision and mission statements
      - Large group discussion
      - Start/Stop/Continue for written feedback
- Strategic Planning
  - o Initial meeting in mid-October
- Campus Facilities Master Planning
  - o Selection of architects/engineers will start soon
- Items for Board of Regents meeting
  - o Deleting automotive degree (brakes specialization) – has been sent to Karen Van Ruetin
- Facilities scheduling
  - o To track facility usage all space use needs to be coordinated with Frances Dubiel
- Future planning
  - o 2018-19
    - Strategic Planning – Initial meeting October 23, 2018 plan to complete by July 2019
    - Campus Master Planning - start Fall 2018 and complete December 2019
  - o 2019-20
    - Data Governance – formally start August 2019 – (initial discussion fall 2018 with HEDW conference attendance in April 2019)
    - HLC Focused Site Visit date tbd
    - Strategic Enrollment Planning – start Aug 2019 and complete by Dec 2020
  - o 2020-2021
    - HLC Focused Site visit date tbd
- Other topics
  - o Mike Martinez
    - State Fire Marshall Inspection – October 9-12
    - Emergency Drill – possibly today (9/25) for ECHS and Youth Challenge
    - Traffic and parking enforcement is in effect currently
    - Hazardous waste pick up scheduled for mid-October
    - Attended PREPaRE training at NMMI last week, follow up to see if another training for our campus is possible
    - Fall graduation report – anticipating full access for civic center, one ceremony
    - Voter registration (9/27) LRC Lobby, free ice cream
    - Latinx Students Webinar OTC 124 November 6 – support at risk Latin/Hispanic students
      - All are welcome and encouraged to attend
    - Student Services Positions
      - Program Specialists for EOC – six applicants, going through the search process
      - Director of Campus Safety and Security – closes October 5
      - Academic Advisor – closes October 5
  - o Karen Franklin
    - There are a number of people who have not paid iCenter fees

- Scheduling of campus rooms – issue when scheduling by multiple people, the facilities sometimes is not notified when campus controls need to be overruled – All events and campus space should be scheduled through Frances Dubiel
  - Report of actuals – handout see Karen Franklin or Brian Zalesky with questions
    - Budgets will be shared with campus
- Rebecca Schneider
  - System policies – University Council meetings are 3<sup>rd</sup> Wednesday of every month in Portales
  - Rebecca is our campus representative on the University Council
    - She will forward policies under review and in development to our campus for feedback and comments and then present our campus responses to the University Council
      - Purchasing policy, deadly weapon policy (amended pending Roswell decision)
      - Travel policy under review
  - Rebecca will work with others on the Core Team to put together a draft of procedures for our campus and seek input from campus
- Anna Chavez
  - Two new positions open
    - Academic advisor
    - Director of security
  - Admin health
  - Executive admin assistant
- Donna Oracion
  - Fair next week – Fair Day
  - GO Bond Presentations
- Dr. Ken Maguire
  - Interview second round – respiratory director
  - Flight director – recruitment ongoing
  - October 5 – Student Learning and Assessment Workshop – 8:30 am – 4:30 pm
    - Invitation to attend one-hour assessment sent out to department managers and directors in conjunction with faculty and instructors
  - Potential economic development, student employment with AerSale