

Core Staff Meeting Notes

October 17, 2018

Attendees: Clark Elswick (by phone), Karen Franklin, Ken Maguire, Mike Martinez, Linde Newman, Donna Oracion, Shawn Powell, and Rebecca Schneider

Academic Affairs Update

- Adjustments are being made to academic programs to reflect change in general education.
- AVP's met with Student Services and are discussing the establishment of an online catalog.
- 150-180 8th graders will be on campus November 1 as part of the Berrendo Leadership Day.

Chief Information Office Update

- Initiating in-house early alert aid in Banner, which will include work flow, designed to increase retention.
- Working on common email system—currently in the design and testing phase. Should be completed within the next couple of weeks.
- Everbridge is an emergency notification system that has been put in place. A test should be conducted to see if staff receive notification as anticipated. Until a campus Security Director is named Dr. Powell is the contact with RISD to coordinate emergency/weather issues among campuses. Safety/security will be a topic for the January in-service.
- A committee is being formed to update the emergency manual.

College Development Update

- Remaining information cards regarding the Bond D initiative will be distributed to students.
- Good Day New Mexico is next Tuesday, October 23. The EMS program will be highlighted, and the University will be able to keep the video for recruiting purposes.
- A contract with CGI, a video series provider, has been signed. The video will be used for recruiting and social media. A date for the filming has not yet been determined.

Controller Update

- iCenter usage and payment for memberships are being reviewed.
- Budget sessions are scheduled for November 14, 15, and 16.

Human Resources Update

- Two new hires, Jessica Knoch, Administrative Assistant in Health Education, and Jennifer Cain, Clinical Director, Respiratory Therapy.
- Many at-will directors are being re-designated as professional staff. This will allow them to be affiliated with the Professional Senate and provide them an opportunity to participate in shared governance. Letters will be sent to affected individuals indicating they are being moved from at-will to professional status, effective November 1. Further discussions are ongoing regarding the status of at-will directors within Academic Affairs.
- Will be advertising for two full-time positions within Student Affairs: Registrar and Recruiter.

Student Services Update

- Fire Inspection is complete; should receive reports in a couple of weeks.
- Financial Aid Nights were successful.
- Student Success and Job Fair – Wednesday, October 24, 10:00 am-2:00 pm, developing a contingency plan in case of bad weather.
- Student Services 3-campus meeting in the works and agenda being finalized.
- RISD Dual Credit Strategic Plan for 2018-19 - Dates for campaign and registrations.

- Latinx Students Webinar - November 6, 12:00 to 1:30 pm in OTC 124, support for at risk Latin/Hispanic students. All were welcome and encouraged to attend.
- Graduation Updates
 - RCC has been contacted to find out when we can do a walk-through of the new facility; no response yet.
 - Graduation is scheduled for December 13 at the Civic Center. Photography services are being contracted and students will be encouraged to join the Alumni Association.
- Banner 9 Training and Preparation Update (set up specific times each week to talk over issues and go over trainings).
- Disclosures – Federal compliance for Title IV participation.
- Veterans Ice-breaker and Organizational meeting, October 24, 12:00 pm in OTC 121.
- Veteran’s Day Recognition Ceremony, November 7, 2018, 11:00 am to 1:00 pm in OTC 124, lunch will be provided.
- Currently working on the Veteran Affairs Continued Program Eligibility Application.
- Status of Academic Advising position – Going through search process now, good application pool.
- Status of the Program Specialist position for Talent Search – The TS position is currently being advertised.
- Status of the RFP for Grant Writers –RFP is being developed for a Trio grant writer.

Campus Facilities Master Planning

- Selection of architects/engineers will be complete in the next month. Goal will be to have this plan complete by July 2019.

Items for CCB/Board of Regents meetings

- Redoing schedule to align with BOR meetings

Planning

- 2018-19
 - Strategic Planning – start October 23, 2018, complete by July 2019
 - Campus Master Planning – start Fall 2018 and complete by July 2019
- 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 August 2019 and complete by December 2020
- 2020-2021
 - HLC Focused Site Visit date TBD

Legislative changes to Local Election Act (carry over)

- Inadvertent omission of incorporation of the Branch Community College Act within the legislative changes to the Local Election Act
- Efforts are underway through a Stipulated Petition to Conduct Regular Elections for All Branch Community Colleges with the Regular Local Election
- Updates to campus will be provided as this action progresses

Upcoming Events

- Initial strategic planning meeting - October 23, 8:00-9:00 am, Board Room
- Internal economic/business development meeting – October 29, 9:00 am, Fireplace Room

- Campus budget sessions first two weeks in November – November 14, 15, and 16
- Joint Advisory Boards Meeting – November 29, 6:00-7:30 pm, location TBD, RSVP by November 15

Core Staff meetings will be twice a month with individual meetings held in the off weeks. Please submit agenda items to Linde at least two days in advance of the scheduled Core Staff meetings.