

Core Staff Meeting Notes October 31, 2018

Attendees: Ken Maguire, Mike Martinez, Linde Newman, Donna Oracion, Shawn Powell, and Rebecca Schneider

Academic Affairs Update

- All campus advisory boards will meet November 29 from 6:00 to 8:00 pm in the ITC to gather their community based input for our ongoing strategic planning, dinner will be provided. The Foundation Board has been invited to attend. The Strategic Planning Oversight Committee will meet on November 6 to plan the November 29 discussion. Faculty will serve as facilitators at the event.
- Approximately 170 8th graders will be on campus tomorrow, November 1, to participate in STEM Day, as they explore career options. Would like to strategically plan for next year to reach out to all of the middle schools to participate and perhaps hold the event over a five-day period. This will be an agenda item for the November 29 joint advisory boards.
- Work is underway to better align our programs with those offered by the Portales campus. Faculty members are reviewing degree plans to ensure offered courses align with the degree plan.
- The Curriculum Council will meet next week and are working on a calendar and timeline for deadlines to put the catalog online. For the upcoming year, the target deadline is May 1. The following year will have a timeline of April 1 in order to facilitate academic advising.
- Two general education paths are being established—one for STEM students and the other for all other career paths.

Administration Update

- Visiting with local organizations and business leaders to gather information for strategic planning, as well as build collaboration between the campus and community.
- The Everbridge emergency notification system will be discussed during the January 11 In-Service day.
- Met with architects yesterday; currently reviewing renovation plans for the Automotive and Welding Technology Center and maintenance building. Interacting with architects to facilitate the selection for the firm(s) to complete the campus facility master plan.
- A campus-wide meeting has been set for November 28, 2:00-4:00 pm in OTC 124.
- We will develop a campus master calendar of recurring events.
- New Student orientation is being developed.
- We are compiling a list of national organizations that our campus has memberships with to determine future conference attendance and professional developmental.
- A court action is scheduled to review community college board member elections following legislative modifications to the Local Election Act.

College Development Update

- Working on last minute push for the Bonds B and D as the election is next week.
- The Chamber of Commerce is sponsoring a Trunk or Treat today beginning at 4:00 pm.
- There will be a tailgating event at the Chamber tomorrow, November 1, and the college is setting up an information table to promote the Bond.

Human Resources Update

- The University Council met this week to discuss system-wide policies in order to better align policies at the branches with the System.
- New hires are ongoing and several job postings have recently closed and applications are being reviewed.

- An AIG property surveyor will be on campus November 6 or 7 to evaluate buildings for insurance purposes—mainly to make sure they are covered adequately should a loss occur. The risk management point of contact is now the Human Resources Director.

Student Services Update

- Three-campus Student Affairs meeting is scheduled for Thursday, November 1, in the CUB.
- Latinx Students Webinar will be November 6 in OTC 124 to support at risk Latin/Hispanic students. A campus reminder will go out next week. Everyone is encouraged to attend.
- About 1,500 D/F Notifications were sent to students via WorkFlow for the fall semester asking that the students seek assistance from the Advising Center. The information will be shared with the Student Success Center. The students receiving financial aid have been reminded to maintain their grades and encouraged them to visit the Advising Center and the Student Success Center.
- ENMU-Roswell will have 137 graduates walking in December. ENMU-Portales will have five, (four bachelor's degree and one master's). Sara Hankins, a GHS grad and Presidential Scholar, will be the graduation speaker. Dr. Powell has met with the Foundation and the Mayor to discuss the cost of using the Civic Center for graduations. The Foundation agreed to pay the fees for using the Civic Center for the December graduation.
- We will host a Veterans Day event Wednesday, November 7, from 11:00 to 1:00 in OTC 124. We are working on the Veteran Affairs Continued Program Eligibility Application.
- The job description for the Registrar position is being reviewed and revised.
- Job descriptions for the Recruiter position and the One Stop Center Director position have been submitted to NEOGOV.
- An offer has been made to an individual for the Academic Advising position. We are waiting on a start date.
- Applications are being reviewed for the Director of Campus Safety and Security.
- Applications are being reviewed for the Talent Search Program Specialist.
- Daniela Garcia is the new EOC Program Specialist.
- The 2018 Student Resources and Job Fair was a huge success. There were 297 attendees at the event getting information from more than 30 community organizations and employers.
- We have received an updated RISD strategic plan. Some of the dates have been changed, and we are no longer going to do a parent night in October/November. We will be targeting the sophomore parents specifically at a parent night in March since they will be newly eligible to enroll in dual credit for the fall 2019 semester.
- We are working with the Early College High School office staff to advise Juniors and Seniors to prepare for spring enrollment and are collecting graduation applications for May graduation.
- New Student Relations is getting our new recruits from the College Day programs into Banner and updating the communication plan letters and other materials for fall 2019.
- We will host a FASFA day on campus this month.

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.

Planning

- 2018-19
 - Strategic Planning – started 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

- November 14, 15, and 16—Campus budget sessions first two weeks in November
- November 28, 2:00-4:00 pm, OCT 124—Campus-wide meeting
- November 29, 6:00-7:30 pm, ITC—Joint Advisory Boards Meeting (RSVP by November 15)