

Core Staff Meeting Notes

11/14/2018

Attendees: Anna Chaves, Clark Elswick (by phone), Karen Franklin, Ched Kindley, Joseph Lovato, Ken Maguire, Mike Martinez, Linde Newman, Donna Oracion, Shawn Powell, Rebecca Schneider, and Scott Smart

- **Surface Go / Pro / Laptop Presentation**
Clark Elswick, Ched Kindley, and Joseph Lovato discussed the attributes of the Surface Go, the Surface Pro, and the Surface Laptop as potential replacements for desktop computers.

Surface Go

- Entry model
- Lightweight, about 1 pound
- Mobile, easy to carry
- Quick to start
- Smallest screen, about 10" (size of an iPad)
- Limited processor
- Underpowered for desktop replacement
- Cannot add storage

Surface Pro

- Larger screen than the Go, about 12"
- Same processor as a desktop
- 8 Gig storage
- SD card can be added for additional storage
- Keyboard is removable so screen can be used as a tablet
- About a pound heavier than the Go
- Smaller keyboard than a laptop

Surface Laptop

- 13" screen
- Larger keyboard
- DVD is available, but will make unit larger
- Keyboard is not detachable
- Cannot be used as a tablet
- No ability to add SD card for additional storage

All three have good battery life of more than 8 hours, and all three are available with docking stations. One Note is a good tool for taking meeting notes and storing notes in one place—folders can be created to organize different topics/committees. Various templates are available, and pictures, files, links, videos, and audio files can be added. It also allows for the creation of a To-Do List. One Note can be accessed from other devices, such as a phone, and files can be shared with other users.

Note: These devices are available as replacements for current computers. Individuals requesting upgraded computers need to work with their supervisors.

- **FY 2019 Capital Funding Request**
Bernhard Energy identified three major projects relating to energy infrastructure.
 1. Replacement of the institution's electrical supply line

2. Construction of a campus heating/cooling loop
3. Creation of a campus-wide energy savings performance contract

HED has a funding line item to replace the existing electrical line that provides energy to the campus, this will be submitted this legislative session. This line was installed when the property was part of the Air Force Base, and there is no back-up electrical line. It may be cheaper to replace the overhead line instead of burying it, so we will get an estimate for that. The study identified several infrastructure projects. The Campus Facility Master Plan will prioritize campus facility needs. Xcel Energy is in the process of replacing three of the four transformers at the airport. They will have to shut down power at the airport and will try to do so when students are gone, but it could affect our servers. We need to make Xcel aware that the Child Development Center operates 24/7, and they should consider the residence halls, as well.

The auto/welding renovation and physical plant construction were combined into one \$8.3M project in order to attract larger contractors. Construction will begin in August of 2019 and is estimated to be completed by August, 2020. The new physical plant will be a pre-fab building to save cost.

- The January 11 In-Service Breakfast will be breakfast burritos, croissants, fruit, juice and coffee. We will check the availability of the ITC so that the breakfast and in-service can take place in the same location.
- Agenda for January 11 In-Service
 - Mental Health First Aid
 - Mental Health Services on Campus—Bob Phillips will discuss. We have the opportunity to have a counselor on campus beginning in January.
 - Emergency Management Responses—the new Security Director will speak on emergency management, the Clery Act, and Everbridge.
 - Clery Act Requirements
 - Everbridge
 - Title IX—Linda Neel will provide an overview and why reporting is important.
 - Travel Policy—this may be postponed until a later date.
 - Strategic Plan—Dr. Powell will provide an update on the planning process.
 - Campus Facility Master Plan
 - New Student Orientation
 - Student Satisfaction Survey—Todd DeKay will share results.
 - Performance Review Timeline—Rebecca Schneider will discuss.
 - Service Awards—Human Resources will present.

It was noted phone numbers have been an issue with using Everbridge because some students list their cell number as their main number and leave cell information blank, so incorrect information is being pulled from the database. New Student Orientation should help alleviate this issue.

- Emergency Operating Procedures were updated in June, but waiting on updated map information.
- Performance Reviews are due July 31. Rebecca prefers the evaluation form that ENMU-Portales uses over the one we are currently using. She would like to start training on the new review beginning in March and would send out reminders in May to supervisors to complete the evaluations. Job descriptions need to be reviewed during the evaluation process. The evaluation timeline for faculty

would not change. Dr. Powell asked that Rebecca speak more about this at the November 28 campus-wide meeting.

- Dr. Powell asked that staff remind their groups to reserve facility usage through Frances Dubiel. We will also ask Derek Dubiel about the option of putting up holiday lights around campus.
- Donna will submit a proposal for Campus Clean-Up Day.
- Campus advisory boards will meet on Thursday, November 29. In conjunction with the various meetings, a recognition dinner and program will be held that evening. Guests will be seated in groups of 8-10 at round tables and faculty will facilitate a period of about 45 minutes for five strategic planning questions.
 - In hindsight, what training do you wish you had received early in your career?
 - What current and future industry trends do you see bringing opportunities to our area?
 - How can you and ENMU-Roswell benefit from future collaboration?
 - What skills and abilities do YOU have to teach new employees?
 - How would the community describe what ENMU-Roswell does and who they serve?

Dr. Powell asked that feedback be sent to Todd by Friday, and the questions will be finalized on Monday.

- Karen indicated that a holiday lunch has traditionally been served in the cafeteria. Dr. Powell announced that the Activities Committee will be considering an alternative to the holiday dinner that was originally suggested.
- Karen distributed the 2019-2020 Budget Timeline
 - Distribute new Basic Budget Worksheets 11/19/2018
 - Return Basic Budget Worksheets to Business Office for Review 12/14/2018
 - Complete Preliminary Review of Basic Budget Worksheets 12/21/2018
 - Complete any updates to Basic Budget Worksheets & Personnel 1/31/2019
 - Complete Preliminary Master Budget for Review 2/28/2019
 - Review & Update Changes to Master Budget 3/15/2019
 - Complete Final Review of Master Budget 3/25/2019
 - 2019-2020 Proposed Operating Budgets to BOR 4/1/2019
 - 2019-2020 Proposed Operating Budgets to HED 4/25/2019

She indicated travel for professional development is absorbed by the department while conference fees come out of Human Resources' budget. Each department has a separate travel budget. It is important to keep professional development budget separate from programmatic budget. Karen will include travel budgets in the 2019-20 budgeting process.

- Dr. Powell will discuss the following topics at the CCB meeting this afternoon:
 - Thanks to voters for approving Bonds B and D
 - Thanks to everyone who coordinated and attended the Veterans Days ceremony, November 7
 - Thanks to everyone involved in organizing STEM Day
 - System goals—increase enrollment by 4% (~100 students) and increase retention by 1.5%
 - Upcoming events
 - November 28, 2:00 pm Campus-wide meeting in OTC 124
 - November 29, 6:00 to 7:30 pm Joint Advisory Boards meeting ITC
 - December 13, Graduation at Civic Center (thanks for Foundation for funding this event)

- January 10, 6:00 to 8:00 pm Chambers of Commerce members meeting
 - Strategic Planning update
 - Campus Facilities Master Planning update--identifying an architectural firm to guide the planning process
 - Budgeting sessions this week to encourage earlier development for FY20 funding requests (academic year 2019-20)
 - Communications
 - Campus wide meetings
 - Sharing Core Staff meeting notes
 - Posting Strategic Planning Oversight Committee notes
 - Identifying Academic Affairs equipment priorities for student instruction—approximately \$1M in total needs and funding will be requested from a variety of sources
 - Construction projects update
- Rebecca announced that the University Council will meet on November 26. Eleven policies are up for review and four of those have direct impact on this campus. She and Dr. Powell will meet to discuss potential changes to these policies.
 - Mike reported Student Affairs has three open positions. He recently participated in a webinar by the US Department of Labor regarding a career pathways toolkit. About 90% of the Early College High School juniors and seniors have been met with about enrolling at ENMU-Roswell. Dual credit registration will be held at the high schools next week. All institutional scholarship applications for Fall 2019 should be updated and posted on the web site by the end of the week. We are beginning to receive information from the recent inspection by the Fire Marshall. We will work with Physical Plant to correct noted deficiencies.
 - A candidate for the Chief Flight Instructor is on campus today interviewing with various groups/individuals.
 - Donna inquired which of the CCB members plan to attend graduation. She will be involved in a video shoot on November 28, which can be utilized for a multitude of purposes.

Upcoming events

- November 15, 10:00-11:00 am and 1:00-2:00 pm, CUB Multi-Purpose Room—Budget Training
- November 16, 9:00-10:00 am, CUB Multi-Purpose Room—Budget Training
- November 28, 2:00 to 4:00, OTC 124—Campus Wide meeting
- November 29, 6:00 to 7:30 pm, ITC—Joint Advisory Boards Meeting (RSVP by November 15)
- January 8 or 10, 6:00 to 8:00 pm—Community outreach for strategic planning with Chambers of Commerce
- Planning
 - 2018-2019
 - Strategic Planning – started October 23, 2018 and complete by July 2019
 - Campus Master Planning - start Fall 2018 and complete by July 2019
 - 2019-2020
 - 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