

Core Staff Agenda - 1/30/2019

9:00 am Occupational Technology Center (OTC) 111

Attendees: Clark Elswick, Karen Franklin, Ken Maguire, Mike Martinez, Brad McFadin, Linde Newman, Donna Oracion, Shawn Powell, and Rebecca Schneider

- **Fire Drills**

Brad McFadin reported a fire drill was conducted last Friday. Fire drills need to occur periodically, and should be held on various days and times. Brad will identify two or three Building Coordinators for each building, and the Building Coordinators will help clear buildings during a drill. Dr. Powell suggested building coordinator training. Brad will work with them to identify the best time to conduct the fire drill for each building. However, it is important that the drill be a surprise to the majority of the building occupants. The drills will occur on a per building basis rather than having campus-wide drills.

Early College High School requires fire drills to be conducted once per month. Brad will coordinate with the testing center for appropriate times for drills in that area. He will also work with the Child Development Center and the residential halls.

Fire drills will be a topic for the campus-wide meeting on February 22. Core Staff will also discuss with their staff to identify potential issues. Brad will work with Donna for better signage regarding fire exits/evacuation routes.

- **Travel Policies/Procedures Posted in Single Location**

Rebecca is working with Jacob Puckett to unify the location for all policies and procedures posted on the website. Dr. Powell requested all policies be available to the public and be listed on the front page of our website. New System policies will be kept separate for now to keep things clear, but will be transitioned to a single location when appropriate. Rebecca will include a statement that System policies supersede all other policies.

Rebecca will put together talking points for Core Staff and will also discuss policy development at the February 22 campus-wide meeting.

Cole and Nate will be asked to discuss new travel procedures at the February 22 campus-wide meeting.

- **2019-2020 Academic Calendar**

Dr. Maguire is finalizing the Academic Calendar in conjunction with RISD, we were invited to jointly review and develop our next three to four year calendars by the Superintendent. For the 2019-20 academic year a change is proposed for Thanksgiving week to be open and hold classes Monday and Tuesday, then to be closed Wednesday through Friday.

2019-2020 Holiday Schedule

Karen will find out the number of days allowed for holidays to determine if we have flexibility in our schedule.

- **MOU's to be In Place / Revised for 2020**

- La Casa Family Health Center w/Behavioral Health (Shawn/Karen)
- Great Western Dining (Shawn/Karen/Cole)
- Early College High School (Shawn/Ken)
- RISD Dual Credit (Shawn/Ken)
- CCB (Shawn/Linde)
- Youth ChalleNGe (Shawn/Ken)

Linde will schedule meetings regarding the various MOUs so that drafts can be in place in February.

- **Feedback from January 10 Building Bridges Forum**

Linde shared the feedback from the January 10 Building Bridges Forum and incorporated that information into the synopsis from the November 29 Joint Advisory Boards Dinner. She will send to the Strategic Planning Oversight committee.

- **Budget Meetings**

Dr. Powell reported we won't have much information from the Legislature in time for the budget meeting scheduled for Tuesday, February 19, 9:00-12:00, in the Fireplace Room. There will be another budget meeting on Wednesday, March 20, 9:00-12:00, in the Fireplace Room when more information on state funds will be available.

- **Campus-wide Meetings**

The following campus-wide meetings have been scheduled and will be announced to staff this week.

- Friday, February 22, 8:00-10:00 am, OTC 124
- Wednesday, March 20, 2:00-4:00 pm, OTC 124
- Tuesday, April 30, 1:30-3:30 pm, OTC 124

- **CCB / BOR Agenda Items**

Two CCB meetings are scheduled in March. Please send agenda items to Linde. Rebecca will send the new, approved policy regarding a Vice President position for the CCB. She will also send approved system policies that have been approved by the Board of Regents. These will just be submitted as informational items.

- **University Council Update**

Rebecca announced the University Council approved the policy for the addition of a Vice President position to CCB.

- **Personnel Actions**

Rebecca reported HR training regarding Banner was held in early December for Administrative Assistants. Due to limited attendance another training will be held on February 20. Rebecca will send list of requested attendees to Core Staff, so they can follow up to ensure attendance.

- **Additional Topics**

Dr. Maguire reported he participated in several GEAR UP meetings. The grant is currently in a no-cost extension, which ends August 31. The grant included funds for 71 scholarships. However, for any scholarship not awarded, the funds revert to the federal government. Work is underway to identify potential students to award scholarships.

Dr. Maguire announced Academic Affairs is working on some curriculum changes. He added he wants to visit with the Argos consultant, who is on campus this week, about some issues.

There is new furniture and carpeting in the OTC classrooms. Dr. Maguire stated there was great collaboration between faculty and the physical plant to change out furniture.

Mike reported Dr. Neel was able to negotiate with the Civic Center and lowered the cost of renting the facility for graduation by 32%. The contract also includes using the Civic Center for the December graduation.

Mike has been involved in meetings regarding new student orientation, and an online orientation is also in place. Mike announced there will be a local high school counselor appreciation breakfast on February 20. The breakfast will include a discussion on what can we do better.

Chris Meeks sent out email messages to students regarding PELL grants.

Donna reported Brad McFadin is now on Everbridge, and the system will be tested soon. People will be reminded to update their contact information in SSB.

Clark thanked group for ongoing communication.

Karen stated she has not heard back from the engineers regarding the campus master plan. They indicated they would be setting up meetings with various groups on campus. Karen will let Dr. Powell know if she has not heard from them by Friday.

Dr. Powell announced Senator Munoz recently had conversations with ten high school students and none of them had received information from any college/university in New Mexico. The Senator encouraged university presidents to increase marketing to citizens of New Mexico. Clark suggested using efficiencies with Portales to share information. Dr. Powell attended a Chaves County Economic Development dinner last week, and local industries are ready to provide internship opportunities in association with us; however if we are not responsive to their needs they will likely develop their own training programs.

Linde will set up recruitment meeting with Donna, Karen, Mike, and Dr. Powell.

Dr. Powell will be meeting with the Foundation on February 4, and he will request \$25,000 for academic equipment, as well as \$5,000 in discretionary funds for the President's Office. Additionally, money will be requested for each of the senates and the activities committee.

Dr. Powell was in Santa Fe last week and Monday and Tuesday of this week. He will return to Santa Fe next week for three days. The FY20 Higher Education Legislative Priorities are as follows:

- Increase Funds in College Affordability Act, Student Financial Aid Programs, Endowments
- Increase funding/FTE's to further HED mission including greater data-driven, student-focused, workforce-responsive collaboration statewide, i.e. encourage sustainable building practices; Native American liaison; partnering across PED, EDD, Workforce, Health, HSD, etc.
- Increase Teacher Training (Pre-K) and Healthcare (nurses, behavioral health, etc.) – educational pathways and workforce training initiatives
- Increase Higher Education Compensation and Retirement
- Higher Ed Centers of Excellence: agriculture, biotech, cyber security, sustainable energy

Continuing Statewide Initiatives:

- Common Course Numbering
- Gen Ed Reform
- Degree Mapping
- Dual Credit
- Advanced Placement Policy

ENMU-Roswell has requested \$260,000 from the severance tax bonds to be used for equipment needs.

The SUN PATH program expired. The program provided temporary assistance for needy families to obtain a certificate or associate's degree that would allow them to gain and retain full-time employment in a healthcare-related field. A new SUN PATH bill for \$12M was introduced, however, it was not specific, and the bill was pulled from discussion this week. The future of the bill is unknown.

The 2017 Legislative Finance Committee Dual Credit Progress Report indicated there may be potential funding for dual credit. "Agreements already have a built-in section named "Responsibility for Funding Dual Credit", which could be renegotiated to allow cost sharing between districts and colleges.

Especially important with districts hosting early college high school.” Dr. Powell stated we need to include this in the MOU’s we have in place with local school districts.

Action Items:

Who	What	When
Brad McFadin	Identify 2-3 Building Coordinators for each building	
Donna/Brad McFadin	Better signage for fire exit/evacuation routes	
Core Staff	Discuss potential fire drill issues with their staff	
Brad McFadin	Discuss Fire Drills	February 22 Campus-wide Meeting
Rebecca	Work w/Jacob Puckett to unify location of all policies and procedures on web	
Rebecca	Develop Policies & Procedures talking points for Core Staff	
Rebecca	Discuss Policies & Procedures	February 22 Campus-wide Meeting
Rebecca	Send Linde approved policy for adding VP position to CCB	
Rebecca	Send Linde BOR approved System policies—will be presented to CCB as information items	
Rebecca	Send Core Staff list of requested attendees for February 20 HR Banner training of Admins	
Core Staff	Follow up with above mentioned attendees	
Ken	Finalize Thanksgiving week w/faculty	
Karen	Identify number of days allowed for holidays	
Karen	Contact Shawn if no word from engineers regarding Campus Master Plan	Friday, February 1
Cole Collins/Nate Hopkins	Discuss New Travel Procedures	February 22 Campus-wide Meeting
Linde	Schedule meetings re: MOU’s	ASAP
Linde	Building Bridges Forum Feedback to Strategic Planning Committee	Before February 5
Linde	Schedule Recruitment meeting—Donna, Karen, Mike, Shawn	