

## 1-1 Introduction and History

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**1. General Content.** The ENMU-Roswell Policy and Procedure compilation (the P&P) contains approved policies and procedures for governing and administering Eastern New Mexico University-Roswell and system wide campuses (Portales and Ruidoso). Personnel handbooks, which are distributed to each employee as well as posted on the ENMU-Roswell web site, are intended to be policy documents auxiliary to the P&P and may contain personnel policies not included herein. Many policies and procedures directed to particular ENMU-Roswell constituencies or administrative units, but not to the University as a whole, are not included in this compilation. Administrators in charge of policies and procedures not contained in this compilation are listed in P&P, 1-3.

**2. Purposes of the P&P.** The P&P is intended to serve the following purposes:

- A. To inform ENMU-Roswell employees of current policy and procedure;
- B. To assist in compliance with state and federal law;
- C. To enable ENMU-Roswell employees to comply with approved policies and procedures;
- D. To emphasize the importance of consistent compliance with ENMU-Roswell policies and procedures and;
- E. To assist new staff members in gaining understanding of the manner in which the ENMU-Roswell campus functions.

**3. Administration of the P&P.** It is essential that all copies of the P&P be kept current and accessible in order to effectively serve the purposes for which the manual is designed. The responsibility for assuring departmental copies of the manual are current and accessible is assigned to ENMU-Roswell staff that have immediate supervisory responsibility for each ENMU-Roswell department. For administrative purposes, the official copy of the P&P shall be posted to the ENMU-Roswell web site and updated by the Office of Human Resources.

**4. History of the P&P.** The following is a summary of the known history of the P&P:

**A. Development.** The first ENMU-Roswell P & P Manual was compiled in the early 1980's under the direction of Provost Loyd Hughes. Provost Hughes made the decision to compile the administrative and governance policies and procedures into a form to which faculty and staff could readily refer. In 1993, Provost Hughes directed a second major revision of the P & P Manual. In May 1993, the Administrative Council approved the revised compilation. Between 1993 and 2000, the institution revised various sections of the compilation. In 2000, Provost Travis Kirkland authorized a major revision linking the format with the ENMU-Portales Administrative and Governance Policies and Procedures Manual (AGP & P Manual). One of the goals of the 2000 revision was to convert the document into an electronic format that could easily be updated and distributed.

**B. Content and Organization.** P&P content is restricted to approved policies and procedures and such approved documents as are deemed necessary for the administration and governance of the ENMU-Roswell campus. Purely informational material, however important it might be, is not found in the P&P but rather in various separate handbooks and other publications. Though originally

organized by functional/organizational elements of the ENMU-Roswell campus, the P&P has been reorganized into topical chapters in order to enhance its usefulness.

**C. Numbering and Citations.** The P&P can be broken down into chapters, documents, sections and subsections. Each chapter is given a number (1, 5, 10, 15, etc.). Each document within a chapter is also given a number (1, 2, 3, 4, etc.). Therefore, the second document in chapter 20 would be numbered "2" and can be cited as "20-2." Within each document, each section is numbered (1, 2, 3, 4, etc.). Therefore, the fifth section of the second document in chapter 20 would be numbered "5" and can be cited as "20-2-5." Within each section the subsections are indicated by a capital letter first (A, B, C, D, etc.), then a number in parentheses [(1), (2), (3), (4), etc.], then a lower case letter (a, b, c, d, etc.). A full citation down to the lowest-level subsection could read "P&P, 20-2-5A(1)b."

**D. Titles.** Each document within the P&P has been given a title appropriate to its contents and a number. These are listed at the beginning of the document and in the P&P Table of Contents. Each section also begins with a title in bold print. The title of a section is intended for ease of use. It is not intended to be a technically correct part of the document, nor should any interpretation of a section include the title.

**E. Editing and Publishing.** Just as the content of the P&P should be limited to approved documents, editing, updating and publishing should be by an approved method and by those with documentary authority to do so. In 1997, the president of the ENMU system approved such a method in **AGP&P, 1-2.**

## **5. Brief History of ENMU-Roswell**

The Roswell Campus of Eastern New Mexico University is located about 6 miles south of downtown Roswell on approximately 160 acres of what was formerly a part of Walker Air Force Base. The campus is located in the center of what is now known as the Roswell International Air Center.

In 1957, the New Mexico Legislature passed the Branch Community College Act. Governor Edwin L. Mechem signed the legislation into law thus making it possible for the establishment of branch colleges. Following this, the Roswell Board of Education petitioned the Board of Regents of Eastern New Mexico University to jointly establish a branch college in Roswell. The Roswell Branch Community College (the legal name for ENMU-Roswell) was officially established as a branch of Eastern New Mexico University in the fall of 1958. From 1958 to the fall of 1962, all the college classes were conducted in the evening using the facilities of Roswell High School. In January of 1963, the old Post Office building at Fourth and Richardson streets in downtown Roswell was made available to the Roswell Municipal School District to be used as a location for the college. The new location made it possible for the college to offer day classes for the first time.

After passage in 1963 by the New Mexico State Legislature of the Junior College Act, voters in the Roswell Municipal School District passed a mill levy election to raise \$100.00 per full time equivalent student. This amounted to a .634 mill levy.

During the early development of ENMU-Roswell, the largest economic impact upon the city was the location of Walker Air Force Base, a Strategic Air Command (SAC) facility, just six miles to the south of the city. The land that Walker Air Force Base occupied was originally leased from the city of Roswell on November 10, 1941 for the Roswell Army Flying School and the Roswell Advanced Air Corps Training School. On December 28, 1945, the Air Corps Flying Training Command acquired this entire site by way of condemnation proceedings in Civil Court action number 665 in the U.S. District Court for the District of New Mexico. The Air Base served in a number of capacities during the intervening years and was declared a surplus military installation in 1967.

The announced closing of Walker Air Force Base as of June 30, 1967 precipitated a crisis for Roswell. The impending sudden loss of several thousand families accompanied by the inevitable economic impact dictated that strong measures be instituted to minimize the effect of the Base closure. Consequently, a Base-Community Development Committee was formed and acted as a guiding force in planning. Four agencies were approved to acquire and use the vacated facility. The agencies were the City of Roswell, the State Spinal Hospitals Board, the Chaves County School System, and Eastern New Mexico University.

In March of 1967, Governor Cargo signed the Walker Air Force Conversion Bill authorizing the relocation of the Roswell Branch Community College to the former air base. The official transfer of 234.5 acres of military property to ENMU was accomplished on June 26, 1967. This land and permanent buildings that originally comprised the Roswell Campus were secured by a deed without warranty the 3rd day of June 1968. At the same time, the ENMU administration announced that the name of the community college would be changed to Eastern New Mexico University-Roswell. The physical move to the former air base (named the Roswell Industrial Air Center) was conducted during the summer of 1967.

Relocating to the former Walker Air Force Base meant that for the first time the college had the facilities to offer, in addition to its academic program, a sound occupational education program. The college initiated new training programs in vocational, trade and technical, semi-professional and health occupation areas. The Adult Education Center opened in October of 1967.

The move of ENMU-Roswell to the Roswell Industrial Air Center necessitated a change in the local district, since the college was now outside the Roswell Municipal School District. Therefore, an election was held on January 9, 1968 to create the Roswell Branch Community College District encompassing all of the currently combined school districts of Dexter, Lake Arthur, Hagerman, and Roswell.

During the spring of 1981, 38.9 acres of land and accompanying buildings reverted to the federal government by mutual agreement. This was done in order to 1) fulfill requirements on use contained in the original deed; 2) reduce inventory of unused buildings and property on campus which are embodied in the master plan; and 3) provide a possible site for relocation of the Roswell Job Corps Center. Subsequently, in 1993, the institution sold another approximately 40 acres to the City of Roswell for military training and industrial development.

On February 9, 1982, the citizens of Chaves County passed a bond issue for a \$5,000,000 capital outlay project. This increased the local property tax to one mill. Over the next six years, state support augmented the local amount by approximately \$9,000,000. The approximately \$14,000,000 was used for the construction of a new campus. The college completed the final phase in master plan in April 1989.

Shortly after completing the master plan, a movement to make the Roswell Campus an independent community college gained momentum. Independence would mean greater tax revenue for the college, but the citizens of the college district would have their taxes increased from one to two mills. A vote regarding the issue of becoming an independent community college was held on June 4, 1991. The voters of Chaves County soundly defeated the measure by over a two to one margin.

A \$6 million bond issue passed by voters in 1994 helped to fund the renovation of the Arts and Science Center in 1996 and a new Instructional Technology Center, which also received state general obligation bond funds, in 1998. The center, which was completed in October of 2001, is technology-based, improving the college's computer and instructional television instruction.

In 2000, voters approved \$500,000 in state general obligation bond funding for the expansion of the Aviation Maintenance Technology facility. The addition was completed in May 2002. A renovation of the campus swimming pool was also completed in 2000.

In November, 2002, Bond Issue 'B' was approved by a majority of voters statewide to provide \$450,000 for roof replacements on the Occupational Technology Center and the Automotive and Welding Technology Center. In November of 2003, Chaves County voters overwhelmingly approved the renewal of the local general obligation bond issue for campus expansion projects, including the construction of a new Health Sciences Center. The bond issue generated up to \$8.1 million dollars.

In November of 2004, a statewide General Obligation Bond Issue was passed by voters, which generated an additional \$3.1 million dollars to help fund the Health Sciences Center construction and provide for infrastructure improvements. The Health Science Center, which consolidated all of the health programs under one roof, was completed in the spring of 2007. In November of 2006, voters approved a statewide General Obligation Bond Issue for education projects. ENMU-Roswell received \$5.8 million for the construction of phase II of the Health Science Center. That center will be complete in November, 2010.

Through a partnership with the New Mexico Department of Health, a new facility for the New Mexico Rehabilitation Center is being built on campus property adjacent to the Health Sciences Center. A new privatized housing development project was completed on campus in the fall of 2007. Under a long term ground lease provided by the University, the Sierra Vista Village housing complex includes suite and apartment style units with a total of 258 beds.

In November of 2008, voters approved a statewide General Obligation Bond Issue for \$4 million to construct a new Student Services/Educational Center on the campus. The planning for that building is underway with construction to begin in early 2011.

In November of 2010, voters will decide another statewide General Obligation Bond Issue for \$4 million to construct a new Physical Plant complex on campus. That project will begin in late 2011 or early 2012 if the General Obligation Bond passes.

New degrees and certificates continue to be added to campus offerings each year. Since 2001, these have included a Media Arts program, Heating, Ventilation, Air Conditioning-Refrigeration Technology, Renewable Energy Technology, Dental Hygiene, Construction Trades, and Emergency Management. The number and diversity of online classes offered by ENMU-Roswell instructors also continues to increase. More than 100 online classes are offered each semester.

Campus governance has also undergone some changes over the years. Throughout most of its history, the Branch Community College Board of ENMU-Roswell was a 20-member board comprised of each of structure became cumbersome, as it was difficult to obtain a quorum to conduct official business. At the board's meeting on September 8, 2005, members unanimously voted to take the Local Option provided under the Branch Community College Act [21-14-2.1 NMSA 1978] and "cease to operate as the branch community college board and provide for an elected community college board." Following the requirements of this option, the board elected a five member Interim Branch Community College Board with one person from each school board in the county and a fifth member elected at large from the board membership.

In accordance with the Branch Community College Act statute, ENMU-Roswell held an election to establish a permanent Branch Community College Board at the next regular school board election, which was February 6, 2007. The Branch Community College Act required that all five members must be elected at large and not within single-member districts.

On February 6, 2007, Chaves County voters went to the polls to elect the five members of the ENMU-Roswell Branch Community College Board. This was the first elected Branch Community College Board in the college's history. The five members elected were Steve Henderson, Eloise Blake, Ed David, Bernarr Treat, and Clyde McKee. The current members are Eloise Blake, Mireya Trujillo, Ralph Fresquez, Chad Hamill, and Clyde McKee.

On May 1, 2008, the Board of Regents at Eastern New Mexico University approved a title change in branch campus administration leadership. The titles of the Provosts at the ENMU-Roswell and ENMU-Ruidoso campuses were changed from “Provost” to “President.”

Through its history, enrollment at ENMU-Roswell has increased from 157 part-time evening students in the fall of 1958 to close to 4,000 in the fall of 2010. Enrollment hit an all-time high in the fall of 2005 with 4243 students. This growth is just one indicator that ENMU-Roswell is meeting the higher education needs of the region.