



Administrative Council

April 16, 2025

1:30 pm

Fireplace Room

Meeting Notes

Attendees: Todd DeKay, Ron Flury, Stephen Grieco, Eric Mann, Brad McFadin, Karen Massey, Stephanie Miles, Linde Newman, Shawn Powell, Jacob Puckett, Devin Stroman, and Edna Yokum

I. Legislative/Capital Outlay Update (Shawn Powell)

The Governor signed legislation Friday, April 11. (see attached handout) The compensation increase will be four percent across the board, effective July 1. Appropriations total is \$2,440,000. This does not include General Obligation bond funding: Architect RFP for Aviation Maintenance Technology building expansion is out. The project will involve about a year of planning and up to one and a half years in construction.

Research and Public Service Projects (RPSP) appropriation for nursing expansion is \$350,000. Proceed with obtaining quotes for capital projects that were approved. Some may require an RFP. Work with Karen Massey.

II. Mill Levy Survey Results (Shawn Powell)

Research and Polling was hired to conduct a survey of Chaves County registered voters. 52% of respondents polled are in favor of a mill levy increase. After further discussion with the voters, 59% indicated being in favor. The Community College Board will be asked at the April 23 meeting to place the mill levy ballot question on the November 4, 2025 local election ballot. The Mayoral race will also be part of this election in November, which should increase voter turnout. Many people will need to be involved in the effort—committees will need to be set up and have campus ambassadors go into the community to advance this cause. The timeline is very condensed because it will need to be completed in six months. The purpose of the additional mill levy is to improve technical education programming.

III. Artificial Intelligence (AI) (Todd DeKay/Jacob Puckett)

AI is great for draft writing; however, some models are better for certain things. It should be used as a template, not a final product.

It would be helpful to utilize a local artificial intelligence for the campus. It would be run on local campus hardware and would not contact the internet unless specifically requested. The benefit would be to keep our data secured and would be used for our campus only. An AI server would need to be purchased, at a minimum investment of about \$20,000. It would eventually help streamline many processes. It could also be used for live transcription and translation during graduation ceremonies.

An AI committee needs to be established comprised of Jacob Puckett (chair), and representation from the business office, academics, student affairs, and one person from each major area. An ADA component needs to be included. Jacob will contact the Core Team to create the committee and set charter.

IV. Physical Plant & Special Campus Activity Concerns (Todd DeKay)

There are about only about four people available for event set up. Some of the large tents need three to seven people to set up. This takes employees away from regular tasks. Physical Plant needs as much lead time as possible. Try to use existing facilities to save set up and tear down time.

V. Construction Update

Demolition is going well for the nursing expansion. Walkway and fire suppression projects will begin very soon. Some aspects of the construction will be noisy, working to schedule for least disruption as possible. Fire suppression will be added to the OTC, Arts and Sciences, and PEC. Greenhouse construction moving forward. Projects for the 2026 G.O. bond summer hearing will include HVAC replacement and EFIS repair for several building. Roof replacements and repairs are on hold while working through insurance claims. Aside from the ITC roof replacement project, there was an additional \$2,500,000 in damages across campus from the 2023 hail storm and the 2024 flooding. Teresa Casarez is working to facilitate these repairs and replacements.

VI. Area Reports

Professional Senate—Dr. Powell met with the Professional Senate Friday because the senate has not met on a regular basis for some time. The Professional Senate will go through the process to elect new officers and is important for shared governance. Please encourage staff to attend the meetings.

Devin Stroman—registration is two weeks in. Advising is completely booked until the first week of June. Training others to help advising during the summer. Approval was obtained to hire a replacement advisor. About 300 students have registered so far.

Eric Mann—Nursing pinning ceremony is May 7 and OTA pinning ceremony on May 8. HVAC work in the Health Sciences building is in process. Career Day is April 24. Speaking at Lovelace Medical Center this evening with Scouting America regarding EMS career information. Two nursing postings are being finalized.

Stephanie Miles—medical leave bank enrollment is now open. Staff must donate to the medical leave bank in order to benefit from it. Be sure to adhere to leave report and timesheet and ensure staff submit on time. Preparing to transition to SSB 9 Employee Dashboard. Trials are still being conducted, but trainings will be set up soon.

Karen Massey—a flyer with business office updates was distributed. A memo regarding year-end deadlines will be sent out today, and a memo for the annual capital asset inventory will go out in the next few days. A special virtual CCB meeting will be held this afternoon to present the Budget Adjustment Request (BAR) #2, as well as the FY 2025-2026 budget. Next week's Community College Board meeting will include property disposal approval.

The May 9 Board of Regents meeting will be in OTC 124, and the meeting will need to be streamed.

Stephen Grieco—working on improvements to expedite graduation process since we will have three ceremonies. Four tickets per student will be available for each ceremony. Will work with faculty to attend two out of the three ceremonies. Faculty contracts are being finalized.

Brad McFadin—selected Job Corps security interns will be utilized during the graduation ceremonies. There has been an issue with the intern program though. Apparently, students were told by Job Corps it would be a paid internship, but they were not paid. Dr. Powell asked Brad to work with Todd DeKay to possibly use workforce funds to get the students paid because they will perceive the fault lies with the campus. There is an airport exercise planning meeting tomorrow. Security is in the Arts and Sciences building while repairs are ongoing in the Security building.

Edna Yokum—outdoor welding booths are in progress. The fencing and concrete pads are complete. The frames for the welding booths are up, and the Fire Marshal has been checking the progress regularly. The new Aviation Maintenance Program Coordinator started this week. Adult Education graduation is May 7 with 72 students walking and 125 graduating. Technical Education faculty will volunteer at the Adult Education graduation. Altrusa donated \$1,000 to support our Adult Education students. Adult Education programs has been discussing the increased dropout rates of high school students. Locally, many of those are coming to our Adult Education program. Todd DeKay, Karen Massey, and Edna Yokum met with the Dean of Technical Education and the Director of their Aviation Maintenance program at Amarillo College recently, and they will visit Amarillo College the week after graduation to tour their aviation maintenance program. The college is selling off much of their equipment, and it would be good for us to have a better understanding of their surplus process. Their facility is 85,000 square feet, and ours is 25,000-35,000 square feet. It would be helpful to see how their hangar space is arranged. Dr. Powell suggested establishing a static display of one of our aircraft instead of disposing of it. Dr. Powell added Matt Rincon will do presentation at the Community College Board meeting on April 23 to discuss the strategic objective to increase enrollment. It would also be helpful to have a recent graduate attend, as well.

Ron Flury—Faculty Senate revamped the Performance Appraisal and Development Plan (PADP) which is included in the new faculty handbook. Rank and title are also new aspects. The faculty handbook has just been finished, and 90% of it is systemized and 10% is unique to the Roswell campus. The handbook will be sent to faculty for the last overview before being finalized. Self-nominations for committees and new members are being completed.

Todd DeKay—preparing a submission for a community news grant, which would work with the media arts program; spending workforce money; shopping for a new forklift; hired new pool manager. Let Todd know of any cleaning issues. A position is open working with Youth Challenge to teach construction skills to them. Copy Frances Dubiel on capital projects. There is a new tanker truck for the CDL program.

Jacob Puckett—separate System-wide domains are currently maintained for faculty/staff and students. Portales is working to collapse the student directory into the regular active directory that contains the

faculty and staff accounts. The end result will be simplification. The suggested pushout date from Portales is September 15. That is the date faculty, staff, and students come back to campus after being remote during the week of the air races. It would be better to have this happen in August before fall classes begin and after summer classes end. It was suggested this be done before first-time freshman orientation. Devin Stroman will confirm the orientation date with Jacob. PAC technology upgrades going well. Most work will be done the first week of May. Additional individuals will need to be trained on the new equipment. The lighting control upgrade needs to be considered soon.

Shawn Powell—Annemarie Oldfield officially submitted her retirement notice, and her last day will be April 30. Linde Newman and Andrea Warton will plan her retirement reception. Send topics for the April 25 campus-wide meeting to Linde. Brenda Barela will provide more safety training, and TimelyCare will do a presentation. They will need a virtual link to the meeting. Suicide awareness training will be later this month.

Upcoming Events

Wednesday, April 23	Transfer Fair
Wednesday, April 23	Community College Board Meeting, 4:00 pm, Admin Board Room
Thursday, April 24	Career Fair
Friday, April 25	Campus Wide Meeting, 9:00 am, ITC Commons
Thursday, May 1	Eastern Day at Roswell
Wednesday, May 7	Nursing Pinning Ceremony, 6:00 pm, PAC
Thursday, May 8	OTA Pinning Ceremony, 10:00 am, PAC
Thursday, May 8	Adult Education Graduation, 7:00 pm, PAC
Friday, May 9	Board of Regents Meeting, 1:00 pm, OTC 124
Friday, May 9	Spring 2025 Graduation Ceremonies, 4:00 pm, 5:30 pm, 7:30 pm, PAC
Wednesday, May 14	Community College Board Meeting, 4:00 pm, Admin Board Room
May 18-23	Pilot Qualification Courses
Saturday, May 24	ENMU-Roswell Foundation Golf Tournament
Saturday, May 24	ECHS Graduation, 9:00 am, Wool Bowl
September 10-14	National Championship Air Races & Air Show

ENMU-Roswell 2025 Legislative Session (first session)

Compensation increases of 4%

Appropriation Total	<u>\$2,440,000</u>
Capital Project	\$1,500,000
Capital Outlay	\$ 590,000
RPSP	\$ 350,000

HB 2 First session 2025 (pages 160-161)

(2) Roswell branch:

The purpose of the instruction and general program at New Mexico's community colleges is to provide credit and noncredit postsecondary education and training opportunities to New Mexicans so they have the skills to be competitive in the new economy and are able to participate in lifelong learning activities.

RPSP Appropriation: (c) Roswell branch - nurse expansion 350.0

HB450 57th Legislature, 1st Session, 2025 (pg. 230-231)

SECTION 40. EASTERN NEW MEXICO UNIVERSITY PROJECTS-- GENERAL FUND.--The following amounts are appropriated from the general fund to the board of regents of eastern New Mexico university for the following purposes:

1. one hundred twenty thousand dollars (\$120,000) to purchase and equip an aviation maintenance boom lift for the Roswell branch campus of Eastern New Mexico University in Chaves county;
2. one hundred thousand dollars (\$100,000) to purchase and equip a birthing and c-section manikin for the health care simulation center at the Roswell branch campus of Eastern New Mexico University in Chaves county;
3. eighty-six thousand dollars (\$86,000) to purchase and equip a diesel engine trainer, including a mobile stand, for the diesel certificate program at the Roswell branch campus of Eastern New Mexico University in Chaves county;
4. one million five hundred thousand dollars (\$1,500,000) to plan, design, construct, equip and improve sprinkler and fire suppression systems at the Roswell branch campus of Eastern New Mexico University in Chaves county;
5. one hundred thousand dollars (\$100,000) to purchase and equip a forklift for the physical plant at the Roswell branch campus of Eastern New Mexico University in Chaves county;
6. eighty thousand dollars (\$80,000) to purchase, equip and replace metal inert gas welders at the Roswell branch campus of Eastern New Mexico University in Chaves county;
7. fifty-four thousand dollars (\$54,000) to purchase and equip a heating, ventilation and air conditioning industrial refrigeration trainer for the Roswell branch campus of Eastern New Mexico University in Chaves county;
8. fifty thousand dollars (\$50,000) to purchase and upgrade safety equipment, including shelving, fire- safe cabinets and sterilizing equipment, for biology and chemistry laboratories at the Roswell branch campus of Eastern New Mexico University in Chaves county;