

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD**

**March 5, 2015
6:00 p.m.
Room 102**

OATH OF OFFICE

The newly reelected board members Brad Treptow, Michael Budd and F. Lynn Willard were sworn in by the Honorable Judge Katie Lund. The swearing in of Gina Klinekole will be held at a later date.

CALL TO ORDER

Dr. F. Lynn Willard, Chairman, called the meeting to order at 6:00 p.m. and declared a quorum. Dr. Michael Budd, Mr. James Paxton, and Mr. Brad Treptow were present. Ms. Gina Klinekole was absent. Also present were Dr. Clayton Alred and Dr. Steven Gamble by phone.

APPROVE THE AGENDA

Dr. Budd moved to approve the agenda. Mr. Treptow seconded the motion.

Vote: 4-0-0. Motion approved

APPROVAL OF MINUTES

Mr. Paxton moved to approve the December 4, 2014 minutes as presented. Mr. Treptow seconded the motion.

Vote: 4-0-0. Motion approved.

INTRODUCTION OF GUESTS

Faculty/Staff: Ms. Sheila Farquer, Mr. Pierre Laroche, Ms. Kathryn Keen, Mr. John McCullough, Ms. Rhonda Vincent, Ms. Holly Braden, Ms. Lisa Maue, Mr. Bill Pitt, Mr. Jim Weinman, Ms. Sara Karabelski and Ms. Juanita Garcia were present. Also attending by video conferencing were Devonna James and Stephen Miller

REPORT FROM THE CHAIRMAN OF THE BOARD

Dr. Willard reported that he was in Santa Fe during the legislative session and had the opportunity to attend the legislative reception with Dr. Alred, Mr. Laroche and Ms. Omness.

REPORT FROM THE PRESIDENT OF THE UNIVERSITY

- Dr. Gamble congratulated the newly sworn in board members.
- Dr. Gamble announced the passing of Dr. James Miller, Sr., who was a respected educator in New Mexico and father of the ENMU-Ruidoso founder Dr. James Miller, Jr.
- Dr. Gamble announced that the Higher Education Department has a new secretary, Dr. Barbara Damron.
- The state has little new money to distribute for the upcoming fiscal year, and it appears that few funds will be used for higher education.
- Dr. Gamble commented that costs are going up including the cost of health insurance. The university will see a \$215,000 increase for its portion of insurance benefits. There are three ways to balance the additional expenses: 1. State appropriation, which will be zero. 2. Tuition fee increase and 3. Budget and program cuts. Dr. Gamble stated that ENMU-Ruidoso was in a good position due to the Title V grant funds and its reserves.
- Dr. Gamble discussed the lottery scholarships. With tuition increases and a decrease of these monies, a loss could be seen within the lottery scholarship program. He stated that ENMU-Portales currently has 1,100 students on lottery scholarships and that 375 scholarships could be lost.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT

- Dr. Alred gave a brief overview of the spring enrollment, which totaled 807 students. He stated that spring enrollment declined from last year by 11% for headcount and 5.1% in credit hours. There are however, fewer students taking more hours.
- Dr. Alred commented on the new Secretary of Higher Education, Dr. Barbara Damron. Dr. Damron appears enthusiastic and attentive to the needs of two year institutions.
- Dr. Alred provided an update on personnel. Verna Stuard was hired as the new night receptionist. The search for math faculty is continuing. There are searches being conducted for custodian and Director of Student Services.
- Dr. Alred announced there is a faculty art show in progress in the Learning Commons.
- Dr. Alred informed the board about the Rave system which is an alert system for the college. The system will send out notices of information such as inclement weather closures.
- Dr. Alred reported that in conjunction with the Title V grant, the college has added a live chat feature on the website. The live chat will be manned Monday through Friday 9:00 am to 4:00 pm; Monday through Thursday 5:30 pm through 8:00 pm and Saturday 10:00 am to 3:00 pm. Currently the staff of student services is scheduled to run the live chat Monday through Friday and the night receptionist will run it nights and Saturdays. One of the features of the live chat is that the student will receive an emailed transcript of the chat. Mr. Treptow asked what happens if someone tries to chat during off times. Dr. Alred replied that a message would be sent to Juanita Garcia to make contact. Mr. Paxton asked if the chat system would be used for advising in all programs or just those related to the Title V grant. Dr. Alred replied that the Department of Education allows the use for all programs. Mr. Paxton also asked if training was provided on what types of questions can be answered during the chat session. Dr. Alred stated that staff has been trained on the privacy laws and will respond accordingly. Mr. Paxton asked when the chat will go live. Kathryn Keen stated the pilot was going live on March 13, 2015. Dr. Alred informed the Board that Ruidoso was the only campus within the ENMU system that has the live chat feature.
- Dr. Alred announced ENMU-Ruidoso community education would be sponsoring the Watershed Moment Conference at the convention center on Friday, March 13, 2015.

INFORMATION ITEMS

1. Report from the ENMU-Ruidoso Foundation - Rhonda Vincent, Foundation Director provided the Board with information on the foundation activities.
 - Ms. Vincent informed the Board that the Foundation Board has agreed to raise the matching funds in regards to the Title V Grant endowment. To date the board has raised \$4,000 of the first year's \$10,000 goal.
 - Ms. Vincent is currently organizing a trap and skeet shoot as a fundraiser. She recently went to Tucson to witness a trap and skeet event being held there. She stated that there was the possibility of the event being held by a private land owner or at the Inn of the Mountain Gods. She anticipates that proceeds from the event will be unrestricted.
 - Ms. Vincent informed the Board that scholarship discussions will start April 30, 2015. Ms. Vincent also informed the Board that for the Fall 2014 semester and the Spring 2015 semester, the Foundation awarded \$26,000 in scholarships.
 - Ms. Vincent announced that the ENMU alumni social will be held at the Inn of the Mountain Gods on Friday, March 6, 2015 from 6:00 pm to 9:00 pm.
2. Title V Grant Update – Ms. Kathryn Keen presented to the Board an update to the Title V grant. Ms. Keen provided the Board a timeline reflecting the pilots for admissions and registrations are 100% complete. She reported that the online services, portal and online advising have been completed. Dr. Alred stated that part of the grant monies will be used to develop a portal with a single login to Blackboard, class schedules, advising, etc.

Ms. Keen stated that grant personnel are ahead of schedule for the Wildland fire objectives. Dr. Willard asked Ms. Keen where the classes would be held. Ms. Keen responded, on campus, out in the field and possibly Sierra Blanca Fire Academy. Ms. Keen informed the Board the Title V grant employees could not market or recruit for the programs but that ENMU-Ruidoso employees could perform marketing for the program and have been to the Sierra Blanca Fire Academy. They will be sending two people to the Arizona fire academy. Ms. Keen informed the Board that an internal monitoring team has been formed and is made up of stakeholders and community members. The internal monitoring team has been given data, the overview and the scope of the grant. Ms. Keen also stated that there is a federal report due in April which will evaluate progress up to March 30, 2015.

Ms. Keen asked Ms. Farquer to provide the financial update of the grant. Ms. Farquer stated that the budget for the current year is \$525,000. At this time, \$104,000 is committed with \$10,000 to be paid for the external reviewer. Ms. Farquer added that the college has received \$11,000 in merchandise and is waiting for an invoice to pay. She stated \$47,600 in equipment has been ordered. Ms. Farquer is waiting until the end of March to request the draw down in order to have as many invoices as possible. If all invoices are received, \$162,700, or 31% of the grant funding, will be paid out in March. Ms. Farquer assured the Board that they are on target with spending. She stated that one thing that kept monies from being spent was the grant was not fully staffed until February. That has changed now that the grant has all employees on staff.

Dr. Willard asked if Ms. Farquer's pay came from the grant monies. Ms. Farquer stated no. Mr. Paxton asked if there could be an offset from the grant for college staffing costs. Ms. Farquer stated no because the grant is a direct cost grant and that the college staff are considered indirect.

Ms. Farquer informed the board that Amy Bertramsen has been preparing surveys to be given before and after the programs start in order to create a benchmark for the program. She stated that Jim Weinman has been working on the grant as well for the IT portion.

Ms. Farquer reviewed the budget and the expenditures. The budget reflects \$162,000 has been allotted for supplies, \$40,000 has been spent. Compensation is the largest expense at \$300,000. Ms. Farquer explained that compensation allocations that will not be used can be moved into supplies and other expenditure allocations with Ms. Keen's authorization. However, funds cannot be moved to contractual or equipment allocations.

3. Dr. Alred presented the Phi Theta Kappa All-State Team who traveled to Santa Fe: Ryan Parsons and Alexis Farris. Both of the students have been nominated for All American Honors.
4. Dr. Alred presented the College Board election canvass results for the February 3, 2015 College Board elections. Position 1: Brad Treptow ran unopposed and received 172 votes. Position 3: Gina Klinekole ran unopposed and received 161 votes. Position 4: Michael Budd ran unopposed and received 156 votes. Position 5: F. Lynn Willard ran unopposed and received 182 votes. Dr. Alred informed the reelected members that their original election certificates could be located at the front of their board books. Dr. Alred also presented an updated election cycle reflecting positions 2 and 3 will be voted on in 2017 and positions 1, 4, 5 will be voted on in 2019. Dr. Alred confirmed with legal counsel that Position 3 will stay on the original rotation and will run again in 2017.
5. Dr. Alred announced the Presidential Award winners for 2014. Ms. Devonna James was introduced as the winner for Distinguished Service. Mr. John McCullough was introduced as the winner of Excellence in Teaching Award.
6. Dr. Alred provided a legislative update on the funding process for the Ruidoso campus. The fiscal year 2015 instructional and general budget is \$2,128,300. The general appropriation House Bill 2 passed in February and is \$2,122,400 which is a .27% reduction. The Senate appropriations bill, Senate Bill 210 would be \$2,151,600 which would be a 1.10% increase.

7. Promotion and Tenure – Mr. Pierre Laroche introduced to the Board two faculty members, Stephen Miller and Quentin Hays, who had received tenure in December 2014.
8. Enrollment Update – Mr. Pierre Laroche provided data on the 807 students enrolled in the spring 2015 semester. The credit hour totals for the last three years included; Spring 2013 – 7,158; Spring 2014 – 5,847; and Spring 2015 – 5,548. The full-time equivalents included: Spring 2013 – 477; Spring 2014 – 390; and Spring 2015 – 370. Mr. Laroche reported on the numbers of students taking only face-to-face classes (427); those enrolled in online courses only (218); and those taking a combination of the two types (162). He concluded by reporting on the numbers of part-time students (640) and full-time students (167).
9. Degree Streamline/Anatomy of an Associate Degree – Mr. Pierre Laroche explained the structure of a degree and an overview of how a degree is streamlined. The presentation is a prequel to the degree plans being presented in April and the NMSU 2 + 2 MOU. Mr. Laroche presented a report reflecting the number completions the college has had by program. This is a starting point to which degree plans stay and which are discontinued.

BUSINESS MATTERS

1. Election of Board Officers – Dr. Alred informed the Board that the New Mexico Branch Community College Act requires reorganization of the Board by electing the President and Secretary with duties to be taken immediately following the election.
Dr. Willard asked for nominations for Board President.
Mr. Paxton nominated Mr. Brad Treptow for Board President. Dr. Budd seconded the nomination.
Vote: 4-0-0. Brad Treptow was elected President of the Community College Board.
Dr. Willard asked for nominations for Board Secretary.
Mr. Treptow nominated Mr. James Paxton for Board Secretary. Dr. Budd seconded the nomination.
Vote: 4-0-0. James Paxton was elected Secretary of the Community College Board.
Mr. Treptow moved into the Chairman position and conducted the remainder of the meeting.
2. ENMU-Portales Operating Agreement – Dr. Alred presented to the Board for approval the renewal of the operating agreement between ENMU – Portales and ENMU – Ruidoso, as required by the New Mexico Branch Community College Act. Dr. Alred stated that there were no changes to the agreement.
Dr. Willard moved to approve the ENMU-Portales/ENMU-Ruidoso operating agreement. Mr. Paxton seconded the motion.
Vote: 4-0-0. Motion approved.
3. Budget Workshop Date – Dr. Alred presented to the Board an option of dates for the Board budget meeting. Dr. Alred noted that the date and time most members preferred was Thursday, April 2nd at 6:00 pm. The budget meeting is a publicly noticed meeting.
Mr. Paxton moved to approve the budget date meeting date of Thursday, April 2, 2015 at 6:00pm. Dr. Budd seconded the motion.
Vote: 4-0-0. Motion approved.

BOARD ANNOUNCEMENTS AND COMMENTS

Spring Break, March 16 – 22, 2015

Board of Regents Meeting, March 27, 12:00 pm, Room 102, ENMU-Ruidoso

Budget Workshop Meeting, April 2, 6:00 pm, Conference Room

Community College Board Meeting, April 16, 6:00 p.m., Room 102

Graduation, May 14, 2015, Spencer Theater

ADJOURNMENT

Dr. Willard motioned to adjourn the meeting at 8:02 p.m. Dr. Budd seconded the motion.

Vote: 4-0-0. Motion approved.



Brad Treptow
Chairman, Community College Board

Date

4-16-15



James Paxton
Secretary, Community College Board

Date

4-16-15

Respectfully submitted for approval by:
Marla Romero, Administrative Assistant to Dr. Clayton Alred

