

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

September 10, 2015

6:00 p.m.

Room 102

CALL TO ORDER

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

APPROVE THE AGENDA

Ms. Klinekole moved to approve the agenda as submitted. Dr. Willard seconded the motion.

Vote: 5-0-0. Motion approved

APPROVAL OF MINUTES

Dr. Willard moved to approve the May 7, 2015 minutes, the June 20, 2015 minutes and the August 12, 2015, all as presented. Mr. Paxton seconded the motion.

Vote: 5-0-0. Motion approved.

INTRODUCTION OF GUESTS

Mr. Steve Gueron, from SIMTable, Ms. Juanita Garcia, Ms. Kathryn Keen, Ms. Dinah Hamilton, Ms. Coda Omness, Ms. Holly Braden, Ms. Lisa Maue, Mr. Rich Dolphin, Mr. Bill Pitt, Mr. James Pawlak, Ms. Tonia Ashby, Ms. Sheila Farquer and Mr. Pierre Laroche were present.

REPORT FROM THE PRESIDENT OF THE UNIVERSITY

Dr. Gamble was not in attendance due to a prior engagement.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT

- Dr. Alred reported that the fall semester had started, and that enrollment was in a decline. Pierre Laroche will be presenting a report on the enrollment.
- New faculty and staff employees: Krishna Thapa Magar, mathematics faculty; Kathy Keifer, marketing department; Jean Villeneuve, human resources; Ryan Kerr, EMS specialist faculty.
- H.E.D. Secretary Damron will recommend using a similar funding formula as last year. Mr. Treptow asked if changes had been identified. Dr. Alred responded they had not.
- The college was well represented at the Governor's Summit by staff and faculty.
- Dr. Alred will be attending the 2015 Domenici Policy Institute. The first session presents the role of higher education's effect on economics.
- The renovations in room 103 start September 21, 2015. Mountain Gold Contractors are doing the work. There have been several delays experienced with permits and approvals on the sprinkler system by the state fire marshal, but the sprinklers are installed. Mr. Treptow asked if there were a revised time line. Dr. Alred said he was hesitant to give date as there could be other unexpected delays. Sheila Farquer stated that the construction should be completed in the next five weeks if all goes according to plan.

INFORMATION ITEMS

1. Report from the ENMU-Ruidoso Foundation - Rhonda Vincent, Foundation Director was unable to attend the meeting; Dr. Alred provided the Foundation report.
 - Ms. Vincent continues in her efforts to organize a trap and skeet shoot as a fundraiser.

- Sixteen scholarships in the amount of \$17,250 were given.
- The \$10,000 for the first year of the Title V endowment has been collected and deposited along with the matching federal funds.
- The next Foundation Board meeting is scheduled for November 5, 2015.

Mr. Treptow asked if the matching amount increased and if so, how much? Dr. Alred answered yes it does increase in the second year to \$20,000. The Foundation will start over in their efforts to collect the \$20,000 by September 2016.

2. Title V Update –

- Ms. Sheila Farquer informed the Board that there was a \$36,000 draw down. There is \$136,000 left to spend and they are on target to spend all monies. Ms. Farquer informed the Board that the largest expenditure to date was the SimTable.
- Ms. Kathryn Keen presented the Board the strategic time line which tracks the progress of the first year of the grant. Ms. Keen introduced the Title V team, Tonia Ashby, Juanita Garcia and Richard Dolphin.
- Ms. Keen stated that Dr. Maestes will be on campus to review the grant's progress, September 14 and 15. As part of the review, he will be having discussions with the internal monitoring team and reviewing the Wildland Fire courses to make sure they are at industry standards.
- Ms. Keen turned the floor over to Ms. Juanita Garcia to provide an update to online services. Ms. Garcia demonstrated for the Board that the online services are now mobile friendly. Students are able to do admissions online as well. There is a Wildland Fire Program advising website and a dedicated email address for potential students. Students are able to review the pathways online. Prior certifications will be reviewed by Mr. Dolphin for credit. Mr. Treptow asked if classes within the program could be taken out of sequence. Some courses could be taken out of sequence, others were only being offered during certain semesters. Dr. Willard asked how many students were enrolled. Ms. Garcia answered that there were currently four enrolled and that enrollment would continue. Ms. Garcia added that the Title V team was working with additional interested students. Dr. Budd asked how enrollment meets with expectations. Ms. Garcia answered that it was low but there are interested people who were currently out of state working fires. Dr. Alred stated the grant stipulates the number of enrollees required is 30. Mr. Paxton asked if the program was geared toward current fire fighters. Mr. Dolphin answered yes that the program would help students move into other directions within the field such as administrative and supervisory.
- Ms. Garcia is working with Portales on a 2+2 so the associate degree can move to bachelor degree.
- Ms. Keen will be leaving at the end of the grant year. Mr. Treptow told Ms. Keen on behalf of the Board, they appreciate all of her outstanding hard work.

3. All Hazard SimTable Demonstration – Ms. Keen introduced Steven Gueron, a SIMTable representative. The meeting moved to the conference room where Mr. Gueron gave a demonstration of the SIM Table's abilities. Dr. Alred informed the Board that the state did not provide any monies for the program's start so he is very appreciative of the grant providing the federal monies to procure the table. Dr. Alred also informed the Board that the SimTable would be a resource to work with local fire departments to host training scenarios. After the demonstration, the meeting resumed in room 102.

4. Bookstore Update – Ms. Farquer presented the Board with the update on the bookstore as of June 30, 2015.

- The bookstore has taken a loss of \$64,300.

- The bookstore has been reorganized with one employee.
 - A survey was prepared regarding the Blackboard bookstore. There were twenty four responses received to date. The survey responses were negative. Students were not receiving their books on time with some still not having books. Students had trouble signing into their accounts. Students did not understand how to order their books. Dr. Budd asked when all books would be available. Ms. Farquer responded that she did not know because she did not have control of the supplier's availability.
Ms. Dinah Hamilton informed the Board that her sociology class was also preparing a survey regarding the bookstore and that she would present it to the Board when it is complete.
 - Ms. Farquer stated that there are a lot of challenges to face with the bookstore; the competition from large chain book stores, students understanding how to create an account and order books and availability of books from the current supplier.
 - Ms. Farquer stated that the bookstore is an auxiliary enterprise and must at least break even. She is currently looking for other options in providing the student's books. Ms. Farquer stated that the college is required to provide International Standard Book Numbers (ISBN) numbers to the students so that the students are able to buy their books elsewhere. However, the benefit of buying books with the college bookstore is that financial aid can be paid directly to student account with no out of pocket expense.
 - Mr. Treptow deferred the conversation to Mr. Laroche. Mr. Laroche stated that student services and work studies are now teaching students how to activate their accounts. Ms. Paxton asked when students were informed about the change. Mr. Laroche answered, during the admission process. Ms. Omness stated that a review is being done to find where the weaknesses are, to find what went wrong and what missteps were made as a team and how best to correct the issues for the spring semester. Mr. Laroche stated that the college may have to look at removing the book inventory and let the students purchase from outside sources such as Amazon.
 - Mr. Treptow asked that they continue to find alternative routes and that a bookstore update be placed as a regular agenda item.
5. Nurse Aide Program Re-Approval – Dr. Alred informed the Board, a letter was received from the New Mexico Department of Health verifying the reapproval for the next two years of the Certified Nursing Assistant program.
6. Fall Enrollment Report – Mr. Laroche presented to the Board the fall 2015 enrollment numbers. Credit hours were down by 21.9%; FTE down by 21.9% and headcount down by 21.6%. Mr. Laroche presented a trend in head count since 2005. Headcount ranges from 651 in 2005 to 1,141 in 2012 to 723 in 2015. Mr. Laroche provided some reasoning for the decline. There was a removal of classes and programs that were not producing. As an example, the number of art enrollments went from 253 to 128. The Emergency Medical Specialist program was shut down which caused a loss of eighty nine. The college has a new partnering for the EMS program which will start the process of rebuilding the program. Additionally, declines were caused by Portales students no longer taking general education classes with the Ruidoso campus. In 2012 there were 354 students compared to 97 in 2015.
Even with the lower enrollment, there were fewer classes canceled for fall 2015. There was an increase in graduation numbers for 2015 due to efforts to encourage students to apply for graduation. Mr. Laroche informed the Board that there is a focus on stable growth which includes the Sun Path Online program, moving away from dependency on Portales students, actively recruit students, scheduling classes for multiple pathways and organizing space to encourage learning outside the class room.

Dr. Willard asked what percentage of the enrollment numbers is dual credit. Mr. Laroche stated 46%. Mr. Treptow asked if there was any received benefit for the dual credit. Mr. Laroche said yes, as a degree completer. Higher Education Department does not recognize low credit hour certificates of completion. Mr. Laroche emphasized to the importance as a community college, to help high schools students prepare for college. Dr. Alred confirmed that administration takes seriously the responsibility for providing services to high schools within Lincoln County.

BUSINESS MATTERS

1. Health Information Certificate – Mr. Laroche presented the Health Information Technology Certificate for recommendation for approval by the ENMU Board of Regents.
Dr. Willard moved to recommend the Health Information Certificate as presented. Ms. Klinekole seconded.
Vote: 5-0-0. Motion approved.

2. Leadership Lincoln MOU – Dr. Alred presented for approval the annual renewal of the Leadership Lincoln Memo of Understanding for 2015 - 2016.
Dr. Willard moved to approve the Leadership Lincoln MOU as presented. Dr. Budd seconded the motion.
Vote: 5-0-0. Motion approved.

EXECUTIVE SESSION

Chairman Treptow asked for a motion to move into closed meeting. Upon a motion made by Mr. Paxton and seconded by Dr. Budd, the motion was passed with a roll-call vote.

- Ms. Klinekole Yes
- Dr. Budd Yes
- Chairman Treptow Yes
- Mr. Paxton Yes
- Dr. Willard Yes

The members entered into closed meeting at 8:36.

Following the closed meeting, Chairman Treptow asked for a motion to return to public session. Upon a motion made by Ms. Klinekole and seconded by Dr. Willard, the motion was passed with a roll-call vote.

- Ms. Klinekole Yes
- Dr. Budd Yes
- Chairman Treptow Yes
- Mr. Paxton Yes
- Dr. Willard Yes

The members returned to public session at 9:15 p.m. Chairman Treptow announced that no decisions were made during the closed session.

BOARD ANNOUNCEMENTS AND COMMENTS

Ms. Klinekole announced that there are four town hall meetings scheduled for the Ruidoso Municipal School District to discuss capital projects.

ENMU-Portales Board of Regents Meeting, October 2, 2015, 9:30 a.m., Portales

ENMU-Ruidoso Foundation Board Meeting, November 5, 2015, 4:30 p.m., Conference room

ENMU-Ruidoso Community College Board meeting, December 3, 2015, 6:00p.m., Room 102

ADJOURNMENT

Mr. Paxton moved to adjourn the meeting at 9:18 p.m. Dr. Willard seconded the motion.

Vote: 5-0-0. Motion approved.



Brad Treptow
Chairman, Community College Board

12-3-15

Date



James Paxton
Secretary, Community College Board

12-3-2015

Date

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