

EASTERN NEW MEXICO UNIVERSITY-RUIDOSO
Branch Community College Board
REGULAR MEETING
February 22, 2018 ♦ 5:00 p.m.
Room 102
AGENDA

CALL TO ORDER

1. Declare a quorum
2. Approve the agenda (Tab 1)

INTRODUCTIONS

1. Introduction of guests
2. College Highlights

APPROVAL OF MINUTES

1. Regular Board meeting of November 16, 2017 (Tab 2)
2. Special Board meeting of November 24, 2017 (Tab 2)
3. Special Board meeting of November 27, 2017 (Tab 2)
4. Special Board meeting of December 20, 2017 (Tab 2)

ROUTINE MATTERS

1. Report from College Board chair Brad Treptow
2. Report from the ENMU System president..... Jeff Elwell
3. Report from the ENMU-Ruidoso president Ryan Carstens

INFORMATION ITEMS

1. Legislative Update..... Ryan Carstens
2. All State Team Recognition..... Ryan Carstens
3. President's Award Recognition Ryan Carstens
4. Preliminary Budget Discussion Marla Romero
5. Potential visit to ENMU campus..... Ryan Carstens
6. Campus Security Ryan Carstens
7. Policy and operating agreement Ryan Carstens
8. Open Forums Ryan Carstens
9. Facilities Ryan Carstens
10. Strategic Plan..... Ryan Carstens

BUSINESS MATTERS – None

CLOSED MEETING

1. Discussion of potential acquisition of real property – pursuant to Section 10-15-1(H)(8), NMSA (1978); or Discussion of a limited personnel matter pursuant to Section 10-15-1(H)(2), NMSA (1978); or Discussion pertaining to threatened or pending litigation matters involving the college pursuant to Section 10-15-1(H)(7), NMSA (1978).

BOARD ANNOUNCEMENTS AND COMMENTS

- ENMU Board of Regents Meeting, March 23, 2018, 9:30 a.m., Ruidoso, Room 102; Lunch will be served directly after meeting in Room 106
- ENMU-Ruidoso Community College Budget Workshop, March 29, 2018, Conf. Room; 5:00 p.m.
- ENMU-Ruidoso Community College Board Meeting, April 5, 2018, Room 102; 5:00 p.m.
- Spring Break, March 12-16, 2018
- Graduation, May 10, 2018, Spencer Theater

ADJOURNMENT

If you are an individual requiring Americans with Disabilities Act accommodations in order to attend Branch Community College Board Meetings, please contact the office of the President, ENMU-Ruidoso, (575) 257-3006 at least forty-eight hours prior to the meeting.



COMMUNITY COLLEGE BOARD
COLLEGE HIGHLIGHTS
02/22/2018

STUDENT ORGANIZATIONS

Introductions: Dr. Shiva Rai, Mathematics and Science Department

Students: Jaqueline Pride – National Society for Leadership and Success
Susanne Herbst – Phi Theta Kappa
Amanda Cowell – Phi Theta Kappa
Samantha Simonson – Phi Theta Kappa

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD
November 16, 2017
5:00 p.m.
Room 115**

CALL TO ORDER

Mr. Brad Treptow called the meeting to order at 5:00 p.m. and declared a quorum. Dr. Lynn Willard, Mr. James Paxton, Ms. Gina Klinekole, and Ms. Kimberly Smith were present. Also present was Dr. Clayton Alred and Dr. Jeff Elwell by teleconference.

APPROVAL OF THE AGENDA

Dr. Willard moved to approve the agenda allowing Chairman Treptow the ability to float agenda items as necessary. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

APPROVAL OF MINUTES

Dr. Willard moved to approve the minutes of the regular meeting of September 21, 2017.

Ms. Smith seconded the motion.

Vote: 5-0-0. Motion approved.

INTRODUCTION OF GUESTS

Mr. Treptow introduced guests Mr. Pierre Laroche, Ms. Coda Omness, Ms. Destiny Taylor, Ms. Charlotte Polando, Mr. Paul Wenzel, Mr. James Pawlak, Mr. Robert Price, and Mr. Rick Lara.

REPORT FROM COLLEGE BOARD CHAIR

Mr. Treptow asked that presenters keep their reports brief and succinct as there were a lot of discussion items. Mr. Treptow stated that the open house was well attended and felt it was a great event. He appreciated all of the hard work and time put into making the entrance into a nice area.

Mr. Treptow called for a shift in agenda items and asked for information item reports starting with the report from Mr. Rob Price on the trades remodel, then the marketing report from Ms. Coda Omness and then the presidential search committee report from Dr. Willard.

INFORMATION ITEMS

1. Trades Remodel Discussion – Mr. Robert Price of ASA Architects reported that the funding of the project was approved; the contractor has received the contract and permits have been issued. The notice to proceed has been issued. The space is cleared and construction is scheduled to start November 18, 2017 and is anticipated to continue until April 13, 2018. Mr. Price assured the Board that regular construction meetings will be held on campus.
2. Marketing/Recruitment Committee Report – Ms. Omness reported that her department is completely staffed. Ms. Omness introduced two new staff members, Destiny Taylor, Information Specialist and Charlotte Polando, Department Secretary. Ms. Omness stated that registration for the Spring semester started on November 5, 2017. Her department has been

involved in a lot of retention efforts. Grants are providing resources that students had not had previously. Dropguard is a tool being utilized to communicate with and provide resources for the students.

Ms. Omness reported that art class students were retained in community education and that on December 6, 2017 the student art reception would be held at 6:00 p.m. in the foyer.

3. Presidential Search Committee Update – Dr. Willard reported that the search committee had met on Monday, November 13, 2017 and had chosen six candidates and would be calling references. The six candidates were chosen from over forty applicants from all over the country with varying degrees of experience. Dr. Willard stated that an announcement would be made soon.

CLOSED SESSION

Ms. Klinekole motioned to enter into Executive Session. Ms. Smith seconded the motion.

Roll Call:

Ms. Klinekole	Yes
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board entered into Closed Session at 5:22 p.m.

Dr. Willard motioned to return to Open Session. Mr. Paxton seconded the motion.

Dr. Willard affirmed there were no decisions made in Executive Session.

Roll Call:

Ms. Klinekole	Yes
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board returned to Open Session at 6:12 p.m.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT – Dr. Alred reported the three campus retreat had been held in Ruidoso. Dr. Elwell's initiative, One Eastern, was discussed as well as working on system efficiencies.

Dr. Alred reported the 2019 recommended appropriation funding would be \$1,916,700.

The GO Bond election is one year away. ENMU Ruidoso is asking for \$500,000 for improvements on the adjacent building primarily for a new roof with the remaining funds to be used for electrical services and sidewalks.

Dr. Alred reported he attended the Rapid Workforce Development meeting where the Wind Tech grant was being considered. He stated the college did not receive the award and only one award had been granted for a CNA program. Mr. Treptow asked if reserves could be used as startup for the Wind Technician program. Dr. Alred reported that \$100,000 would be enough for the startup. He estimated that \$300,000 in funding would be needed through completion and would need to find alternative funding options.

INFORMATION ITEMS (cont.)

4. Grants Update – Dr. Alred reported there had been under-staffing issues with the grants. Dr. Alred stated that he offered the position of Interim Title V Director to Dr. Michael Swickard and had received a verbal acceptance. Dr. Alred stated that Ms. Rachel Saenz and Ms. Annie Kalama have been contracted to write the year end reports. Dr. Ricardo Maestas has rescheduled his visit for December 11, 2017.
5. Legislative Finance Committee Reports – Dr. Alred presented to the Board the Legislative Finance Committee Reports on dual credit and program evaluation.
6. Report of Actuals – Dr. Alred presented the Report of Actuals for FY17. Total unrestricted operating budget revenue, less capital outlay for the fiscal year was \$3,696,878 compared to the current operating budget amount of \$3,553,200.
7. Unrestricted Budget Adjustment Request – Dr. Alred presented to the Board the Unrestricted Budget Adjustment Request for fiscal year 2018. The adjustments were made to reflect actual beginning balances for FY18.
8. Security officer discussion – Dr. Alred reported he had spoken to the Village of Ruidoso police chief, Darren Hooker and Village of Ruidoso manager, Debi Lee regarding the shared officer. Both are now responding that they are not able to offer a resource officer for the college. Mr. Treptow asked if the college could hire individuals on a part time basis. Dr. Alred stated that was the only avenue left for the college. Mr. Treptow asked Dr. Alred to put a hiring plan together for the Security Officer position and to keep the discussion on the agenda.

BUSINESS MATTERS

1. Compensation Increase – Dr. Alred presented a compensation increase for full-time and benefits-eligible employees of 2% to be effective January 1, 2018 with an additional 2% increase effective July 1, 2018 subject to funding availability within the 2019 fiscal year. **Dr. Willard motioned to recommend approval to the Board of Regents, a 2% salary increase for full-time and benefits-eligible employees effective January 1, 2018. Ms. Smith seconded the motion. Vote: 5-0-0. Motion passed.**
2. Community College Board 2018 Meeting Calendar – Dr. Alred presented for approval the calendar for the 2018 Community College Board meeting. **Mr. Paxton motioned to approve the meeting calendar with the ability to change dates if necessary and with the retreat date to be determined at a later date. Ms. Klinekole seconded the motion. Vote: 4-1-0. Motion passed.**
3. Approve DPS Conceptual Design Project – Dr. Alred presented for approval the conceptual design professional services contract for the adjacent building from Dekker, Perich and

Sabatini. The conceptual design cost will be \$31,520 and the payment of the cost is to be taken from the reserve account.

Dr. Willard motioned to approve the conceptual design services of Dekker, Perich and Sabatini. Ms. Klinekole seconded.

Vote: 5-0-0. Motion passed

4. Cybersecurity lab fees – Mr. Laroche presented to the Board a change in course costs:
- a. IS 131 – Network Security Fundamentals from \$270 to \$80;
 - b. IS 257 Ethical Hacking, Defense and Counter Measures an addition of \$80;
 - c. IS 298 Programmatic Capstone/Cybersecurity Challenge from \$70 to \$50.

Mr. Paxton motioned to recommend approval to the Board of Regents course fee changes. Ms. Klinekole seconded.

Vote: 5-0-0. Motion passed.

BOARD ANNOUNCEMENTS AND COMMENTS

ENMU-Ruidoso Community College Board Meeting, TBD

Thanksgiving Holiday, November 22-24, 2017

Artist Reception – Melvin Herrera, November 30, 2017, 5:00 p.m. – 6:00 p.m., Learning Commons

ENMU-Ruidoso Foundation Donor Reception, December 1, 2017, 5:30 p.m. – 7:00 p.m., North foyer

Holiday Party, December 8, 2017; 6:00 p.m. – 8:00 p.m., Dreamcatchers

Community Choir Winter Concert, December 10, 2017, 2:00 p.m. - 5:00 p.m., First Christian Church

ENMU-Ruidoso Foundation Board Meeting, December 14, 2017, 5:00 p.m., Conference room

ENMU Board of Regents Meeting, December 15, 2017; 9:30 a.m., Portales

Eastern New Mexico University Presidential Inauguration, December 16, 2017, 10:00, Portales

Winter Holiday, December 23, 2017 – January 1, 2018

ADJOURNMENT

Ms. Smith moved to adjourn the meeting at 8:11 p.m. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Meeting adjourned.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

Respectfully submitted for approval by:

Marla Romero, Administrative Assistant to Dr. Clayton Alred

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD
November 24, 2017
7:00 a.m.
Telephonic**

CALL TO ORDER

Mr. Brad Treptow called the meeting to order at 7:00 a.m. and declared a quorum.
Dr. Lynn Willard, Mr. James Paxton, Ms. Gina Klinekole, and Ms. Kimberly Smith were present.

APPROVAL OF THE AGENDA

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

Vote: 5-0-0. Motion approved.

BUSINESS MATTERS

1. ENMU-Ruidoso Presidential Search Candidate selection – Dr. Willard reported there were five finalists and no one had withdrawn. Interviews will start on Monday, November 27, 2017.

Mr. Treptow announced, in no particular order, the following as candidates recommended by the Presidential Search Committee for the position of ENMU-Ruidoso President

- a. Dr. John Shannon
- b. Mr. Pierre Laroche
- c. Dr. Dennis Ryan Carstens
- d. Dr. Bradford Williams
- e. Dr. Robert Munoz

Dr. Willard moved to approve the five finalists recommended by the search committee, the interviews to being November 27, 2017 and the names be released to the media. Mr. Paxton seconded the motion. The Board voted by roll call.

Roll Call:

Ms. Klinekole	Yes
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

ADJOURNMENT

Ms. Klinekole moved to adjourn the meeting at 7:06 a.m. Ms. Smith seconded the motion.

Vote: 5-0-0. Meeting adjourned.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

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

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD
November 27, 2017
12:00 p.m.
Conference Room**

CALL TO ORDER

Mr. Brad Treptow called the meeting to order at 12:00 p.m. and declared a quorum.
Dr. Lynn Willard, Mr. James Paxton, Ms. Gina Klinekole, and Ms. Kimberly Smith were present.

APPROVAL OF THE AGENDA

Dr. Willard moved to approve the agenda. Ms. Smith seconded the motion.

Vote: 5-0-0. Motion approved.

CLOSED SESSION

Dr. Willard motioned to enter into Executive Session to discuss one limited personnel matter, the hiring of the ENMU-Ruidoso Branch President. Ms. Smith seconded the motion.

Roll Call:

Ms. Klinekole	Yes
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board entered into Closed Session at 12:12 p.m.

Mr. Treptow recessed the meeting at 1:00 p.m.

Mr. Treptow reconvened the meeting on December 1, 2017 at 12:00 p.m. Mr. Treptow recessed the meeting at 1:00 p.m.

Mr. Treptow reconvened the meeting on December 4, 2017 at 12:00 pm. Mr. Treptow recessed the meeting at 1:00 p.m.

Dr. Willard reconvened the meeting on December 6, 2017 at 12:00 p.m. Dr. Willard recessed the meeting at 1:00 p.m.

Mr. Treptow reconvened the meeting on December 8, 2017 at 12:00 p.m. Mr. Treptow recessed the meeting at 1:00 p.m.

Mr. Treptow reconvened the meeting December 14, 2017 at 12:00 p.m.

Mr. Paxton motioned to return to Open Session. Dr. Willard seconded the motion.

Dr. Willard affirmed there were no decisions made and no other discussions held in Executive Session.

Roll Call:

Ms. Klinekole	Yes
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board returned to Open Session at 1:00 p.m. on December 14, 2017.

BUSINESS MATTERS

1. Vote on selection and hiring of the ENMU Ruidoso Branch President.

The Board took no action on item.

ADJOURNMENT

Dr. Willard moved to adjourn the meeting at 1:14 p.m. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

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

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD
December 20, 2017
12:00 p.m.
Room 102**

CALL TO ORDER

Mr. Brad Treptow called the meeting to order at 12:00 p.m. and declared a quorum. Dr. Lynn Willard was present by phone. Mr. James Paxton, and Ms. Kimberly Smith were present. Also present was Dr. Jeff Elwell. Ms. Gina Klinekole was absent.

APPROVAL OF THE AGENDA

**Mr. Paxton moved to approve the agenda. Ms. Smith seconded the motion.
Vote: 4-0-0. Motion approved.**

CLOSED SESSION

Mr. Paxton motioned to enter into Executive Session. Ms. Smith seconded the motion.

Roll Call:

Ms. Klinekole	Absent
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board entered into Closed Session at 12:02 p.m.

**Mr. Paxton motioned to return to Open Session. Ms. Smith seconded the motion.
Mr. Paxton affirmed there were no decisions made in Executive Session.**

Roll Call:

Ms. Klinekole	Absent
Ms. Smith	Yes
Mr. Treptow	Yes
Mr. Paxton	Yes
Dr. Willard	Yes

The Board returned to Open Session at 12:47 p.m.

Mr. Paxton motioned to recommend to Dr. Jeff Elwell that Dr. Dennis Ryan Carstens be the next president of ENMU-Ruidoso. Dr. Willard seconded the motion.

Vote: 4-0-0. Motion passed.

ADJOURNMENT

Mr. Paxton moved to adjourn the meeting at 1:00 p.m. Ms. Smith seconded the motion.
Vote: 4-0-0. Motion approved.

Brad Treptow
Chairman, Community College Board

Date

James Paxton
Secretary, Community College Board

Date

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

College-wide Notes

Enrollment

- Overall student headcount is down significantly from 690 in SP 2017 to 573 in SP 2018, a 17% drop. This decrease is almost entirely the result of dramatically lower dual-credit enrollments (from 150.9 FTE to 82 FTE). This downward trend is the result of the college's reduction of courses taught at the high school campus, (a move mandated by Higher Learning Commission) and a shift in dual-credit staffing.
- Degree-seeking Ruidoso enrollments increased slightly (from 149.1 FTE to 151.5 FTE); while degree-seeking Portales student enrollment dipped slightly (from 29.9 FTE to 25.3 FTE). Online enrollments are up 13.4% when compared to enrollments this time last year.

Foundation

- Spring scholarships have been awarded to eleven students in the amount of \$3,825.
- We are currently in year four of the Title V grant. The year four endowment is \$20,000. To date \$1,000 has been collected to match the endowment. Overall, \$41,500 has been collected.
- Preparations for the AIM HIGH fundraiser are continuing. The date of this year's fundraiser is June 16, 2018 and will be held at the Inn of the Mountain Gods. The Foundation is in negotiations with two businesses to purchase a Polaris for this year's raffle event. Once secured, the raffle tickets will be made and ready to sell. Sponsorship letters will be sent by March 1, 2018.

Marketing and Recruitment

- The Recruitment Committee is being revived with a new constituency. Meetings will be held every other Friday. Members include, Student Services, Institutional Research, Community Education, Title V, New Mexico Workforce Connection, Adult Basic Education, Vice President of Student Learning and Student Success.
- March will be busy with Maze of Life, a number of high school fairs and the Ruidoso Schools Health and Wellness Fair.
- Marketing is working on a recycling program with business partners and the National Society of Leadership and Success. Recycle bins with ENMU-Ruidoso logo will be placed at a number of businesses to collect plastic bottles.
- Recruitment committee will work on a plan to get the community in the building with events and activities.

Title V Grant

- This is the fourth year of a five-year Title V Grant: *Climbing the ladder: New Programs for First Responders* which created three new emergency services programs to provide the flexibility that our area's rural, time and place-bound residents need to advance their education and careers.
- Our Project Manager, Anne Marie Kalama left to take a job in Hawaii so we hired Dr. Michael Swickard who previously was the Project Manager for a Title V Grant at Doña Ana Community College in Las Cruces.
- Additionally we added Claudia Rupley as the Online Services Specialist. She worked for the El Paso Public School District where she taught high school business, technology and dual-credit courses. She has a long background in curriculum development for online higher education.
- Last year we moved responsibility for the Wildland Fire Program to our Science Department under Jack McCaw (Chair). Later this year the Emergency Medical Services program will move to the department, as will the Structural Fire program next year. We have constructed new teaching classrooms for these three programs. We received a donated ambulance so that our EMS students can practice their techniques while riding in a rolling vehicle. All ambulance insignia will be removed from the exterior and college insignia should be added.

TAACCCT/SUNPATH Grant

- The TAACCCT/ SUN PATH grant is winding down. This grant was to be completed September 2017, but was extended into a fourth year beginning October 2017.
- The activities and positions funded by the grant cease at the end of this March; grant coordinators will spend the final six months finalizing reports. We employed Rachel Whitehead (at .25 FTE) for this purpose.
- On this campus, we hired Monica Gonzalez in December 2017 as our I-BEST instructor. We have institutionalized her position and made it permanent.

Instruction	Student Services
<p><u>Vice President of Student Learning</u></p> <ul style="list-style-type: none"> • Department Chairs are creating an assessment of college-wide and program learning outcomes. Specifically, they are creating this Spring and piloting next Fall a capstone course that will be required for every degree completer. The course will assist students in their final semester to submit general education and program work in a summative portfolio.while also encouraging students to think holistically about their experience and progress at the ENMU-Ruidoso. • The college (faculty and staff) are analyzing the data from last semester’s DropGuard experience to improve student retention. Faculty use DropGuard weekly to report attendance, missed and failed assignments, and initiate warnings for struggling students. The data from last semester offers the college an opportunity to study and improve its service to students. • ENMU-Ruidoso is well represented in committees advancing New Mexico’s Higher Education Department agenda. HED has focused on two ambitious projects: <ul style="list-style-type: none"> ○ (1) assigning common course numbers and certifying all 100 and 200-level courses; Kaelin Jossart has been serving on the New Mexico Curriculum Committee that is spearheading this initiative. ○ (2) Redesigning the state’s general education common core courses; Pierre Laroche has been serving on the Statewide General Education Steering Committee that designed the new plan. • Given the college’s adventure into Calculus, we are exploring with New Mexico Tech the possibility of offering an Engineering 2+2. NM Tech had developed articulation agreements with Central New Mexico Community College; we are reviewing the specifics of those agreements to determine if similar programs are practical on this campus. 	<p><u>Student Services</u></p> <ul style="list-style-type: none"> • On March 1 we are taking a number of students who are interested in Engineering to attend a transfer fair at NMTECH. • The retention committee is working to make contact with students who are not attending classes or turning in work. The committee members encourage students toward tutoring and are exploring other intervention options, including Adult Basic Education and a Mentorship program. • Dual Credit is down significantly. Student Services is working to update agreements and work with students who are currently not being served. New procedures are being developed to include Pathways and College Academic Advising. • Student Services is creating a First-Year tool kit that will introduce students to the campus providing them with tools that will assist them in their education. This tool kit will include items that will be useful as students navigate Freshman Seminar.
<p><u>Language & Fine Arts</u></p> <ul style="list-style-type: none"> • The Composition program has implemented a remedial co-requisite program that will cut down on the number and duration of developmental courses students are required to take. We are also collaborating with Adult Basic Education to ensure students possess the foundational literacy skills they need to be successful in college classes. • The Child Development Certificate is now aligned with the NM Child Development Associate (CDA), is offered entirely online, and all required courses are offered each calendar year so that students are able to complete it in a timely manner. 	
<p><u>Math & Science</u></p> <ul style="list-style-type: none"> • No report. 	
<p><u>Business & Information Systems</u></p> <ul style="list-style-type: none"> • Business classes continue at the Inn of the Mountain Gods. We have offered a Principles of Management, Principles of Marketing, Business Math, and plan to offer Introduction to Business Fall 2018. • Classes in Information Systems have a combined enrollment of 77 students, with an additional 41 enrolled through Sun Online. 	
<p><u>History, Humanities & Social Science</u></p> <ul style="list-style-type: none"> • Two classes are offered this semester that have not been offered in several years): <ul style="list-style-type: none"> ○ PSY 224-Social Psychology online taught by Dinah Hamilton. ○ PSY 134-Positive Psychology (second 8 weeks, hybrid taught by Dinah Hamilton) • In addition, there are eight students currently enrolled in the Alcohol and Drug Abuse Studies (HS) courses, up from last Spring. 	

Instruction**Student Services**

- This January, Dr. Orozco was a commentator on a panel entitled “Women’s Agency and Activism of Women Historians in Texas,” at the American Historical Association conference in Washington DC.

Community Education

- Wrapping up EMT Basic in Carrizozo – 20 volunteer EMT’s were trained.
- We will be offering an Entry Wind Energy Training Program
 - Stackable certificates that will create the basic training to apply for entry level positions in the Wind Energy field.
 - First course will be OSHA 10 General Industry, April 23-24, 9-4pm \$225 per student. Limit 40 students. Course has been submitted to the WIOA program for job training funds.
 - Courses that will follow: CPR/First Aid, Safe Access and Rescue, Electrical Safety, Hydraulic Torqueing and Tensioning, Tower Climbing, Confined Space, Basic Rigging and Lifting, Fire Safety and Lock Out/Tag Out.
- Spring Community Education art classes are doing well. Ceramics, painting and choir are all full, with a second section of ceramics added.



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 1 – LEGISLATIVE UPDATE

DISCUSSION ITEMS:

- Additional information: Dr. Carstens will share during the meeting any updates that might exist since the last email correspondence.

ATTACHMENTS:

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COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 2 – All State Team Recognition

DISCUSSION ITEMS:

- ENMU Ruidoso Nominee – Samantha Simonson

ATTACHMENTS:

- None



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 3 – President’s Award Recognition

- DISCUSSION ITEMS:
- President’s Award for Excellence in Teaching: Ms. Kaelin Jossart
 - President’s Award for Distinguished Service: Ms. Janet Ellis

ATTACHMENTS: • None



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Marla Romero

AGENDA ITEM: INFORMATION ITEM No. 4 – Preliminary Budget Discussion

- DISCUSSION ITEMS:
- FY19 budget forms distributed 1/16/2018
 - FY 19 department budget meetings held 2/7/2018 – 2/14/2018
 - College Board budget workshop-March 29, 2018; 5:00 pm; Conference Room
 - College Board meeting to vote on FY19 budget-April 5, 2018; 5:00 pm

ATTACHMENTS: • None



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 5 – Potential visit to ENMU campus

- DISCUSSION ITEMS:
- Discussion of potential College Board visit to ENMU campus
 - Board of Regents Meeting Dates –

Date:	Time	Location
Friday, March 23, 2018	9:30 a.m.	Ruidoso
Friday, April 20, 2018	9:30 a.m.	Portales
Friday, May 11, 2018	9:30 a.m.	Roswell
Saturday, June 2, 2018	1:00 p.m.	Portales
Saturday, July 14, 2018	9:30 a.m.	Albuquerque
Friday, September 7, 2018	9:30 a.m.	Portales
Friday, October 12, 2018	9:30 a.m.	Portales
Friday, November 2, 2018	TBD	TBD
Friday, December 14, 2018	9:30 a.m.	Portales

ATTACHMENTS: • None



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 6 – Campus Security

DISCUSSION ITEMS: • Ongoing research regarding local security guard options

Currently all of their security personnel are booked, but First Alarm would be able to provide security for special events. We will need to discuss with them further whether they need some form of extended agreement in order to incentivize adding personnel.

- First Alarm provides three levels of security and responders. Responders are on duty 24 hours, seven days a week.
 - Level 1 security - This level of training includes how to negotiate, deescalate, and disarm and is observe and report. Security guard carries a notepad, pen and flashlight. Cost: \$10.50 - \$15.00 per hour.
 - Level 2 security - Includes level one training along with the carrying of a baton and pepper spray and other non-firearm devices. We are still seeking price information.
 - Level 3 security - All levels along with a fire-arm carry permit and restraining devices. Cost: \$25.00 - \$50.00 per hour depending on the situation.
- Christine at First Alarm & Security is a licensed security officer trainer and she has offered to train, for a nominal fee, designated ENMU Ruidoso campus employee(s) to qualify for Level 1 security as long as specific qualifications are met.
- Christine has offered to put the college on close patrol for no charge. This would entail that during availability of the security personnel patrols, if in the area, they would do both drive through parking lot patrol and also a walk through the campus at different times.



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 7 – Policy and operating agreement

- DISCUSSION ITEMS:
- Based on the operating agreement there are likely areas we can discuss and work on over the coming months regarding developing and documenting procedures at the college. Please see attached operating agreement for highlights.
 - If the board interested in studying this further, the President will explore the options and possible timeframes and processes to support the effort.

ATTACHMENTS: • Operating Agreement

**Eastern New Mexico University
And
Eastern New Mexico University-Ruidoso**

OPERATING AGREEMENT

The Board of Regents of Eastern New Mexico University (hereinafter referred to as Board of Regents), Portales, New Mexico, and the Ruidoso Branch Community College Board (hereinafter referred to as the College Board), which is comprised of five elected residents, residing within the community college district, hereby enter into the following agreement, pursuant to section 21-14-16., NMSA 1978, concerning the operation of Eastern New Mexico University-Ruidoso (hereinafter referred to as ENMU-Ruidoso) located in Ruidoso, New Mexico.

Reference: New Mexico Statutes as annotated 1978, chapter 21; State and Private Education Institutions/Article 14 Branch Community Colleges/21-14-2 which addresses Board duties, relationship with parent institution, elections as the primary source for the formulation and implementation of this document.

Duties and Responsibilities

The duties and responsibilities of the ENMU-Ruidoso Community College Board in relation to the operation of ENMU-Ruidoso are as follows:

1. Enter into written agreements with the Board of Regents of Eastern New Mexico University, subject thereafter to biennial review by all parties concerned and to the review and commentary of the Higher Education Department;
2. Act in an advisory capacity to the Board of Regents in all matters relating to the conduct of ENMU-Ruidoso;
3. **Approve an annual operating budget** for the ENMU-Ruidoso Branch Community College for recommendation to the Board of Regents;
4. Certify to the Lincoln County Commissioners the tax levy;
5. Conduct the election for tax levies for ENMU-Ruidoso;

6. Meet with the Ruidoso president and/or ENMU System president at least two (2) times per year. The president of ENMU will be invited to report to the ENMU-Ruidoso Community College Board. The president of ENMU will be welcome to attend any or all meetings at his/her discretion and may share concerns and items of interest as deemed necessary. An agenda item will be provided on request by the president to the chair, Community College Board; and
7. The College Board and the Board of Regents of Eastern New Mexico University of ENMU-Ruidoso Branch Community College shall jointly conduct a search for qualified candidates for President. The Board of Regents of Eastern New Mexico University, after consultation with the College Board, shall then select a President for ENMU-Ruidoso Branch Community College.

The Board of Regents, through the President of ENMU-Ruidoso, shall have full authority and responsibility in relation to all instructional and administrative matters of ENMU-Ruidoso. ENMU will serve in a supportive capacity for ENMU-Ruidoso. Certain policies in the agreement follow, but it is recognized that unanticipated circumstances may require changes in policies. Such changes will be determined through conferences between representatives of the administrations, submitted to the president and the ENMU-System president for approval before submission to the Board of Regents and the Community College Board. The Community College Board will make a recommendation to the Board of Regents, which will have final approval.

Policies:

1. ENMU-Ruidoso will be operated in accordance with the standards of the Higher Learning Commission of the North Central Association and under appropriate state statutes and the rules and regulations of appropriate state agencies governing the relationship of ENMU and ENMU-Ruidoso.
2. The mission of Eastern New Mexico University-Ruidoso Branch Community College includes seven purposes:
 - To offer general academic studies for students wishing to transfer to a university
 - To offer career and technical education programs leading to gainful employment for students in their chosen field
 - To offer a dual credit enrollment, early college admissions program for qualified high school students within our service area

- To offer workforce education and training services, and provide institutional leadership in the economic development of the region
 - To offer programs of instruction leading to Associate degrees and Certificates of Completion
 - To offer lifelong learning opportunities for all citizens through continuing education and community service programs
 - To offer access to adult basic education for those wishing to achieve literacy skills, completion of high school equivalency diplomas, and English proficiency
3. The instructional program of ENMU-Ruidoso shall be designed to accomplish its stated purposes but still be consistent in its lower division courses to those comparable courses at ENMU and other institutions of higher education.
 4. The instructional program will be coordinated with ENMU, but responsibility for determining courses of study, program content and course scheduling shall rest with the appropriate administrative offices of ENMU-Ruidoso.
 5. ENMU shall honor credits earned through lower division courses at ENMU-Ruidoso as though they were earned at ENMU, subject to the following conditions:
 - a. Credits earned in lower division courses (those numbered 100 or 200) which appear in the ENMU undergraduate catalog shall be a part of the University parallel program at ENMU-Ruidoso and shall receive resident credit from ENMU, subject to University regulations concerning graduation requirements and college degree plan requirements as stated in the undergraduate catalog or in the college degree plans available through the college dean. ENMU-Ruidoso may negotiate degree and transfer agreements with other colleges and universities as deemed necessary to serve the needs of Lincoln and adjoining counties; ENMU will be given first right of refusal on all bachelor's and master's courses and degrees offered through ENMU-Ruidoso.
 - b. ENMU will accept from ENMU-Ruidoso completed courses included in approved associate of science and associate of arts degrees as well as other lower division academic coursework. The total number of lower division credits which may apply toward a baccalaureate degree will be determined by an individual degree program. Among the semester hours normally required in the baccalaureate degree are 40-50 semester hours

of upper division coursework. Upper division ENMU courses taken on the ENMU-Ruidoso campus will satisfy residency requirements for ENMU degree programs. ENMU and ENMU-Ruidoso will ensure prior coordination of the assigning of course numbers in advance of any changes. Such changes will be coordinated by the President of ENMU-Ruidoso or a designee and the vice president for Academic Affairs, ENMU.

- c. Any lower division courses designed to meet the needs of the local educational clientele and that do not appear in the ENMU undergraduate catalog or schedule will be articulated in accordance with policies for new course development. These courses will be honored as a part of a parallel program of study by the other coordinate campuses.
6. **The admission criteria shall be established** by the Board of Regents in collaboration with the ENMU-Ruidoso administration and Community College Board. Such admission criteria shall follow commonly accepted criteria for "open door" two-year institutions.
7. **Personnel policies** governing hiring, evaluation, promotion, retention, dismissal and compensation of faculty and staff shall be established by the Board of Regents in collaboration with the ENMU-Ruidoso administration and Community College Board. Appropriate recognition shall be given to the differing missions of the two campuses.
 - a. Due consideration shall be given to Affirmative Action and Equal Opportunity regulations, statutes and guidelines. Such policies shall be appropriate to faculty and staff at two-year campuses but, wherever appropriate, shall be comparable to policies governing University employees. Consideration will be given to local qualified applicants before employing teachers of the local school system.
 - b. Hiring and dismissal of all administrative personnel shall be the responsibility of the president of ENMU; however, it is expected that the president will delegate authority.
8. ENMU-Ruidoso shall award the degrees of Associate of Arts, Associate of Science, Associate of Applied Science, Certificates of Occupational Training, and Certificates of Completion (for programs requiring less than the

equivalent of two years for completion) to students who successfully meet the requirements established for such degrees or certificates.

9. Depending upon the availability of space and to the extent it is economically feasible; the physical facilities of ENMU-Ruidoso will be made available to ENMU for provision of upper division and graduate courses. Such offerings will be coordinated through appropriate administrative staff at both campuses. Warranted fees may be assessed to defray the costs of utilities and services.
10. Fiscal administration of ENMU-Ruidoso shall be coordinated with ENMU's Business Office. Appropriate records of financial transactions shall be maintained by ENMU and/or ENMU-Ruidoso including receipts and records of disbursement. **Policies and procedures concerning the maintenance of the funds, budgetary planning, and approvals shall be established and reviewed by the appropriate administrative staff**, the Community College Board and the Board of Regents periodically. Fiscal support of ENMU-Ruidoso will principally come from the following sources.
 - a. State appropriation as provided by law.
 - b. Local tax support as provided by law.
 - c. **Student tuition** as established by the Board of Regents in collaboration with the Community College Board.
 - d. **Fees** as established by the Board of Regents in collaboration with the Community College Board and approved by the New Mexico Department of Higher Education.
 - e. Grants, gifts and other funds that may be available. No funds of ENMU shall be allocated for the support of ENMU-Ruidoso although indirect administrative costs may be borne by ENMU. No funds of the Ruidoso branch may be diverted to the ENMU campus or to any other branch except for the payment of the budgeted indirect administrative overhead or other appropriate purchases of goods or services. Normal services provided by ENMU through the administrative overhead arrangement include general support, personnel, staff development, internal audit services and leadership. Legal services, architectural services and liability

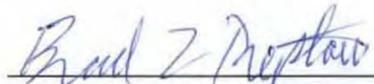
insurance for ENMU-Ruidoso employees will be provided by ENMU-Ruidoso.

11. Capital projects will be developed with participation of both campus administrations and appropriate representatives. The needs of both campuses will be considered and prioritized.
12. Financial aid funds for students will be distributed equitably, determined by **jointly developed criteria** based on funding source requirements and intents. The financial aid office of both institutions shall monitor such distribution cooperatively. Changes in distribution percentages shall be reviewed by the president of ENMU and the President of ENMU-Ruidoso and approved by the Board of Regents after collaboration with the Community College Board.

Terms:

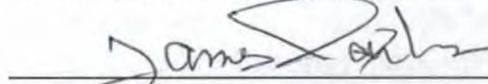
This agreement shall be for the two-year term from March 1, 2017 to February 28, 2019, and shall be binding upon the Board of Regents of ENMU and the Community College Board of ENMU-Ruidoso. This agreement may be terminated by mutual consent, or it may be terminated by either board upon six month notice. Such termination is to be effective at the close of the academic year following expiration of such six-month notice.

In the event that the College Board or Board of Regents should be unable to meet, with a duly qualified quorum, for the purpose of approving this agreement prior to the expiration of the agreement, this agreement shall remain in effect until after each board has met, with a duly qualified quorum, and has taken action on the operating agreement.



Chair, Community College Board

2-2-17
Date



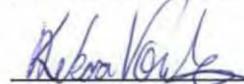
Secretary, Community College Board

2-02-17
Date



President, Board of Regents

3-24-17
Date



Secretary, Board of Regents

3-24-17
Date



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 8 – Open Forums

DISCUSSION ITEMS:

The President will conduct open forums for the purpose of discussing portions of the college strategic plan and to solicit community input. The information and feedback received from the forums will be compiled and will be used to guide future efforts in alignment with the strategic plan and a facilities master plan.

It would be appreciated and helpful if one of our board members were able to be present at each forum. We are finalizing dates and will keep you informed. For the Lincoln County locations, we can coordinate transportation so that the board member does not need to drive.

Forum dates

February 27 th	12:30	Students (on campus)
March 1 st	5:30	Students (on campus)
March 6 th & 7 th	5:30	Ruidoso-Ruidoso Downs communities – 2 meetings (conv. center)
March 8 th	5:30	Mescalero Community (Inn of the Mountain Gods) TENTATIVE
March 13 th	5:30	Capitan community TENTATIVE
March 14 th	5:30	Carrizozo community TENTATIVE
March 15 th	5:30	Hondo community (Hondo schools)
March 27 th	12:00	Rotary

ATTACHMENTS: •



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 9 - Facilities

- DISCUSSION ITEMS:
- Update on Bonds, if there is new information since the last correspondence.
 - Report from Physical Plant manager
 - **Construction Trades Remodel Update:**
 - Progress meeting 2/12/18 with Dr. Carstens, the contractor, Paul from physical plant, and ASA architects via conference call. Remodel project is still approximately 3 weeks ahead of schedule.
 - Electrical is about 90% complete.
 - Painting completed as of 2-10-18. Paint touch at the end of the project.
 - Ship date on Arcadia doors 2-12-18, ship date on folding doors remains 3-22-18.
 - **Adjacent Building Progress Report:**
 - A meeting was held with the former Fire Chief who was in contact with the current Fire Chief. A meeting is tentatively scheduled for the week of Feb 19-23 to discuss building use, parameters, and occupancy loads for assembly events to obtain a temporary occupancy permit (TOC).
 - First Alarm has been contacted and they are working on submitting a bid for a fire notification system that will need to be installed for the TOC.
 - **PNM Energy Savings Program:**
 - Facilities is working with Paul Royalty on a possible savings rebate on the construction trades remodel. Lighting fixtures have doubled and wattage has been cut in half.
 - President has also requested a discussion on using the PNM “Energy Savings Program” to retrofit the main campus with LED lighting, replacing the current T-8 florescent with ballast tubes. This discussion is still in its infancy.



COMMUNITY COLLEGE BOARD INFORMATION MEMO

DATE: 02/22/2018

FROM: Dr. Ryan Carstens

AGENDA ITEM: INFORMATION ITEM No. 10 – Strategic Plan

- DISCUSSION ITEMS:
- President Carstens will discuss a proposed strategy to address the strategic plan in each board member. Basically, the approach would address one goal of the strategic plan at each meeting, along with an update on performance metrics, etc.
 - If the board is supportive of the idea, the future board meeting agenda will include this as a standing item.