

AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, AUGUST 14, 2023 AT 6:00 PM
SOUTHEAST NEW MEXICO COLLEGE, ROOM 153, 1500 UNIVERSITY DRIVE
CARLSBAD, NEW MEXICO 88220

The subjects and topics to be discussed, considered, and/or acted upon at the above-scheduled meeting are listed herein. Items listed as "Action Items" are anticipated to be acted and voted upon at the meeting. However, the Board may defer discussion, consideration, and/or action on any item listed. Items do not have to be discussed, considered, or acted upon in the order shown in this Agenda. Please be advised that there will be a pre-meeting reception with light refreshments. No public business will be discussed during the reception.

AGENDA ITEMS

- | | |
|--|--------------------|
| 1. CALL TO ORDER | BOARD CHAIR ELKINS |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. ESTABLISH QUORUM | ROLL CALL |
| 4. APPROVAL OF MINUTES FROM 7/10/2023 | ACTION ITEM |
| 5. PUBLIC COMMENTS | |
| Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting. | |
| 6. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN | DISCUSSION |
| 7. SENMC UPDATES -DR. KEVIN BEARDMORE | |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN (see attached) | DISCUSSION |
| 8. OLD BUSINESS | |
| A) APPROVE HVAC PROJECT -DR. BEARDMORE/DR. VOLPI | DISCUSSION/ACTION |
| B) LAND PURCHASE– DR. BEARDMORE | DISCUSSION/ACTION |
| C) MALL LEASE SPACE BUILD OUT – DR. MONTY HARRIS | DISCUSSION/ACTION |
| 9. NEW BUSINESS | |
| A) APPROVE POLICY UPDATES-DR. BEARDMORE (see attached) | DISCUSSION/ACTION |
| B) LIBRARY IMPROVEMENTS – DR. BEARDMORE/S. VILLA | DISCUSSION/ACTION |
| C) APPROVE 5-YEAR CAPITAL OUTLAY PLAN-DR. BEARDMORE | DISCUSSION/ACTION |
| 10. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. MICKEY BEST-INTERIM VP-ACADEMIC AFFAIRS | |
| B) DR. KARLA VOLPI, EXECUTIVE VP-BUSINESS & FINANCE | |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS | |
| D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT | DISCUSSION |
| 11. HR DIRECTOR'S UPDATE-STEVEN GONZALES | DISCUSSION |

12. EMPLOYEE REPRESENTATIVE COMMENTS (**OPTIONAL**)

- A) FACULTY
- B) ADMINISTRATIVE STAFF
- C) CLASSIFIED STAFF
- D) STUDENT GOVERNMENT

DISCUSSION

13. BOARD COMMENTS

14. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING

BOARD CHAIR ELKINS

15. ADJOURNMENT

BOARD CHAIR ELKINS

Board Packet should be available to the public upon request through Andrea Dodson at adodson@senmc.edu or 575-234-9211.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Southeast New Mexico College in Carlsbad, New Mexico at 575-234-9200 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of Southeast New Mexico College if a summary of other type of accessible format is needed.

BOARD OF TRUSTEES MEETING MINUTES

Date: 7/10/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

☒ Chairman, Ned Elkins

☒ Member, Bill Murrill (via Zoom)

☒ Secretary, Tiffany Frintz

☒ Member, Sarah Bowman

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members absent: Member, Mark Cage

1) **Call to Order**

Time: 6:01 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 6/12/2023**

Motion: **Ned Elkins**

Second: **Tiffany Frintz**

Nays: **0**

Elkins, Frintz, and Murrill all voted in favor of the motion to approve the minutes. **Bowman** abstained from voting.

5) **Public Comments:** Cathrynn Brown reported she met with Dr. Beardmore recently and is excited to see the plans for the Trades x Technology building. She is starting to see the promise of the college and is impressed and grateful for the work.

6) **General Counsel: Lane Martin** – No Report.

7) **SENMC general status report: Dr. Kevin Beardmore**

- A) **Updates on 2022-2025 Strategic Plan** – Dr. Beardmore reviewed the strategic plan approved in September 2022 and highlighted events and activities relevant to achieving planned goals. He also added a fifth goal for the purposes of reporting to the Board, the Independence of SENMC. Subsequent reports will focus on progress toward the several goals of the strategic plan.

8) **Old Business**

None

9) **New Business**

- A) **Approve Annual Open Meetings Notice - Dr. K Beardmore** – Section 10-15-1 (D) of the Open Meetings Act requires Southeast New Mexico College to determine annually what constitutes reasonable notice of its public meetings. The language of the resolution is from an example found in the Open Meetings Act Compliance Guide provided by the Office of the New Mexico Attorney General. General Counsel Lane Martin added the Disclaimer that is Paragraph 10.

Motion to accept the Annual Open Meetings Notice with the paragraph added by Counsel Lane Martin.

Motion: **Sarah Bowman**

Second: **Tiffany Frintz**

Nays: **0**

Elkins, Frintz, Bowman, and Murrill all voted in favor of the motion.

B) Approve Policy Updates – Dr. K Beardmore

Dr. Beardmore explained the proposed policy changes. General Counsel Lane Martin reviewed the proposed changes prior to their approval by the College Council. Mr. Martin suggested some word changes in Section A Policy 400 IV.a.viii, ix, and xi. Board members expressed concerns about Section D Policy 200 and Policy 600. After additional discussion, the Board voted on a motion to approve the policy updates with the withdrawal of Section D Policy 200 and Policy 600, and the edits recommend by Lane Martin.

Motion: **Tiffany Frintz**

Second: **Sarah Bowman**

Nays: **0**

Elkins, Frintz, Bowman, and Murrill all voted in favor of the motion.

C) Approve HVAC Project – Dr. K Beardmore/Dr. Karla Volpi

Dr. Beardmore explained that he wants approval on this project now because AMERESCO's energy program and the HVAC replacement of the rooftop units dates are scheduled and this needs to get to the New Mexico Higher Education Department by August 14th, the date of the next Board meeting. The estimated cost of the project is \$4MM. Motion to approve this project pending final bid that is due at the end of July.

Motion: **Sarah Bowman** Second: **Tiffany Frintz**

Nays: **0**

Elkins, Frintz, Bowman, and Murrill all voted in favor of the motion.

D) Land Purchase – Dr. K Beardmore

Dr. Beardmore reported that SENMC has the opportunity to place under contract a parcel of land (3.19 acres) located at 3500 Seven Rivers Highway, pending Board approval. Submission to NMHED is due by August 14th. The purchase price is \$725K. He said SENMC will purchase the survey and research done for the entity that previously had this land under contract. The cost is \$5,500. The Phase 1 Environmental Assessment is pending, along with other documentation required when purchasing land. Southeast New Mexico College will be working with Dunagan and Associates to complete this process. In response to a question from Bill Murrill, Dr. Beardmore explained that the money to purchase the land will come from the college's resources, nothing will be financed. The action tonight is only to secure the property without any specifics as to how it may be used. Motion to approve continuing the venture to purchase the land located at 3500 Seven Rivers Highway, Carlsbad, New Mexico.

Motion: **Tiffany Frintz**

Second: **Sarah Bowman**

Nays: **0**

Elkins, Frintz, Bowman, and Murrill all voted in favor of the motion.

10) Executive administration staff reports or comments - Representatives reported on the following:

A) **Dr. Kevin Beardmore, Acting VP of Academic Affairs:** reported that this will be his last meeting as Acting VPAA. Dr. Mickey Best will be here as Interim VPAA starting August 1st. He will stay in the role at least through June 30th but possibly July 31st depending on the results of the VPAA search that will be launched in January 2024.

B) **Juanita Garcia, VP of Student Affairs:** report presented by Dr. Kevin Beardmore who took the opportunity to introduce Dr. Narmin Ghalichi (Institutional Research). Working with Dr. Bright Borkorm, previous Director of Institutional Analysis, Dr. Ghalichi created graphs showing headcount and application figures from Fall 2022 to Fall 2023. Dr. Beardmore explained the huge jump in the headcount in August 2022 was a result of dual credit students. He said he would like to have this report at every Board meeting.

Dr. Beardmore then introduced his newly appointed Executive Vice President, Dr. Karla Volpi.

- C) **Dr. Karla Volpi, EVP of Business and Finance** – Dr. Volpi started with a brief show and tell of the latest items for the bookstore. Some are available for purchase now but there are two hoodies that will not be available until the fall. She reported that the two author events netted approximately \$1,200 in sales. She added that she would like to coordinate with the Humanities Department to put on a book festival next year. Finance went live last week, and new entries are going into the Anthology system. About a dozen people are going to the Anthology conference next week. Dr. Volpi described the last three weeks with the broken air conditioning as abysmal but reported that things are starting to work again.

In response to a query by Ned Elkins Dr. Volpi said there are no concerns about being where we want to be in the fall. She did say there are still two major things to complete for Anthology; REACH, which should be finished by August, and the payroll suite which needs to switch from ADP to ERP. That is expected to be completed by January 2024.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** The MSHA New Miner Training program continues to yield positive results. Area businesses and sub-contractors have taken advantage of CPR and First-Aid training. They are offering H₂S Safety training courses in both English and Spanish. Workforce Director Jennah McKinley traveled to Lackawanna College (PA) in collaboration with Coterra to visit their petroleum and natural gas program facilities. They have offered their curriculum and support to help SENMC develop workforce and academic programs in this field.

Community Education had more than 100 students in its “Inspired by Science” program and 25 students successfully completed the inaugural Youth Police Academy in collaboration with the Carlsbad Police Department.

Nine Degrees Architecture + Design sent a team to take measurements and pictures of the existing space in the mall.

The Broadcast Media Program Manager position is currently open for applications.

The projected award date for the DOE Grant is mid-August.

- 11) **HR Report: Steven Gonzales, HR Director** – The SENMC employee count is at 225 with four new employees joining since the last report. There are currently 5 faculty vacancies and 8 staff vacancies. Interviews are underway for Instructors or Assistant Professors in Communications, Computer Science, and Nursing, a Lab Coordinator, and a Learning Experience Manager for Online courses. The Employee of the Month for July 2023 is Rebecca Silva.

12) **Employee representative comments (optional)**

- A) **Faculty:** None
- B) **Administrative Staff:** None
- C) **Classified Staff:** None
- D) **Student Govt:** None

- 13) **Board comments:** Congratulations to Dr. Karla Volpi on her appointment as Executive Vice President and Rebecca Silva on being selected Employee of the Month. Welcome to Dr. Narmin Ghalichi and thank you to Representative Cathrynn Brown for attending this meeting. Happy to see an increase in enrollment. Also pleased with the collaboration between Workforce and the community. Excited by the possibility of purchasing land. Thanks to the faculty and staff for all they do.

14) Announcement of next regular board meeting:

Date: August 14, 2023 **Time:** 6:00 pm **Place:** SEPMC Room 153

15) Adjournment – Chairman Ned Elkins adjourned the meeting at 7:16 pm.

Approved

Tiffany Frintz, Secretary

Date

DRAFT

SENMC STRATEGIC PLAN (2022-2025)

Approved by the SENMC Board of Trustees, September 12, 2022

Updates for August 2023 in [blue](#)

Goal 1: Diversity and Commitment

Presented updates to polices regarding appeals and staff representation
Developed new Fall Kickoff schedule that includes earlier Convocation, closure of campus to allow all employees to attend, three days of lunch events with speakers, and faculty freed from mandatory meetings the two days before the semester begins

Goal 2: Enrollment, Retention, and Graduation/Completion

Prepared latest enrollment and application data for Fall 2023
Met with Eastern New Mexico University (President and Provost) and sister southeast New Mexico colleges in Roswell on July 28 to build on work started by SB 77 (2021) – Regional 2+2 pilot project
Published latest newspaper/website article: “A Fresh Start”

Goal 3: Community Engagement and Economic Enrichment

Submitted U.S. Department of Energy compliance documents
Hosted Delaware Basin Pipeliners Association Lunch and Learn
Promoted Upright Information Technology training (<https://bootcamp.senmc.edu/>)
Announced that Skillpoint Alliance will be providing a free pre-apprentice electrical class at SENMC from Sept. 18 through Oct. 12 (8 a.m. to 3 p.m., Monday through Friday)
Participated in the NM Department of Workforce Solutions event in Ruidoso, July 12
Volunteered (cooking staff) as Carlsbad hosted the Solar Challenge, July 17
Attended the Legislative Finance Committee summer higher education hearing in Farmington, July 19
Staffed SENMC Booth at the Eddy County Fair, Tuesday-Saturday, July 25-29

Goal 4: Building, Facilities, and College Foundation

Hosted NM Higher Education Department Summer Capital Outlay Hearing (South Region)
Developed draft five-year capital projects list for consideration
Prepared submissions for capital projects:

- Mall Lease and buildout
- Trades x Technologies Building
- Energy Performance/HVAC Rooftop Unit replacements
- Purchase of 3500 Seven Rivers property

Goal 5: Independence of SENMC

Made final preparations for complete independence of student information system (Anthology) and Learning Management System (Canvas) for Fall 2023
Met with US Department of Education about final steps for federal financial aid
Prepared for Higher Learning Commission visit in late October, with a Mock Review Team visiting September 7 & 8

Comparison with Feasibility

ECM	Description	Feasibility	Current	Difference
1	RTU Replacements	\$1,833,055	\$2,105,030	14.8%
2	Heat Pump Replacements	\$685,109	\$1,698,714	147.9%
3	HHW Coil Replacements	\$572,050	\$849,647	48.5%
4	Controls Replacements	\$1,302,732	\$1,346,133	3.3%
	Total	\$4,392,946	\$5,999,524	36.6%

- RTU Replacement and Controls Replacements lowest difference
- Heat Pump Replacement highest difference due to different counts and overall much higher costs than estimated
- HHW coils also higher than expected due to increased cost of materials

Proposed SENMC Policy Changes

Additions in **bold**, deletions in ~~strikethrough~~

Reviewed by Lane Martin 8-7-2023

Approved by the SENMC College Council 8-9-2023

SENMC [Section](#) B Number 300 (Presidential Duty and Authority to Establish Committees and Councils)

I. Introduction - The President, or designee, is authorized to establish committees deemed necessary for the organization and administration of the College.

II. Required Councils - The President shall be required to establish the following councils:

- *College Council* – This Council shall make recommendations, based upon data available, to the President and the Board on matters concerning the College’s business, mission, goals, and other relevant matters. The Council shall consist of two (2) representatives from the Faculty Senate; two (2) representatives from the Administrative Staff Council; two (2) representatives from the Classified Staff Council; two (2) student representatives from the Student Government Council, and one (1) executives other than the President. The President shall serve as the Chair of this Council and shall establish the rules and operating of procedures of the College Council.
- *Faculty Senate* – The Faculty Senate shall consist of faculty members as determined by the Faculty Senate. The Faculty Senate shall solicit and represent the views of the Faculty Senate to the College Council. The Faculty Senate ensures faculty’s role as experts in curriculum, faculty, rank, and other academic matters pertaining to student learning outcomes and student success are heard by the President and the Board.

Faculty Senate shall establish its own procedures and bylaws but shall be without power to increase its membership on the College Council or its authority without President and Board Approval. The Faculty Senate will speak and make recommendations on matters through its elected representation on the College Council. The Faculty Senate may also vote to allow a representative of the Faculty Senate to address the Board at any open meeting or work session of the Board.

- *Administrative Staff and Classified Staff Committee* – The Administrative Staff **Committee** and the Classified Staff **Committee operate independently. Each committee is comprised shall** ~~consist of~~ **elected representatives from its respective group membership, electing its own Officers by means of independent and separate elections. The Administrative Staff Committee shall elect three (3) Administrative Staff Committee members by a majority vote of all salaried employees excluding faculty and executives. The Classified Staff Committee shall elect four (4) Classified Staff Committee members by a majority vote of all hourly employees excluding faculty and executives. nine (9) members who are duly elected by a majority vote of all hourly and salaried employees excluding faculty and executives. Members**

Elected Administrative Staff Committee Officers shall serve for one full year beginning on January 1 and ending on December 31; elected Classified Staff Committee Officers shall serve one full year beginning July 1 and ending June 30. Elected Officers for both committees shall serve staggered one (1) and two (2) year terms. The Hourly and Salaried Administrative Staff Committee and the Classified Staff Committee shall solicit and represent the views of their independent committee members, individually and/or collectively to the College Council.

The Each independent committee shall establish its own procedures and bylaws but shall be without power to increase its authority or membership on the College Council or its authority without the approval of the College President and the College Board Approval. The Administrative Staff Committee and the Classified Staff Committee, by and through its their representation on the College Council, ensures hourly and salaried staff concerns, suggestions, and opinions are heard and addressed by the College Council.

- *Student Government Council* - The Southeast New Mexico College Student Government is the student government body of the College. In addition to coordinating the various functions of the Student Government, this organization shall arrange to have student representatives participate in the College Council and standing committees as appropriate.

The Student Government Council shall initially be chaired by the Vice President for Student Affairs until the Student Government Council elects its own chair. The chair shall be a member of the Student Government Council. The Student Government Council shall elect two representatives to the College Council consistent with the requirements for membership in the College Council. The President shall establish the initial rules and operating procedures of the Student Government Council, which may then be amended or modified by majority vote of the Student Government Council. The Student Government Council shall be without power to increase membership in the College Council without the President's approval. The Student Government Council will speak and make recommendations on matters through its elected representation on the College Council. The Student Government Council may also vote to allow a representative of the Student Government Council to address the Board at any open meeting or work session of the Board.

III. Standing Committees – The President may, in consultation with the Board, executives, faculty, or staff, create specific standing committees that shall be charged with a specific task for purposes of developing and implementing initiatives that support student learning, continuous improvement, and strategic planning goals, as well as the maintenance and improvement of the College. Standing Committees shall have specific written goals, objectives, and operating procedures. The President, or a person designated by the President, shall be charged with the drafting of the goals, objectives, and operating procedures of the specific standing committee.

IV. Compliance with Laws and Policy – All councils and committees established under this Section or elsewhere within the College shall comply with all rules, regulations, and policies of the College and the law.

Rationale: These changes make the policy consistent with our current operating structure of separate committees for Administrative Staff and Classified Staff.

Proposed SENMC Policy Changes

Additions in **bold**, deletions in ~~strikethrough~~

Reviewed by Lane Martin 8-7-23

Approved by the SENMC College Council 8-9-23

Section C – Human Resources - Policy Number 200 – Reporting Alleged Violation of Non-Discrimination Policy

- I. Introduction – The College will not tolerate unlawful discrimination, retaliation, harassment, or bullying of any kind in the workplace.
- II. Reporting Unlawful Behavior – If you believe you are a victim of malicious, unwelcome, severe and pervasive behavior that either harms, intimidates, offends, degrades or humiliates you, then you must report the behavior to the designated Title IX Coordinator and/or the Human Resource Office. If either is unavailable or non-responsive, or if you are not comfortable making the report, then you should report the behavior to the President. If uncomfortable with reporting to the President, then you must report the alleged behavior to a member of the Executive Team. The College takes these claims seriously. Your claim will be promptly, thoroughly, and impartially investigated. The College also prohibits retaliation against any employee who makes these types of claims. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination, retaliation, and harassment in the workplace. Nevertheless, the availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that such behavior immediately stop.
- III. Investigations - All employees are expected to cooperate fully with any investigation of these types of claims. To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge. The College may also place an employee (including executives, tenured faculty, faculty, and staff) on administrative leave with pay pending an investigation. If it is determined that inappropriate conduct has occurred, the College will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action (such as, for example, suspension), as the College deems appropriate under the circumstances and in accordance with applicable law. Independent Contractors or Campus Guests who are found in violation of this policy may also have their contract cancelled and/or be prohibited from coming on campus and/or interacting with employees.

- IV. Retaliation Prohibited - The College prohibits retaliation against any person who reports incidents of inappropriate behavior, discrimination, or files or pursues a discrimination claim.
- V. **V. For information about disciplinary processes, see Section C, policies 1800 (Managing Inadequate Performance, Discipline, and Termination of Regular, Temporary, and Part-Time Employees), 1900 (Discipline and Termination, and Non-Renewal of Executives), 2000 (Discipline, Termination, and Non-Renewal of Non-Tenured Faculty Appointments), and 2100 (Discipline and Termination of Tenured Faculty).**

Rationale: A current grant application requires that information about the College's investigation process appear in the same policy as the reporting procedure.

Year	Capital Projects	Funding	Bond funds availability	Estimated cost	Description
2023-2024	Trades x Technologies Building	GOB/College/Industry & Govt partners	July 2025	\$30M	New facility to house new programs in Electrical Technology, Oil and Gas Technology, and Radiologic Control Technology, as well as expanded space for current Industrial Maintenance Technology and Natural Gas Technology programs. Includes indoor shop spaces, adjacent outdoor training spaces, simulator spaces, combined classroom/lab spaces for Instrumentation and Programmable Logic Controllers training, computer lab, testing space, and offices.
2023-2024	3500 Seven Rivers Land Purchase	College	N/A	\$725,000	3.3 acres of adjacent land that will provide frontage on the main highway (the college currently has none). Will be used for signage and future expansion.
2023-2024	Main Building Entryway and Welcome Center	College/federal grants	N/A	\$4M	Current entrance leads down a hallway. Change will provide a clear public entrance to the Main Building (the largest and oldest on campus), complementing the new parking lot currently under construction and creating a welcome center/one-stop admissions student services area.
2023-2024	HVAC and Energy Performance Updates	College	N/A	\$6M	As recently as June 2023 8 of 11 roof top units were down for repairs. Need complete replacement of HVAC on Main Building and upgrades to all HVAC controls
2023-2024	Mall Lease	College	N/A	\$72,000 annually	Workforce development (non-credit) offering space as there are no suitable large shop spaces available in our current four buildings.
2023-2024	Mall Buildout	College	N/A	\$250,000	Update to facility to bring restrooms and space into compliance with expectations for public classroom spaces
2023-2024	Library Family Study Room, and Restroom,	Federal	N/A	\$125,000	Repurposing of space available due increased use of e-materials to serve students with children and for community programming.
2024-2025	Specialized Driving Training (land and facility)	STB/College	July 2026	\$5M	Specialized driving range facility (CDL, First Responder emergency vehicle safety training courses, motorcycle safety training courses) with classrooms, office, storage, simulator, and kitchenette.
2025-2026	Science, Technology, Engineering Pre-School Academy (STEPS Academy)	GOB/College/Foundation Partners	July 2027	\$15M	STEM focused bilingual birth to pre-K education available to students, employees, and the public.
2026-2027	Workforce Development Center	STB/College	July 2028	\$3M	Upgrade or replacement of Mall Lease space
2027-2028	Residence Hall	GOB/College	July 2029	\$15M	The community, which provides the vast majority of our funding, has expressed its interest in the college creating a residential life program



Severity Project Summary July-Aug 2023

Carlsbad Caverns National Park and Guadalupe Mountains National Park

Robert Trautner, MPA
Fire Science & EMT, Director
Southeast New Mexico College
August 2023

Professional History:

As a former NPS employee I have been privileged to work in some of our nation's and world's most treasured places. The NPS allowed me to develop as a wildland firefighter and EMT and my first permanent position was Carlsbad Caverns NP 2010-2014. My career continued to advance by earning a position with Carlsbad Fire Department where I honed my technical skills as Fire Officer, Engineer, Paramedic, HazMat Technician, Medical Unit Leader, Initial Attack Incident Commander, Engine Boss, Firing Boss, High-angle Rope Rescue Technician, Swift Water Technician, and Dive Team Leader.

During this time, I also completed my MPA in Emergency Services Management which provided me an opportunity to achieve professional goals for myself and family. Southeast New Mexico College offered me a position in March 2023 and I happily accepted. When I left the fire service, I needed to continue my wildland career and SENMC was eager to support me. Guadalupe Mountains National Park offered to sponsor me as a single resource for the region due to my local knowledge and regional needs.

Severity Proposal Background:

On July 4 I was contacted by GUMO Duty Officer, Michael Davin, for an availability check. The next day I was packing my line gear and 10-day bag with my resource order in hand. I was assigned as Engine Boss and Paramedic for a month-long severity assignment. International Wildland Fire crew members from Mexico, Los Diablos, were ordered to provide a fire module for tasks. Previously, my work in Big Bend National Park included prescribed fire projects with some of the same crew members.



With wildfire being an active influence in the Guadalupe Mountains, management of both parks has historically seen 3-5 wildfires per year, according to the Wildland Fire Management

documentation provided by CAVE and GUMO. Most of these fires were lightning starts in areas with little significant threats to park resources. These fires often remain small and short without the need for full suppression tactics. Significant human-caused fires have caused hazardous fires to both parks including the 2011 Loop Fire. I was working at CAVE during this time and know the struggles of management, staff, concessionaires, and visitors during that event.

The critical moisture needed from the summer monsoons often also provide lightning with multiple starts within the same day. Park management identified the severity needs for the parks and began to seek funding for severity staffing in June 2023. GUMO and CAVE shared NPS Fire resources in the past but drawbacks and retirements have left the NPS Fire Brigade at minimal staffing. No qualified Engine Boss or crew members are currently employed at either park. A Regional Fire Management Coordinator and a Fuels Specialist are currently supporting the Pecos Zone which includes Lake Amistad, Big Bend, Carlsbad Caverns, Chamizal, Fort Davis, Guadalupe Mountains, Rio Grande Wild and Scenic River, and White Sands NPS sites.

Work Breakdown Structure:

Severity assignments for CAVE and GUMO were planned using Fire Management Plan documentation provided by the parks. Digital photos and collection were provided and updated in National Incident Base Data Layer programs using FieldMaps App for ArcGIS. Projects in both parks were approved prior to treatment by members of the Park Management Team. A qualified Resource Advisor was provided to facilitate the concerns and needs for resource protection.



Firewise Defensible Space Zones:

- Treatment Zone 1 – includes a 10' horizontal clear-cut of vegetation to bare soil condition extending 16' vertically near structures or infrastructure.
- Treatment Zone 2 – includes 30' horizontally of vegetation reduction.
- Treatment Zone 3 – includes up to 100' horizontally

GUMO/CAVE personnel assigned to the severity assignment consisted of the following:

- Fire Duty Officer (FDO) Michael Davin and Mark Mendonca (rotating during assignment)
- Fuels Specialist Jay Yancick, Rio Grande Zone
- Fire Effects Monitors (FEMO) 4 person crew in the first 2 weeks of July
- ENGB/EMTP Robert "Foz" Trautner, AD single resource

- Resource Advisor Leah Vanvranken – Interpretation
- Los Diablos, International Wildland Fire Crew (10 person crew with Crew Boss)
 - 14 days on shift and rest for 2 days back in Mexico provided opportunity for 10 more crew members to return for an additional 14 days.



CAVE:

Location: Whites City, NM; Community consists of a visitor center, historic housing, maintenance yards, and facilities; 27 buildings all together. All buildings are considered occupied year-round and during business hours. Historic resources are present. The area includes approximately 1,800,000 ft² with perimeter of slopes ranging 5%->20% with low fuel loading. Parking lots adjacent to VC are identified as primary safety zone. There are adequate water sources throughout the community from hydrants and structures. Barriers include dirt/paved trails and additional parking areas around historic housing district.

Treatment included recent trimming of Firewise Zones 1 & 2, July 2023, around the CAVE Community. Significant dead-and-down accumulation of heavy timber component was noted in Bat Draw and removed to CAVE quarry with vegetative debris from around the community. Waste line protection was not completed with approximately 1 mile of exposed pipe leading downslope, east of VC, to the treatment site at the base of the escarpment.

Evaluations of Rattlesnake Springs Day Use Area, Spring, and Ranger residence were completed. Still needed: significant reduction of ladder fuels near cottonwoods and surrounding area, removal of invasive Russian Olive, improvement of Firewise Zones around structures, and reduction of roadway vegetation. Sensitive and T&E species are present and work will need approval for treatment of the area. Additional guidelines and READ support will be necessary.

After the Cutoff Ridge Fire was contained (see separate section), all GUMO/CAVE resources were reassigned back to severity assignment. Continued progress on the historic buildings and VC provided approximately 500 work hours and an additional 500 work hours of patrol and light duty projects. No injuries or work-loss hours occurred.

GUMO:

Location: Pine Springs, TX; multiple communities, which consist of a Visitor Center, historic structures, maintenance yards, and facilities; approximately 50 buildings all together. All buildings at Pine Springs are considered occupied year-round and during business hours. Historic resources are present and may be visited regularly by visitors and staff year-round during business hours. Pine Springs Visitor Center Community includes approximately 250,000 ft² with slopes 0%-5% and moderate fuel loading. The Pine Springs Community Housing area includes approximately 1,800,000 ft² with perimeter of slopes ranging 0%-5% with low fuel loading. Parking lots adjacent to VC and maintenance facility are identified as primary safety zone. There are adequate water sources throughout the community from hydrants and structures. Barriers include dirt/paved trails and additional parking areas around historic housing district.



Severity projects in Pine Springs began quickly with support of management, Fire Duty Officer, Fuels Specialist, and Visitor Protection. Significant progress was completed around the Pine Springs Visitor Center and parking areas, RV Campground and Trailhead, Frijole Ranch, Butterfield Stage, Pratt Cabin and Hunter Line Lodge, Pine Springs Community, McKittrick Canyon, and Williams Ranch. Significant cultural, historical and protection resources present throughout the treatment areas.

Treatment of the structures and infrastructure included improvement of Firewise Zones 1 & 2 with 10' horizontal and 30' horizontal distance respectively. Areas adjacent to parking areas and campgrounds were treated with ladder fuel removal and ground vegetation reduction to improve safety corridor in the RV and tent campgrounds as well as highly visited trailhead. Dead-and-down fuels were removed from treatment areas with cuttings and piled in multiple locations designated by park management. These fuel piles will need to be removed or burned as appropriate. In remote areas, fuel trimmings were dispersed beyond the Firewise Zone 3 with significant dead-and-down noted in treatment areas.

Our documentation of assessments was provided in FieldMaps for some of the communities and structures. Treatment of structures and infrastructure in the remote areas of park focused on the Firewise Zones 1 & 2 but additional treatments are suggested. Fire Protection Plans were discussed with NPS staff to include utilizing local water sources, Mark III pumps and sprinkler deployment at remote sites (Hunter Line Lodge, Pratt Cabin, Williams Ranch). These assessments are currently being reviewed and updated by Fuels Specialist Jay Yancick.



Projects in the high visitor areas provided increased defensible space around the VC, front country structures and areas but the Pine Springs tent campground area was not completed. Many of backcountry sites were visited by FEMO and NPS staff with minimal treatment completed and further assessment is needed. Some documentation and photos were provided to NPS fire management. More than 800 work hours were recorded with another 800 work hours of patrol and light duty projects. No injuries or accidents occurred during these projects.

Cutoff Ridge Fire:



Projects were halted during lightning-started wilderness fire in GUMO near the Marcus Wilderness on July 14. The arrival of a summer storm brought lightning with it. Units from the USFS identified the smoke and Air Attack was able to confirm the location inside GUMO boundary. During the following day an ICP was established in Dog Canyon Campground and incoming resources began to develop access and management strategies.

For approximately a week myself, READ, and Los Diablos were reassigned to support and improve the Dog Canyon Campground and visitor areas. A Type 4 fire initially, approximately 5 with slow moving fire allowed for resource orders to be filled. Increased resources increased the complexity of the Incident Management Team and the fire was briefly a Type 3 incident until crews were able to secure the fire's edge and monitor the fire activity with full containment listed 23 July 2023. Fire Modules from SD and AZ, Rapid Extraction Module (REM) from CO, Southwest IMT members, as well as additional resources from local Bureau of Land Management (BLM) offices participated.

During the few days of the Cutoff Ridge fire, one line personnel was treated by REMs crew members during the operational period. An Incident-within-an-Incident (IWI) was initiated and protocols in place along with the 206 Medical Plan were followed. The individual was transported via helicopter to El Paso for definitive care. The individual was released from the hospital in stable condition the same day. An AAR afterwards discussed the planning and incident phases of the IWI. No other injuries or accidents were reported.



Initial Attack Incidents:

As the summer storms began to develop in the region at the end of July 2023, multiple lightning starts were reported in the adjacent districts. Local agencies were responding and requested additional help. Alamogordo Dispatch Center (ADC) was notified and myself and Los Diablos were dispatched to LNF, Guadalupe Ranger District for Initial Attack at 1600 31 July 2023.

We arrived on scene for approximately 5 acre fire in grass and shrub component on the top 1/3 of slope approximately ½ mile from staging area. Named the Turkey Fire, the IC was contacted by radio and I was transferred command with a face-to-face with ICT4 Todd Looney, Engine Captain for USFS. Two SEATs from Roswell were ordered prior to my arrival and we used them to “box in” the fire. After they were released, on scene crews included Eddy County Fire Service, Roc-N-R Type 3 Engine crew, myself and Los Diablos Fire Module. Crews reinforced the fireline and extended interior 30’ for hot spots and embers. Released at the end of shift an AAR was conducted to provide good communication to host agency, crew members, and dispatch. Additional patrols were conducted the next day with minimal hotspots noted and mitigated with mop-up techniques and bladder bags. Fire was reported and contained the following day.

On the second shift attached to USFS Guadalupe Ranger District there were multiple lightning starts throughout the day with some precipitation reported in the LNF, BLM, and private lands. Multiple agencies were responding to fires throughout the day. ADC requested our crews to respond to a reported fire on the northern border of LNF at 1400 1 Aug 2023. Arriving on scene took almost 2 hours by 2-tracks and improved roads in the forest.

The Crooked Fire was burning in shrub and grass component on the top 1/3 and mid slope of hill and approximately 30 acres in size. Single torching and active flanking fire in the mid slope fine fuels were noted. Initial attack consisted USFS, Roc-N-R Type 3 engine, Eddy County Fire Service, myself and local ranchers. With no significant head fire, the flanks were secured with

a wet line using the Type 3 engines. Active mitigation of the open flames were mitigated with hand tools and crew members on scene. Air resources were ordered and provided retardant drops to “box-in” the perimeter of the fire. Reinforcement of the fire line continued until 1900 when units were released. The Crooked Fire remained in open status throughout the night and USFS crews returned the following day for additional mop-up. Fire was contained 3 Aug 2023. No accidents or injuries occurred during these shifts.

Light Duty Projects:

1. 40' Conex preparation and delivery
2. Concrete work at Cholla
3. Development of fire protection kits
4. Equipment maintenance and repair
5. Fire cache cabinets and shelving
6. Kits for structure protection
7. Hose testing
8. Hydrant testing

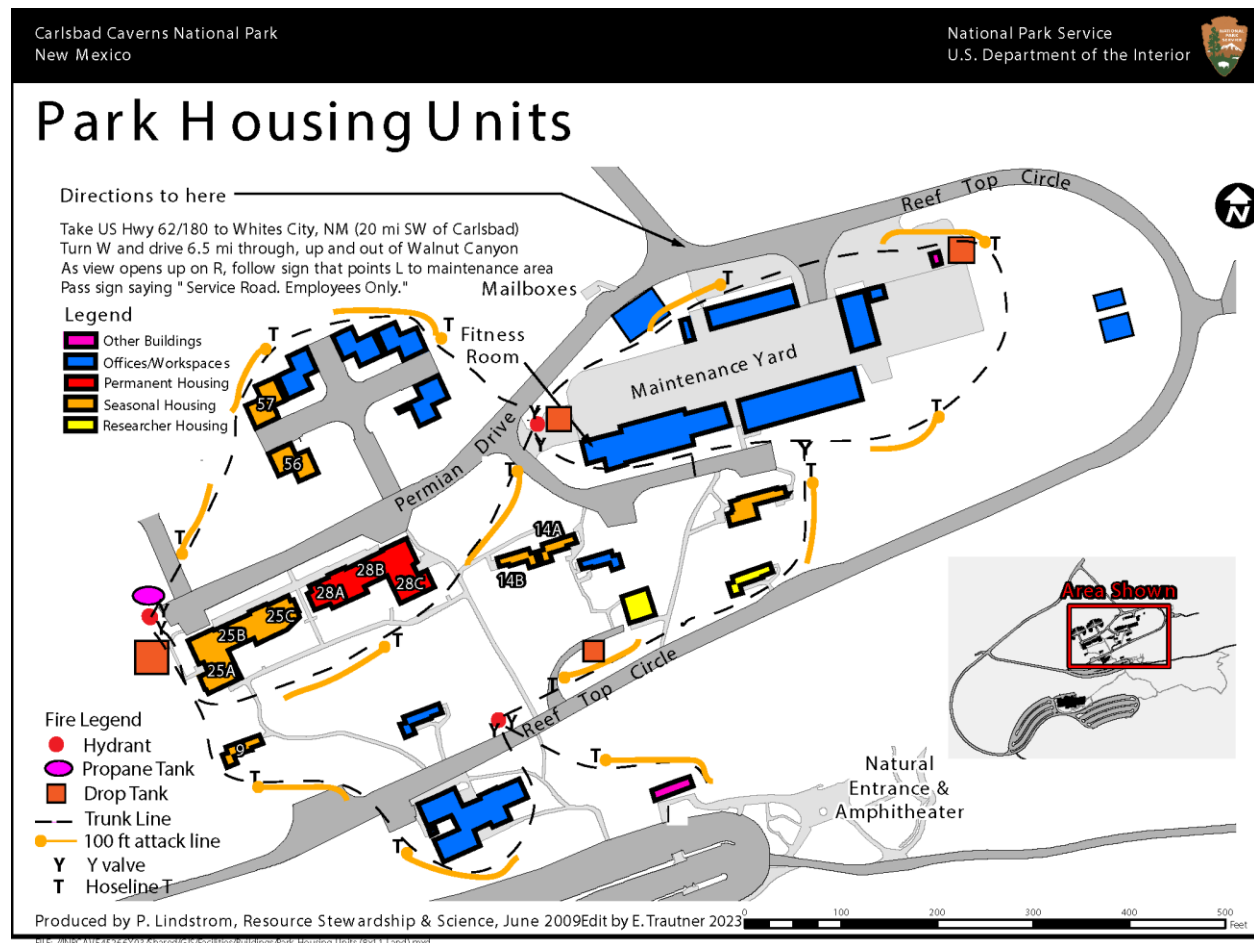


Fire Protection Proposal:

Firewise Defensible Space is a component of good fire management. Managing wilderness or remote sites can be challenging for administrators when fire conditions become extreme. Reflecting on the NWCG site considerations, having good fire weather behavior and knowledge of previous fires will assist with strategies and decisions. Reducing challenges or hazards near structures, roads, and infrastructure will ultimately lead to greater success.

There are a small number of structures that will be defensible – standalone sites. These sites should have few tactical challenges, good water sources, and structure protection systems in place. Additional sites will be defensible – prep and hold, meaning safety zones are present with some tactical challenges. Firefighters are needed on site to implement structure protection tactics prior to the fire front arrival. Numerous backcountry sites were identified as non-defensible – prep and leave. There are no safety zones present with multiple strategic challenges. Trigger points would need to be set prior to mitigation measures being performed. With adequate preparation and time, portable pumps and sprinkler deployment is suggested. In areas of the backcountry, multiple sites are non-defensible without reliable water sources but should be mitigated to prevent the loss of park resources.

Attached is a PDF provided by CAVE to which I added an additional fire protection layer that may be on/off. This protection plan could be used to protect multiple structures from fire fronts coming from multiple directions. Planning and preparation of kits and equipment is needed. Non-fire personnel from park staffing could be used to layout and connect protection equipment during discretionary time. Safety training of personnel around fire hydrants, portable pumps, and hydraulic hoses should be covered prior to deployment of protection equipment.



Equipment List:

- 12 each – Reducer, 2 ½ NPSH-F x 1 ½ NH-M
- 20 each – Wye Valve, Gated 1 ½" NH-F x 1 ½" NH-M x 1 ½" NH-M
- 20 each – Tee - hose line, 1 ½" NH-F x 1 ½" NH-M x 1" NPSH-M
- 20 each – Nozzle, 1" NPSH
- 500 each – Hose, 1 ½" NH-F x 1 ½" x 100'
- 20 each – Hose, 1" NPSH-F x 1" NPSH-M x 100'
- 20 each – Nozzle, 1" NPSH-F
- 20 each – Sprinkler Kits
- 6 each – 2000 gallon drop tank
- 6 each – Portable pump with fuel container

Summary of Environmental Conditions

Throughout the project environmental conditions were in severity indices with average daily temperatures reaching 100F with extreme UV exposure. Fire weather did not issue any Red Flag Warning days but lack of precipitation for the area has increased fire danger. Precipitation is recorded from Remote Automated Weather Stations (RAWS) that keep hourly data on weather. The area is still approximately 3" under normal for the year, with most areas of the Guadalupe Mountains receiving 12" – 15' per year.

Glossary of Acronyms

AAR – After Action Review
AD – Administrative Determined
ADC – Alamogordo Dispatch Center
BLM – Bureau of Land Management
CAVE – Carlsbad Caverns National Park
EMT – Emergency Medical Technician
EMTP – Emergency Medical Technician
Paramedic ENGB – Engine Boss
FDO – Fire Duty Officer
FEMO – Fire Effects Monitor
GUMO – Guadalupe Mountains National Park
IMT – Incident Management Team
IWI – Incident Within Incident
LNF – Lincoln National Forest
NH – National Hose
NIFC – National Interagency Fire Center
NP – National Park
NPS – National Park Service
NPSH – National Pipe Standard Hose
NWCG – National Wildland Coordinating Group
RAWS – Remote Automated Weather Station
READ – Resource Advisor
REM – Rapid Extraction Module
RV – Recreation Vehicle
SEPMC – Southeast New Mexico College
SWIMT – Southwest Incident Management Team
T&E – Threatened and Endangered
USFS – United States Forest Service
VC – Visitor Center

SENMC Board of Trustees Meeting 8/14/23

WDCE Report

Workforce Development

- Workforce Exploration with Coterra Energy and Lackawanna College
 - One director embarked on a valuable journey with Coterra Energy to Lackawanna College in Pennsylvania for an Oilfield Career Experience. This immersive program included insightful rig and gas compression site tours, providing invaluable exposure to the energy sector. Equipped with this knowledge, our director is actively collaborating with school leaders to introduce similar programs. Additionally, her visit to the Lackawanna County CTE center unveiled opportunities for collaboration in regional workforce initiatives for our youth.
- Lab Design and Community Engagement
 - Our workforce director's visit to Lackawanna College facilitated an understanding of various lab equipment and techniques that we can incorporate into our own facility. This enables us to offer enhanced learning experiences and training opportunities to our community members.
- Virtual Programs/Platforms Integrated
 - Interplay-Skill Mill virtual lab platform for skilled-trades programs
 - Upright Education-virtual tech bootcamp programs

Community Education

- "Lion the Roar" Play: Rapid Success and Collaboration
 - Our recent production of "Lion the Roar" showcased the exceptional commitment and talent of our students. Despite having only one hour of rehearsal over a two-week period, the students delivered a stunning performance. The play garnered tremendous support, with around 90 parents attending to cheer on our young performers. This success is the result of collaboration with Carlsbad Community Theatre.

Workforce Development Center

- Rough Order of Magnitude from Nine Degrees
 - The Space is approximately 7,500sf (totals three tenant spaces @ 25' wide x 100' deep each = 2,500 x 3 = 7,500 total sf), for budgeting purposes, we anticipate a Rough Order of Magnitude at this time without a design of (7,500 x \$220) \$1,650,000 – 7,500 x \$250) \$1,875,000

Broadcast Media Program

- Broadcast Media Program Manager search committee has formed and had its initial meeting.

DOE Grant

- Projected award date
- Grant Assistance Agreement has been signed.

Human Resources Report - August 2023

Report Generated: August 8, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

*Includes Full-Time, Part-Time, Temporary and Student

Total: 230 (+5)

New Hires

Name

Job Title

Beardmore, Charles	Student, Library
Best, Mickey	Interim Vice President of Academic Affairs
Bustamante, Graciela	Student, HSI Grants
Castillo, Carol	Temp Admin Asst, Workforce and CE
Chavez, Kina	Adjunct, Nursing
Himel, Meruyert	Online Learning Experience Manager
Navarrete, Saul	Classroom Media Technologist
Olivas, Ray-Ray	Student, Student Activities
Robinson, Megan	Student, Student Activities
Rocha, Jonathan	Transfer, Internship and Career Specialist
Vargas, Vanessa	Student, Student Activities

Total: 11

Departures

Name

Job Title

Total: 0

Currently in Interview Process

Job Title

Broadcast Media Program Manager
Custodial, Sr.
Instructor or Assistant Professor of Computer Science
Instructor or Assistant Professor of Allied Health

Current Vacancies

Instructor or Assistant Professors of Nursing
Lab Coordinator

Total: 6

Job Title

Faculty:

Adjunct Instructor - EMT
Adjunct Nursing Program Clinical Instructor
Instructor or Assistant Professor of Allied Health
Instructor or Assistant Professor of Computer Science
Instructor or Assistant Professors of Nursing

Total: 5

Staff:

Administrative Assistant, Admissions
Admissions Coordinator
Adult Education Instructor
Adult Education Instructor - Part-Time
Broadcast Media Program Manager
Custodial, Sr.
Data Management Specialist
Director of Admissions
Health Clinic Nurse Practitioner
Lab Coordinator
Pt Adult Education Instructor
Student Retention and Persistence Coordinator
Tutor - Full Time
Tutor - Part Time

Total: 14
