



Southeast New Mexico College

Southeast New Mexico College
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AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, SEPTEMBER 11, 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

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| 1. CALL TO ORDER | BOARD CHAIR ELKINS |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. ESTABLISH QUORUM | ROLL CALL |
| 4. APPROVAL OF MINUTES FROM 8/14/2023 | 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. STUDENT GOVERNMENT REPRESENTATIVE | DISCUSSION |
| 7. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN | DISCUSSION |
| 8. SENMC UPDATES -DR. KEVIN BEARDMORE | |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN (see attached) | DISCUSSION |
| 9. OLD BUSINESS | |
| A) CAPITAL OUTLAY PROJECTS APPROVED 7-10-2023 | |
| HVAC REPLACEMENT and LAND PURCHASE (3500 SEVEN RIVERS) | |
| -RESUBMIT WITH ADDITIONAL INFORMATION (DR. BEARDMORE) | DISCUSSION/ACTION |
| 10. NEW BUSINESS | |
| A) FINANCIAL REPORTS-DR. KARLA VOLPI | DISCUSSION/ACTION |
| B) APPROVE POLICY UPDATES-DR. BEARDMORE (see attached) | DISCUSSION/ACTION |
| C) Finalization of the Separation of SENMC from New Mexico | |
| State University Pending Higher Learning Commission Approval | |
| of the Submission of an Update of Our Change of Control | |
| Application-DR. BEARDMORE | DISCUSSION/ACTION |
| 11. 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 |
| 12. HR DIRECTOR'S UPDATE-STEVEN GONZALES | DISCUSSION |
| 13. EMPLOYEE REPRESENTATIVE COMMENTS (OPTIONAL) | |
| A) FACULTY | |
| B) ADMINISTRATIVE STAFF | |
| C) CLASSIFIED STAFF | DISCUSSION |
| 14. BOARD COMMENTS | |
| 15. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (10-9-2023) | BOARD CHAIR ELKINS |
| 16. 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: 8/14/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

Chairman, Ned Elkins

Member, Bill Murrill (via Zoom)

Member, Mark Cage (via Zoom)

Secretary, Tiffany Frintz

Member, Sarah Bowman (via Zoom)

Type of Meeting:

Regular Work

Special

Board Members absent: None

1) **Call to Order**

Time: 6:03 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 7/10/2023**

Motion: **Tiffany Frintz**

Second: **Sarah Bowman** Nays: **0**

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

5) **Public Comments: None**

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

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

A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Dr. Beardmore shared some of the slides from the presentation he gave as part of the newly-developed Fall Kickoff schedule. The schedule included Convocation, a closed campus one morning to allow all employees to attend Kickoff presentations, three days of lunch events with speakers, and freeing faculty from mandatory meetings just before the semester begins. This included a review of the College's Mission, Vision, and Value statements adopted in September 2022.

Other strategic plan highlights included **Goal 2 (Enrollment, Retention, and**

Graduation/Completion) a meeting with the President and Provost of Eastern New Mexico

University and sister colleges in southeast New Mexico to build on the work started in SB-77 –

Regional 2+2 pilot project, and publication of Dr. Beardmore's most recent newspaper/website article

"A Fresh Start". **Goal 3 (Community Engagement & Economic Enrichment)** – SENMC sponsored

a Lunch and Learn for the Permian Basin Pipeliners' Association. Nearly 30 people attended the

event and 2 people inquired about teaching opportunities; Skillpoint Alliance will provide a free pre-

apprentice electrical class at SENMC from September 18th through October 12th (8 am-3 pm, Monday

through Friday). **Goal 4 (Building, Facilities, and College Foundation)** – hosted a NM Higher

Education Department Summer Capital Outlay hearing (South Region) – SENMC has been

encouraged to submit requests for funding, and **Goal 5 (Independence of SENMC)** – met with US

Department of Education about final steps for federal financial aid; working toward termination of the

MOU with New Mexico State University.

8) Old Business

A) **Approve HVAC Project** – this project was approved at the July 10th, 2023 meeting. Dr. Volpi presented it tonight to inform the Board that the cost of this project is approximately \$6 million (a \$2MM increase from the previous estimate). The time frame for completion of this project is June 2024.

B) **Land Purchase** – this project was also approved at the July 10th, 2023 meeting. Dr. Beardmore informed the Board that the appraisal on the land came in considerably higher than the purchase price of \$725,000.

Both projects will be submitted to the New Mexico Higher Education Department tonight.

C) **Mall Space Build Out** – Dr. Monty Harris reported that Nine Degrees Architecture + Design finished its measurements of the mall space (7,500 sq.ft.) and calculated a rough order of magnitude (without a design) of \$1,650,000 to \$1,875,000. This is a cost range of \$220-\$250 per square foot. Dr. Harris is developing an information packet for bids. Dr. Volpi talked about the RFP process and said Glen Haubold will assist in developing the process for this project. **Frintz** made a motion to allow the Administration to proceed with the RFP to build out the mall space. **Bowman** seconded the motion. **Elkins, Frantz, Bowman, and Murrill** all voted in favor of the motion to proceed with the RFP to build out the mall space. **Cage** was no longer in the meeting and did not vote.

9) New Business

A) **Approve Policy Updates - Dr. K Beardmore** – Dr. Beardmore reviewed the proposed changes to Policy B Number 300 (Presidential Duty and Authority to Establish Committees and Councils) and Policy C Number 200 (Reporting Alleged Violation of Non-Discrimination Policy). General Counsel Lane Martin has reviewed these changes, and they have been approved by the College Council. policy changes.

Motion to approve the updates to Policy B, Number 300 and Policy C, Number 200.

Motion: **Tiffany Frantz** Second: **Sarah Bowman** Nays: **0**

Elkins, Frantz, Bowman, and Murrill all voted in favor of the motion. **Cage** was no longer in the meeting and did not vote.

B) **Approve Library Improvement – Samantha Villa** – Library Director Samantha Villa offered a brief presentation describing improvements to the library. She explained that library spaces are changing and SENMC does not have a designated space on campus for families and children. Her proposal is to take an open space with an unfinished restroom that is currently being used for storage and develop a family study room with a restroom. The project will cost approximately \$111,000 and will be funded by Grant Services and the Adelante grant. The costs of soundproofing the space and purchasing computer tables are not included in the grant.

Motion: **Sarah Bowman** Second: **Tiffany Frantz** Nays: **0**

Elkins, Frantz, Bowman, and Murrill all voted in favor of the motion of moving forward with plans to renovate the unused library space with the grant process that was discussed. **Cage** was no longer in the meeting and did not vote.

C) **Five-Year Capital Plan – Kevin Beardmore** – Dr. Beardmore shared a capital projects list for SENMC that must be Board-approved. The projects are listed by priority and include information about probable funding cycles for each project. He explained that the costs are estimates, particularly for the projects that are farther in the future. The T² through the Library Study Room projects (2023-2024) are already approved or funded and basically ready to move forward. Moving forward there will probably be a need for specialized driving training facility beyond CDL in the back parking lot. These might include First Responders, emergency vehicle, and motorcycle safety training courses. The

STEPS Academy (an Early Childhood Education Center) is a move beyond what NMSU had previously planned. It will be a birth to Pre-K program with a bilingual focus that serves the whole community, not just SENMC faculty, staff, and students. Dr. Beardmore explained these projects are not set in stone, but a plan approved by the Board of Trustees is a requirement for submitting projects. Glen Haubold is completing a facilities assessment that also needs to be included.

Motion: **Sarah Bowman**

Second: **Tiffany Frintz**

Nays: **0**

Elkins, Frintz, Bowman, and Murrill all voted in favor of the motion to approve the Five-year plan as presented. **Cage** was no longer in the meeting and did not vote.

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

- A) **Dr. Mickey Best, Interim VP of Academic Affairs:** SENMC has 39 full-time faculty members and 42 part-time faculty. Final adjustments have been made to ensure that all active sections are covered when students arrive for the start of term on Wednesday (August 16th).

Faculty members Robert Trautner (Assistant Professor and Director of Fire Science and EMT), Zane Biebelle (Professor of English), Dr. Jamil Al-Nouman (Professor of Engineering), and Dr. David McIntosh (Assistant Professor of History and Anthropology) recently completed professional development and service activities. Mr. Trautner participated in a Severity Project with Carlsbad National Park and Guadalupe Mountains National Park. (*See Attachment 7*). Ms. Biebelle attended the National Collegiate Honors Council New Directors Institute in preparation for the SENMC Honors Program scheduled to begin in Fall 2024. Dr. Al-Nouman presented research papers on Solar and Wind Power to the American Solar Energy Society and the International Ocean and Polar Engineering Conference. Dr. McIntosh had an article published in *The Public Historian*, the leading international journal for public history.

The Digital Media lab will receive new computers and furniture thanks to the CENTRO STEM grant. There is also a new full-time faculty member in the digital media lab, Alexis Clements.

Southeast New Mexico College has submitted an application to become a High School Equivalency Test (HSET) testing center. In learning assessment, SENMC has begun its six-year cycle of assessing students' skills in quantitative reasoning, critical thinking, and information and digital literacy. Five faculty members are eligible to pursue promotion and tenure this year.

- B) **Dr. Karla Volpi, EVP of Business and Finance:** Dr. Volpi (and others) went to a week-long Anthology training last month. She reported that she learned a lot and had an opportunity to talk about the pros and cons of Anthology. She said they've gone live with Finance but because they're at year-end they are still using both systems. Dr. Volpi complimented the Business Office team saying they work well together.

Facilities have been busy lately.

Dr. Volpi will present unaudited actuals at the September Board of Trustees meeting. These need Board approval before they can be presented to the State.

- C) **Juanita Garcia, VP of Student Affairs:** 1) Enrollment is going well and as of 5:00 pm this evening SENMC has 512 students. This semester will be the baseline for enrollment moving forward. 2) Lisa Edwards from Ferrilli is on campus this week and keeping everybody on track. 3) Configuration and testing continue with testing of REACH (admissions application, CRM (customer relations management) and student lifecycle) expected to begin in two weeks. 4) First day of school welcome wagons with snacks and drinks will be available on Wednesday and Thursday (August 16th & 17th). The official welcome week is August 21st-25th. 5) Received a grant of \$5,000 from Education Credit Management Corporation for the food pantry. 6) Scholarship awards to date equal \$18,850.

D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** 1) Lackawanna College in Pennsylvania has offered its program to SENMC; 2) Skillpoint Alliance is offering a 4-week electrician apprentice program; 3) The Community Education program in collaboration with the Carlsbad Community Theatre presented “The Little Lion that Roared”; 4) An interview with a candidate for the Broadcast Media Program Director position is scheduled for later this week; 5) A Department of Energy grant for \$11.7 million was approved today. The disbursement period is August 2023 through August 2028.

11) **HR Report: Steven Gonzales, HR Director** – The SENMC employee count is at 230 since the last report. There are currently 5 faculty vacancies and 14 staff vacancies. The Employee(s) of the Month for August 2023 are Gary Roper and the Maintenance Team- Antonieta Trujillo, Gene Cassels, Antonio “Tony” Ellison, Castillo, and Gary Lara.

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

- A) **Faculty:** Zane Biebelle, Faculty Senate President said they’re getting everything together-the Kickoff activities last week helped bring everybody together. Faculty received Anthology training last week- she added that faculty need to be part of conversations about Anthology to offer input from a different perspective. She recommended having a student representative, too.
- B) **Administrative Staff:** None
- C) **Classified Staff:** None
- D) **Student Govt:** None. This report will be moved closer to the top of the agenda.

13) **Board comments:**

Congratulations on the DOE opportunity and thanks for the hard work that's been done. Excited about Welcome Week and developing camaraderie. Love to hear about people being student-centered and responding to user feedback. Welcome new employees and congratulations to the employees of the month. Lots of pride and gratitude for the work done.

14) **Announcement of next regular board meeting:**

Date: September 11, 2023 **Time:** 6:00 pm **Place:** SENMC Room 153

15) **Adjournment – Chairman Ned Elkins** adjourned the meeting at 7:51 pm.

Approved

Tiffany Frintz, Secretary

Date

SENMC STRATEGIC PLAN (2022-2025)

Updates for September 2023 in blue

Goal 1: Diversity and Commitment

Received positive feedback on new Kickoff events (average ratings based on 1=low to 5=high)

- 3.50 Wednesday afternoon - Anthology training
- 4.24 Wednesday - Message from lunch sponsors - ICT and Ferrilli
- 4.27 Friday lunch - Food
- 4.42 Wednesday morning - Updates from Vice Presidents
- 4.46 Friday - Committee meetings
- 4.50 Friday message from lunch sponsors - Grant Services, Marketing/PR/Web Services, and Adult Education
- 4.58 Thursday lunch - Food
- 4.63 Thursday - Message from lunch sponsors - LTC, LAC, and the Library
- 4.68 Thursday morning - Department meetings
- 4.70 Thursday afternoon - Canvas training
- 4.70 Wednesday lunch - Food
- 4.82 Wednesday morning - President's Address

Goal 2: Enrollment, Retention, and Graduation/Completion

Shared latest enrollment and application data for Fall 2023

Partnered with Eastern New Mexico University, New Mexico Junior College, and Clovis Community College to develop a grant proposal to support the work started by SB 77 (2021) – Regional 2+2 pilot project

Discussed dual credit plans and needs with Carlsbad Municipal Schools executive leadership

Published latest newspaper/website article: "Another Transformation Begins"

Goal 3: Community Engagement and Economic Enrichment

Received \$11.7 million grant from US Department of Energy

Promoted Skillpoint Alliance free pre-apprentice electrical class at SENMC from Sept. 18 through Oct. 12 (8 a.m. to 3 p.m., Monday through Friday)

Goal 4: Building, Facilities, and College Foundation

Submitted capital projects for September 13, 2023 NM HED Capital Outlay Board consideration:

- Energy Performance/HVAC Rooftop Unit replacements
- Purchase of 3500 Seven Rivers property

Submitted the Trades x Technologies Building for General Obligation Bond funding consideration

Goal 5: Independence of SENMC

Started Fall 2023 semester independent of NMSU

Received approval to offer federal financial aid, August 24, 2023

Shared new federal financial aid code (043006) with students and the public

Discussed MOU termination with Dr. Gogue, NMSU Interim President, September 6

Prepared for Higher Learning Commission visit on October 30 & 31, with a Mock Review Team visiting September 7 & 8

Scheduled Site Visit by NM Higher Education Department for September 20

Announced common office hours of 8:00-5:30 Mon-Thurs, 8:00-noon on Friday beginning Oct. 1

Proposed SENMC Policy Changes

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

Reviewed by Lane Martin 9-6-23

Approved by the SENMC College Council 9-6-23

PART 6: HOLIDAYS

Eligible Employees

Full-time regular employees working ~~forty (40)~~ **thirty-eight (38)** or more hours per week shall have paid holidays approved by the Board as may occur during their term of employment.

Regular Part-time employees working less than ~~forty (40)~~ **thirty-eight (38)** hours per week are paid on a pro-rated basis for the Winter Break but are not compensated for other holidays.

Part 8: ANNUAL LEAVE

Newly hired full-time regular staff employees working ~~forty (40)~~ **thirty-eight (38)** or more hours per week shall earn 10 days of annual leave (3.34 per pay period over 24 annual pay periods). For each year of continued employment, full-time regular employees will earn one additional day of annual leave up to a maximum of 20 days total.

Rationale: Effective October 1st, 2023, full-time regular employees will adopt a 38-hour work week. This is in conjunction with a standardization of hours for offices serving students and the public to Monday-Thursday 8:00-5:30, Friday 8:00-noon.

ACADEMIC AFFAIRS – Dr. Mickey Best, Interim VPAA

- Allied Health
 - Working with new SENMC Department Chair and leadership of Carlsbad Municipal Schools to ensure student progress in the Dual Credit Allied Health program.
 - Related – Dual Credit processes are being reviewed to ensure the program is growing and that Parents and Students have a wide range of areas of program choice

- Nursing
 - Dianna Hardin, Director of Nursing at SENMC is in attendance at the Board meeting to answer any questions you may have.
 - Next Generation NCLEX (April 2023 rollout)
 - Spring graduating class was the first class to undergo the new generation test and had a 100% pass rate
 - The National Council of State Boards of Nursing (NCSBN) sets a minimum pass rate standard of 80%

- STEM Education
 - It is never too early to expose students to STEM education. A brag on Rocio Espinoza, HSI Grants Director, and Erick Dominguez, STEM program Manager for the HSI grants.
 - Saturday, August 26, SENMC and Carlsbad Public Library hosted a Robotic STEM event to create excitement and interest in STEM areas.
 - 70 students spanning in age from 3 to 13 attended and participated.
 - This is recruiting of our future students!

- Criminal Justice
 - Application has been made to the American Criminal Justice Association (ACJA). Student members may submit to a national clearinghouse for potential scholarships supporting their pursuit of a degree in Criminal Justice.

Other:

Human Resources Report - September 2023

Report Generated: September 5, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 242 (+12)

New Hires

Name

Bratschi, Raymond
Cathey, Caley
Chavez, Kina
Clements, Alexis
Daily, Kevin
Dodson, Teresa
Dunaway, Marcus
Florez, Sandra
Goldsby, Charity
Katterle, Elizabeth
Nieto, Arlene
Parsons, Michael
Ralyk, Natalia
Ramos, Veronica
Toscano, Leticia

Job Title

Adjunct, Business
Adjunct, Welding
Instructor, Nursing
Assistant Professor, Digital Media Technology
Assistant Professor, Communications
Adjunct, Allied Health
Custodial, Sr.
Assistant Professor, Allied Health
Instructor, Surgical Technology
Dual Credit Instructor
Instructor, Nursing
Temporary employee, Library
Temporary employee, LAC
Adjunct, Allied Health
Adjunct, Allied Health

Total: 15

Departures

Name

Herring, Ellen
Hartsock, Iris

Job Title

Data Records Coordinator
College Assistant Professor

Total: 2

Currently in Interview Process

Job Title

Administrative Assistant, Registration and Admissions

Total: 1

Current Vacancies

Job Title

Faculty:

Adjunct Instructor - EMT

Adjunct Nursing Program Clinical Instructor

Instructor or Assistant Professors of Education

Instructor or Assistant Professor of Nursing

Total: 4

Staff:

Adult Education Instructor, HSE Language Arts - PT

Adult Education Instructor - PT

Director of Admissions

Health Clinic Nurse Practitioner

Technology Support Technician

Total: 5
