

**AGENDA**  
**MEETING OF THE BOARD OF TRUSTEES**  
**SOUTHEAST NEW MEXICO COLLEGE**  
**MONDAY, SEPTEMBER 9, 2024 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 FRINTZ |
| 2. PLEDGE OF ALLEGIANCE  | ALL                |
| 3. ESTABLISH QUORUM  | ROLL CALL          |
| 4. APPROVE AGENDA  | ACTION ITEM        |
| 5. APPROVAL OF MINUTES FROM 8/12/2024  | ACTION ITEM        |
| 6. PUBLIC COMMENTS<br>Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting. |                    |
| 7. STUDENT GOVERNMENT REPRESENTATIVE   | DISCUSSION         |
| 8. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN   | DISCUSSION         |
| 9. SENMC UPDATES -DR. KEVIN BEARDMORE<br>A) UPDATE ON 2022-2025 STRATEGIC PLAN ( <i>attachment</i> )   | DISCUSSION         |
| 10. OLD BUSINESS   |                    |
| 11. NEW BUSINESS   |                    |
| A) MONTHLY FINANCIAL REPORT – DR. VOLPI  | DISCUSSION         |
| B) FERRILLI CONTRACT – DR. VOLPI   | DISCUSSION         |
| C) CREATE NEW POSITION (VP of IT) – DR. VOLPI/<br>DR. BEARDMORE  | DISCUSSION/ACTION  |
| D) APPROVE POLICY CHANGES – DR. BEARDMORE  | DISCUSSION/ACTION  |
| E) REVIEW NEW SIGN DESIGNS - DR. BEARDMORE   | DISCUSSION/ACTION  |
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS   |                    |
| A) DR. EFFROSYNI SEITARIDOU, VP-ACADEMIC AFFAIRS   |                    |
| B) DR. KARLA VOLPI, VP-BUSINESS & FINANCE  |                    |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS  |                    |
| D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT &<br>COMMUNITY ENGAGEMENT  | DISCUSSION         |
| 13. HR DIRECTOR'S UPDATE-STEVEN GONZALES ( <i>attachment</i> )   | DISCUSSION         |

- 14. EMPLOYEE REPRESENTATIVE COMMENTS (**OPTIONAL**)
    - A) FACULTY
    - B) ADMINISTRATIVE STAFF
    - C) CLASSIFIED STAFF
  - 15. BOARD COMMENTS
  - 16. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (**10-14-2024**)
  - 17. ADJOURNMENT
- DISCUSSION  
BOARD CHAIR FRINTZ  
BOARD CHAIR FRINTZ

**Board Packet should be available to the public upon request through Andrea Dodson at [adodson@senmc.edu](mailto: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 or other type of accessible format is needed.**

## BOARD OF TRUSTEES MEETING MINUTES

Date: 8/12/24

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:  Chair, Tiffany Frintz  
 Member, Bill Murrill  
 Member, Mark Cage

Type of Meeting:

Regular  Work

Special

Secretary, Sarah Bowman

Member, Ned Elkins

Board Members absent: Sarah Bowman, Mark Cage

1) **Call to Order**

Time: 6:01 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Ned Elkins**      Second: **Bill Murrill**      Nays: **0**      Abstain: **0**

**Frintz, Elkins, and Murrill** voted to approve the agenda.

5) **Approval of minutes from the previous meeting – 7/8/2024**

Motion: **Ned Elkins**      Second: **Bill Murrill**      Nays: **0**      Abstain: **1**

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

6) **Public Comments:** None

7) **Student Government Representative:** Newly elected Student Government President Joel Barrett introduced himself and talked about some of the goals of student government. They have been working with Marketing to develop a bookmark with a QR code that will lead students to the Student Handbook and other information on the website. Mr. Barrett also presented an overview of the Welcome Week activity schedule.

8) **General Counsel: Lane Martin (Dr. Kevin Beardmore for Lane Martin)**– Nothing to report.

9) **SENM general status report: Dr. Kevin Beardmore**

**A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** On July 8, Dr. Beardmore met with student leaders from the HSI Grant Services team for an interview about the future of SENMC. He held an Open Forum for the campus community on July 24; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** on August 8, with Dr. Frosso Seitaridou and Dr. Sandra Florez, met with Roy Thomas, Director of Diagnostic Imaging, and Khush Ghadiali, Director of Public Relations, Artesia General Hospital, about the potential for a Radiography program at SENMC (this was a follow up to a meeting on July 8); **Goal 3 (Community Engagement and Economic Enrichment)** published most recent newspaper/website article, “Family Time” in July; met, along with Dr. Seitaridou, Robert Trautner, and Dr. Mickey Best, with Carlsbad Fire Department to plan for a training and education partnership; presented the economic impact of SENMC and a construction update at Carlsbad City Council on July 9; met with Becca Myers of Coterra to discuss Oil and Gas training and programming plans; met, along with Dr. Seitaridou and Samantha Villa, with Sarah Jones, Carlsbad Library Director; volunteered at the Assistance League’s Operation School Bell on July 24; met, along with Dr. Seitaridou, Ms. Villa, and Misty McCormack, with the Permian Basin Literary Coalition to discuss expanding Adult Education; attended the Permian Basin

Association of Pipeliners Scholarship Dinner in Midland on July 25; attended Carlsbad Rotary on July 31 and August 7; attended the WIPP Community Forum and Open House on July 30; met with Shannon Johnson of the Cal Ripken Sr. Foundation to discuss hosting their STEM Teacher Training event next summer; attended the Carlsbad Department of Development Board meeting on August 1; **Goal 4 (Building, Facilities, and College Foundation)** met with Nine Degrees, Engineers, and City of Carlsbad Water/Sewer about the Trades x Technologies Building on August 1; presented the renovation of the Main Building to the New Mexico Department of Education Capital Outlay Committee (Summer Hearing) at NMSU-Alamogordo on August 6; and **Goal 5 (Independence of SENMC)** nothing to report.

**10) Old Business:**

- A) Certification of Inventory – Dr. K Volpi** – The Trustees were provided copies of the inventory master list prior to the meeting. Mr. Murrill questioned why the certification report did not include mention of missing, traded, or destroyed items. Dr. Volpi explained what the previous process for tracking inventory had been and said that that will not be the process going forward.

Motion: **Ned Elkins**      Second: **Tiffany Frintz**      Nays: **1**      Abstain: **0**

**Elkins and Frintz** voted in favor of the motion to certify the inventory. **Murrill** voted against the motion.

- B) Approve Resolution to Support GO Bond #3 – Dr. K Beardmore** presented a draft resolution in support of the General Obligation bond for higher education. He also directed the Trustees' attention to the GO Bond brochure that included a list of projects to be funded by the bond. Mr. Murrill questioned the "no tax rate increase." After some explanation Chair Tiffany Frintz called for a motion on the resolution. Ned Elkins made the motion, seconded by Bill Murrill.

Motion: **Ned Elkins**      Second: **Bill Murrill** (with reservation)      Nays: **0**      Abstain: **0**

**Frintz, Elkins, and Murrill** voted in favor of the motion to endorse the GO Bond resolution.

**11) New Business**

- A) Approve Health Clinic Fee Schedule – Drs. Byers, Volpi, & Beardmore** – Dr. Beardmore reviewed the proposed Health Clinic fee schedule and explained that the intention had been to make it as simple as possible. He stressed that the clinic is for the use of SENMC employees and students. The charge to employees will be \$5 per visit. Students will be charged zero dollars for their visits because the Executive Team is proposing a \$5 per credit hour mandatory student fee per semester. This will be a general nature fee. Any tests that the clinic provides will be charged at cost (per the price list provided by the lab). Dual Credit students do not pay any tuition and fees so they will not be charged the health clinic fee, and they will not be eligible for these services at zero dollars. They will be eligible only if their parents "opt-in." Dual Credit students may opt in at any time during the semester.

Dr. Beardmore added that the clinic will not be open on the first day of classes because the college needs to provide detailed floor plans marked with fire exits. SENMC will not charge the fee in the fall if the clinic is not open at the start of the fall term.

Candace Byers, DNP, explained that "point of care" testing, (someone goes to the clinic and gets a test result immediately such as throat swabs, COVID, urinalysis, flu tests, pregnancy tests) is completed at no charge. If a complete blood count is sent to Lab Corp (because the clinic cannot run that test) the patient pays the clinic, and the clinic pays the lab.

Motion: **Ned Elkins**      Second: **Bill Murrill**      Nays: **0**      Abstain: **0**

**Frintz, Elkins, and Murrill** voted in favor of the motion to approve the Health Clinic fee schedule.

- B) Monthly Financial Report – Dr. K Volpi (via Zoom)** Dr. Volpi reviewed the financial reports for June 2024. She said they are tracking a little bit less this year than last year and have made some ground on their collections, including accounts greater than 120 days, but "have a ways to go".

**C) Approve Quarterly Financial Certification – Dr. K Volpi**

Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**

**Frintz, Elkins, and Murrill** voted in favor of the motion to approve the quarterly financial certification with an edit to a typographical error.

**D) Presidential Employment Extension Agreement – Dr. K. Beardmore** presented an agreement that extends his employment through December 31, 2027 and increases his annual salary by 6%, retroactive to January 1, 2024, and increases his salary an additional 3% effective July 1, 2024.

Motion: **Bill Murrill** Second: **Ned Elkins** Nays: **0** Abstain: **0**

**Frintz, Elkins, and Murrill** voted in favor of the motion to approve the terms of Dr. Beardmore's employment extension agreement.

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

A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou presented a report with updates from four departments. The Vocational, Energy, and Manufacturing department has opened positions for an instructor or assistant professor of Electrical Technology and for Oil & Gas Technology; Dr. Pradip Aryal assisted the Educational Testing Service (ETS) by grading approximately 2,500 AP Calculus tests. This experience can guide SENMC in the creation and implementation of rubrics for Math courses of all levels. Working in collaboration with the Carlsbad Fire Department there will be new courses this fall for the CFD cadet class to complete EMT Basic and EMT Intermediate programs. Fire Science/EMT Department Chair Robert Trautner has been working on his Medical Unit Leader position as a trainee. This training has been approved by the Southwest Complex Incident Management Team 3 and it will be sent to the regional office for review; and all 14 graduates of the Nursing program have passed their NCLEX (National Council Licensure Examination). For the second year in a row, SENMC has a 100% pass rate.

B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** Nothing additional to report.

C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia invited the Ferrilli representatives that were present to introduce themselves. She thanked them for being here and said they love the support they're getting. She said it is an exciting time at the college. This is the first semester that Dual Credit students will be using the Anthology system with Reach. They have about 400 applications and one of the Dual Credit Advisors is going to the schools and working with the counselors to help with application and registration. This is the first semester that these students will be able to register online. They have built registration relationships for each area high school which allows them to isolate courses to a particular school so when students register they can see only the courses that are available as part of the dual credit agreement at their school and the SENMC campus courses they are eligible to take.

They have completed the degree planning audit tool but will wait until after the census date (September 6) to go live because Financial Aid is doing automation testing. She added that they need to watch the timing on refreshes so they do not interfere with other processes.

Ms. Garcia took a moment to introduce a new Admissions Advisor, Sloan King.

Student Services is holding its Orientation event on August 19 from 4-5 pm.

D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that Community Education has 6 kids' camps scheduled for the fall, and 12 adult classes focused on academic growth, hobbies, and skill. Kids' camps will continue on Mondays when children are released from school early. They are continuing to offer professional development at the REC Center and will offer beginning and Intermediate Excel to SIMCO.

Workforce and Adult Education hosted a Community Roundtable with Congressman Gabe Vasquez to discuss workforce development and adult education for immigrant families. They talked about

strategies for overcoming language and financial barriers that included funding for non-credit workforce programs and Integrated Education and Training (IET) Programs. These programs combine basic education and ESL instruction with workforce preparation to help participants improve basic skills and English language proficiency while helping them advance in their career or educational paths. Dr. Harris added that the Congressman said he is impressed with what they are doing.

The Pre-Apprentice Electrical training program graduated eight students on August 8. An evening course for Radiation Control Technician (RCT) training will start this fall. Trustee Bill Murrill asked if SENMC can partner with another community college for (electrical) apprenticeship classes. This would be an opportunity to show those students what other programs are available here.

Effective now, state workforce funds will subsidize CDL and RCT training with a Workforce Course Assistance program that covers 95% of the course fee for Eddy County residents. The state MVD office has committed to a meeting to discuss establishing SENMC as a third-party CDL testing site. A site visit is part of the process.

**13) HR Report: Steven Gonzales, HR Director:** The SENMC employee count is at 240 as of August 7, 2024. Mr. Gonzales said there are four new employees this month and took a moment to officially welcome Dr. Effrosyni “Frosso” Seitaridou, Vice President of Academic Affairs. There are currently seven staff vacancies and five faculty vacancies. Mr. Gonzales invited the trustees to participate in an Academic Kickoff Event scheduled for Thursday, August 15 from 5:30-7:30 pm. There will be miniature golf, light refreshments, and door prizes. All SENMC employees and their families are welcome to attend. August 2024’s Employee of the Month is Andrea Dodson, Executive Assistant to the President.

**14) Employee representative comments (optional)**

A) **Faculty: Zane Biebelle** - Ms. Biebelle presented the Trustees with giant sunglasses-part of the theme for the college’s Open House and Parking Lot party scheduled for Monday, August 19 from 5-7 pm. Academic department representatives and representatives from other departments will be available to talk about their programs and services. Student Services will be there to assist students with registration and help people with the application process. There will also be games and food.

B) **Administrative Staff:** – No report.

C) **Classified Staff:** – No report.

**15) Board comments:**

Trustee Bill Murrill stated the board members had each received an anonymous letter that does not pertain to them. He asked Dr. Beardmore to prepare a response addressed to the Board so there is a record that the trustees had brought the letter to his attention. Trustee Ned Elkins said this is an exciting time (at the college) and he loves the enthusiasm. Board Chair Tiffany Frintz agreed saying the excitement is palpable. She said she plans to attend the Open House and wear her giant sunglasses.

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

**Date:** September 9, 2024 **Time:** 6:00 pm **Place:** SENMC Room 153

**17) Adjournment** – Board Chair Tiffany Frintz adjourned the meeting at 7:31 pm.

**Approved**

\_\_\_\_\_  
Sarah Bowman, Secretary

\_\_\_\_\_  
Date

## **SENMCM STRATEGIC PLAN (2022-2025)**

Updates for September 2024 in blue

### **Goal 1: Diversity and Commitment**

Addressed faculty & staff at Convocation, receiving a 4.73 rating out of five, August 14  
Assisted with the coordination of Kickoff Week events including presentations, department meetings, committee meetings, and trainings, August 14-16  
Hosted (led by Human Resources) the Academic Kickoff Event at Carlsbad Mini-Golf for employees and their families, August 15  
Attended a screening of Dr. Martin Luther King's "I Have a Dream" speech sponsored by the NAACP & MLK Scholarship Committee at the Carlsbad Beach Bandshell, August 25  
Held an Open Forum for campus, August 29

### **Goal 2: Enrollment, Retention, and Graduation/Completion**

Participated in the SENMC Parking Lot Party and Open House, August 19  
Connected April Addington, Math Department Chair, with the College Board to arrange for a free study to support the development of SENMC-specific Accuplacer cut scores, August 22  
Presented on the most in-demand attributes according to employers and the SENMC Attributes in three sections of FYEX 1111, August 28-29

### **Goal 3: Community Engagement and Economic Enrichment**

Attended Carlsbad Rotary, August 21 and 28  
Hosted the New Mexico Early Childhood Action Network supported by the Educational Partnership of the Permian Basin, August 22  
Published my latest newspaper/website article: "Preparing for the Fall," August 26  
Met with Kaity Parent, Director of NM Jobs for America's Graduates, to plan for a summer event hosted by SENMC next June, August 28  
Met with Becca Myers of Coterra and Dr. Jill Murray of Lackawanna College to discuss Oil & Gas training and programming plans, August 28  
Contributed to the Current-Argus article on the college's new solar covered parking, August 28  
Attended the US Dept. of Energy Breakfast with Deputy Secretary David Turk and Office of Environmental Management Senior Advisor Candice Robertson, September 4  
Presented on GO Bond 3 and updates on SENMC, Carlsbad Rotary, September 4  
Hosted with Meghan Mooney of Mewbourne Oil Company and provided a campus tour, September 4  
Presented the economic impact of SENMC & a construction update, Carlsbad Department of Development, September 5

### **Goal 4: Building, Facilities, and College Foundation**

Presented, with ENMU-Roswell, on the higher education capital projects for GO Bond 3 at the Artesia Rotary, August 20  
Led the SENMC Foundation Board meeting, August 27

### **Goal 5: Independence of SENMC**

Met with Nine Degrees to review the full blueprints for the Trades x Technologies Building and began discussions about room-by-room equipment needs, August 13  
Assisted (led by Dr. Seitaridou) with the submission of Carlsbad HS as an off-site location to the Higher Learning Commission, August 30



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## Vice President of Information Technology Job Description

**Qualifications:** Graduate degree from an accredited university with eight (8) years of Information Technology management, including experience with higher education enterprise resource planning systems, technology infrastructure and policy, and security administration. **Preferred Qualifications:** Terminal degree. Deep understanding of cybersecurity and data management. Knowledge of emerging technologies and their potential applications in higher education. Experience with higher education SIS implementation. Anthology experience is a significant plus.

**Equivalency:** Any equivalent combination of education, training and/or experience as approved by the Human Resources Department.

**FLSA Status:** Exempt

**Level:** 15

**Salary:** DOE

### Campus Information:

Located in Carlsbad, New Mexico, Southeast New Mexico College (SENM) is a newly independent public community college accredited by the Higher Learning Commission. A proud Hispanic Serving Institution, it awards certificates and associate degrees that serve the needs of its region and prepare students to transfer to programs at other colleges or universities. SENM offers Early College and Dual Credit programs in collaboration with local high schools.

Southeast New Mexico College enjoys the strong support of its community, and has been awarded several grants, which include \$11.7 million from the U.S. Department of Energy and several multimillion-dollar grants from the U.S. Department of Education for student support.

The college's diverse employee pool includes 38 full time faculty, 69 adjunct faculty, and 102 staff members. SENM offers a generous benefits package which includes medical, dental, retirement, and college tuition reimbursement. More information on SENM can be obtained from its website at <https://senm.edu>.

### Purpose and Scope:

Reporting to the President, the Vice President of Information Technology oversees all related activities and is responsible for a comprehensive IT strategy. The VP leads IT services, infrastructure, cybersecurity, and future planning efforts across Southeast New Mexico College (SENM). This position formulates, recommends, and implements IT policies and procedures. In addition, the Vice President develops, maintains, and enhances IT programs. The Vice President sets the overall vision for SENM's digital landscape in support of its research and education mission.



## **Duties and Responsibilities:**

SENMC seeks an established leader who is prepared to develop and execute an IT strategy that drives continuous improvement and propels the institution forward in enhancing student experience and effectively supporting the academic, research, and administrative functions. The ideal candidate for this pivotal role will have already served in a similar role and be charged with the following duties:

- Develop and implement a comprehensive IT strategy aligned with the College's strategic plan, mission, and vision. This includes setting priorities, projects, and future directions for the College's IT functions.
- Work closely with schools, colleges, universities, businesses, community groups, and the Board of Trustees to provide relevant information, consultation, and recommendations on technology related matters.
- Serve as the primary advocate and spokesperson for technology strategy. Creates a reliable and secure infrastructure upon which enterprise applications, learning technologies, and research computing exist.
- Ensure IT data security, risk management, disaster recovery, and business continuity planning processes are in place and adhere to applicable laws and regulations.
- Develop and implement information security incident response and reporting plans and protocols to address college information security incidents and respond to alleged policy violations or complaints from external parties.
- Keep abreast of security incidents and oversee protocols for assessing likelihood of data breaches.
- Serve as the official campus contact point for information security, privacy, and copyright infringement incidents.
- Stay abreast of information privacy and security issues, legislation and regulations affecting higher education at the institutional, state, and national level.
- Provide leadership, guidance, and supervision to the IT team, fostering a collaborative work environment and achieving the College's goals.
- Advise the Executive Team on IT-related matters, including the examination and definition of objectives for existing and proposed information systems.
- Leverages in depth knowledge and understanding of instructional technology, working with the VP of Academic Affairs and faculty to create innovative approaches to teaching and learning in both online and in person learning environments.
- Work with employees to improve how technology facilitates the efficiency of processes and operations, allowing all to accomplish the objectives defined by their roles.
- In conjunction with the Director of ICT, will supervise the acquisition and inventory of all computer hardware, software, and networking facilities; serves as the senior contact for vendors of computing hardware and software, participates in contract negotiations, and coordinates large technology purchases, site licenses and volume purchasing agreements.
- Collaborate with other colleges and universities to share information or resources, as

necessary, to improve the overall security of the higher education sector.

- Engage in professional development to maintain continual growth in professional skills and knowledge essential to the position.
- As directed by the President, represents the institution in executive and legislative governments at the local, state, and national levels; may assist in determining budgetary priorities and develops, recommends, and implements the annual ICT budget.
- Collaborate with and supports the Executive Team (Vice President of Academic Affairs, Vice President of Business and Finance, Vice President of Student Services, Vice President of Workforce Development and Community Engagement, and the President) in leading the College.
- Maintain a positive, productive high profile within the region, including business partners and other educational institutions. Develops and fosters positive and productive relationships between the College and its various constituencies.
- Perform other job-related duties as assigned.
- Perform other special assignments and projects either at the request of or with the approval of the President.

#### **Knowledge, Skills, and Abilities:**

- Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job. Understanding of the College's mission, vision, and goals.
- Strong verbal, written, interpersonal communication and presentation skills with the ability to effectively articulate technological matters to the stakeholders.
- Expert level understanding of enterprise applications, learning management systems, security, networking, infrastructure, user support services, and IT portfolio analysis.
- Knowledge of instructional and student support technology solutions.
- Excellent problem-solving and analytical skills, as well as critical thinking ability.
- Ability to articulate and implement a shared vision for information technology, information effectiveness, and research across the College.
- A leadership style and service orientation consistent with the culture and mission of the College.
- Demonstrated ability to successfully develop and manage relationships at all levels of the organization and the ability to influence a variety of stakeholders.
- Ability to work collaboratively, building consensus, and exhibiting a professional, courteous demeanor.
- Ability to work independently and to establish and maintain a high degree of personal and departmental integrity and openness with students, faculty and staff.
- Ability to effectively communicate both verbally and in writing.
- Negotiate with others on proposals and programs as they relate to the technology success of the institution.
- Excellent interpersonal skills and a personal commitment to equity.

- Strong detail orientation and ability to multi-task with little direct supervision.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Function as a team player in a diverse working environment.
- Ability to handle sensitive and extensive confidential data.

**Work Environment and Physical Demand:**

- Reach and grasp objects
- Stoop, bend, kneel, crouch, or crawl
- Use of video display terminal
- Use of manual dexterity and fine motor skills
- Communicate information orally and in writing
- Receive and understand information through oral and written communication
- Proofread and check documents for accuracy
- Work a fluctuating work schedule

*Performing the essential functions of this position requires the use of a computer throughout most of the workday, the ability to navigate a typical office environment, significant amounts of interpersonal interaction including oral and written communication, and the ability to keep track of multiple tasks, projects, deadlines, information sources and business processes. This job description is intended to be generic in nature and describe the essential functions of the job. It is not an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.*

**Affirmative Action Statement:**

SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, military or veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

**Acceptance:**

By my signature below, I certify that I have read my job description, understand my assigned duties, and was provided a copy of this job description.

I understand that neither the SENMC Board of Trustees nor Executive Management of SENMC can guarantee my employment; SENMC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of SENMC. I also certify that I can perform the essential functions of this job description either with or without a reasonable accommodation. I further acknowledge that this job description does not constitute a written or implied contract of employment with SENMC. I further understand that the foregoing job description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by SENMC.

**Accepted and agreed by:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Employee Name: \_\_\_\_\_

**Witnessed by:**

Supervisor or HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Supervisor or HR Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

## Proposed SENMC Policy Changes

*Approved by the SENMC College Council 9-4-2024*

*Reviewed by Lane Martin*

### Proposed policy changes

Note: Additions in **bold**, deletions in ~~striketrough~~, elements not yet reviewed by Counsel highlighted in gray

### Section C – Human Resources - Policy Number 900 – Employment Classification, Terms, and Workloads

V. Probationary Employee- All new hires, including newly hired regular employees, executives, and faculty, shall have a probationary period unless waived as set forth herein. The probationary period is an essential part of the employment process and is used as an assessment period for the employee. During the probationary period the employee may be terminated with or without cause. The College's progressive discipline and adverse employment processes do not apply to any employee within his or her probationary period including executives and faculty who have not completed his or her probationary period. However, if a probationary employee feels he or she has been a victim of any type of illegal discrimination or act, then he or she should immediately report the allegation to the Title IX Coordinator and/or the Human Resources Department.

The probationary period for all regular employees shall be the first six months of employment with the College. For all executives, **director-level and higher employees**, and newly hired faculty the probationary period shall be the first year of employment unless modified by the President. This probationary period shall run concurrently with any tenured track faculty probationary period. The President shall have the discretion to waive the probationary period for newly hired regular employees, faculty, and executives.

*Reviewed by Lane Martin 8-26-2024      Approved by College Council 9-4-2024*

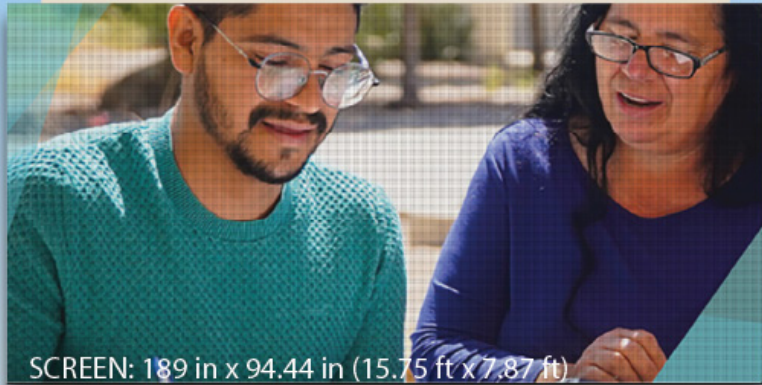
### Section D – Business Services and Finances – Policy 100 - Purpose and Overview

- V. Disbursement Authorizations - The President, the Vice President for Business and Finance, the Vice President for Student Services, the Vice President of Workforce Development and Community Engagement, ~~and~~ the Vice President for Academic Affairs, **and, if deemed necessary, a Director-level or higher staff member as designated by the President**, are authorized and empowered by the Board to sign checks for lawful expenditures incurred on behalf of Southeast New Mexico College.

*Rationale: Dr. Karla Volpi will be working remotely from Tucson for the time being due to her husband's health situation. The proposed change will allow an additional executive permission to sign checks. Dr. Mickey Best still has the power—and we have been using it since he moved from being an interim VP to an Executive Director—but we need to change the policy to officially allow it.*

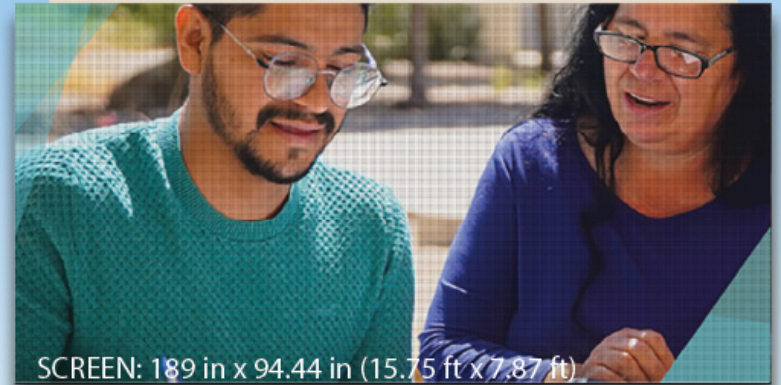


SIGN: 192 in x 288 in (16 ft x 24 ft)



SCREEN: 189 in x 94.44 in (15.75 ft x 7.87 ft)

SIGN: 192 in x 288 in (16 ft x 24 ft)



SCREEN: 189 in x 94.44 in (15.75 ft x 7.87 ft)



September 9, 2024

BoT-VPAA report

- Updates from the Business and Information Technology department – Jon Strahan

We are very excited to announce that Dr. Raven Anderson has accepted a faculty position in the Business and Information Technology department. His dedication to SENMC is allowing us to benefit from his expertise in this new role.

- Updates from the Education and Foreign Language department – Cindy Wang

Sponsored by the Grant Office, Instructor Cindy Wang led two students of the Early Childhood Education program to attend the Zero to Three Conference in Long Beach, CA, from July 30 to August 2. This is also a co-curricular activity documented by our assessment procedure. The instructor and participating students will present their conference findings on the upcoming Professional Development Day.

- Updates from the Fire Science/EMT department – Robert Trautner

A new MOU has been signed with Eastern New Mexico University-Roswell to continue our EMT programs. This MOU was updated to provide Director Trautner and Adjunct faculty the ability to teach EMT Basic curriculum on our campus.

Separately, a partnership with the Carlsbad Fire Department (CFD) and SENMC has provided another MOU with ENMU-Roswell to provide accelerated EMT Basic programs and Advanced EMT program to approved entities like the Carlsbad Fire Department and Eddy County Fire Services.

These MOUs provide our programs growth and potential and avenues for CFD to improve professional development among the ranks. The CFD cadets are taking classes on our campus and on September 4<sup>th</sup> they also provided the flu shots at our new Health Clinic in collaboration with Candace Byers. You might recognize some of the cadets, since their picture together with Eddy the mountain lion was in the newspaper.



## Human Resources Report - September 2024

Report Generated: September 4, 2024

Submitted by: Steven Gonzales, HR Director

### Employee Count

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

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**Total: 239**

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### New Hires

**Name**

Allen, Madison  
Bailey, Mattalyn  
Barrett, Joel  
Best, Mickey  
Cordova, Arika  
Gonzales, Susana  
Lozoya, Josselyn  
Macian, Hoyt  
Olivas, Ray Ray  
Sanchez, Annabel

**Job Title**

Student hire, Digital Media  
Student hire, Student Government  
Student hire, Student Government  
Director Skills, Knowledge, and Transfer  
Student hire, Sciences  
Dual Credit, Math  
Student hire, HSI Grants  
Adjunct, Criminal Justice  
Student hire, Student Government  
Administrative Assistant, Nursing/Allied Health

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**Total: 10**

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### Departures

**Name**

Armenta, Syann  
Daily, Kevin  
Zuniga, Deborah

**Job Title**

Temporary hire, Workforce  
Assistant Professor, Communications  
Instructor, Nursing

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**Total: 3**

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### Currently in Interview Process

**Job Title**

Accounts Payable Clerk  
Facilities Technician

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**Total: 2**

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## ***Current Vacancies***

### **Job Title**

#### **Faculty:**

Instructor or Assistant Professor of Allied Health Dual Credit

Instructor or Assistant Professor, Electrical Technology

Instructor or Assistant Professor, Oil & Gas

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**Total: 3**

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#### **Staff:**

Accounts Payable Clerk

Facilities Technician

Radiological Controls Technician Trainer

Technology Support Technician

Temporary, HR Representative

Tutors, Math - PT/FT

Workforce Trainer

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**Total: 7**

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