

AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, DECEMBER 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

- | | |
|--|--------------------|
| 1. CALL TO ORDER | BOARD CHAIR ELKINS |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. ESTABLISH QUORUM | ROLL CALL |
| 4. APPROVE AGENDA | ACTION ITEM |
| 5. APPROVAL OF MINUTES FROM 11/13/2023 | ACTION ITEM |
| 6. PUBLIC COMMENTS | |
| 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 | |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN (see attached) | DISCUSSION |
| 10. OLD BUSINESS | |
| 11. NEW BUSINESS | |
| A) ENDORSEMENT OF 2024 STRATEGIC PLAN EFFORTS | ACTION ITEM |
| B) SWEARING IN OF NEWLY (RE)ELECTED BOARD MEMBER, MRS. SARAH BOWMAN (EFFECTIVE JAN 1, 2024) | ACTION ITEM |
| C) ELECTION OF BOARD OF TRUSTEES SECRETARY (TERM: JAN 2024-DEC 2025) | DISCUSSION/ACTION |
| D) RESOLUTION RECOGNIZING DR. NED Z. ELKINS | DISCUSSION/ACTION |
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. MICKEY BEST, INTERIM VP-ACADEMIC AFFAIRS (see attached) | |
| B) DR. KARLA VOLPI, EXECUTIVE VP-BUSINESS & FINANCE (see attached) | |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS (K BEARDMORE) | |
| D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT (see attached) | DISCUSSION |
| 13. HR DIRECTOR'S UPDATE-STEVEN GONZALES (see attached) | DISCUSSION |

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

A) FACULTY

B) ADMINISTRATIVE STAFF

C) CLASSIFIED STAFF

DISCUSSION

15. BOARD COMMENTS

16. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (**1-8-2024**)

BOARD CHAIR ELKINS

17. 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: 11/13/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

- ☒ Chairman, Ned Elkins
- ☒ Member, Bill Murrill
- ☒ Member, Mark Cage

Type of Meeting:

☒ Regular ☐ Work

☐ Special

☒ Secretary, Tiffany Frintz

☒ ~~Member, Sarah Bowman~~

Board Members absent: Sarah Bowman

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Tiffany Frintz** Second: **Mark Cage** Nays: **0**

The Trustees present voted unanimously to approve the agenda with the amendment to strike the word “budget” in Agenda Item 11 (D) and replace it with the words “financial certification”.

5) **Approval of minutes from the previous meeting – 10/9/2023**

Motion: **Mark Cage** Second: **Tiffany Frintz** Nays: **0**

Cage, Frintz, Elkins, and Murrill all voted in favor of the motion to approve the minutes.

6) **Public Comments: None**

7) **Student Government Representative: None**

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

9) **SENMC general status report: Dr. Kevin Beardmore** (*see Attachment A*)

Dr. Beardmore started his presentation by recognizing Trustees Bill Murrill and Mark Cage and thanking them for their military service. He announced that Trustee Sarah Bowman has been re-elected to the SENMC Board of Trustees and will begin a six-year term in January 2024. Sarah was also recognized as one of the Carlsbad Chamber of Commerce’s 40 Under 40 for 2023.

- A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Served on a three-member panel discussion facilitated by the Secretary of the New Mexico Department of Workforce Solutions on October 26 and held a Campus Forum on November 2; gave a welcome at the STEM Conference for Middle School Girls on November 3; shared a message of thanks at the SENMC Employee Appreciation Luncheon on November 3; and attended the SENMC Veteran’s Day ceremony with Robert Trautner providing a message of remembrance on November 9. **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Dr. Beardmore’s most recent article, “The Best of Both Worlds” has been published in the newspaper and on SENMC’s website; the building monitors displaying campus events were restored on October 30. **Goal 3 (Community Engagement & Economic Enrichment)** Hosted Dr. Dwight Pitcaithley, Carlsbad Hall of Fame member and former Chief Historian of the U.S. National Parks Service on October 11; presented the SENMC Research and Public Service Project on Manufacturing Sector Development Program to the NM Higher Education Department (remotely) on October 16; and met with HSI Grant external evaluators, Eric

Spencer and Keely Scruggs from Carlsbad Municipal Schools (CMS), and Kyle Marksteiner at the United Way; also attended the Legislative Education Study Committee meeting hosted by CMS, Permian Basin Innovation Zone (PBIZ) press conference, Mayor's Energy Summit, Rotary orientation, the City of Carlsbad Mayoral and City Council Candidate Forum, and the Carlsbad Department of Development Board meeting. **Goal 4 (Building, Facilities, and College Foundation)** Presented SENMC's purchase of 3500 Seven Rivers Highway to the NM Higher Education Department (NMHED) Capital Outlay Board and received approval; received notice the SENMC Trades and Technologies Building is on the NMHED Capital Outlay Funding recommendation list for FY25, notified Nine Degrees Architecture + Design of its selection for the Trades x Technologies building and Main Campus renovations design phase; and **Goal 5 (Independence of SENMC)** – Led HLC review sessions; submitted the Change of Control supplement report to HLC; hosted the HLC site visit team in October (along with Halloween festivities for the community); thanked Kyle Marksteiner, Chad Ingram, Keely Scruggs, Jennifer Timme, Beverly Allen, John Giblin, Jay Jenkins, and Karla Neimeier for their participation in the community forum during the HLC visit; discussed cancellation of the NMSU MOU with Dr. Monica Torres, Chancellor of NMSU System Community Colleges.

B) NM HED Budget Recommendation FY25: Dr. Kevin Beardmore (see Attachment B)

Southeast New Mexico College is recommended for a 3.2% increase above FY24.

10) Old Business: None

11) New Business

A) SENMC Capital Projects List - Dr. K Beardmore – (see Attachment C)

- I. NM HED Capital Outlay Recommendation (see Attachment C1)
- II. Texas Higher Ed Construction Costs (see Attachment C2)

Dr. Beardmore presented a revised Capital projects list that includes recent recommendations by the NMHED Capital Outlay Board. With the purchase of the land at 3500 Seven Rivers there is space for campus signage along the main highway. Dr. Beardmore and Sky Soto, Director of Marketing and Public Relations, have a meeting on November 14 with a sign company. Southeast New Mexico College has been invited to partner with Carlsbad Municipal Schools and Permian Strategic Partnership on an Early Childhood Education/Daycare facility. SENMC will be responsible for the preschool part of the project. The anticipated facility will be built near Ocotillo Elementary School. A proposal will be presented at a later date.

Motion: **Tiffany Frintz**

Second: **Mark Cage**

Nays: **0**

Cage, Frintz, Elkins, and Murrill all voted in favor of the motion to move forward with the capital projects as listed.

B) Approve Policy Update (Section F-Policy 800-Student Complaints & Grievances)

– **Dr. K. Beardmore (see Attachment D)**

The National Council for State Authorization Reciprocity Agreements (NC-SARA) requires that the college must have a policy for student complaints. NMHED requires that the policy note the authority of NMHED to resolve complaints and contact information for NMHED. The proposed policy addresses this need while maintaining the current SENMC structure in place for complaint resolution.

Motion: **Tiffany Frintz**

Second: **Mark Cage**

Nays: **0**

Cage, Frintz, Elkins, and Murrill all voted in favor of the motion to adopt Section F-Policy 800.

C) Approve Elimination of Class Fees – Dr. K. Beardmore (see Attachment E) Dr. Beardmore wants to eliminate all class fees except those for Nurse Aide and Nursing classes. Those fees would remain as part of the core course fee. He explained that he doesn't want students to have to pay additional fees after paying tuition. Also, many scholarships do not cover fees, just tuition and books. Per

Section A-General Provisions-Policy Number 500 the Board delegated to Dr. Beardmore the authority to eliminate course fees.

D) **Approve Quarterly Financial Certification – Dr. K. Volpi** (*see Attachment F*)

Motion: **Tiffany Frintz** Second: **Mark Cage** Nays: **0**

Cage, Frintz, Elkins, and Murrill voted unanimously in favor of the motion to approve the quarterly financial certification presented by Dr. Volpi.

Dr. Volpi also presented a preliminary income statement (*see Attachment G*) as of August 31, 2023. She noted that it does not include a balance sheet because she does not have access to all the information required to complete the balance sheet. She said she expects to be able to produce balance sheets after December 11 and SENMC's final separation from NMSU.

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

- A) **Dr. Karla Volpi, EVP of Business and Finance:** Dr. Volpi reported that SENMC made its first financial aid draw last week, then printed and signed 17 financial aid checks to students. She said there will be 29 more this Wednesday.

Carol Thomas, Senior Vice President and Rob Ferrilli, President and Founder of Ferrilli are on campus for a few days. Carol Thomas gave a presentation that highlighted SENMC's journey to technological independence. Rob Ferrilli added that SENMC has done incredible things in two and a half years.

- B) **Dr. Mickey Best, Interim VP of Academic Affairs:** (*see Attachment H*) Dr. Pradip Aryal, Professor of Mathematics, was selected as a New Mexico Pathway Team member for the Dana Center Math Pathways Project (University of Texas Austin); two recent donations from Crestwood Operations and XTO total \$50,000; shoutout to Grants Services for its support of academic programming. Since August 2023 Grants Services has provided more than \$600,000 for academic programming needs including the Library study area, Criminal Justice Forensic Lab, equipment upgrades for Welding and Fire Science, professional development webinars for the Math department, and building the Ideal Classroom.

- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia recognized Anthology and Ferrelli representatives present at the meeting and thanked them for their assistance. She added that they'll be on campus all week to provide training on the product they've been building. She explained that everything they have configured and developed has brought them to the point of being able to award financial aid to SENMC students in fall 2023. To date \$246,939 has been disbursed. They launched Vector Solutions for student training last month. Admissions staff are preparing to go live with Anthology Reach on November 27. They are also building workflow dashboards to track applications and eventually follow students through their career at SENMC. The Registrar's Office is reconfiguring its degree planning tool.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** (*see Attachment I*) 1) Dr. Harris recognized Maria Quintana, Community Education Coordinator, for her inclusion in the Carlsbad Chamber of Commerce's "40 Under 40" class of 2023. He mentioned she also was featured in a recent issue of the Current Argus; 2) Workforce Development-Mall Lease – an anti-donation clause created a delay in making the mall space usable. The property owner has agreed to participate in the buildout at the mall and Nine Degrees Architecture + Design will be the architect and contractor for the mall space; 3) The CDL program will soon start holding classes in the mall space; 4) Online training for trades is coming through a soon-to-be-launched learning environment called SkillMill. Theory and simulator skills training are included online and are accessible 24 hours a day. Hands-on labs will allow the students to demonstrate their skills to an experienced trades worker. Experienced trades people will be recruited to supervise and teach the hands-on labs during

evenings and weekends; 5) Workforce is continuing to offer online training through ed2go, real estate pre-licensing and mortgage loan originator programs through The CE Shop, and tech bootcamps through Upright.

- 13) **HR Report: Steven Gonzales, HR Director** (see Attachment J) – The SENMC employee count is at 252 since the last report. Mr. Gonzales introduced and welcomed Antonia Olivas, Administrative Assistant for Admissions. There are currently 5 faculty vacancies and 8 staff vacancies. The Employee of the Month for November 2023 is Amy Dewey, Registrar.

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

- A) **Faculty: Zane Biebelle**, Nothing to report.
- B) **Administrative Staff: Ron Morales**, Administrative Staff will elect officers at its December meeting.
- C) **Classified Staff:** None

15) **Board comments:**

Thanked Dr. Beardmore for hosting Cavemen Strong. Thanked SENMC employees for the work they are doing, their tenacity and their perseverance. Recognized Eddie Rodriguez and other members of the audience and thanked them for attending the meeting.

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

Date: December 11, 2023 **Time:** 6:00 pm **Place:** SENNC Room 153

- 17) **Adjournment – Chairman Ned Elkins** adjourned the meeting at 7:58 pm.

Approved

Tiffany Frintz, Secretary

Date

Presidential Meetings in the Community

December 2023 update

- Carlsbad Municipal Schools Superintendent Dr. Gerry Washburn, Assistant Superintendent for Instruction Eric Spencer, new CHS Principal Jim Schapekahm, Director of Curriculum and Instruction Jennifer Timme, Coordinator of College and Career Readiness Dr. Keely Scruggs, November 13
- Loving Schools Superintendent Lee White, November 15
- Energy Pathway Advisory Committee Meeting #1, November 15
- Sponsored induction of Dr. Mickey Best into Rotary, November 15
- Carlsbad Municipal Schools Law Enforcement and Public Safety Pathway, November 16
- Southern Regional Education Board leadership regarding strategic planning, November 16
- Visited Energy Pathway classroom and lab at Carlsbad HS along with visitors from Texas and the Educational Partnership of the Permian Basin, November 28
- Artesia Public Schools Superintendent Darian Jaramillo, November 29
- Devon Energy Community Leader Breakfast, December 5
- Jarrett Blanc, US Department of Energy Senior Advisor to Energy Secretary Jennifer Granholm and Jill Hruby, Under Secretary for Nuclear Security and Administrator of the National Nuclear Security Administration, December 7

FY25 I&G HED Recommendation

Prior Year (FY24) Adjusted Base
 $\$782,778,700 + 9,055,400 = 791,834,100$

FY25 NEW MONEY

$\$39,591,705 - 5.0\%$ of Prior Year Base

INSTITUTIONAL PERFORMANCE PREMIUM
 Shared Measures - \$6,334,673
 16% of New Money

Shared
 +
 80%

STANDARD ALLOCATION
 Shared Measures - \$25,338,691
 64% of New Money

MISSION SPECIFIC
 \$7,918,341
 20% of New Money

Institutional Performance Premium Allocation - \$6,334,673

EOC SCH - 19% \$1,504,485	Awards - 31% \$2,454,686
STEMHWF - 11.5% \$910,609	At Risk - 18.5% \$1,464,893

Qualifying Criteria

Target Met = Premium Allocation \$/Award

- (1) 95% of benchmark = 100%
 - (2) 90% of benchmark = 75%
 - (3) 85% of benchmark = 50%
 - (4) Showing Improvement = 25%
- Current Yr Wtd. Value > Prior Yr Wtd. Value

Institutional Performance Premium Distributed Formula \$3,469,670 - 8.8% New money

EOC SCH - 1.5% \$596,297	Awards - 3.0% \$1,168,818
STEMHW 2.1% \$813,838	At Risk - 2.2% \$890,716

Unallocated IPP

\$2,865,003 - 7.2% New Money

Unallocated IPP Shared Measures - \$2,865,003 7.2% of New Money

TOTAL STANDARD ALLOCATION
 Standard Allocation + Unallocated
 \$28,203,694
 71.2% of New Money

Standard Allocation Allocation - \$28,203,694

EOC SCH - 19% \$1,504,485	Awards - 31% \$2,454,686
STEMHWF - 11.5% \$910,609	At Risk - 18.5% \$1,464,893

Standard Distributed Formula \$28,203,694

EOC SCH - 17.5% \$6,926,127	Awards - 28.0% \$11,104,610
STEMHW - 9.4% \$3,739,208	At Risk - 16.3% \$6,433,750

Mission Specific Distributed Formula \$7,918,341

MP30 2.80% \$1,108,568	Dual Credit - 3.00% \$1,187,751
MP60 - 3.14% \$1,243,180	Research - 11.06% \$4,378,843

IPP + Standard + Mission Specific = Total New I&G
 $\$3,469,670 + 28,203,694 + 7,918,341 = \$39,618,705$



NEW MEXICO
ASSOCIATION of
COMMUNITY
COLLEGES

HIGHER EDUCATION UNIFIED PRIORITIES FOR 2024 LEGISLATIVE SESSION

Funding to transform and grow New Mexico's economy

Instruction & General (I&G) Funding Increase for Significant Impact on Student Outcomes

This Unified request for \$83.1 million in recurring funding for core higher education operations, including instruction and student support (a 10.5% increase), will have a significant impact on student outcomes. \$50.7 million is requested for general operations increases. To maintain current instructional programs and services the Higher Education Price Index (HEPI) forecasts a 4.5% increase is necessary.

- \$14.4 million is requested for student support initiatives focused on student retention and graduation, such as tutoring, academic advising, student basic needs services (wrap around services), and behavioral & mental health, including suicide prevention.
- \$11.0 million is requested to increase campus safety services at all public higher education institutions, including New Mexico Military Institute and New Mexico's Native American institutions.
- A minimum of \$7.0 million is requested to fully fund employee benefit enhancements, such as increasing the employer share of group insurance. This request also includes fully funding increased employer costs for implementing the paid family medical leave program.,

A Few Facts: New I&G Funding Formula Dollars Ratio to New Tuition Dollars

Each 1% of formula funding is approximately a 2.8% tuition increase.

- Each 1% of formula funding generates approximately \$7.9M for formula funded institutions.
- A 1% Base increase to I&G is approximately (\$10.4M).
- Tuition increases: each 1% tuition increase generates approximately \$2.8M.

Compensation increases of 6% for all employees. Additional 3% targeted increase for faculty.

- We request the compensation percentage funded by the state (general fund appropriation) be increased.
- Institutions request flexibility to budget an “average” increase to address pay inequities, which includes addressing compensation for lowest paid staff.
- This request includes the additional increase to retain and attract full and part-time faculty.

Additional Requests (Non-Recurring):

- \$10 million for continued support of the **Higher Education Endowment Fund**.
- \$15 million for a significant infusion of funding from sources outside the funding formula to support **Dual Credit** programs over a three-to-five-year period.
- \$100 million for continued funding for the **Technology Enhancement Fund** with the goal of a \$500 million permanent fund.
- \$100 million for expenditure in five fiscal years, \$20 million per year, for expenditure by community colleges, regional universities, and Native American institutions for **workforce training** including internships.
- \$11 million to provide **campus safety equipment**.
- Minimum of \$11.5 million for expanded **cybersecurity** initiatives.
- \$50 million to support **building renewal and replacement**. This includes funding for critical infrastructure, addressing critical deferred maintenance needs, building demolition, and construction cost overruns due to inflation and supply chain challenges.
- \$10 million for instruction and **general equipment renewal and replacement**.



sfcc.edu/higher-ed-unified

For SENMC Board of Trustees consideration, 12-11-23

SENMC STRATEGIC PLAN (2022-2025)

Midpoint Report and Upcoming 2024 Efforts (in blue)

December 2023

Strategic Plan efforts completed in 2023

- ✓ SENMC network separated from NMSU
- ✓ SENMC Promotion and Tenure procedure approved
- ✓ Tuition held flat, online course fee eliminated, nearly all course fees eliminated
- ✓ MSHA training
- ✓ Weekly Friday Updates to campus
- ✓ Near monthly newspaper articles
- ✓ First SENMC Faculty Handbook
- ✓ Faculty salary schedule
- ✓ Enrollment and application tracking
- ✓ Annual mandatory employee and student trainings implemented (Vector Solutions)
- ✓ Planning phase for Trades x Technologies Building through consultation with industry, K-12, and government partners completed and Nine Degrees selected as the architectural firm
- ✓ Capital projects list approved (with multiple updates)
- ✓ Anthology Finance and Student implemented
- ✓ New fall kickoff
- ✓ First SENMC Student Handbook
- ✓ First SENMC Course Catalog
- ✓ Approved as an independent college by the New Mexico VA State Approving Agency
- ✓ Fall 2023 academic independence from NMSU
- ✓ New and standardized campus hours
- ✓ Electrical training with SkillPoint Alliance
- ✓ Radiological Control Technology training
- ✓ IR Data Plan
- ✓ Federal financial aid awarded
- ✓ Hallway video screens displaying events and information
- ✓ Developed a service awards program (presented at the Employee Appreciation Luncheon)
- ✓ Trades x Technologies Building included on NMHED Capital Outlay recommendation list
- ✓ Numerous updates to Board of Trustees policies
- ✓ Purchase of 3500 Seven Rivers property

Goal 1: Diversity and Commitment

1. Develop policies and procedures that support access and commitment to diversity.
2. Develop initiatives and celebrate differences through special events, open discussions, and various awards.
3. Celebrate excellence of students, staff, and faculty.
 - Establish three new annual awards to recognize an outstanding faculty member, an administrative staff member, and a classified staff member
 - Develop a Leadership Academy and a common leadership feedback instrument
 - Explore the need for a Diversity Hiring Committee

For SENMC Board of Trustees consideration, 12-11-23

- Increase the professional development/travel allowance
- Award Merit badges for extracurricular activities sponsored by SENMC
- Award Merit badges for non-credit (community/workforce) programming
- Invite food trucks to campus (once new parking lot completed)
- Move our signature campus event, Taste of Culture, to April to coincide with our independence celebration

Goal 2: Enrollment, Retention, and Graduation/Completion

To foster an academic environment that leads to 5% annual increase in:

1. Enrollment
2. Retention
3. New programs
4. Graduation/completion
 - Complete a campus “Academic Plan”
 - Hire a full-time Computer and Information Technology faculty member
 - Teach Computer Science classes
 - Explore the revival of our inactive Electrical/Electronics and HVAC programs
 - Create a Radiologic Control Technology AAS degree program (CIP 41.0299 Nuclear and Industrial Radiologic Technologies/Technicians) (grant funded)
 - Create a AAS program in Oil & Gas Technologies (building on our Industrial Maintenance and Natural Gas Compression programs) (CIP 15.0903 Petroleum Technology/Technician)
 - Seek out new transfer partnerships (grant funded)
 - Explore the development of a one credit hour FYEX 1110 (grant funded)
 - Consider requiring FYEX 1110 for all degree seeking students in first year
 - Negotiate an agreement with Carlsbad Municipal Schools (academics & transportation)
 - Establish an Honors program
 - Develop an AA with an emphasis in Psychology
 - Revive the Social Work AAS program
 - Rejuvenate the Teacher Education program
 - Develop a soft skills curriculum for SENMC
 - Implement new Department Chair responsibilities and compensation plan
 - Realign department programs/disciplines
 - Establish a dual credit academic lead/liaison
 - Explore a lab coordinator/STEM outreach position (grant funded)
 - Pilot the Transitional Educational Support Team approach to developmental education
 - Develop a new advising process
 - Implement a new admissions application and process
 - Expand Adult Education and ESL
 - Create pathways for dual credit, workforce, and ESL students to become credential-seeking

Goal 3: Community Engagement and Economic Enrichment

1. Expand Business Sector Partnerships/Relationships to provide work-based learning and employment opportunities.
2. Improve quality of life, health and wellness in Southeast New Mexico through education, activities, and community engagement.

For SENMC Board of Trustees consideration, 12-11-23

3. Expand evening and weekend programs with supportive services to meet the needs of working adults (non-traditional students).
4. Expand workforce training and development.
 - Implement the \$11.7 million U.S. Department of Energy Grant
 - Offer CDL training
 - Plan for a Simulator Training Center
 - Increase evening courses on campus
 - Award workforce Merit-badged activities with link to website listing skills mastered
 - Develop structure for sub-1000 noncredit course numbering based on CIP (e.g., WF 10.0234)
 - Pursue search for Nurse Practitioner for campus Health Clinic

Goal 4: Building, Facilities, and College Foundation

1. Enhance building renovations and technology upgrades.
2. Build Vocational Trades Center (Energy Building).
3. Explore funding opportunities and plan to build a dorm for students' residence.
4. Explore funding opportunities and plan to build a Child Care Development Center.
5. Ensure classroom design improvement.
6. Contract with a Third Party or hire Safety and Compliance Officer.
7. Establish College Foundation.
 - Complete a Campus Master Plan
 - Enter the Trades x Technologies Design Phase
 - Plan for the renovation of the Main Building
 - Hire a Director of Construction and Special Projects
 - Select and erect signage
 - Complete parking lot improvements
 - Develop a campus space utilization plan
 - Create new areas – Transfer and FYE center (grant funded)
 - Open the new family study room in the Library (grant funded)
 - Complete HVAC, electrical, and energy improvements (grant funded)
 - Plan for an outdoor energy lab (grant funded)
 - Explore a residence hall/residence life/food service feasibility study
 - Complete a Campus Technology Plan
 - Pursue building access upgrades
 - Add a redundant internet connection
 - Plan for a telephone upgrade that includes soft phones (office calls on cell/laptop)
 - Open the Ideal Classroom (grant funded)
 - Pursue a Pre-School/Daycare/Early Childhood Education Lab School partnership with CMS
 - Provide AED, CPR, and first aid training for employees and interested students
 - Draft SENMC Foundation Articles of Incorporation, Bylaws, and Memorandum of Agreement
 - Receive fiduciary and legal training from the New Mexico Higher Education Department

Goal 5: Independence of SENMC

- Respond to the Higher Learning Commission visiting team report
- Respond to the New Mexico Higher Education Department report
- Complete the implementation of Anthology, including the transition of HR and payroll systems from ADP to Anthology and the automation of financial aid

For SENMC Board of Trustees consideration, 12-11-23

- Consider tuition increase as budget needs are clarified
- Develop the SENMC Strategic Plan for 2025-2030

Human Resources Report - December 2023

Report Generated: December 5, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 260 (+8)

New Hires

<u>Name</u>
Adamowich, Joshua
Campbell, Miranda
Castillo, Carol
Gonzalez, Julieta
Harper, Jillian
Hernandez-Macias, Yadira
Moncayo, Braulio
Moncayo, Brayan
Ortega, Ernesto
Reyes, Lucy
Short, Terry
Silva, Stephanie
Trevizo, Moises
Wittmayer, Gabriel

<u>Job Title</u>
Director of Admissions
Student hire, Forest Service
Administrative Assistant, WF & CE
Student hire, Forest Service
Temporary hire, Registrar
Student hire, Grants
Student hire, Workforce
Student hire, Workforce
Temporary hire, Admissions
Human Resources Coordinator
Temporary Trainer, Workforce
Temporary hire, Human Resources
Technology Support Technician
Student hire, Science

Total: 14

Departures

Name

Job Title

Total: 0

Currently in Interview Process

<u>Job Title</u>
Admissions Coordinator
Instructor or Assistant Professor of Education
Workforce Grant Project Director

Current Vacancies

Total: 3

Job Title

Faculty:

Adjunct Instructor - EMT
Adjunct Nursing Program Clinical Instructor
Instructor or Assistant Professor of Education
Instructor or Assistant Professor of Nursing

Total: 4

Staff:

Admissions Coordinator
Health Clinic Nurse Practitioner
Tutors, Math - PT/FT
Workforce Grant Project Director

Total: 4
