

AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, JULY 10, 2023 AT 6:00 PM
SOUTHEAST NEW MEXICO COLLEGE, ROOM 153, 1500 UNIVERSITY DRIVE
CARLSBAD, NEW MEXICO 88220

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

AGENDA ITEMS

- | | |
|--|--------------------|
| 1. CALL TO ORDER | BOARD CHAIR ELKINS |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. ESTABLISH QUORUM | ROLL CALL |
| 4. APPROVAL OF MINUTES FROM 6/12/2023 | ACTION ITEM |
| 5. PUBLIC COMMENTS | |
| Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting. | |
| 6. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN | DISCUSSION |
| 7. SENMC UPDATES -DR. KEVIN BEARDMORE | |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN (see attached) | DISCUSSION |
| 8. OLD BUSINESS | |
| 9. NEW BUSINESS | |
| A) APPROVE ANNUAL OPEN MEETINGS NOTICE
-DR. BEARDMORE (see attached) | DISCUSSION/ACTION |
| B) APPROVE POLICY UPDATES-DR. BEARDMORE (see attached) | DISCUSSION/ACTION |
| C) APPROVE HVAC PROJECT -DR. BEARDMORE/DR. VOLPI | DISCUSSION/ACTION |
| D) LAND PURCHASE – DR. BEARDMORE | DISCUSSION/ACTION |
| 10. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. KEVIN BEARDMORE-ACTING VP-ACADEMIC AFFAIRS | |
| B) DR. KARLA VOLPI, EXECUTIVE VP-BUSINESS & FINANCE | |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS | |
| D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT &
COMMUNITY ENGAGEMENT | DISCUSSION |
| 11. HR DIRECTOR'S UPDATE-STEVEN GONZALES | DISCUSSION |

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

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

DISCUSSION

13. BOARD COMMENTS

14. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING

BOARD CHAIR ELKINS

15. ADJOURNMENT

BOARD CHAIR ELKINS

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

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

BOARD OF TRUSTEES MEETING MINUTES

Date: 6/12/23

Time: 6:00 pm

Session Location: SENMC RM 103

Board Members present: ☒ Chairman, Ned Elkins
☒ Member, Bill Murrill

Type of Meeting:

☒ Regular ☐ Work

☐ Special

☒ Secretary, Tiffany Frintz

Board Members absent: Member, Sarah Bowman and Member, Mark Cage

1) **Call to Order**

Time: 6:05 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 5/8/2023**

Motion: **Tiffany Frintz** Second: **Bill Murrill** Nays: **0**

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

5) **Public Comments:** Norbert Rempe acknowledged belated satisfaction that Public Comments have been moved to the front of the meeting and thinks the Board should follow other examples of similar bodies.

6) **General Counsel: Lane Martin** – no comment except to say that from his perspective things are running well.

7) **SENMC general status report: Dr. Kevin Beardmore** provided his June Top Ten list. 1 & 2) Dr. Monty Harris, VP for Workforce Development and Community Engagement will report on the plans for the Trades x Technologies building and the Department of Energy grant proposal. 3 & 4) Vice President for Student Services Juanita Garcia will report on applications for fall 2023 compared to fall 2022 and the number of enrolled students for fall 2023 versus fall 2022. 5) Update and Renovate current SENMC facilities- presentation by Cesar M and Michael B of NINE DEGREES Architecture + Design, Inc. and introduction of SENMC's newly hired Project Manager. 6) The new Coordinator of Institutional Research is expected to start on June 16th. 7) SENMC continues its operational transparency through the President's monthly open forum scheduled for Thursday, June 15th and articles published in the Carlsbad Current-Argus, Carlsbad Local, and the SENMC website; 8) a. US Department of Education needs a statement from the State of New Mexico that the "full faith and credit" of the state is behind the college as part of the requirement for offering financial aid- the letter is being drafted now; b. proposed new MOU with NMSU to replace one that could expire in September- waiting for NMSU's response. 9) Increase student and community engagement with two author events- Dr. Rick Hendricks on Friday, June 16th and Anne Hillerman on Friday, June 30th. The authors will be available for book signings after their presentations. 10) Preparing for Higher Learning Commission accreditation visit in late October, introduction of Dr. Jonathan Wilson, Assistant Professor of English and editor of SENMC's HLC response.

On May 30th Lane Martin sent "10 Habits of Highly Effective Boards" to the Board of Trustees. Tonight the Board books have hard copies of this article for any Trustee that would like to have it.

Tonight's closed session will be for the Board to conduct its performance evaluation of Dr. Beardmore. He prepared a list of instrumental efforts that he has undertaken since coming to SENMC. (See attachment)

8) Old Business

None

9) New Business

- A. **Review Plans for T² Building and Main Building renovation (Dr. Kevin Beardmore)** – Cesar Molina and Michael Bluth from NINE DEGREES Architecture + Design, Inc. presented plans for the proposed Trades x Technologies (T²) building. These plans are based on information gathered in meetings with sub-groups of the Building Design Committee. Program requirements resulted in an initial building size of approximately 66,000 square feet. They looked at spaces that were considered core necessities of the T² building versus what might be more peripheral. They then started looking for common ground among the industry partners for opportunities to share resources. The promenade running down the center of the building is a circulation space that will provide more flexibility which they said is crucial to the success of this facility. They managed to reduce the space to approximately 39,000 square feet. The second level will feature offices, labs, and simulator training. Most of this has been designed according to DOE and WIPP specifications. The proposed site for this building is behind Lowe's and next to the entrance to SENMC's campus. This location provides the opportunity to reconfigure the entrance to the college. The parking lot for T² may line up with SENMC's parking lot project. This will also allow for a circle drive around the building-important for emergency vehicles. Expansion could move toward the parking lot if it is needed.
- The building committee met this afternoon and also reviewed these plans. They asked about HVAC and plumbing. Dr. Beardmore explained that the key thing is not just expansion but the fact that Industrial Maintenance will be moved in here because it's important that it be part of this building. This would free up space in the Main Building on campus. He said they'd like to start HVAC in the mall space although it could be moved to the Main Building. Alternatively, Environmental Chemistry or Water Technologies are opportunities that are best located next to the Chemistry Lab. The greatest need right now is for oil and gas, electrical, and industrial maintenance, based on labor market data. We're not including plumbing and building trades because these are being addressed by Carlsbad Municipal Schools.
- Cesar Molina and Michael Bluth shared ideas for renovating the Main Building. Cesar said the building has a great structural foundation and is at the heart of the campus. The plan is designed to capitalize on the parking lot project to create a front door to the heart of the campus. This would include a small addition to Room 103 (the gym) and a new elevator (existing elevator is outdated) and stair access. The plans include decking in Room 103 to create a single-height space. It would not change the function of this room but would provide additional space on the second floor. This plan would offer an opportunity to create a welcome center or one-stop for students. The Vice Presidents have seen these plans, as have the individuals who would be directly impacted by these renovations. They are in favor of moving forward. Michael explained that in designing this concept they took their inspiration from the existing building, utilizing the same angles to create a new entry. This design, he said, creates an opportunity for branding that is visible from the main road. Cesar explained the renovation project can be finished by the time we're ready to break ground for T². Chairman Elkins pointed out that the parking lot needs to be completed first or the rest doesn't make sense.
- Dr. Beardmore reviewed the requirements for NMHED Capital Projects and explained that SENMC must have approval for all projects regardless of whose money is being spent. Critical elements for approval are (1) Approval by the Board of Trustees as part of a five-year capital plan, (2) Campus/Facility Master Plan, (3) Facility assessment (facility condition audit and index score recommended). He also explained that when projects are self-funded there are monthly meetings for moving the projects forward. He added that the renovation side of the project will benefit from the

process. This is why SENMC has hired a Project Manager, Glen Haubold. Following a lengthy discussion Dr. Beardmore stated that he is requesting permission to move forward with plans for the T² building and the Main Building renovation.

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0**

Elkins, Frintz, and Murrill all voted in favor of the motion to move forward with planning for the T² building and renovations of the Main building so more detailed plans can be provided for consideration in the fall.

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

- A) **Dr. Kevin Beardmore, Acting VP of Academic Affairs:** No report. The Department Chairs agreed that his service as Acting VPAA during the summer made more sense than naming an interim.
- B) **Dr. Karla Volpi, VP of Business and Finance** – 1) Dr. Volpi delivered president evaluation survey result packets to the Board members. She reported that she is excited that the parking lot project approved in November 2021 got started this morning. The tentative end date is January 2024. She will share information about road closures when she has it. 2) She is still waiting for approximately \$1MM from NMSU but says it probably won't come until December or January. 3) Retiree Health Care is going forward. 4) Anthology Finance will go live on July 3rd.
- C) **Juanita Garcia, VP of Student Services** – 1) Enrollment Report – 217 enrolled for FA23. Seventy-eight are dual credit students, of these, 30 are Early College High School. There are 139 degree-seeking students. In FA22 there were 94 students enrolled, all degree-seeking. 2) New Applications Report – for NMSU FA22 there were 157 completed applications and 57 enrolled. For SENMC FA23 there are 92 completed applications and 25 enrolled. They are continuing to work with Ferrilli to help them get accounts set up and get registered for classes. Two hundred forty-one applications have been received and 149 are missing transcripts. They are using Anthology Student for Fall registration. 2) Ferrilli and Anthology REACH consultants will be on-site this week to assist with training for the RFI (Request for Information), Admissions Applications, setting up events, and CRM (Customer Relations Management); Juanita says they want to have user manuals when the training is complete. 3) Financial Aid is setting up institutional scholarships using a system called Blackbaud. The SENMC scholarship application is posted on the website and the Blackbaud Opportunity Worksheet is attached. Ferrilli has been assisting Financial Aid with downloading ISIR (Institutional Student Information Records) files. These are online FAFSA applications. They'll do some additional testing and should be able to move this to Production soon. 4) With the Opportunity and Lottery scholarships students will be able to charge their books. 5) Waiting on Letter of Public Status. Updating/editing Admissions policies/SAP/Return to Title IV policies and the Financial Aid webpage so students have all the tools they need regarding financial aid and scholarships. 6) Teddi Garcia has been hired as a Dual Credit Advisor to assist the Dual Credit Enrollment Manager. 7) SENMC reached a milestone on June 12-it is now approved for VA Certification submissions 8) Pathify (the My.SENMC.edu portal) is set up and they're moving to the customization phase for student information and resources. The portal is a one stop single sign on. There is a portal within Anthology that will integrate into the My.SENMC portal. 9) Still have several programs they are working on to have them ready for fall or spring, depending on what phase the program is in. They are currently working on integrations with CANVAS and dualenroll.com to Anthology Student.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** 1) Dr. Harris reported that the Vice President of Academic Affairs (VPAA) Search Committee reviewed applications from 40 candidates and selected 8 to interview via Zoom. One of those candidates withdrew from consideration so the committee interviewed just 7 candidates. They invited 4 of those interviewees to Carlsbad for in-person interviews. One of the four has withdrawn so there are three finalists that will

visit the SENMC campus this month. Dr. Diane Gavin will be interviewed on June 22nd, Dr. Mickey D. Best on June 26th, and Dr. Meredith Skaggs on June 27th. Each candidate will participate in an open forum at 2:30 pm the day of their visit. Forums will be held on the SENMC campus in Room 153 and via Zoom. Candidate biographies and Zoom links can be found on the SENMC website.

- 11) HR Report: Presented by Dr. Karla Volpi** 1) Dr. Volpi presented HR Director Steven Gonzales's report and shared the following: Employee report – 221 full-time, part-time, and temporary and student employees. She announced the 13 new hires, some of whom were present at the meeting. There are currently five faculty and seven staff vacancies. 2) June's Employee of the Month is RosaLinda Martinez. 3) Dr. Volpi introduced newly-hired Project Manager Glen Haubold.

12) Employee representative comments (optional)

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

13) Closed Session –Dr. Beardmore's Performance Evaluation

Motion for closed session: **Tiffany Frintz** Second: **Bill Murrill** Nays: -0-
Frintz, Elkins, and Murrill voted unanimously for a closed session. No action will be taken and discussion will be limited to the president's performance evaluation.

Motion for open session: **Tiffany Frintz** Second: **Bill Murrill** Nays: -0-
Frintz, Elkins, and Murrill voted unanimously to reconvene the open meeting. The Trustees affirmed that no decisions were made during the closed session.

- 14) Board comments:** Trustees extended their thanks to everyone for staying through to the end of the meeting.

15) Announcement of next regular board meeting:

Date: July 10, 2023 **Time:** 6:00 pm **Place:** SENMC Room 153

- 16) Adjournment – Chairman Ned Elkins** adjourned the meeting at 9:20 pm.

Approved

Tiffany Frintz, Secretary

Date

Instrumental Efforts at SENMC

(Attachment)

Kevin Beardmore

January 4, 2023 – June 12, 2023

Communication

- Held Open campus forums – January, February, March, and May
- Authored published newspaper/website articles - January, February, March, April, and June
- Met with 86 of 107 full-time faculty and staff, gathered and categorized and themed 586 comments, and shared the results with the campus community
- Shared updates with campus each Friday via e-mail beginning the last week of January

Workplace development

- Realized successful searches:
 - HSI Grants Director
 - Director of Web and Digital Strategies (retooled after failed search)
 - Coordinator of Institutional Research (retooled after failed search)
 - VP of Workforce Development and Community Engagement
- Created option to volunteer up to 2.5 working hours a week in service to the community
- Secured health insurance benefits for our retirees
- Implemented the Great Colleges to Work For survey
- Guided a new emergency number listing, including an internal direct number for security desk
- Established new summer schedule (8a-6p Monday-Thursday with four flex hours)
- Assumed duties for Human Resources supervision
- Created an August Kickoff schedule to expand beyond the traditional faculty/staff convocation

Shared Governance

- Assisted with finalizing the Promotion and Tenure procedure
- Proposed revised policies (all approved by the Board)
 - Section A - General Provisions
 - Policy Number 100 - Statement of Policy and Definitions (policy housekeeping)
 - Policy Number 200 – Mission (revised mission)
 - Policy Number 500 – Board of Trustees Financial Oversight (freedom to set fees)
 - Section B – Executive Administration
 - Policy Number 300 – Presidential Duty and Authority to Establish Committees and Councils (composition of College Council)
 - Policy Number 400 – Executive Leadership and Administration (new VP position)
 - Section C – Human Resources
 - Policy Number 800 – Hiring and Classification of Employees (new VP position, composition of VP search committees)
 - Policy Number 1000 – Promotion and Tenure Policy (non-tenure conversion)
 - Policy Number 1700 – Employee and Campus Expectations (animals on campus)
 - Policy Number 2300 – Benefits (tuition remission and annual leave)
 - Section F – Student Services
 - Policy Number 600 – Admission and Registration (tuition, open admissions policy)
 - Section G – Facilities and Security
 - Policy Number 200 - Web Privacy Policy
- Worked with Faculty Senate leadership on a new faculty salary schedule

Fast, Flexible, First Choice (beyond the above)

- Guided the development of plans for the new Trades x Technologies Building (T²)
- Held tuition flat, simplified the tuition structure, and eliminated the online course fee

SENMC STRATEGIC PLAN (2022-2025)

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

Updates for July 2023 in [blue](#)

Goal 1: Diversity and Commitment

1. Develop policies and procedures that support access and commitment to diversity.
[Held tuition and fees flat](#)
[Removed additional charge for online coursework](#)
[Simplified residency structure of tuition](#)
[Removed “clawback” for tuition remission](#)
[Expanded advertising outlets for SENMC position openings](#)
[Planned expansion of adult education and ESL](#)
[Planned single admission process for all SENMC programming](#)
2. Develop initiatives and celebrate differences through special events, open discussions, and various awards.
[Presented travel and financial literacy events](#)
[Hosted OUTober event sponsored by the Equality Club](#)
[Hosted Taste of Culture, November 2022](#)
[Held Staff Appreciation event, December 2022](#)
[Presented Mind Ctrl mental health events, Spring 2023](#)
[Hosted presentation on Yemen, Spring 2023](#)
[Held monthly open forum with faculty and staff](#)
[Included remarks in Spanish as part of the Commencement ceremony](#)
3. Celebrate excellence of students, staff, and faculty.
[Presented Employee of the Month at Board meetings](#)
[Posted picture of all attending Board of Trustee meetings](#)
[Established new Honors and High Honors recognitions at graduation](#)
[Planned development of years of service recognition for employees](#)
[Planned new faculty award](#)

Goal 2: Enrollment, Retention, and Graduation/Completion

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

1. Enrollment
[Increased headcount from 1,574 to 1,722 \(+9.4%\)](#)
[Increased FTE from 668 to 703 \(+5.2%\)](#)
2. Retention
[First time, full-time, Fall 2021 to Fall 2022: 57%](#)
[Purchased Merit co-curricular badging software](#)
[Submitted HSI grant proposal](#)
3. New programs
[Fire Science](#)
[EMT-Basic](#)
[Psychology](#)
[Pre-Nursing](#)
[Pre-Surgical Tech](#)
4. Graduation/completion
[Fall 2019-Spring 2022: 22% Graduation and 18% Transfer \(40% total\)](#)

Goal 3: Community Engagement and Economic Enrichment

1. Expand Business Sector Partnerships/Relationships to provide work-based learning and employment opportunities.
Submitted U.S. Department of Energy grant proposal
Contributed to the Energy Pathway curriculum developed by Carlsbad Municipal Schools
Joined Pipeliners Association and planned event hosting
Established agreement with Phoenix Truck Driving Institute for CDL training
Explored partnership arrangement with Skillpoint Alliance
2. Improve quality of life, health and wellness in Southeast New Mexico through education, activities, and community engagement.
Established 2.5 hours per week release for volunteer work in the community
Planned reopening of Health Clinic and advertised for Nurse Practitioner
Hosted two Visiting Author events, June 2023
3. Expand evening and weekend programs with supportive services to meet the needs of working adults (non-traditional students).
Leased Mall space
Established agreement with Interplay for online component of skills-based training
4. Expand workforce training and development.
Created position of VP of Workforce Development and Community Engagement
Rebuilt Community Education program
Offered MSHA, CPR, and First Aid training
Hired Public Relations & Recruiting Specialist (devoted to Workforce programs)

Goal 4: Building, Facilities, and College Foundation

1. Enhance building renovations and technology upgrades.
Transitioned to SENMC servers
Upgraded network hardware
Planned HVAC upgrades
Developed energy performance contract
Initiated construction of parking lot with covered parking (including solar)
Planned Main Building renovation, to include one-stop student services, transfer center, and first-year experience center
Hired Project Manager
2. Build Vocational Trades Center (Energy Building).
Established Building Committee
Developed initial plans for the Trades x Technologies Building
3. Explore funding opportunities and plan to build a dorm for students' residence.
Planned development of a Campus Master Plan
4. Explore funding opportunities and plan to build a Child Care Development Center.
Discussed potential plans with Permian Strategic Partnership and community advocates
5. Ensure classroom design improvement.
Commissioned the Ideal Classroom Committee
6. Contract with a Third Party or hire Safety and Compliance Officer.
Hired OSHA trainer
Hired a Safety Specialist
7. Establish College Foundation.
Hired PT Director of Advancement to begin Foundation development process

Goal 5: Independence of SENMC

SOUTHEAST NEW MEXICO COLLEGE

Board of Trustees

RESOLUTION NO. 2023-001

WHEREAS, THE Board of Trustees of Southeast New Mexico College met in regular session in Room 153 of the Instructional Building on the campus of Southeast New Mexico College, 1500 University Drive, Carlsbad, New Mexico on July 10, 2023, at 6:00 pm, as required by law; and

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings:

NOW, THEREFORE, BE IT RESOLVED that:

1. All meetings shall be held in Room 153 of the Instructional Building on the campus of Southeast New Mexico College, 1500 University Drive, Carlsbad, New Mexico at 6:00 pm, or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the second Monday. The agenda will be available at least seventy-two hours prior to the meeting from the Office of the President of Southeast New Mexico College whose office is located in the Main Building, on the campus of Southeast New Mexico College, 1500 University Drive, Carlsbad, New Mexico and on Southeast New Mexico College's website at www.senmc.edu.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten (10) days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted in the Main Building on the campus of Southeast New Mexico College, 1500 University Drive, Carlsbad, New Mexico and on Southeast New Mexico College's website at www.senmc.edu.
4. Special meetings may be called by the Chair or a majority of the members upon three days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two hours before the meeting and posted in the Main Building on the campus of Southeast New

Mexico College, 1500 University Drive, Carlsbad, New Mexico and on Southeast New Mexico College's website at www.senmc.edu.

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members with twenty-four hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Board will notify the Attorney General's Office.
6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the state and posted in the following locations: the Main Building on the campus of Southeast New Mexico College, 1500 University Drive, Carlsbad, New Mexico and on Southeast New Mexico College's website at www.senmc.edu. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted in the Main Building on the campus of Southeast New Mexico College, 1500 University Drive, Carlsbad, New Mexico. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
8. In addition to the information specified above, all notices shall include the following language:

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 Southeast New Mexico College in Carlsbad, New Mexico at 575-234-9200 at least one (1) 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.
9. The Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.
 - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable

specificity in the motion to close and the vote of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

- b) If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- d) Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the Board in an open public meeting.

Passed by the Board of Southeast New Mexico College this 10th day of July, 2023.

Southeast New Mexico College Board of Trustees

Ned Elkins, Chair

Tiffany Frintz, Secretary

Sarah Bowman, Member

Mark Cage, Member

Bill Murrill, Member

Proposed SENMC Policy Changes

Additions in **bold**, deletions in ~~striketrough~~

Reviewed by Lane Martin 6-28-23

Recommended by College Council 7-5-23

Section A – General Provisions - Policy Number 400 – Board of Trustees and Meetings of Board

IV. Duties and Responsibilities

- a. The Board possesses and exercises its authority and duties as a collective body and functions only when it is convened in meetings. Unless specifically authorized by prior action of the Board, no individual member may speak, obligate, or exercise authority in the name of the Board of Trustees. The chief duty of the Board is to provide for the program and welfare of the College and to honor the College's governance structure. In this regard, the Board:
 - i. Shall preserve SENMC's institutional independence and defend its right to manage its own affairs through its executives and employees;
 - ii. Shall appoint the President of the College who will also serve as Chief Executive to the Board, conduct annual evaluations of the President's performance, and approve the contract and compensation of the President;
 - iii. Shall formulate policies and delegate to the President the function of administering board policies;
 - iv. Shall enhance the public image of the College;
 - v. Shall nurture the College to achieve its full potential within its role and mission;
 - vi. Shall approve, upon the recommendation of the President, the Vision and Mission statements and core values of the College;
 - vii. Shall approve, upon the recommendation of the President, the College's strategic plan and goals consistent with the vision and mission of the College and its focus on student success;
 - viii. Shall provide for financial resources to adequately support the College's institutional goals; accordingly, the Board will approve and authorize the annual budget and amendments, debt funding, tax rates and/or millage, real estate transactions, major capital projects, and other significant financial items as the Board may determine from time to time;
 - ix. Shall perform other duties authorized by applicable laws or regulations;
 - x. Shall decide on tuition rates, general fees, and program/course fees;
 - xi. Shall approve new **executive** positions with specific job descriptions and salary range for each position.

Rationale: In preparation for the college's October visit by the Higher Learning Commission, a review of the entirety of Board policies with HLC standards in mind was conducted last month by Dr. Larry Sanderson of New Mexico Junior College, a veteran of numerous HLC reviews. Regarding item xi above, Dr. Sanderson stated that "This function would seem to fall logically within the purview of the overall

management and approval of the annual budget. The call-out of this particular responsibility does not seem in keeping with the delegation of overall institutional management assigned to the president.”

This change would minimize the concern raised by Dr. Sanderson and make this policy consistent with Policy C 800: “The College may, upon recommendation of the President and approval of the Board, establish other executive positions.”

Section C – Human Resources - Policy Number 800 – Hiring and Classification of Employees

- VI. Criminal Background Checks - In order to maintain a safe and productive educational environment, the Board authorizes the president to develop and implement policies and procedures to conduct criminal background investigations prior to final appointment, hiring, or promotion decisions for ~~certain relevant job categories~~ **all employees**.

Rationale: This change was recommended by Steven Gonzales, Lane Martin, and Kevin Beardmore to reflect the plans for our new background check process.

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 are authorized and empowered by the Board to sign checks for lawful expenditures incurred on behalf of Southeast New Mexico College.

Rationale: New position of Vice President of Workforce Development and Community Engagement established 12/12/2022.

Section D – Business Services and Finances – Policy 200 – Purchasing and Procurement

- II. Expenditure Authority – The following procurement amounts shall be authorized as follows:
- The Board of Trustees shall authorize all expenditures of the College that exceed \$75,000, **either one-time or recurring annually**.
 - The president may authorize all expenditures of the College that are \$75,000 or less, **either one-time or recurring annually**. The president may authorize expenditures above the \$75,000 as approved during the annual budget process.
 - The vice president for Business and Finance may authorize all expenditures of the College that are \$50,000 or less. The vice president for Business and Finance, with the approval of the president, may develop and administer additional procedures for expenditures of the College that are less than \$50,000.

Section D – Business Services and Finances – Policy 600 – Contracts and Sponsored Projects

- III. Contract Authority - Delegation of contracting authority normally vested in the Board is appropriate within specified guidelines for the timely, efficient administration of the College. Certain officials of the

College are hereby expressly authorized and empowered to contract in the name of Southeast New Mexico College, as follows:

- a. The president may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed \$75,000 **annually**.

Rationale: A recently approved three-year contract was over \$170,000 in total, but it was less than \$75,000 annually. This change would clarify this policy and allow the president to approve multi-year contracts as long as the expenditure does not exceed \$75,000 annually.

Section G – Facilities and Security – Policy 100 - Purpose and Overview

SELECTION OF ARCHITECTS, ENGINEERS, LANDSCAPE ARCHITECTS AND SURVEYORS

~~In order to~~ To assist the vice president for Business and Finance in the selection of an architect and/or engineer for a capital outlay project, a selection committee ~~should~~ **may** be established to screen potential firms through a request for proposal (RFP) **process or a selection may be made through a cooperative procurement agreement when the RFP is issued.** This ~~process~~ shall be in accordance with New Mexico procurement code (13-1-28 through 13-1-199 NMSA 1978). The members of the selection committee will send individual evaluation sheets to the vice president of Business and Finance for the three most qualified firms. The vice president of Business and Finance will review the assessments of the selection committee members and develop a final tabulation sheet, which will be available for public review. The vice president of Business and Finance will then select a firm to design the capital outlay project with approval of the president.

The Board of Trustees authorizes the SENMC administration to select professional design firms to design small public works projects on campus. A small public works project shall be defined as one with fees between \$50,000 and \$100,000. The selection of these firms shall be through the same procedure as above and the number of firms selected shall be in accordance with NMSA 13-1-153 and NMSA 13-1-154. Utilization of services under these awards shall be administered through a College professional service contract for each project and approved by the director of procurement services and the ~~assistance~~ **vice president of Business and Finance for facilities and services** or their designee(s). These firms will be selected through the same procedure as detailed above and in accordance with New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978).

Architects and engineers may also be employed for small maintenance remodel projects via professional service contracts as specified in the New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978) when approved by the director of procurement services and the ~~associate~~ **vice president of Business and Finance for facilities and services**.

The Board of Trustees authorizes the College administration to negotiate architect's and/or engineer's fees in all cases. The vice president of Business and Finance, in coordination with the President reserve the right to terminate any capital project contract for nonperformance of duties.

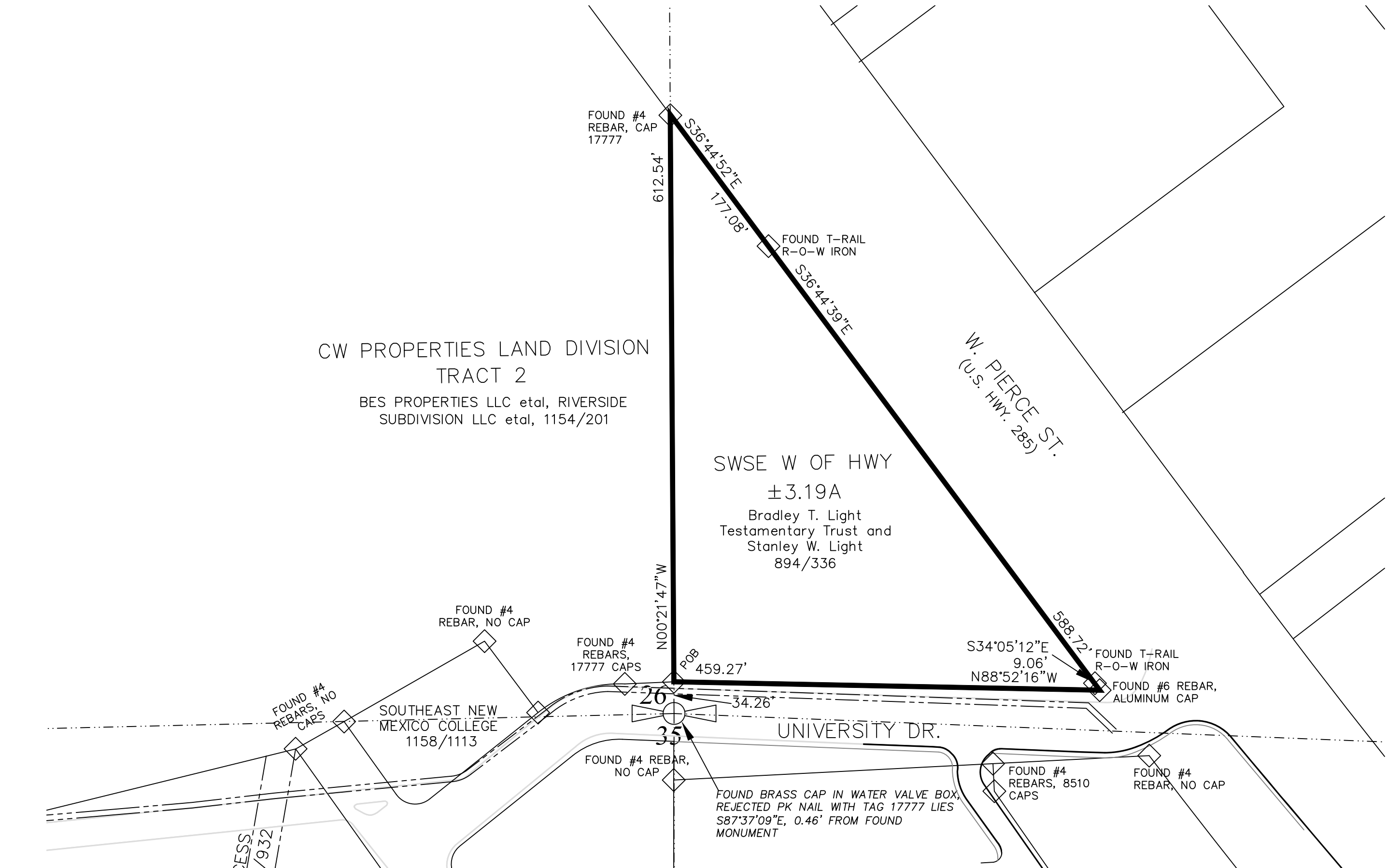
Rationale: These changes make the policy consistent with our current executive and administrative structure and provide flexibility in regard to the use of a selection committee.

Project Schedule – RTUs and Heat Pumps

- RTUs and Heat Pumps
- Received Quote 6/19/2023
- 7/10/2023 – SENMC Board Approval
- 7/14/2023 – Finalize bids from Subs
- 7/26/2023 – Final pricing to SENMC
- 8/14/2023 – SENMC Board Meeting
- 8/14/2023 – HED Submittal
- 9/13/2023 – HED Approval
- 9/25/2023 – Contract Execution & Equipment Procurement

BOUNDARY SURVEY

THIS IS A BOUNDARY SURVEY PLAT OF AN EXISTING TRACT, IT IS NOT A LAND DIVISION OR A SUBDIVISION, AS DEFINED IN THE NEW MEXICO SUBDIVISION ACT.



PART OF THE SWSE OF SECTION 26, LYING SOUTH & WEST OF THE HIGHWAY AS RECORDED IN THE WARRANTY DEED IN BOOK 894 PAGE 336 OF THE DEED RECORDS OF EDDY COUNTY, ALL LYING IN TOWNSHIP 21 SOUTH AND RANGE 26 EAST OF THE N.M.P.M., EDDY COUNTY, NEW MEXICO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT THAT LIES N00°21'47\"W 34.26 FEET FROM THE SOUTH 1/4 CORNER OF SAID SECTION; THEN CONTINUING N00°21'47\"W, ALONG THE CENTER OF SECTION LINE, FOR 612.54 FEET, TO THE SOUTH RIGHT-OF-WAY OF W. PIERCE STREET (US 285); THEN S36°44'52\"E, ALONG THE SOUTH RIGHT-OF-WAY OF SAID STREET, FOR 177.08 FEET; THEN S36°44'39\"E, CONTINUING ALONG SAID RIGHT-OF-WAY, FOR 588.72 FEET; THEN S34°05'12\"E, CONTINUING ALONG SAID RIGHT-OF-WAY, FOR 9.06 FEET, TO THE NORTH RIGHT-OF-WAY OF UNIVERSITY DRIVE; THEN N88°52'16\"W, ALONG SAID NORTH RIGHT-OF-WAY, FOR 459.27 FEET, BACK TO THE POINT OF BEGINNING.

COANTAINING 3.19 ACRES, MORE OR LESS.

SUBJECT TO ALL EASEMENTS, RESTRICTIONS, AND RESERVATIONS OF RECORD.



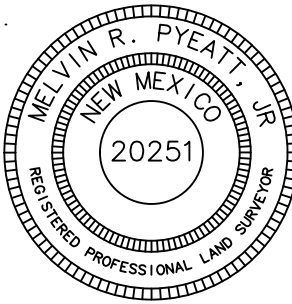
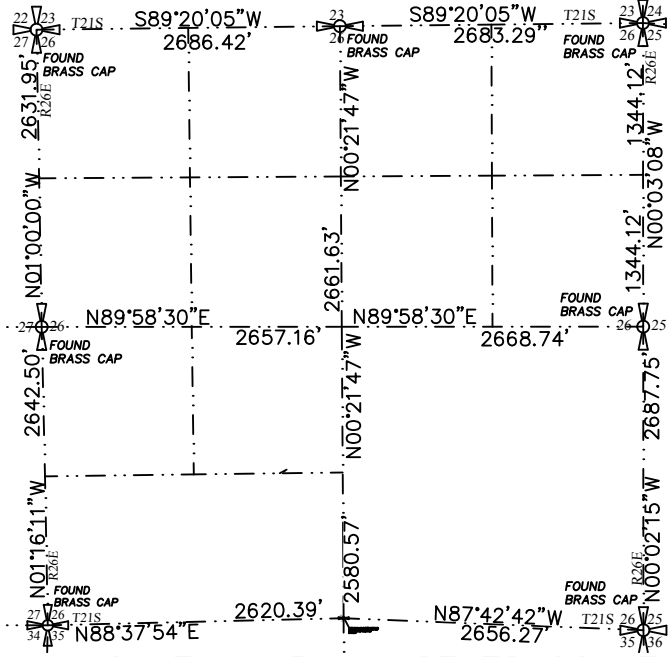
Scale 1" = 100'

LEGEND

SECTION CORNER	CORNER FOUND AS NOTED	CORPORATE BOUNDARY	NEW & OLD EASEMENTS
QUARTER CORNER	SET #4 REBAR, CAP 20251	EASEMENT DESCRIPTION LINE	LAND LINE

- BASIS OF BEARINGS AND DISTANCES:**
- BEARINGS SHOWN HEREON ARE REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD 83), NEW MEXICO EAST ZONE (NM ZONE 3001).
 - AREAS AND DISTANCES ARE SURFACE MEASUREMENTS. THE DISTANCES ARE MEASURED IN THE US SURVEY FOOT AND DISTANCES ARE SURFACE DISTANCES.
 - ALL MEASUREMENTS WERE MADE ON JULY 16, 2021

- RECORDED DOCUMENTS USED IN PERFORMING THIS SURVEY:
- WARRANTY DEED IN BOOK 232 PAGE 40 TO REGENTS OF NEW MEXICO STATE
 - WARRANTY DEED IN BOOK 721 PAGE 77 TO REGENTS OF NEW MEXICO STATE
 - WARRANTY DEED IN BOOK 894 PAGE 336 TO BRADLEY T. LIGHT TESTAMENTARY TRUST & STANLEY W. LIGHT
 - WARRANTY DEED IN BOOK 1138 PAGE 580 TO REVENGE OF LANDS, LLC AND STANLEY LIGHT
 - PLAT RECORDED IN CABINET 2 SLIDE 174 OF THE MAP RECORDS OF EDDY COUNTY, NEW MEXICO
 - PLAT RECORDED IN CABINET 4 SLIDE 197-20 OF THE MAP RECORDS OF EDDY COUNTY, NEW MEXICO
 - PLAT RECORDED IN CABINET 4 SLIDE 961-1 OF THE MAP RECORDS OF EDDY COUNTY, NEW MEXICO
 - PLAT RECORDED IN CABINET 8 SLIDE 108 OF THE MAP RECORDS OF EDDY COUNTY, NEW MEXICO



R&R SURVEYING LLC
A LAND SURVEYING COMPANY
SERVING CARLSBAD AREA FOR 20+ YEARS
423 W. GREENE ST, CARLSBAD, NM 88220

INDEXING INFORMATION FOR COUNTY CLERK
SECTION 26 & 35 TOWNSHIP 21 SOUTH RANGE 26 EAST N.M.P.M.
OWNER: BRADLEY T. LIGHT TESTAMENTARY TRUST & STANLEY W. LIGHT REVEGE LANDS LLC, & STANLEY LIGHT

AREA: ±3.19 ACRES TOGETHER
DATE: DECEMBER 29, 20
SUBDIVISION SEE LEGAL DESCRIPTION

I, MELVIN R. PYEATT, JR., A NEW MEXICO REGISTERED PROFESSIONAL SURVEYOR, CERTIFY THAT I AM RESPONSIBLE FOR THIS SURVEY, AND THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS SURVEY AND PLAT MEET THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO.
MELVIN R. PYEATT, JR., 423 W. GREENE ST. SUITE 1, CARLSBAD, N.M., 88220, CERTIFICATE NO. 20251, TELE. 885-6867, FAX 885-6867

STATE OF NEW MEXICO, COUNTY OF EDDY, I
HERE BY CERTIFY THAT THIS INSTRUMENT WAS FILED
FOR RECORD ON



FOR SALE CALL
DUNAGAN
Associates
951-234-1234

Signs of a heart attack
are rarely this obvious.

Nausea,
dizziness,
shortness of breath,
chest pain

CARLSBAD
HEALTH & HOSPITALS

Human Resources Report - July 2023

Report Generated: July 6, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 225 (+4)

New Hires

Name

Job Title

Ghalichi, Narmin
Martinez, Syerra
Niemeier, Karla
Wolf, Brandy

Coordinator of Institutional Research
Payroll Coordinator
PT Public Relations Specialist
Accounts Receivable Clerk

Total: 4

Departures

Name

Job Title

Total: 0

Currently in Interview Process

Job Title

Instructor or Assistant Professor of Communications
Instructor or Assistant Professor of Computer Science
Instructor or Assistant Professors of Nursing
Lab Coordinator
Online, Learning Experience Manager

Total: 5

Current Vacancies

Job Title

Faculty:

Adjunct Instructor - EMT

Adjunct Nursing Program Clinical Instructor
Instructor or Assistant Professor of Communications
Instructor or Assistant Professor of Computer Science
Instructor or Assistant Professors of Nursing

Total: 5

Staff:

Broadcast Media Program Manager
Health Clinic Nurse Practitioner
Lab Coordinator
Online, Learning Experience Manager
PT Adult Education Instructor
Temporary Administrative Assistant - Workforce and CE
Tutor - Full Time
Tutor - Part Time

Total: 8
