

AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, NOVEMBER 13, 2023 AT 6:00 PM
SOUTHEAST NEW MEXICO COLLEGE, ROOM 153, 1500 UNIVERSITY DRIVE
CARLSBAD, NEW MEXICO 88220

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

AGENDA ITEMS

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| 1. CALL TO ORDER | BOARD CHAIR ELKINS |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. ESTABLISH QUORUM | ROLL CALL |
| 4. APPROVAL OF MINUTES FROM 10/9/2023 | ACTION ITEM |
| 5. PUBLIC COMMENTS | |
| Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting. | |
| 6. STUDENT GOVERNMENT REPRESENTATIVE | DISCUSSION |
| 7. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN | DISCUSSION |
| 8. SENMC UPDATES -DR. KEVIN BEARDMORE | |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN (see attached) | DISCUSSION |
| B) NM HED BUDGET RECOMMENDATION FY25 (see attached) | DISCUSSION |
| 9. OLD BUSINESS | |
| 10. NEW BUSINESS | |
| A) SENMC CAPITAL PROJECTS LIST | DISCUSSION/ACTION |
| I. NM HED CAPITAL OUTLAY RECOMMENDATION (attached) | |
| II. TEXAS HIGHER ED CONSTRUCTION COSTS (attached) | |
| B) APPROVE POLICY UPDATES-DR. BEARDMORE (see attached) | DISCUSSION/ACTION |
| C) APPROVE ELIMINATION OF CLASS FEES-
DR. BEARDMORE (see attached) | DISCUSSION/ACTION |
| D) APPROVE QUARTERLY BUDGET-DR. VOLPI | DISCUSSION/ACTION |

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| 11. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. MICKEY BEST-INTERIM VP-ACADEMIC AFFAIRS | |
| B) DR. KARLA VOLPI, EXECUTIVE VP-BUSINESS & FINANCE | |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS | |
| D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT | DISCUSSION |
| 12. HR DIRECTOR'S UPDATE-STEVEN GONZALES | DISCUSSION |
| 13. EMPLOYEE REPRESENTATIVE COMMENTS (OPTIONAL) | |
| A) FACULTY | |
| B) ADMINISTRATIVE STAFF | |
| C) CLASSIFIED STAFF | DISCUSSION |
| 14. BOARD COMMENTS | |
| 15. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (12-11-2023) | BOARD CHAIR ELKINS |
| 16. ADJOURNMENT | BOARD CHAIR ELKINS |

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

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

BOARD OF TRUSTEES MEETING MINUTES

Date: 10/9/23

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: None

1) **Call to Order**

Time: 6:02 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 9/11/2023**

Motion: **Tiffany Frintz**

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

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

5) **Public Comments: None**

6) **Student Government Representative: None**

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

8) **SENM general status report: Dr. Kevin Beardmore** (*see Attachment A*)

A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Southeast New Mexico College hosted a well-attended Salsa Competition on September 19; Dr. Beardmore hosted his monthly Open Campus Forum on September 28. **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Dr. Beardmore's most recent article, "Meet our New Faculty" has been published in the newspaper and on SENMC's website. **Goal 3 (Community Engagement & Economic Enrichment)** Expanded MSHA training for WIPP; Dr. Beardmore attended the Carlsbad Municipal Schools General Obligation Bond Planning Meeting on September 12, the Carlsbad Community Foundation Reception on September 28, the WIPP Community Forum and Open House on October 3, and the CARC Gala on October 5. **Goal 4 (Building, Facilities, and College Foundation)** Published the Request for Qualifications to design the Trades x Technologies Building; presented Energy Performance/HVAC Rooftop Unit replacement project to NM Higher Education Department Capital Outlay Board on September 13 and received approval; and **Goal 5 (Independence of SENMC)** – Notified NMSU of cancellation of MOU, September 12 with an effective date of December 11, 2023; hosted a site visit by NM Higher Education Department on September 20 with positive feedback, awaiting written report; on October 1 implemented common office hours of 8:00-5:30 Mon-Thurs, 8:00-noon on Friday; Reviewed the Higher Learning Commission (HLC) draft submission, adding 110 pieces of evidence and approximately 1600 words; Submitted the HLC Assurance Argument (more than 200 pieces of evidence and nearly 23,000 words) and Federal Compliance Review on October 2, in preparation for the HLC visit on October 30 and 31; and held the first of four open meetings with faculty and staff to discuss HLC Criteria responses. These meetings will be each Friday in October.

B) Enrollment Update by Class: Dr. Kevin Beardmore *(see Attachment A1)*

Dr. Beardmore presented and reviewed the SENMC Fall 2023 Class Enrollment report. He explained that some classes have low enrollment because these courses are part of a series of classes and students were promised they could stay in sequence.

9) Old Business: None

10) New Business

- A) **Approve Policy Updates - Dr. K Beardmore** – *(see Attachment B)* Dr. Beardmore presented proposed changes to Section C-Human Resources-Policy Number 1000 Promotion and Tenure Policy. The change adds a definition of “tenure” as provided by the American Association of University Professors and addresses some housekeeping items. Lane Martin and the College Council reviewed these proposed changes on October 3rd and 4th, respectively, and the College Council approved the changes.

Motion to approve the updates to Section C-Human Resources-Policy Number 1000 Promotion and Tenure Policy:

Motion: **Mark Cage**

Second: **Tiffany Frintz**

Nays: **0**

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

- B) **Approve Creation of IRB (Institutional Review Board) – Dr. K. Beardmore** *(see Attachment B)*

Dr. Beardmore used the policy from his previous school as well as Federal guidelines covering human subject research to draft an IRB policy for SENMC. This policy will guide a five-member Board (TBD) when responding to requests for research involving human subjects. The members of the IRB Board will be provided training as needed.

Motion to adopt the policy that establishes an Institutional Review Board.

Motion: **Sarah Bowman**

Second: **Mark Cage**

Nays: **0**

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

- C) **Capital Projects List – Dr. K. Beardmore** *(see Attachment C)* Dr. Beardmore provided updates to the Capital Projects list he presented in August, specifically that the NM Higher Education Department had approved the HVAC and Energy Performance project on September 19; the Building Access project has been added to the list; and a Residence Hall project is not eligible for GO Bond funding. Dr. Beardmore also shared that SENMC had received concurrence from the Taxation & Revenue Department on the appraisal value of the land located at 3500 Seven Rivers and he is traveling to Santa Fe on October 10 for the Capital Outlay Hearing.

Motion to approve the updated Capital Projects list as presented.

Motion: **Mark Cage**

Second: **Sarah Bowman**

Nays: **0**

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

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

- A) **Dr. Mickey Best, Interim VP of Academic Affairs:** *(see Attachment D)*

(1) Allied Health – a new Coordinator for the Allied Health program has been appointed. This position is key for scheduling courses on campus and setting curriculum and instruction at dual credit sites.

Dr. Best explained that the Allied Health program is often a stepping stone into the Nursing program.

(2) Developmental Education – Assistant Professor April Addington and faculty colleagues are in the early stages of establishing a transitional education support team at SENMC. Currently, 31.4% of New Mexico high school graduates require some remedial coursework. The team would provide additional guidance and support for those students. Dr. Best applauded the initiative of the faculty, explaining that this is a final opportunity for students to develop the skills they’ll need for moving on to a four-year school or entering the workforce. Developmental coursework cannot be applied to a degree plan, but students may receive financial aid for these courses.

- B) **Dr. Karla Volpi, EVP of Business and Finance:** Dr. Volpi informed the Trustees that she is planning to redo the structure of her financial report so it is easier to read and follow. She is still waiting for the audit but plans to include notes relating to the missing balance sheet. Dr. Volpi added that Ferrelli will be on campus next month. There will be a COVID and flu shot clinic on campus on November 8. It will be open to the community. Dr. Volpi showed everybody the Breast Cancer Awareness t-shirt currently on sale in the SENMC Bookstore. She said all the profits will go to Breast Cancer Awareness.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia took a moment to recognize Ferrelli representative Lisa Edwards. Lisa makes regular site visits to assist the teams as they prepare to go live. Ms. Garcia reported that they have reached a milestone in Financial Aid and now are able to pull ISIRs (Institutional Student Information Records). She added that Student Affairs in conducting interviews for its first Admissions Director and concluded with a “shout out” to Antonia “Toni” Olivas, a student success story. Toni started in Student Affairs through the work-study program, then transitioned to a temporary employee. She is now employed full-time as an Administrative Assistant in Admissions. She will graduate in the spring. Student Government is hosting a Kid’s Carnival in the gym and a haunted house. Student Government is also partnering with Johnny Chandler (Broadcast Media Program Manager) to begin recording podcasts that promote student events, programs, and upcoming activities.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** (see Attachment E) 1) Skillpoint Alliance will complete its pre-apprentice electrical training on October 13 with a graduation ceremony where participants will be awarded certificates of completion. Another training is scheduled for May 2024; 2) MSHA annual refresher training for WIPP started on October 4. Classes were conducted using a round-robin format with 4 instructors. Future classes will be smaller, requiring fewer teachers and classrooms; 3) The Rad Con Tech training in partnership with Porter House started September 21. They are fine tuning operations and scheduling; 4) An MOU for the CDL program has been agreed on and this program could be operational in three weeks; 5) Community Education has published its Spring Schedule. They are also offering a Beginner’s Guide to Public Speaking to SENMC employees on October 12. Dr. Harris reports the schedule is full and there is a waiting list for the next one. English department Professor Kevin “PKev” Daily is the instructor.
- 12) **HR Report: Steven Gonzales, HR Director** (see Attachment F) – The SENMC employee count is at 244 since the last report. Mr. Gonzales introduced and welcomed Johnny Chandler, Broadcast Media Program Manager. There are currently 5 faculty vacancies and 9 staff vacancies. The Employee of the Month for October 2023 is April Addington, Assistant Professor of Mathematics.
- 13) **Employee representative comments (optional)**
- A) **Faculty: Zane Biebelle,** Faculty Senate President thanked the Trustees for ratifying the policy defining tenure saying it is a big moment for faculty. She said they have developed faculty workgroups and are addressing areas for improvement related to shared governance.
Dr. Eduardo Chappa, Professor of Mathematics, Chair of the Promotion and Tenure Committee and the Assessment Committee, took a moment to also thank the Trustees, as well as Dr. Beardmore and the College Council for the definition of tenure.
- B) **Administrative Staff:** Steven Gonzales reported on behalf of Ron Morales that the Administrative Staff continue to meet monthly.
- C) **Classified Staff:** None
- 14) **Board comments:**
Trustees thanked people for coming to the meeting and welcomed new employee Johnny Chandler. They also congratulated Employee of the Month April Addington who was also present at the meeting. Tiffany Frintz said

she loved Juanita Garcia’s story about Toni Olivas. Sarah Bowman thanked mayoral candidate Eddie Rodriguez for being at the meeting. Chair Ned Elkins added his thanks to Sarah’s and also recognized John Heaton and expressed appreciation for his attendance, too. The Trustees thanked SENMC employees for the work they are doing.

- 15) **Announcement of next regular board meeting:**
Date: November 13, 2023 Time: 6:00 pm Place: SENMC Room 153

- 16) **Adjournment – Chairman Ned Elkins** adjourned the meeting at 7:03 pm.

Approved

Tiffany Frintz, Secretary

Date

SENMC STRATEGIC PLAN (2022-2025)

Updates for November 2023 in blue

Goal 1: Diversity and Commitment

Served on a three-member panel discussion, Taking Bold Action: Creating a diverse workplace culture, facilitated by Sarita Nair, Cabinet Secretary, New Mexico Department of Workforce Solutions, at the 2023 New Mexico Workforce Conference in Albuquerque, October 26
Held an Open Forum for campus, November 2
Welcomed the STEM Conference for Middle School Girls to SENMC, November 3
Shared a message of thanks at the Employee Appreciation Luncheon, November 3
Attended the SENMC Veterans Day ceremony with Robert Trautner providing a message of remembrance, November 9

Goal 2: Enrollment, Retention, and Graduation/Completion

Published latest newspaper/website article: "The Best of Both Worlds"
Restored building monitors displaying campus events, October 30

Goal 3: Community Engagement and Economic Enrichment

Graduated 10 students from our SkillPoint Alliance Electrical training program, October 13
Hosted Dr. Dwight Pitcaithley, Carlsbad Hall of Fame member and former Chief Historian of the U.S. National Parks Service, guest of Dr. David McIntosh, History Faculty member, October 11
Presented the SENMC Research and Public Service Project on Manufacturing Sector Development Program to the NM Higher Education Department (remotely), October 16
Met with HSI Grant external evaluators, October 18; Eric Spencer and Dr. Keely Scruggs from Carlsbad Municipal Schools, October 25; and Kyle Marksteiner at the United Way, November 8
Attended the Legislative Education Study Committee hosted by Carlsbad Municipal Schools, October 12; Permian Basin Innovation Zone (PBIZ) press conference (remotely), October 17; Mayor's Energy Summit, October 19; Rotary orientation, October 24; the City of Carlsbad Mayoral and City Council Candidate Forum, October 30; and the Carlsbad Department of Development Board meeting, November 2

Goal 4: Building, Facilities, and College Foundation

Presented our purchase of 3500 Seven Rivers Highway to the NM Higher Education Department Capital Outlay Board on October 10, 2023 and received approval (purchase closed October 20)
Received notice that SENMC Trades and Technologies Building was on the NM Higher Education Department Capital Outlay Funding recommendation list for FY 25, October 13
Met with Doug Clark of Jaynes Corporation, October 11; Jackie White of Pepsi Co, October 25
Notified Nine Degree of their selection for the Trades x Technologies Building and Main Campus renovations design phase, October 27

Goal 5: Independence of SENMC

Led HLC review sessions, October 13 and 27
Submitted the Change of Control supplement to the HLC, October 16
Submitted all requested additional materials to HLC site visit team, October 24
Hosted the HLC site visit team (and our Halloween festivities for the community), October 30 and 31
Discussed cancellation of NMSU MOU with Dr. Monica Torres, Chancellor of NMSU System Community Colleges, November 9

FY25 Higher Education Department Recommendation (\$ in thousands)							
Institution / Program (detail listed primarily in HB2 order, numbers in thousands)	FY24 OpBud	FY24 OpBud Pre-Rec Rollup	FY25 HED Rec	\$ Change	% Change	FY24 Rollup Change	Rollup To
SUMMARY BY INSTITUTION (DFA Code)							
University of New Mexico (952)	289,788.5	289,788.5	308,316.8	18,528.3	6.4%	NA	NA
UNM Health Sciences Center (952)	143,688.1	143,688.1	149,887.2	6,199.1	4.3%	NA	NA
New Mexico State University (954)	267,917.8	267,917.8	294,626.8	26,709.0	10.0%	NA	NA
New Mexico Highlands University (956)	42,009.1	42,009.1	44,990.7	2,981.6	7.1%	NA	NA
Western New Mexico University (958)	32,125.0	32,125.0	34,912.0	2,787.0	8.7%	NA	NA
Eastern New Mexico University (960)	63,740.9	63,740.9	67,435.8	3,694.9	5.8%	NA	NA
New Mexico Institute of Mining & Technology (962)	49,673.0	49,673.0	55,428.2	5,755.2	11.6%	NA	NA
Northern New Mexico College (964)	14,678.3	14,678.3	15,641.1	962.8	6.6%	NA	NA
Santa Fe Community College (966)	18,903.8	18,903.8	19,337.4	433.6	2.3%	NA	NA
Central New Mexico Community College (968)	76,672.5	76,672.5	80,305.2	3,632.7	4.7%	NA	NA
Luna Community College (970)	9,488.5	9,488.5	9,839.6	351.1	3.7%	NA	NA
Mesalands Community College (972)	5,203.5	5,203.5	5,594.1	390.6	7.5%	NA	NA
New Mexico Junior College (974)	8,527.3	8,527.3	9,163.7	636.4	7.5%	NA	NA
Southeast New Mexico College (975)	5,475.2	5,475.2	5,652.0	176.8	3.2%	NA	NA
San Juan College (976)	31,847.0	31,847.0	33,323.0	1,476.0	4.6%	NA	NA
Clovis Community College (977)	12,563.6	12,563.6	12,959.3	395.7	3.1%	NA	NA
Subtotal - Universities and Community Colleges	1,072,302.1	1,072,302.1	1,147,412.9	75,110.8	7.0%	NA	NA
New Mexico Military Institute (978)	4,501.9	4,501.9	5,566.5	1,064.6	23.6%	NA	NA
New Mexico School for the Deaf (980)	2,228.4	2,228.4	2,334.3	105.9	4.8%	NA	NA
NM School for the Blind & Visually Impaired (979)	5,239.7	5,239.7	5,490.9	251.2	4.8%	NA	NA
Subtotal - Special Schools	11,970.0	11,970.0	13,391.7	1,421.7	11.9%	NA	NA
Subtotal - University, Community Colleges, Special Schools	1,084,272.1	1,084,272.1	1,160,804.6	76,532.5	7.1%	NA	NA
New Mexico Higher Education Department (950)	185,184.3	185,184.3	197,236.6	12,052.3	6.5%	NA	NA
TOTAL GENERAL FUND	1,269,456.4	1,269,456.4	1,358,041.2	88,584.8	7.0%	NA	NA
SUMMARY BY MAJOR FUNCTION							
Instruction and General							
University	628,016.1	635,199.5	668,580.9	33,381.4	5.3%	7,183.4	NA
Community College	154,762.6	156,634.6	162,845.0	6,210.4	4.0%	1,872.0	NA
UNM/HSC	82,735.7	83,338.1	87,505.0	4,166.9	5.0%	602.4	NA
Special schools	9,595.1	9,957.0	10,454.9	497.9	5.0%	361.9	NA
Subtotal Instruction and General	875,109.5	885,129.2	929,385.8	44,256.6	5.0%	10,019.7	NA
Non-I&G/Non RPSP (Non- I&G Programs above the RPSP line)							
Athletics (Including NMML)	27,895.6	27,895.6	36,292.1	8,396.5	30.1%	-	NA
Educational Television	3,453.0	3,453.0	4,007.2	554.2	16.0%	-	NA
Teacher Pipeline Initiative	1,400.0	1,400.0	1,400.0	-	0.0%	-	NA
Tribal Education Initiative	1,750.0	1,750.0	1,800.0	50.0	2.9%	-	NA
Agriculture	50,960.0	50,960.0	62,818.2	11,858.2	23.3%	-	NA
Other Non-RPSP	8,577.2	8,577.2	11,127.2	2,550.0	29.7%	-	NA
Subtotal Non-I&G/Non RPSP	94,035.8	94,035.8	117,444.7	23,408.9	24.9%	-	-
Research and Public Service Projects							
Nurse Expansion	14,313.5	14,313.5	14,313.5	-	0.0%	-	NA
Nurse Other	7,626.7	7,626.7	7,626.7	-	0.0%	-	NA
Dental	604.0	604.0	732.5	128.5	21.3%	-	NA
Centers of Excellence	2,845.7	2,845.7	6,000.0	3,154.3	110.8%	-	NA
Education programs - early childhood and teacher education	2,449.1	2,449.1	2,449.1	-	0.0%	-	NA
Student Service Programs	5,649.6	676.0	676.0	-	0.0%	(4,973.6)	NA
Other RPSP	79,595.8	74,911.6	80,089.6	5,178.0	6.9%	(4,684.2)	NA
Special School RPSP	2,042.4	1,680.5	2,086.8	406.3	24.2%	(361.9)	NA
Subtotal Research and Public Service Projects	115,126.8	105,107.1	113,974.2	8,867.1	8.4%	(10,019.7)	NA
Grand Total Universities, Colleges, Special Schools	1,084,272.1	1,084,272.1	1,160,804.6	76,532.5	7.1%	-	NA
NMHEd - P505 (Policy Dev & Institution Financial Oversight)							
NMHEd - P506 (Student Financial Aid)	24,079.5	24,079.5	25,160.4	1,080.9	4.5%	NA	NA
NMHEd - P510 (Opportunity Scholarship)	146,000.0	146,000.0	146,000.0	-	0.0%	NA	NA
Subtotal NMHEd Programs	185,184.3	185,184.3	197,236.6	12,052.3			
TOTAL GENERAL FUND	1,269,456.4	1,269,456.4	1,358,041.2	88,584.8	7.0%	NA	NA

Year	Capital Projects (in priority order)	Funding	Bond funds availability	Estimated cost	Description
2023-2024	Trades x Technologies Building	GOB (\$5 currently under consideration) /College/Industry & Govt partners	July 2025	\$40M	New facility to house new programs in Electrical Technology, Oil and Gas Technology, and Radiologic Control Technology, as well as expanded space for current Industrial Maintenance Technology and Natural Gas Technology programs. Includes indoor shop spaces, adjacent outdoor training spaces, simulator spaces, combined classroom/lab spaces for Instrumentation and Programmable Logic Controllers training, computer lab, testing space, and offices.
2023-2024	3500 Seven Rivers Land Purchase <i>HED approved 10-10-23</i>	College	N/A	\$725,000	3.3 acres of adjacent land that will provide frontage on the main highway (the college currently has none). Will be used for signage and future expansion.
2023-2024	Main Building Entryway and Welcome Center	College/Federal grants	N/A	\$4M	Current entrance leads down a hallway. Change will provide a clear public entrance to the Main Building (the largest and oldest on campus), complementing the new parking lot currently under construction and creating a welcome center/one-stop admissions student services area.
2023-2024	HVAC and Energy Performance Updates <i>HED approved 9-19-2023</i>	State/College	N/A	\$6M	As recently as June 2023 8 of 11 roof top units were down for repairs. Need complete replacement of HVAC on Main Building and upgrades to all HVAC controls
2023-2024	Mall Lease	College	N/A	\$72,000 annually	Expansion of workforce development (non-credit) due to space limitations on campus.
2023-2024	Mall Buildout	College	N/A	\$250,000	Update to facility to bring restrooms and space into compliance with expectations for public classroom spaces
2023-2024	Library Family Study Room, and Restroom,	Federal	N/A	\$300,000	Repurposing of space available due increased use of electronic materials to serve students with children and family programs.
2023-2024	Signage on main highway entrance to campus	College	N/A	\$175,000	Newly purchased land will provide space for campus signage on the main highway. Plans include a video screen.
2023-2024	Building Access Project	College	N/A	\$725,000	Replacement of all building door locks with unified controls, including necessary hardware and software.
2024-2025	Specialized Driving Training (land and facility)	STB/College	July 2026	\$5M	Specialized driving range facility (CDL, First Responder emergency vehicle safety training, motorcycle safety training) with classrooms, office, storage, simulator, and kitchenette.
2025-2026	Science, Technology, Engineering Pre-School Academy (STEPS Academy)	GOB/College/Foundation Partners	On hold	\$15M	STEM focused bilingual birth to pre-K education available to students, employees, and the public.
2026-2027	Workforce Development Center	STB/College	July 2028	\$3M	Upgrade or replacement of Mall Lease space
2027-2028	Residence Hall	College	N/A	\$15M	The community, which provides the vast majority of our funding, has expressed its interest in a residential life program

NEW CONSTRUCTION

NM-Institution	Recommendation
Central New Mexico Community College	\$ 11,000,000.00
Dine College	\$ 1,000,000.00
Eastern New Mexico University	\$ 5,000,000.00
Eastern New Mexico University - Roswell Branch	\$ 5,300,000.00
Eastern New Mexico University - Ruidoso Branch	\$ 3,000,000.00
New Mexico Institute of Mining and Technology	\$ 8,468,000.00
New Mexico School for the Blind	\$ 4,800,000.00
New Mexico School for the Deaf	\$ 3,000,000.00
New Mexico State University - Alamogordo	\$ 5,000,000.00
Navajo Technical University	\$ 1,000,000.00
Southeast New Mexico College	\$ 5,000,000.00
University of New Mexico	\$ 60,500,000.00
University of New Mexico - Taos Branch	\$ 1,500,000.00
University of New Mexico - Valencia Branch	\$ 1,000,000.00
Western New Mexico University	\$ 9,000,000.00
Total New Construction:	\$ 124,568,000.00

RENOVATION

NM-Institution	Recommendation
Central New Mexico Community College	\$ 6,000,000.00
Eastern New Mexico University - Roswell Branch	\$ 2,000,000.00
Luna Community College	\$ 2,000,000.00
New Mexico Junior College	\$ 8,000,000.00
New Mexico State University	\$ 15,000,000.00
New Mexico State University - Grants Branch	\$ 3,000,000.00
Northern New Mexico College	\$ 5,000,000.00
Santa Fe Community College	\$ 5,700,000.00
University of New Mexico - Gallup Branch	\$ 1,000,000.00
University of New Mexico Health Science Center	\$ 45,000,000.00
University of New Mexico - Los Alamos Branch	\$ 1,000,000.00
Total Renovation:	\$ 93,700,000.00

HIGHER EDUCATION CAPITAL OUTLAY RECOMMENDATION

Texas Higher Education Coordinating Board

Project Construction Cost Analysis

Fall 2022 (FY 2016 - FY 2022)

Public Universities, Health-Related Institutions, and State and Technical Colleges

Facility Type	New Construction Average Cost, in Dollars, per Square Foot plus One Standard Deviation	Repair and Renovation Average Cost, in Dollars, per Square Foot plus One Standard Deviation
Athletic	686	480
Auditorium/Theater	Note 1	Note 1
Classroom, General	613	399
Classroom, Medical/Healthcare	613	298
Food Service	Note 1	Note 1
Healthcare Facility, Clinic	Note 1	Note 1
Healthcare Facility, Hospital	766	943
Housing	Note 1	Note 1
Housing, Apartments	Note 1	Note 1
Housing, Dormitory	508	274
Laboratory, General	736	1088
Laboratory, Medical/Healthcare	699	410
Library/Study Facilities	528	304
Office, General	635	311
Office, Technology	485	Note 1
Other	872	607
Parking	112	Note 1
Physical Plant	Note 1	Note 1
Student Center	949	269

Source: Approved Integrated Campus Planning System projects with start dates between 2016 and 2022 excluding infrastructure projects. Per Board rule 17.100(3), the Board's seven-year average cost calculation is adjusted for inflation using ENR's Building Costs Index and Location using RSMeans Location Adjustment Factor.

Note 1. No average cost per gross square foot is available for this category due to one or fewer projects reported in the last seven years. Institutions should use the "Other" category as a proxy when submitting projects in categories without a reported standard.

THECB February 2023

<https://www.highered.texas.gov/our-work/supporting-our-institutions/institutional-resources/other-institutional-resources/facilities-resources/construction-cost-standards/>

SENMC Policy Changes

November 2023

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

Approved by Lane Martin 11-6-23

Approved by College Council 11-8-23

Section F – Policy 800 – Student Complaints and Grievances (*new section*)

- I. Student Complaint and Grievance Process - The process for the resolution of student complaints and grievances is governed by SENMC policies, procedures, and, in certain instances, external bodies such as the New Mexico Higher Education Department and the U.S. Department of Education. An overview of the student complaint and grievance process is available on the SENMC website under Student Services. This site serves as a reference point for the filing of all complaints, including academic and non-academic complaints, as well as those related to federal financial aid, online degree and certificate programs, and Title IX. The SENMC Student Handbook also provides additional guidance for students and anyone assisting them with the resolution of their concern.
- II. Student Complaint and Grievance Questions - Questions about any complaint or grievance, including assistance with the process to be followed, should be directed to the SENMC Vice President of Student Affairs.
- III. Appeals to the New Mexico Higher Education Department - In accordance with Federal Program Integrity rules, the New Mexico Education Department (NMHED) reviews complaints regarding public and private post-secondary institutions in New Mexico. NMHED will receive complaints that were unable to be resolved through the institution's internal complaint process. Generally, in order to file a complaint with NMHED, students must have already filed with and received a response from the institution.

The New Mexico Higher Education Department

2044 Galisteo Street, Suite 4

Santa Fe, NM 87505-2100

505-476-8400

<https://hed.nm.gov/students-parents/student-complaints>

Rationale: New Mexico Higher Education Department (NMHED) has the authority to help facilitate resolution to student complaints after the student has utilized all internal complaint procedures at the educational institution. NMHED also coordinates application by NM higher education institutions to the National Council for State Authorization Reciprocity Agreements (NC-SARA), a nationwide organization that supports agreements between states for online education. For the NC-SARA application, the college must have a policy for student complaints that notes the authority of NMHED to resolve complaints and contact information for NMHED. This proposed policy addresses the need while maintaining the current SENMC structure in place for complaint resolution.

Evaluation of Transfer Credits

Once a student has been admitted to SENMC, an evaluation of credits on a course-by-course basis is conducted by the Registrar's Office. Courses that require departmental approval are sent to the department chair for review. The department chair approves those transfer courses that are acceptable toward a degree or a certificate. Credits from non-accredited institutions will be evaluated by the registrar and approved by the department chair if it applies to the student's degree or certificate. Courses that are transferred and are part of the NMHED Common Course Numbering Matrix are accepted according to NMAC 5.55.5 (<https://www.srca.nm.gov/parts/title05/05.055.0005.html>).

Transferring Courses to Fulfill the New Mexico General Education Curriculum

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, approved general education courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution.

The core matrix of approved courses guaranteed to transfer and meet general education curriculum requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department web site on the New Mexico General Education Curriculum page (https://hed.nm.gov/resources-for-schools/public_schools/general-education/). Courses are listed by institution, whether university or community college, under each of the seven content areas. The courses for Southeast New Mexico College are listed in the general education courses section of this catalog.

Transferring Courses within Degree Programs

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These are composed of an agreed upon number of hours and courses. When discipline module courses are taken in addition to the 31-hour general education core, the total number of hours in a transfer module are approximately 60.

Transfer Credit Appeal Process

If courses are not accepted for transfer by the College the student may appeal this decision. In order for a student to appeal the transfer evaluation they must follow the steps below:

1. File a written appeal with the Registrar's Office, including the information of the course(s) in the appeal.
2. Provide a syllabus from the institution the course was completed at the time the student completed the course.
3. The Registrar's Office will review within in 30 days of receiving the written appeal.
4. If denied by the Registrar the student can then file an appeal with the Vice President of Academic Affairs.

If the student is denied a second time they may appeal to the New Mexico Higher Education Department at <https://hed.nm.gov/students-parents/>

student-complaints. (<https://hed.nm.gov/students-parents/student-complaints/>)

Student Responsibility

Planning for effective transfer within maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

Tuition, Fees and Other Expenses

All costs are given for one term/semester. The College reserves the right to change any of the charges without notice.

Campus Tuition Rates

For a full listing of all tuition rates from the SENMC please see the Tuition & Fees (<https://senmc.edu/business-office/tuition-fees.html>) page.

Undergraduate Tuition and Required Fees Course Fees (Fees Assessed per Course)

Courses in computer science, physical education, manufacturing and craft skills, nursing, science, welding and other courses, may require students to pay fees to acquire special supplies. Some music courses also require additional fees. These fees are approved by the SENMC Board of Trustees and are listed each semester in the Schedule of Classes published by SENMC.

Fee	Cost
ACCT 1150	25.00
ACCT 2110Y	25.00
ARTS 1240	25.00
ARTS 1610	25.00
ARTS 1630	25.00
ARTS 2610	25.00
ARTS 2616	25.00
ARTS 2630	25.00
ARTS 2635	25.00
BIOL 2110L	25.00
BIOL 2210	25.00
BIOL 2210C	15.00
BIOL 2225C	25.00
BIOL 2310L	25.00
BIOL 2610L	25.00
CHEM 1225G	25.00
CHEM 1226	25.00
CHEM 2115	25.00
E T 120	15.00
E T 155	10.00
E T 182	10.00
E T 183L	10.00
E T 184	10.00
E T 217L	40.00
FDMA 2150	40.00
FDMA 2210	40.00
FDMA 2285	40.00

FDMA 2360	40.00
FDMA 2520	40.00
FDMA 2715	40.00
FDMA 2730	40.00
FDMA 2735	40.00
FDMA 2740	40.00
FDMA 2996	40.00
GEOG 1110G	25.00
NA 101	50.00
NA 115	55.00
NURS 146	80.00
NURS 153	50.00
NURS 154	50.00
NURS 155	15.00
NURS 156	80.00
NURS 210	50.00
NURS 211	50.00
NURS 212	50.00
NURS 246	80.00
NURS 256	80.00
NURS 258	80.00
OATS 101	15.00
OATS 105	25.00
OATS 106	25.00
OATS 121	15.00
OATS 150	10.00
OATS 202	15.00
OATS 205	15.00
OATS 211	15.00
OATS 213	15.00
OATS 214	15.00
OATS 218	15.00
OATS 223	15.00
OECS 101	80.00
OECS 105	80.00
OECS 110	80.00
OECS 125	80.00
OECS 185	25.00
OECS 207	80.00
OECS 208	80.00
OECS 209	80.00
OECS 211	80.00
OECS 215	80.00
OECS 220	80.00
OECS 230	80.00
OECS 231	80.00
OECS 280	80.00
OEEM 101	125.00
OEEM 120	125.00
OEEM 120 L	125.00
OEEM 121	125.00
OEEM 150	175.00

OEEM 150 L	175.00
OEEM 151	175.00
PHYS 1115G	25.00
PHYS 1230L	25.00
PHYS 1240L	25.00
PHYS 1310L	25.00
WELD 100	50.00
WELD 105	50.00
WELD 110	50.00
WELD 115	50.00
WELD 120	50.00
WELD 125	50.00
WELD 126	50.00
WELD 130	50.00
WELD 140	50.00
WELD 150	50.00
WELD 151	50.00
WELD 170	50.00
WELD 180	50.00
WELD 180	50.00
WELD 211	50.00
WELD 255	50.00
WELD 295	50.00

Payment of Charges

By enrolling in classes at SENMC, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and SENMC and all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523 (a) (8). Payments can be made by mail, web, telephone, or in person at the SENMC Business Office. Cash, checks, money orders and limited types of credit cards are accepted. Term charges can be paid in full or paid by using a payment plan. For payment plan contact the Business Office. Fees vary based on the plan. All financial aid received must be paid towards balances owed. Additional penalty charges may be assessed for failure to make payments when due. The College reserves the right to deny a payment plan to any student who has been negligent in making payments to the College for previous debts. Academic credits, transcripts and diplomas will be withheld until all financial obligations are paid. Students are prohibited from registering for a term until all previous debts that are due to the College are paid in full.

Tuition Adjustments, Refunds and Forfeitures

Students officially unregistering courses during a semester or term are eligible for a 100-percent refund of tuition and fees through the deadlines listed online. Go to [Important Dates for Students](#). Students dropping (withdrawing) from courses after that deadline will not be eligible for a refund and will remain liable for full tuition and fee charges. Non-attendance does not constitute an official course unregister or drop (withdrawal). All charges due to SENMC must be paid before refunds or adjustments will be permitted.

In case of academic or disciplinary suspension, eligibility for tuition refunds and adjustments will depend on the condition of the suspension and will be entirely at the option of the college. Should unforeseen circumstances beyond the reasonable control of Southeast New Mexico

SOUTHEAST NEW MEXICO COLLEGE BOARD POLICY

Section A – General Provisions - Policy Number 500 – Board of Trustees Financial Oversight

- I. Introduction - The Board has the authority and responsibility to provide financial oversight of the College. This authority and responsibility shall specifically include:
 - a. Approve budgets, budget adjustments and financial statements.
 - b. Review the financial statements and reports
 - c. Determine the operating budget for the distribution of available resources according to the Board's priorities. The President may re-allocate funds within the operating budget, but not between exhibits without Board approval.
 - d. Sole authority for establishing tuition and fees of a general nature for semester-hour credits resides with the Board. The President shall make recommendations to the Board for establishment of tuition rates and fees. Normally, action to approve tuition and fees for credit classes shall be taken by the Board once each year as part of its approval of the forthcoming year's operating budget. The Board may delegate to the President or designee authority to approve individual course fees, such as laboratory fees for science courses.
- II. Authority to Alter Fees and Tuition during Financial Emergency - When a financial emergency is declared by the Board, tuition and fees may be changed outside of the normal budget approval process. Upon the decision to make changes in tuition and fees, the College shall provide notice as soon as possible to students and the community.
- III. Preparation of Budget, Income Expenditures, and Financial Reports - The President and Vice President of Business and Finance shall prepare the fiscal year budget of income and expenditures. They shall also provide all other financial reports requested by the Board.
- IV. Non-Credit and Contract Classes - The President or other Executives designated by the President shall establish tuition and fee charges for noncredit and contract training classes.

**New Mexico Higher Education Department
Institutional Finance Division
Quarterly Financial Certification Report Template**

Please complete and sign the following Financial Certification Report and submit with the Quarterly Financial Actions Report.

To the best of my knowledge, I certify that the information provided in the attached Financial Actions Report for the:

1st ☒ 2nd ☐ 3rd ☐ 4th ☐ Quarter, FY 24

is correct as of the signature dates noted below, and that

College Name: Southeast New Mexico College

has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

	11/13/23
(Name) Board Chair, Board Co-Chair, or Certified Designee	Date
	11/13/23
(Name) President	Date
	11/13/23
(Name) Chief Financial Officer	Date

Quarterly Financial Actions Report

College Name: Southeast New Mexico College

Fiscal year: 2024

Date: 11/13/23

Period (check one)

Quarter 1

☒

Quarter 2

☐

Quarter 3

☐

Quarter 4

☐

During the period of time covered by this report; did your institution:

(1) Request an advance of state subsidy?

Yes

☐

No

☒

(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?

Yes

☐

No

☒

(3) Fail to make its payroll payments, as scheduled?

Yes

☐

No

☒

(4) Fail to make its scheduled debt service payments?

Yes

☐

No

☒

(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?

Yes

☐

No

☒

(6) Relative to the original fiscal year budget, experience any significant actual or anticipated financial changes that are not reflected in a submitted Budget Adjustment Request (BAR). Significant financial changes refers to fiscal activity that will result in a substantially reduced year-end fund balance or any increase in a fund balance deficit.

Yes

☐

No

☒

If the answer to any of the above questions is "Yes," please describe in a separate document:

- (i) the reason for the occurrence,
- (ii) the actions taken by your institution to resolve this particular occurrence, and
- (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.

Human Resources Report - November 2023

Report Generated: November 8, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 252 (+8)

New Hires

Name

Job Title

Bell, Adriene

CNA Program Coordinator

Kartchner, Mia

Student hire, Digital Media

Meier, Todd

Adjunct, Art

Olivas, Antonia

Administrative Assistant, Admissions

Schuller, Todd

Temporary Trainer, Workforce

Strickland, Alyssa

Temporary Instructor, Adult Education

Total: 6

Departures

Name

Job Title

Gonzales, Sierra

Human Resources Coordinator

Quintana, Christopher

Temporary, Facilities

Strickland, Alyssa

Temporary Instructor, Adult Education

Total: 3

Currently in Interview Process

Job Title

Director of Workforce and Community Education

Human Resources Coordinator

Workforce Grant Project Director

Total: 3

Current Vacancies

Job Title

Faculty:

- Adjunct Instructor - EMT
- Adjunct Nursing Program Clinical Instructor
- Instructor or Assistant Professor of Allied Health Dual Credit
- Instructor or Assistant Professors of Education
- Instructor or Assistant Professor of Nursing

Total: 5

Staff:

- Admissions Coordinator
- Director of Construction and Special Projects
- Director of Workforce and Community Education
- Health Clinic Nurse Practitioner
- Human Resources Coordinator
- Tutors, Math - PT/FT
- Workforce Grant Project Director
- Workforce Training Coordinator

Total: 8
