



Southeast New Mexico College  
 President's Office  
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**AGENDA**  
**MEETING OF THE BOARD OF TRUSTEES**  
**SOUTHEAST NEW MEXICO COLLEGE**  
**MONDAY, JANUARY 8, 2024 AT 6:00 PM**  
**SOUTHEAST NEW MEXICO COLLEGE, ROOM 153, 1500 UNIVERSITY DRIVE**  
**CARLSBAD, NEW MEXICO 88220**

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

**AGENDA ITEMS**

- |   |  |
|---|--|
| 1. CALL TO ORDER  | BOARD CHAIR FRINTZ   |
| 2. PLEDGE OF ALLEGIANCE   | ALL  |
| 3. ESTABLISH QUORUM   | ROLL CALL  |
| 4. APPROVE AGENDA   | ACTION ITEM  |
| 5. APPROVAL OF MINUTES FROM 12/11/2023  | ACTION ITEM  |
| 6. PUBLIC COMMENTS<br>Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting.  |  |
| 7. STUDENT GOVERNMENT REPRESENTATIVE  | DISCUSSION   |
| 8. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN  | DISCUSSION   |
| 9. SENMC UPDATES -DR. KEVIN BEARDMORE<br>A) UPDATE ON 2022-2025 STRATEGIC PLAN (see attached)   | DISCUSSION   |
| 10. OLD BUSINESS<br>A) ELECTION OF BOARD OF TRUSTEES SECRETARY<br>(TERM: JAN 2024-DEC 2025)   | DISCUSSION/ACTION  |
| 11. NEW BUSINESS<br>A) SENMC FOUNDATION ORGANIZATIONAL DOCUMENTS<br>B) SENMC SIGN DESIGN<br>C) TRADES x TECHNOLOGIES BUILDING ELEVATION DESIGN<br>D) SCHEDULE ANNUAL BOARD OF TRUSTEES TRAINING   | DISCUSSION/ACTION<br>DISCUSSION/ACTION<br>DISCUSSION/ACTION<br>DISCUSSION/ACTION |
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS<br>A) DR. MICKEY BEST, INTERIM VP-ACADEMIC AFFAIRS<br>B) DR. KARLA VOLPI, EXECUTIVE VP-BUSINESS & FINANCE<br>C) JUANITA GARCIA, VP-STUDENT AFFAIRS<br>D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT | 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 (**2-12-2024**)

BOARD CHAIR FRINTZ

17. ADJOURNMENT

BOARD CHAIR FRINTZ

**Board Packet should be available to the public upon request through Andrea Dodson at [adodson@senmc.edu](mailto:adodson@senmc.edu) or 575-234-9211.**

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

## BOARD OF TRUSTEES MEETING MINUTES

Date: 12/11/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

Chairman, Ned Elkins

Member, Bill Murrill (via Zoom)

Member, Mark Cage

Type of Meeting:

Regular     Work

Special

Secretary, Tiffany Frintz

Member, Sarah Bowman

Board Members absent: Mark Cage

1) **Call to Order**

Time: 6:01 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0** Abstain: **Bowman**

**Frintz, Elkins, and Murrill** voted to approve the agenda. **Bowman** abstained from voting.

5) **Approval of minutes from the previous meeting – 11/13/2023**

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0** Abstain: **Bowman**

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

6) **Public Comments: None**

7) **Student Government Representative:** Representatives included Imarii Orozco, Chief Clerk, and Ray-Ray Olivas, Publicity Coordinator. Orozco reported that in November they co-hosted with Grant Servies a “Coco” Movie Night and currently are sponsoring Christmas Anonymous Angels. They’re working on a Welcome Week in January.

Tessa Folks, President of Phi Theta Kappa (PTK), reported that for the first time since 2013 the PTK chapter on this campus is designated a 4-Star (out of 5) chapter. The Chapter completed its college project of developing a monthly newsletter to increase awareness of PTK, what is happening on campus, and the independence of SENMC. They also partnered with HSI grants (Hispanic Serving Institution) and did a degree fair to raise awareness for the community and Early College High School students to learn what degrees are offered at SENMC and the kinds of jobs that are available with those degrees. They are currently fundraising so they can earn money to attend PTK’s international conference, Catalyst, in Orlando in April 2024. The Chapter is working with the Carlsbad Chamber of Commerce to serve as mascots at Christmas on the Pecos. In exchange for this, the Chamber will make a donation to the Catalyst trip fund. They are working Photos with Santa, and the photo company will also make a donation to the Catalyst trip fund. Tessa Folks also announced that they have nominated Dr. Kevin Beardmore an award that recognizes new presidents (fewer than three years at their current institution) for outstanding efforts given toward promoting PTK’s mission and student success.

8) **General Counsel: Lane Martin** – (via Zoom). Lane Martin has received a proposed release agreement from the legal department at New Mexico State University (NMSU). The University is prepared to release final monies due to Southeast New Mexico College as soon as the signed release is sent to NMSU. He requested

that the Board authorize either Dr. Beardmore or Chairman of the Board, Dr. Ned Elkins, to sign the release. Lane added that a van for which SENMC has the title has not been located on campus and the title will be returned to NMSU.

Chairman Elkins commented that he still has not heard from the auditor. Lane offered to call again because Dr. Elkins is ready to close the books on the June 2022 audit.

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

Dr. Beardmore reviewed the several community meetings/events he's participated in since the last Board meeting. These include a meeting with representatives from Carlsbad Municipal Schools, Dr. Gerry Washburn, Superintendent; Eric Spencer, Assistant Superintendent for Instruction; Jim Schapekahm, new Carlsbad High School principal; Jennifer Timme, Director of Curriculum and Instruction; and Dr. Keely Scruggs, Coordinator of College and Career Readiness. He also met with Lee White, Superintendent of Loving Schools and Darian Jaramillo, Superintendent of Artesia Public Schools. Dr. Beardmore attended the Energy Pathway Advisory Committee meeting on November 15 and the Carlsbad Municipal Schools Law Enforcement and Public Safety Pathway meeting on November 16. On December 7, Dr. Beardmore and Dr. Monty Harris, Vice President for Workforce Development and Community Engagement, met with 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 Nuclear Security Administration.

Dr. Beardmore next shared a flowchart that describes funding from the state. On December 13 Dr. Beardmore will attend a legislative session that will address funding for higher education.

The New Mexico Higher Education Department sent a letter giving its report of the site visit to SENMC's campus on September 20. In it, NMHED offered free training to the Board of Trustees. This training will probably be scheduled for some time in the summer.

The Higher Learning Commission sent a letter on December 11 advising of its acceptance of SENMC's application for Change of Control, dated October 17, 2023. The college must send notice of the closing within 24 hours after the transaction has closed. Dr. Beardmore will send the letter on December 12. Dr. Beardmore also reviewed some of the concerns raised by the HLC which he described as "fair". Southeast New Mexico College will undergo a focus visit within the next six months. Dr. Beardmore said he is hoping for an April visit. Additionally, the HLC Board of Trustees has placed SENMC on the Standard Pathway with the college's next comprehensive evaluation to be scheduled in five years. Beardmore said this indicates the college is where it should be.

**10) Old Business: None**

**11) New Business**

**A) Endorsement of 2024 Strategic Plan Efforts - Dr. K Beardmore**

Dr. Beardmore shared objectives in all areas of the Strategic Plan for the 2024 calendar year. They are printed in blue on the attached list. The Diversity Hiring Committee, listed under Goal 1, would be a group specially trained in this. A member of this group would be included on every search committee. The Goal 2 efforts will include completing a campus Academic Plan. Work is already started on this as the college as opened its search for a Vice President for Academic Affairs (VPAA). The expectation is to announce a new VPAA before faculty leave in May. One of the items in Goal 3 is to hire a nurse practitioner for the campus health clinic. There is currently a candidate for this position. Completing a Campus Master Plan and a Campus Technology Plan are included in Goal 4. Dr. Beardmore and Sky Soto, Director of Marketing and Public Relations, are waiting for a mock-up of new signage for the college. Dr. Beardmore added that Foundation documents have been completed and sent to Lane Martin for review. He said the process for final approval may take 18 months.

Goal 5 relates to the independence of SENMC and at the request of Lane Martin the Board amended this section of the 2024 objectives to include signing the agreement for the release of the Memorandum of Understanding with NMSU.

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

**Bowman, Frintz, Elkins, and Murrill** all voted in favor of the motion to amend the list of objectives for 2024.

Another item under consideration was a tuition increase. Dr. Beardmore explained that the college does not need the increase, but they do need to talk about it. Because tuition is low the college receives less money from the state. The Board agreed they do not want to raise tuition. Dr. Beardmore concluded the discussion of the 2024 objectives with a recommendation that the college develop a 5-year strategic plan (2025-2030). He said he is already in discussions with a group that may help the college develop its strategic plan.

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

**Bowman, Frintz, Elkins, and Murrill** then voted in favor of the motion to approve the 2024 objectives list as amended.

**B) Swearing In of Re-elected Trustee, Mrs. Sarah Bowman**

Re-elected Trustee Mrs. Sarah Bowman took the oath of office, administered by a Notary Public. Her term will begin in January 2024 and continue through December 2029.

**C) Election of Secretary of Board of Trustees**

The Trustees determined that only Sarah Bowman and Mark Cage are candidates for the office of Secretary. Because Mark Cage is not present at the meeting they decided to table this action until the January 2024 meeting.

Motion to Table: **Tiffany Frintz** Second: **Sarah Bowman** Nays: **0**

**Bowman, Frintz, Elkins, and Murrill** voted unanimously in favor of the motion to table the election of a Board Secretary until the next Board of Trustees meeting scheduled for January 8, 2024.

**D) Resolution Recognizing Dr. Ned Z. Elkins – K. Beardmore**

Dr. Beardmore read a resolution recognizing Ned Elkins for his service to the community and to Southeast New Mexico College.

Motion: **Sarah Bowman** Second: **Tiffany Frintz** Nays: **0** Abstain: **Elkins**

**Bowman, Frintz, and Murrill** voted in favor of the motion to pass the resolution recognizing **Dr. Ned Z. Elkins**.

Dr. Elkins was presented with a gavel acknowledging his service as the inaugural Chairman of the Board of Trustees of Southeast New Mexico College.

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

**A) Dr. Mickey Best, Interim VP of Academic Affairs:** Dr. Best reported that the HLC has established new guidelines for qualifying faculty. Institutions establish and maintain policies and procedures for determining that faculty are qualified. The standard of an earned masters' degree or masters' degree and 18 graduate hours in the subject matter the faculty member would teach is unchanged. However, now the college can also consider professional experience. It is up to the institutions to decide what that looks like. Teaching experience cannot be considered for credentialing.

**B) Dr. Karla Volpi, EVP of Business and Finance:** Dr. Volpi reported that she recently met with representatives from NMSU and they have agreed that the amount due to SENMC from NMSU is approximately \$2.1MM. The funds will be wired as soon as NMSU receives SENMC's signed release. Dr. Volpi referred to previous discussions regarding a redundant internet connection. She said a

possible solution is a cellular device. Verizon has one and SENMC will start experimenting with it. She announced that the Construction Projects Manager will start on the 16<sup>th</sup>.

- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia said they are wrapping up a lot of projects. Reach (Admissions platform) went live in November with very few issues and staff are training in Reach.

Ms. Garcia introduced Joshua Adamowich, Admissions Director. She said he has experience and expertise in customer relations management. Electronic transcripts will be available in 2024.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** They are still waiting to get the utilities connected at the mall, but the buildout plan has been finalized. They are moving forward in the hiring process for the Grant Project Director for the Department of Energy grant. Dr. Harris reported that the meeting he and Dr. Beardmore had with 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 Nuclear Security Administration), was positive and comments from Mr. Blanc reflected consistency in the information he's received from the several groups he has visited.

The first class for the CDL program is anticipated to start after the first of the year but a date has not been determined. Phoenix Truck Driving Institute will be sending a branded trailer to help raise awareness of the program. They are pursuing 3<sup>rd</sup>-party test site status with the state. This would allow SENMC to administer the test here.

In Community Education, Director Maria Quintana has collaborated with the homeschool co-op to provide cooking classes and beginning Spanish class.

- 13) **HR Report: Steven Gonzales, HR Director** – The SENMC employee count is at 260 since the last report. There are currently 4 faculty vacancies and 4 staff vacancies. The Employee of the Month for December 2023 is Dr. David McIntosh, Assistant Professor of History and Anthropology.

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

- A) **Faculty: Zane Biebelle-** Professor Biebelle thanked Dr. Elkins for his service as Chairman of the Board of Trustees. She said faculty are busy wrapping up the semester and still working some bugs out of the system.
- B) **Administrative Staff: Ron Morales-** Mr. Morales thanked the Board for its service and announced that newly elected Administrative Staff officers will be presented at the January Board meeting.
- C) **Classified Staff:** None

15) **Board comments:**

Thanks to Ned Elkins for his service to the Board, his leadership and insight. Dr. Elkins commented that he is looking forward to continuing to work with this Board. Sarah Bowman thanked her constituents for re-electing her. She said she is energized for what the future holds. Bill Murrill congratulated Sarah and Tiffany. The Trustees wished everyone happy holidays and safe travels.

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

**Date:** January 8, 2024    **Time:** 6:00 pm    **Place:** SENMC Room 153

- 17) **Adjournment** – **Chairman Ned Elkins** adjourned the meeting at 7:32 pm.

**Approved**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

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

Updates for January 2024 in blue

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

Held an Open Forum for campus, November 30

Attended the Festivus Celebration, December 19

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

Published latest newspaper/website article: "Changing of the Guard"

Established a new Dual Credit Liaison (faculty overload opportunity)

Announced the updated and realigned academic department list, December 1

Received approval from the department chairs for a new, expanded responsibilities and compensation plan, December 6

Hired a Spanish Professor to begin teaching online Spanish classes in spring and in-person Spanish and Education classes in Fall 2024, December 20

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

Attended the Legislative Finance Committee Higher Education hearing, December 13

Attended the New Mexico Independent Community Colleges Quarterly Board Meeting, December 13

Met with Dr. Steven A. Coleman, Associate Laboratory Director – Environment, Safety, Health, and Quality, Los Alamos National Laboratory and Doug Weaver, Director, Carlsbad Office, December 14

Met with Nicholas Arledge, Carlsbad Medical Center CEO, regarding the potential for a new Radiography Technology program, December 14

Hired a Nurse Practitioner in preparation for re-opening our Campus Health Clinic in April, December 18

Attended the Mayor's Lt. Governor Morales Meet & Greet Breakfast, December 20

Attended the Carlsbad Hall of Fame Induction for John & Julia Heaton, December 29

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

Met with a representative from a sign design company, December 15

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

Received approval of our continued accreditation based on our HLC Change of Control supplement submitted in mid-October, December 11

Notified the HLC of the termination of the MOU, December 12

Scheduled the HLC Focused Visit for April 29-30, 2024, December 13

Reviewed the draft HLC report and submitted corrections to errors of fact, December 15

Hosted the signing of the final Settlement and Release from New Mexico State University by Dr. Ned Z. Elkins, Board of Trustees Chair, December 18



## **Interim Vice President for Academic Affairs Board Report – 1/8/2024**

- Higher Learning Commission (HLC) annual conference is April 13 – 16, 2024
- The SENMC Academic Department Chairs and Interim VPAA to meet on January 9<sup>th</sup> to discuss planning for Spring 2024 and to review enrollment numbers for all sections.
  - As of 01/03/2024 \*- 227 course sections to be taught by 33 full-time faculty and 36 adjunct/part-time faculty.
    - FT Faculty = 142 sections
    - Adjunct/PT Faculty = 66 sections
    - TBA instructors = 19 sections (considerations for overloads to FT faculty and further assignments to adjunct/part-time faculty)
  - Faculty to student ratio is TBD = Calculation is total number of enrolled students divided by total number of faculty to be performed on Census dates:
    - 16-week semester - February 2, 2024
    - 1<sup>st</sup> 8-week semester - January 26, 2024
    - 2<sup>nd</sup> 8-week semester - March 20

**\*As Department Chairs, Student Services, and Interim VPAA continue to track enrollment, the schedule will be impacted to ensure students are progressing in their academic pathways for Certificates, Degrees, and Transfer coursework. The Total number of sections will increase or decrease based upon these needs and in consideration of low course enrollments.**



## Human Resources Report - January 2024

Report Generated: January 3, 2024

Submitted by: Steven Gonzales, HR Director

### Employee Count

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

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**Total: 258 (-2)**

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### New Hires

Name

Job Title

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**Total: 0**

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### Departures

Name

Job Title

Kartchner, Mia  
Short, Terry

Student hire, Digital Media  
Workforce Trainer

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**Total: 2**

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### Currently in Interview Process

Job Title

Workforce Grant Project Director

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**Total: 1**

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### Current Vacancies

Job Title

Faculty:

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

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**Total: 3**

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**Staff:**

Tutors, Math - PT/FT

Vice President of Academic Affairs

Workforce Grant Project Director

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**Total: 3**

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