



Southeast New Mexico College

Southeast New Mexico College
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AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, OCTOBER 9, 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 9/11/2023 | 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 (<i>See attachment A</i>) | DISCUSSION |
| 9. OLD BUSINESS – N/A | |
| 10. NEW BUSINESS – DR. BEARDMORE | |
| A) APPROVE POLICY UPDATE (<i>See attachment B</i>) | DISCUSSION/ACTION |
| B) APPROVE CREATION OF IRB (INSTITUTIONAL REVIEW BOARD) (<i>See attachment B</i>) | DISCUSSION/ACTION |
| C) CAPITAL PROJECTS LIST (<i>See attachment C</i>) | DISCUSSION/ACTION |
| 11. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. MICKEY BEST-INTERIM VP-ACADEMIC AFFAIRS (<i>See attachment D</i>) | |
| B) DR. KARLA VOLPI, EXECUTIVE VP-BUSINESS & FINANCE | |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS | |
| D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT (<i>See attachment E</i>) | DISCUSSION |
| 12. HR DIRECTOR’S UPDATE-STEVEN GONZALES (<i>See attachment F</i>) | 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 (**11-13-2023**)

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: 9/11/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

Chairman, Ned Elkins

Member, Bill Murrill

Member, Mark Cage (via Zoom)

Type of Meeting:

Regular Work

Special

Secretary, Tiffany Frintz

Member, Sarah Bowman (via Zoom)

Board Members absent: None

1) **Call to Order**

Time: 6:08 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 8/14/2023**

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0**

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

5) **Public Comments: None**

6) **Student Government Representative**

Judi Cox-Tindol, Student Development & Activities Advisor, presented some of the student government representatives to introduce themselves. They are Megan Robinson, Vice President; Chloe Milton, Treasurer; and Ray Ray Olivas, Publicity Coordinator. Chairman Elkins welcomed these leaders and encouraged them to attend Board meetings when they can.

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

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

A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Dr. Beardmore has the survey results on the fall Kickoff events. He noted that the feedback is positive.

Goal 2 (Enrollment, Retention, and Graduation/Completion) The latest enrollment report graphs show the expected increase in dual credit students for the fall term; Dr. Beardmore's most recent article, "Another Transformation Begins" has been published in the newspaper and on SENMC's website.

Goal 3 (Community Engagement & Economic Enrichment) Skillpoint Alliance will provide a free pre-apprentice electrical class at SENMC from September 18th through October 12th (8 am-3 pm, Monday through Friday).

Goal 4 (Building, Facilities, and College Foundation) Submitted capital projects to be considered at the September 13th New Mexico Higher Education Department Capital Outlay Board meeting (HVAC replacement project and purchase of property located at 3500 Seven Rivers in Carlsbad). The Trades x Technologies Building has been submitted for General Obligation Bond consideration; and

Goal 5 (Independence of SENMC) – SENMC started the fall semester independent of New Mexico State University. On August 24th SENMC received approval to offer federal financial aid and has been issued its own financial aid school code. The college will be ready to award fall aid as soon as the summer is closed. A Mock Review team was on campus on September 7-8 to meet with faculty and others to discuss what can be expected when the Higher Learning Commission (HLC) site team makes its visit October 30-31. Dr. Beardmore thanked

everybody that attended those meetings. He also asked the Trustees to hold October 30 for a lunch meeting with the HLC team. Representatives from the New Mexico Higher Education Department will be on campus on September 20. Dr. Beardmore announced common office hours from 8 am-5:30 pm Mon-Thurs and 8 am-noon on Friday will begin on October 1. He explained that this will provide consistent office hours across the campus and will also reduce the work week to 38 hours. The rate for hourly full-time staff will increase by 5.27%. There will be no effective change in weekly pay. Dr. Beardmore read a tribute to Iris Hartsock, recognizing her as the honorary Employee of the Month. Iris was one of the college's full-time employees who taught health sciences and the Nursing Assistant course at Carlsbad High School. She passed away unexpectedly just after this school year began. Iris had custody of her granddaughter who would have been eligible for Southeast New Mexico College's dependent benefit of attending SENMC tuition-free if she elected to attend school here. This benefit is being extended to Iris's granddaughter so she can take advantage of it in the future. Dr. Beardmore will send a letter advising her of this benefit.

9) Old Business

- A) Capital Outlay Projects Approved 7-10-2023** – Dr. Beardmore reported that the HVAC Replacement project and the purchase of land at 3500 Seven Rivers projects was submitted to the New Mexico Higher Education Department Capital Outlay Committee on August 14 and the HVAC project is on the Committee's project agenda for September 13. The property purchase needs some additional documentation from the Taxation and Revenue Department so it could be October or November before the Committee can consider this project. Dr. Beardmore will ask the seller about extending the contract.

Motion to recommit to these previously approved projects:

Motion: **Mark Cage** Second: **Sarah Bowman** Nays: **0**

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

10) New Business

- A) Approve Policy Updates - Dr. K Beardmore** – Dr. Beardmore presented proposed changes to Section C-Human Resources-Policy 2300-Benefits – Part 6: HOLIDAYS and Part 8: ANNUAL LEAVE. The proposed changes replace “forty (40)” with “thirty-eight (38)” so that the policy is consistent with the adoption on October 1, 2023, of a 38-hour work week for full-time regular staff employees. General Counsel Lane Martin has reviewed these changes, and they have been approved by the College Council.

Motion to approve the updates to Section C, Policy 2300 Parts 6 and 8:

Motion: **Sarah Bowman** Second: **Mark Cage** Nays: **0**

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

- B) Approve Separation of SENMC from NMSU** – Dr. Beardmore explained that the Higher Learning Commission need a final report before approving SENMC's request for a Change of Control. He has drafted a letter to send to NMSU advising termination of the Memorandum of Understanding between the schools signed in March 2022.

Motion for the finalization of the separation of SENMC from New Mexico State University pending Higher Learning Commission approval of the submission of an update of our Change of Control application.

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

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

- C) **Financial Reports – Dr. Karla Volpi** – Dr. Volpi presented the quarterly statement of soundness for the Trustees to approve before sending to the state. The statement is signed by Board Chairman Ned Elkins. Future quarterly statements will need to be presented and signed during the November, February, May, and August Board of Trustees meetings.

She said SENMC did go live with Finance in Anthology as of July 1 and going forward they are in a much better reporting platform. Accounts Receivable, property values, and capital assets are not currently listed because the audit listing the values is not available. Complete financials will not be available until the audit is complete.

Dr. Volpi reviewed the activity for 2022-2023 which shows Cash at nearly \$110 million as of June 30, 2023. This is up from \$77 million the previous year. Receivables from NMSU are expected to be about \$1.8 million and Accounts Payable were \$142,000. At the close of 2022 the Receivables were approximately \$1.4 million and Payables about \$412,000. Assets are increasing and the liabilities are decreasing. Additionally, the college has no long-term debt.

Exhibit 2-Summary of Instruction and General. Revenues total \$51,649,520. Expenditures show \$5,307,622 for Instruction and \$5,927,812 for Institutional Support. Dr. Volpi explained this is high because it includes costs related to the transition (equipment, contracts with Anthology and Ferrilli). She said this figure will remain high in the coming year but will then start to drop going forward.

Transfers total \$38,902,995 for Capital Outlay and Renewal & Replacement. The College is retaining almost \$6 million in operating funds.

Exhibit 1-Summary of Current and Plant Funds. On the Revenue side Auxiliary Enterprises was budgeted at \$50,000. Actual revenue is \$113,000, most of which is from the bookstore (~\$95,000). Under Expenditures there is amount in excess of \$500,000. Dr. Volpi explained this includes salary and benefits for ICT. Her plan going forward is to distribute that among the other exhibits listed in the report because it is an operating expense and needs to be distributed across there. It includes PCs and software used campus wide.

Motion to approve the financial reports and the quarterly reports to the New Mexico Higher Education Department as presented.

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0**

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

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

A) **Dr. Mickey Best, Interim VP of Academic Affairs:**

Allied Health – the new Department Chair and leaders in Carlsbad Municipal Schools are working together to ensure student progress in the Dual Credit Allied Health program.

Additionally, Dual Credit processes are under review to ensure the program is growing and parents and students have a wide range of areas of program choice.

Nursing – NCLEX introduced a new test in April 2023. The spring graduating class was the first to undergo this new generation test and had a 100% pass rate! The minimum pass rate established by the National Council of State Boards of Nursing (NCSBN) is 80%. The college's ACEN (Accreditation Commission for Education in Nursing) accreditation is good through 2027.

Southeast New Mexico College and the Carlsbad Public Library hosted a robotic STEM event on August 26. Seventy students ranging in age from 3-13 years attended and participated.

Criminal Justice – made application to the American Criminal Justice Association (ACJA). Student members may submit to a national clearinghouse for potential scholarships supporting their pursuit of a Criminal Justice degree. information and digital literacy. Five faculty members are eligible to pursue promotion and tenure this year.

- B) **Dr. Karla Volpi, EVP of Business and Finance:** Nothing additional to report.
 - C) **Juanita Garcia, VP of Student Affairs:** Dr. Beardmore presented the Enrollment reports during his Strategic Plan update.
 - D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** 1) Dr. Harris introduced David Porter of Porter House, LLC. Rad Con Tech training in partnership with Porter House will begin September 18. 2) Skillpoint Alliance will conduct its 4-week pre-apprentice electrical training program from Monday, September 18 through Friday, October 13; 3) MSHA annual refresher training for WIPP is ready to start in October; 4) Johnny Chandler has been hired as the Broadcast Media Program Manager; 5) The Community Education Spring Schedule is nearly ready for publication. 6) A Project Coordinator position is being created for the DOE Grant; 7) Accounts have been established to receive grant distributions. 8) The mall buildout is in the hands of the architects; 9) Monty is waiting for the MOU for the CDL Training Program.
- 12) HR Report: Steven Gonzales, HR Director –** The SENMC employee count is at 242 since the last report. Four new faculty were introduced, Alexis Clements, Kevin Daily, Sandra Florez, and Charity Goldsby. There are currently 4 faculty vacancies and 5 staff vacancies. Employees started receiving email today informing them of the trainings they need to complete. The online training courses are provided by Vector Solutions. Human Resources anticipates January 2024 as its Anthology Go Live date. The Employee of the Month for September 2023 is Armando Montez, Administrative Assistant in the Learning Assistance Center.
- 13) Employee representative comments (optional)**
- A) **Faculty:** Zane Biebelle, Faculty Senate President thanked Dr. Beardmore for the tribute to Iris Hartsock. Focus areas for the Faculty Senate are travel procedures and faculty evaluations.
 - B) **Administrative Staff:** Ron Morales reported that the Administrative Staff discussed COVID protocols and Karla Volpi took a moment to explain that SENMC will continue to follow established guidelines. Planning has started for the annual Employee Appreciation event. Ron said he appreciated the opportunity to meet with the Mock Review team last week.
 - C) **Classified Staff:** None
- 14) Board comments:**
One Trustee commented that on this anniversary of 9/11 they are reminded of the unity of this country and the unity that SENMC is developing and thanked everybody that's put in so much effort. Other Trustees echoed sentiments about 9/11. The Trustees said they are proud of how things are going at SENMC and are pleased to hear positive comments every day. They are excited to see growth in campus leadership and shared governance in action. Ned Elkins said he is honored to be part of this Board and its inaugural chairman. He thanked David Porter, and Edward Rodriguez, mayor pro-tem, and his wife, Therese for attending the meeting.
- 15) Announcement of next regular board meeting:**
Date: October 9, 2023 **Time:** 6:00 pm **Place:** SENMC Room 153
- 16) Adjournment – Chairman Ned Elkins** adjourned the meeting at 7:41 pm.

Approved

Tiffany Frintz, Secretary

Date

SENMC STRATEGIC PLAN (2022-2025)

Updates for October 2023 in blue

Goal 1: Diversity and Commitment

Hosted a very well-attended Salsa Competition on October 19 with students, faculty, and staff
Held an Open Campus Forum, September 28



Goal 2: Enrollment, Retention, and Graduation/Completion

Submitted a grant proposal to support the work started by SB 77 (2021) – Regional 2+2 pilot project with Eastern New Mexico University, New Mexico Junior College, and Clovis CC
Published latest newspaper/website article: “Meet our New Faculty”

Goal 3: Community Engagement and Economic Enrichment

Expanded MSHA training for WIPP
Attended Carlsbad Municipal Schools General Obligation Bond Election Planning meeting, September 12; Carlsbad Community Foundation Reception, September 28; WIPP Community Forum and Open House, October 3; and CARC Gala, October 5
Implemented Radiologic Control Technology training by Porter House Inc., September 18, 2023
Attended two Education Partnership of the Permian Basin virtual meetings, October 2 and 5

Goal 4: Building, Facilities, and College Foundation

Published the Request for Qualifications to design the Trades x Technologies Building
Presented our Energy Performance/HVAC Rooftop Unit replacement project to NM Higher Education Department Capital Outlay Board on September 13, 2023 and received approval

Goal 5: Independence of SENMC

Notified NMSU of cancellation of MOU, September 12, 2023 to be effective December 11, 2023
Hosted Site Visit by NM Higher Education Department, September 20, 2023 with positive feedback (awaiting written report)
Implemented common office hours of 8:00-5:30 Mon-Thurs, 8:00-noon on Friday
Reviewed HLC draft submission, adding 110 pieces of evidence and approximately 1600 words
Submitted the Higher Learning Commission Assurance Argument and Federal Compliance Review on October 2, 2023, in preparation for the HLC visit on October 30 & 31
Held first of four open meetings to discuss the HLC Criteria responses with faculty and staff (one each Friday in October)

Proposed SENMC Policy Changes

Additions in **bold**, deletions in ~~strikethrough~~

Approved by College Council 10-4-23

Reviewed by Lane Martin 10-3-2023

SECTION C – Human Resources – 1000 Promotion and Tenure Policy

- I. Statement of Policy - The mission of Southeast New Mexico College is to provide students the resources necessary for them to fulfill their educational potential so that they may help meet the needs of their community as well-trained, well-educated, and productive citizens.

The College provides open access to quality education, to support economic and cultural life in Eddy County and New Mexico, and to provide workforce development and contract training in support of economic and community development. Southeast New Mexico College provides traditional liberal arts education, career and technical training, contract training, community interest classes, and developmental education. Every effort is made to keep programs and curricula flexible in order to accommodate varied and expanding community educational needs. ~~Since~~ **Because As the primary role** of Southeast New Mexico College's ~~primary role~~ **faculty** is teaching that leads to student learning, more emphasis is placed on teaching and related activities than the other criteria in the evaluation process.

Promotion and tenure are a mechanism for the College to reward and retains its most valued teachers, sustain excellence in its instructional disciplines, and fulfill its mission to advance knowledge. The quality of faculty accomplishments in teaching and related activities, scholarship and creative activities, extension and outreach, leadership, and service largely determine the quality of the College as a whole. The granting of tenure or promotion to faculty represents a prediction by the College that the individual concerned will continue to make substantial contributions to the profession and Southeast New Mexico College.

- II. President's Duty to Establish Tenure Guidelines and Procedures for Tenure - **A tenured appointment is an indefinite appointment that can be terminated only for cause or under extraordinary circumstances such as financial exigency and program discontinuation.** The President shall adopt criteria, guidelines, and procedures for tenure. The criteria, guidelines, and procedures must rely upon basic principles to be effective. The processes must be fair, transparent, and participatory. The President shall set processes for faculty involvement. These values mean that decisions must be made without regard to race, national origin, gender, gender identity, age, disability, political beliefs, religion, marital status, sexual orientation, special friendships, or animus towards candidates, taking care to avoid conflict of interest, structural, institutional, or habitual thoughts and patterns that could lead to discrimination. Southeast New Mexico College values the richness that inquiry based upon intellectual and cultural differences brings to the College community.

The criteria, guidelines and procedures established must be clear and readily available to all participants and must be followed by all participants at each level of the promotion and tenure process. Therefore, it is imperative that clear standards for annual performance evaluation, promotion, and tenure be articulated and broadly publicized. Faculty members are not entitled

to promotion in rank or tenure based merely on years of service. Applicants for tenure or promotion must be judged on their performance of the duties assigned to them, following agreed-upon allocations of effort.

- III. Tenure Track Faculty - Faculty on tenure track serve six consecutive probationary years. The probationary period begins with the first year of the contract. During the sixth year, a case for tenure and/or promotion is made by the faculty member and considered by the ~~university~~ college.

Those achieving tenure are awarded a continuous contract at the end of their sixth year, while those not awarded tenure are given a one-year terminal contract for their seventh and final year of employment at SENMC. There may be exceptions, however, to shorten or lengthen the normal six-year probationary period.

- IV. Non-Tenure Track Faculty - Are full time faculty employed on an annual contract.
- V. Positions originally established as non-tenure track can be converted to tenure- track with the approval of the Vice President for Academic Affairs and President.

Rationale: The definition of tenure was missing from the original policy and has been added for clarity and a reference to "university" has been changed to "college" as needed.

Section F – Student Services – Policy 600 – Institutional Review Board *(new section)*

The Institutional Review Board has institutional responsibility for:

1. Assurance of protection of human subjects involved in research or related activities;
2. Assurance that the college fulfills its contractual and federally mandated obligations relative to protection of human subjects, if applicable; and
3. Maintenance of policies and procedures for protection of human subjects which are, at a minimum, in accordance with applicable regulations of funding and regulatory agencies.

The SENMC Institutional Review Board shall be composed of a minimum of five members including the lead for Institutional Research, a faculty member, a student services staff member, the Vice President of Student Services, and a designee of the President. The lead for Institutional Research will serve as the convener and chair.

Any undertaking in which an SENMC faculty member, staff member, or student investigates and/or collects data on human subjects for research or related activities may be construed as "involving human subjects". It is the responsibility of each investigator to seek review by the Institutional Review Board of any proposed study involving human subjects prior to initiation of the project. Also, it is the responsibility of each investigator to ensure that research is implemented and records are maintained as stated in the project proposal.

The specific responsibilities of the designated Institutional Review Board are to:

1. Review all research (or related activity) projects involving human subjects.

- 2. Recommend appropriate action on these projects within the guidelines set forth by the applicable federal granting and regulatory agencies, if applicable, as well as any applicable SENMC Policy.**
- 3. Review all proposed changes in previously approved research studies and recommend appropriate action on these changes within the guidelines set forth by the applicable federal granting and regulatory agencies and the SENMC Institutional Review Board.**
- 4. Respond to reports of unanticipated problems and allegations of noncompliance concerning protection of human subject regulations and, in cases where corrective action is needed, recommend appropriate actions to the SENMC President.**
- 5. When participating in a cooperative project with another entity, enter into a joint arrangement, rely upon the review of another qualified Institutional Review Board or Human Subject Review Board, or make similar arrangements in accord with guidelines set forth by the applicable federal granting and regulatory agencies and SENMC policy.**

Rationale: Research activities in higher education that involve human subjects must be reviewed by an "Institutional Review Board" (a.k.a. IRB) or "Human Subjects Review Board." An overview of the federal requirements may be found at <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/common-rule/index.html> As long as we follow the federal regulations and policy, we are in compliance, but forming a college review board within policy ensures that the college has the required structure and processes in place.

Attachment C

| Year | Capital Projects (in priority order) | Funding | Bond funds availability | Estimated cost | Description |
|-----------|---|--------------------------------------|-------------------------|-------------------|--|
| 2023-2024 | Trades x Technologies Building | GOB/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 | 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 – HED approved 9-19-2023 | 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 | Workforce development (non-credit) offering space as there are no suitable large shop spaces available in our current four buildings. |
| 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 | \$125,000 | Repurposing of space available due increased use of e-materials to serve students with children and for community programming. |
| 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 courses, motorcycle safety training courses) with classrooms, office, storage, simulator, and kitchenette. |
| 2025-2026 | Science, Technology, Engineering Pre-School Academy (STEPS Academy) | GOB/College/Foundation Partners | July 2027 | \$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 | July 2029 | \$15M | The community, which provides the vast majority of our funding, has expressed its interest in a residential life program |

SENMC Board of Trustees Meeting 10/9/23

VPAA Report

Allied Health

- New Coordinator has been appointed. This position is key to the department for scheduling of courses on campus and setting curriculum and instruction at our Dual Credit partner sites.

Developmental Education

- April Addington and faculty colleagues are in the beginning stages of forming the SENMC Transitional Education Support Team to provide additional guidance and support for those students who need remediation. Developmental coursework cannot be applied to a degree plan and this increases the institution's need to work efficiently with these students to help them through the necessary proficiency building so they can enroll in college-level coursework.

SENMC Board of Trustees Meeting 10/9/23

WDCE Report

Workforce Development

- Skillpoint Alliance will be completing Pre-Apprentice Electrical Training on Friday, October 13. We will have a graduation ceremony and SENMC will be awarding certificates of completion. Another training is scheduled for May 2024.
- MSHA Annual Refresher Training for WIPP started on Wednesday, Oct. 4 with the next training scheduled for Oct. 11. The training was completed in a round-robin format with 4 instructors. This format gives us a capacity of one hundred trainees per day. Feedback was positive. Mike Rodgers, who has been doing MSHA training for WIPP, gave us his seal of approval. This is a big win for our team and I am very proud of this success.
- Rad Con Tech training in partnership with Porter House started on September 21. With this experience we are fine tuning operations and scheduling.

CDL Program

MOU has been agreed upon. We were waiting for a new MOU from PTDI that ended up changing the collector of tuition from PTDI to SENMC. If we collect tuition, procurement law says we must create an RFP, further delaying the process by at least 30 days and probably more. When this was explained, they were willing to go back to the original MOU specifying them as collectors of tuition. Their rep says we could be in operation in 3 weeks.

Community Education

Maria Quintana reports that in addition to the published schedule, we are offering a Beginner's Guide to Public Speaking lunch and learn for our employees on Thursday, Oct. 12 at noon. Enrollment is filled and there is a waiting list for the next one. English department faculty Professor Kevin "PKev" Daily is our instructor and we are grateful for the faculty support of Community Education.

Human Resources Report - October 2023

Report Generated: October 4, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 244 (+2)

New Hires

Name

Aguilar, Caleb
 Barrett, Joel
 Chandler, Jonathan
 Myint, Maung
 Pena, Ezequiel
 Salazar, Veronica
 Souza, Anthony

Job Title

Student hire, Grants
 Student hire, Grants
 Broadcast Media Program Manager
 Data Management Specialist
 Student hire, Grants
 Adult Education Instructor
 Adjunct, Fire Science

Total: 7

Departures

Name

Borkorm, Bright
 McKinley, Jennah

Job Title

Director of Institutional Analysis
 Director of Workforce and Community Education

Total: 2

Currently in Interview Process

Job Title

Director of Admissions
 Instructor or Assistant Professor of Education
 Technology Support Technician

Current Vacancies

Total: 3

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

Adult Education Instructor - PT

Director of Admissions

Director of Workforce and Community Education

Health Clinic Nurse Practitioner

Technology Support Technician

Tutors, Math - PT/FT

Workforce Training Coordinator

Workforce Grant Project Director

Total: 9
