

BOARD OF TRUSTEES MEETING MINUTES

Date: 2/13/23

Time: 6:00 pm

Session Location: SENMC RM 153

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members present:

☒ Chairman, Ned Elkins

☒ Secretary, Tiffany Frintz

☒ Member, Bill Murrill

☒ Member, Mark Cage (via Zoom)

☒ Member, Sarah Bowman (via Zoom)

Board Members absent:

Secretary, Tiffany Frintz

1) Call to Order

Time: 6:03 pm

2) Pledge of Allegiance

3) Establish Quorum – Roll Call

4) Approval of minutes from the previous meetings – 1/9/2023, 12/12/22 and Special Meeting on 11/17/22

Motion: Ned Elkins

Second: Bill Murrill

Nays: 0

5) General Counsel: Lane Martin (via Zoom) stated that he had nothing to present.

6) **SENMC general status report:** Dr. Kevin Beardmore provided his February Top Ten list (see attached). Dr. Monty Harris, Interim VP for Workforce Development and Community Engagement will present reports on the plans for the Vocational-Technical building and the Department of Energy grant proposal. Vice President for Student Services Juanita Garcia will provide reports on applications for the fall 2023 term and an update of the spring 2023 enrollment figures. Dr. Beardmore reported that 1) to date he has met with more than 50 employees, including those that report directly to him. 2) Key performance measures, per a report from the governor's office, have been submitted by New Mexico State University and other sources. He included a copy of the report for the BoT to review. 3) The position of Institutional Analyst has been posted for several months without a viable candidate. The position has been retooled as Institutional Research to handle just data. There are currently two applicants for this new position. 4) Dr. Beardmore said he hoped the information that had been included in the Board packets was helpful. Other items related to operational transparency include the open forums initiated as weekly meetings that will transition to monthly events. His second article for the Carlsbad Current Argus is ready to be published. It will also be posted to the SENMC website. 5) Continuing to make progress in establishing independence. The college's alternative retirement plan had previously been overlooked. Representative Brown took care of us and it went to the Committee last Friday. 6) The Capital project for the front parking lot was encumbered. The Capital project for the campus HVAC replacement upgrade (thanks to John Heaton and Representative Brown) has been submitted. It is under consideration. 7) The job posting for a webmaster has been revised/retooled and is now called Director of Web and Digital Strategies. He is hopeful that this will attract applicants that are interested in a full-time position. 8) Dr. Beardmore has met with key community stakeholders including Lee White and Paula Wallace, respectively the Superintendent and Associate Superintendent of Loving Schools. He attended the board meeting of the Carlsbad Department of Development, met Representative Gabe Vasquez, and attended the WIPP reception and a Rotary meeting. 9) Preparing for Higher Learning Commission (HLC) reaccreditation visit. Dr. Andrew Nwanne has been named Executive Vice President of Academic Affairs and will lead the college in its preparations for the HLC visit scheduled for October 29-31, 2023. Dr. Beardmore also took this opportunity to

introduce Dr. David McIntosh whose background is in archeology, anthropology and history. He currently teaches in the Social Sciences department. 10) Dr. Beardmore has repeatedly been asked about his vision (for SENMC). He explained that the strategic plan and direction have been set and his approach to these employs an alliterative mnemonic of faster, flexible and first choice. Faster because SENMC is independent, flexible because it's not tied to NMSU, and first choice for starting a college education, not a back-up plan.

Member **Bowman** said she is very impressed with the direction SENMC is going. Chair **Elkins** referenced Dr. Beardmore's comments about transparency and wondered if the Board members' contact information has been made available to the public and if not he wanted a commitment that Board contact information will be provided to the public. Dr. Beardmore confirmed that Board members' email addresses are on the website.

7) New Business

Request for Policy Changes (Dr. Kevin Beardmore)

Dr. Beardmore presented policy change proposals to the College Council on February 1st. The Council reviewed and approved the proposed changes, after which they were sent (via email) to Lane Martin for review and approval. Mr. Martin sent his approval (via email) on February 4th. The changes under consideration are as follows and details can be reviewed in the attached documentation:

- Section A-General Provisions-Policy Number 200-Mission-approved in September, it just needs to be updated on the website
- Section C-Human Resources-Policy Number 1700-Employee and Campus Expectations/Code of Conduct-Animals on Campus
- Section F-Policy 600-Admission and Registration-Tuition Policy
- Section A-General Provisions-Policy Number 500-Board of Trustees Financial Oversight
Asking for delegation of authority to waive fees (lab fees, online course fees, etc.)

Motion with recommendation: **Bill Murrill** Second: **Sarah Bowman** Nays: 0

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

- A) **Dr. Andrew Nwanne, Executive VPAA:** 1) NC-SARA has extended its approval for SENMC to continue offering distance education. 2) The Higher Learning Commission (HLC) will conduct its reaccreditation visit October 29-31, 2023. Twenty-six faculty and staff members are meeting as the Criteria Committee to write the report. The draft of this report should be completed by April. The Board offered its congratulations to Dr. Nwanne on his new title and thanked him for taking the lead on reaccreditation.
- B) **Dr. Jenny Giron, Ferrilli representative:** 1) Lots of progress on the student side and already in the production phase. They have a spring "go-live" date. (2) They are in the build/design phase for the Human Resource and Finance modules with late summer/early fall target dates. 3) Dr. Giron thanked legal counsel for his help in reviewing contracts for third-party solutions that will be integrated with Anthology. (These are applications such as Maxient and CANVAS). 4) Last month Dr. Giron reported that the network replacement had been completed and they are now preparing to work with Intune which is a cloud-based solution for access and device management. 5) The file server migration is complete and all shared folders have been moved to the new server. 6) Continuing to work with new student accounts and assisting ICT department.
- C) **Juanita Garcia, VP of Student Affairs (via Zoom):** 1) Enrollment is up 11.3 percent over this time last year. There is a 5 percent decrease in continuing students but a significant increase in dual credit students. Dual credit is roughly double what it had been. VP Garcia attributes this to the dualcredit.com program that allows for more efficient processing, although there is still some manual labor to be done until the Anthology integration is completed. Staff are doing an amazing job. 2) New undergraduate enrollment decreased by a little more than two percent. VP Garcia says this often happens in the spring. There are 1,458 students enrolled this semester. 3) They are making huge progress with Anthology. "This team is amazing." They are learning how all the systems work

together. They meet daily with Ferrilli representative Lisa Edwards, either face to face or virtually. She will be back on campus in late February/early March when they go live. 4) They will begin testing the Admission application next week. 5) They have been reviewing demos for emergency notification systems, scholarships for financial aid, and setting up workflows. 6) They lost access to some of the financial aid information in the NMSU system. Dr. Beardmore reached out to Dr. Van Winkle at NMSU and restored access. BoT member **BOWMAN** thanked VP Garcia for all the hard work she and her team have done.

- D) **Dr. Monty Harris, Interim VP of Workforce Development and Community Engagement:** 1) He is responding to requests for information updates for the DOE grant application. Dr. Harris has asked for additional time so he can provide real, budgetary numbers. 2) Consultants David Porter and Daniel Lamczyk of Porter House, Inc. will arrive in Carlsbad on Tuesday. They'll be joined by some SENMC faculty and staff for a tour of the WIPP facility. Dr. Harris will finalize an agreement for them as consultants and get their input on the building. 3) Dr. Harris and Jennah McKinley are looking for a temporary location for the Workforce programs to be developed for the grant, as well as some other programs. Thanks to Jennah's knowledge of Carlsbad they have already found several potential sites. Dr. Harris explained that one of the sites is near campus and appears suitable for providing everything that would be needed (temporarily). The lease cost is \$5,000/month unless SENMC builds out offices and classrooms which would increase the cost. 4) The building design committee held its organizational meeting on February 6th. The committee's subgroups are Education, Government and DOE/WIPP Leadership, Oil and Gas Industry, Potash Mining Industry, and Community. Cesar Molina and Michael Bluth of Nine Degrees Architecture and Design will meet with each subgroup. These meetings are expected to be done by the end of February. The committee will meet again in early March to finalize its report based on the subgroup meetings.

Chair **ELKINS** remains concerned that so many subgroups meeting with the architects could lead to conflict or redundancies and wants Dr. Harris to be present at all the meetings to help keep things on track. Jennah McKinley will also be at all the subgroup meetings and Dr. Beardmore will attend as many as his schedule will allow.

Dr. Beardmore then addressed the Board with his suggestion for the name of the building. Because the building will house trades and technology, his suggestion is that the building be named the Trades and Technology Building (written Trades x Technology) – the building's nickname would be "T2". He wanted to introduce this now because it will make it easier to talk about the building, and if there are objections there is time to make changes. Sky Soto is developing a logo for this. Board members are pleased with the preliminary designs.

- 9) **Steven Gonzales, HR Director:** 1) He presented board members with his report and shared the following: Employee report – 213 headcount (Four new hires since the last report and two departures). He introduced Rocio Espinoza who has been hired as the HSI Grants Director. There are currently seven faculty and seven staff vacancies and they are conducting interviews. 2) Steven is working with the Carlsbad Department of Development and New Mexico Workforce Connection to hold a job expo, tentatively scheduled for March 31st. He hopes to expand recruiting efforts for some of the faculty positions. This could develop into at least an annual event. 3) February's Employee of the Month is Rick Wiedenmann.


10) **Employee representative comments (optional)**

- A) **Faculty:** Dr. Eduardo Chappa gave a slide present about the SENMC Promotion and Tenure procedure. One of the recent changes is to include the Board of Trustees in the process. He explained the key questions asked during the process-has the faculty member achieved the benchmarks of their current rank, does the committee believe the faculty member is capable of achieving the benchmarks of the higher rank, and is the faculty member growing professionally and personally. He also included the timeline for the process. Dr. Chappa explained that having the

Board's input provides an external review that is more independent than that provided by the faculty. He said many faculty worked together to develop this new process.

- B) **Administrative Staff:** Nothing to report.
- C) **Classified Staff:** Nothing to report.
- D) **Student Govt:** 1) President Hayley Navarrette and Vice-President Sierra Gomez described some of the activities they have planned, including a Club recruitment luncheon on February 14th. They'll also be handing out chocolate candy. 2) They're planning a spring egg hunt, tentatively scheduled for April 6th. 3) Hayley said they have sent out a survey to determine if there is interest in a gala (Prom-like) open to both students and employees.
- 11) **College & Community Committee – Chad Ingram:** 1) Honored to have been asked to chair this group-these are big shoes to fill following John Heaton. 2) Waited until Dr. Beardmore arrived so they could hear his vision. 3) Community comments include inquiries about the entrance signs for the college and what the community can do to help the process – he is working on this with Sky Soto. 2) Mr. Ingram said the committee will be happy to write letters if assistance is needed in dealing with the Financial Aid roadblock. 3) He is excited to hear about the Student Government activities and glad to know the community can go to the website to see what's happening on campus. 4) Mr. Ingram wants to expand this committee by adding representatives from Artesia and Loving. He wondered if he needs Board approval. Lane Martin said he would check previous meeting minutes to answer that question but Chair **Elkins** told Mr. Ingram to go ahead and invite new members. Mr. Ingram added that the community is still very excited about SENMC-he has not heard any negative comments. 5) He has had opportunity at two separate events (Balloon Fiesta in Albuquerque and a tour of the Roundhouse in Santa Fe) to distribute SENMC lanyards because both venues had run out of their lanyards before the end of their events.
- 12) **Public Comments: Norbert Rempe** – 1) Commented that transparency should include the complete Board packet on the website before Board meetings. Sky Soto and Lane Martin both affirmed that the complete packet for the February 13th Board meeting had been posted to SENMC's website. 2) Mr. Rempe would still like to see budget and status updates. 3) He does not agree with Lane Martin's rationale for not allowing Board members to respond to public comments. He said the Board members respond to employee comments and he thinks the public should have the same treatment as the employees.
- 13) **Board comments: BOWMAN** – "My email is ready to go and I'm happy to share it". She added she is happy to set up a meeting with anybody that reaches out to her. **MURRILL** and **CAGE** had no comments. **ELKINS** – good meeting; he appreciates the input and the involvement.
- 14) **Announcement of next regular board meeting:**
Date: March 20, 2023 **Time:** 6:00 pm **Place:** SENNC Room 153
- 15) **Adjournment – Chairman Ned Elkins** adjourned the meeting at 7:23 pm.

Approved


Tiffany Frintz, Secretary

3/27/23
Date

President's Report Outline/Summary

Top 10 Priorities – Working list for February 2023

1. Complete the plans for the Vocational-Technical Building – VP Harris
2. Complete the Department of Energy grant proposal – VP Harris
3. Grow the number of applicants for Fall 2023 compared to Fall 2022 – VP Garcia will provide an update on Spring 2023 enrollment
4. Grow the number of enrolled students for Fall 2023 compared to Fall 2022 – No update
5. Meet with each full-time employee - Met with over 40 to date
6. Select potential key public performance measures
 - a. Attached list from Governor's Office
 - b. Revision to previously advertised position – Now Coordinator of Institutional Research
7. Explore options for operational transparency
 - a. Four weekly Open Forums in January, will become monthly forums going forward
 - b. Article published in Carlsbad Current-Argus, Carlsbad Local, SENMC website
8. Establish the independence of SENMC
 - a. Alternative Retirement for SENMC bill (SB 20, HB 189)
 - b. Capital project encumbered—Front parking lot
 - c. Capital project proposed—Campus HVAC replacement/upgrade
 - d. Revision of previously advertised position – Now Director of Web and Digital Strategies
 - e. Policy changes—New business
9. Meet with key community stakeholders
 - a. Loving Superintendent Lee White and Associate Superintendent Paula Wallace
 - b. Carlsbad Development Department Board Meeting
 - c. Rep. Gabe Vasquez visit
 - d. WIPP reception
 - e. Rotary
10. Prepare for Higher Learning Commission accreditation visit – October 2023
 - a. Dr. Andrew Nwanne has accepted the opportunity to serve as our Higher Learning Commission Liaison and accreditation lead. This is an overload subject to annual renewal with the title of "Executive" added to his position of Vice President of Academic Affairs. Executive VP Nwanne will provide an update in his report.

Announcements

- Dr. David McIntosh – Introduction
- Presidential vision/approach: Faster, Flexible, First Choice



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To: Board of Trustees
From: Kevin Beardmore, Ed.D.

Proposed Policy Changes
(with Rationale)

Proposed policy changes

Note: Changes in **bold**

Approved by College Council on 2-1-2023

Reviewed by Lane Martin on 2-4-2023

Section A – General Provisions - Policy Number 200 – Mission

Delete current text in its entirety and replace with new mission

I. Mission - **The mission of SEMC is to provide educational programs, training, and services that best serve our diverse students, communities, and industry.**

Rationale: New mission approved by Board of Trustees on September 12, 2022.

Section C- Human Resources – Policy Number 1700 – Employee and Campus Expectations/Code of Conduct

II.r. Students, employees and the public are prohibited from bringing animals on campus except **for 1) Service Animals that assist an individual with a disability, 2) animals used for instructional purposes or educational programming with the approval of the appropriate Academic Department Chair and Vice President of Academic Affairs, and 3) animals accompanied by an owner visiting the campus as noted below.** The Service Animals of students and employees must be registered with the Office of Disability Services or the Office of Human Resources. Dogs brought on campus to attend an approved obedience class or for other pre-approved special events or educational training are allowed. **Animals brought onto the campus parking lot for purposes of utilization of Ocotillo Trail shall be under the control of the owner and on leashes at all times; shall maintain a distance of at least 10 feet from all persons except those persons accompanying the animal; and shall not be permitted within 100 feet of any campus building or outdoor campus event without the approval of a campus official.** Animal owners are responsible for cleaning up after their animals. Under no circumstances shall any person bring onto campus any animal known to be vicious, aggressive, or having a communicable disease capable of being transmitted to humans.

Rationale: Concern raised by Professor Rick Wiedenmann at December 12, 2022 Board of Trustees meeting as SEMC has functions that include animals, including STEAM day planned for April 2023. Lane Martin, Professor Wiedenmann, and the SEMC Executive Team drafted the above in response.

Section F – Policy 600 – Admission and Registration

IV. Tuition and Fees – The Board shall establish, at the recommendation of the President, **the** tuition rate for both credit and non-credit classes. The president shall establish guidelines for tuition and fee refunds paid to the College. **SEMC will comply with state laws and regulations in regard to establishing residency for tuition purposes, including NMSA 1978, Section 21-1-4 and all applicable published guidelines from the State of New Mexico Higher Education Department, including the option of allowing**

nonresidents to pay New Mexico resident rates 1) during the summer term, and 2) when enrolled in up to six credit hours during a fall or spring term.

Rationale: Per <https://hed.nm.gov/financial-aid/residency-requirements>, the following individuals may qualify for the New Mexico resident rate with sufficient documentation (green highlights note the items pertinent to the above change):

- American Indian nations, tribes and pueblos. All out of state members of an American Indian nation, tribe and pueblo, located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a post-secondary educational institution shall be eligible to pay the in-state tuition rate.
- Any person, their spouse or dependent child, not otherwise entitled to claim residence, who is a member of the armed forces of the United States or armed forces of a foreign country assigned to active duty in the state of New Mexico, will be assessed in-state tuition rates.
- An active member of the national guard and the member's spouse and children shall be deemed in-state residents for purposes of determining tuition and fees at all state institutions of higher learning.
- During regular academic year semesters, nonresident tuition may be waived, according to the institution's tuition policy, for part-time students (U.S. citizens and foreign nationals) enrolling for no more than six semester hours during a regular term.
- During summer sessions, nonresident tuition may be waived according to the institution's tuition policy.
- Certain Texas residents may be eligible for in state tuition rates who reside within a 135 mile radius of the attending institution.
- Any student participating in the Competitive Scholarship shall be recognized as a competitive scholar and reported as such, unless the student petitions for and is granted residency status.
- Any tuition or state-funded financial aid that is granted to residents of New Mexico shall also be granted on the same terms to all persons, regardless of immigration status, who have attended a secondary educational institution in New Mexico for at least one year and who have either graduated from a New Mexico high school or received a high school equivalency credential (such as a GED) in New Mexico. State-funded financial aid programs with an employment component may require U.S citizenship or eligible non-citizen status

We need to have a tuition policy addressing the two items so that we can offer those rates to non-residents. This will allow us to welcome out-of-state students to begin their studies at SENMC on a part-time basis. In addition, it will simplify the matter of charging out-of-state students taking a for-credit training offering of up to six credit hours in a semester so that all (except Carlsbad residents) will be charged the same New Mexico resident rate.

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

No change to policy. Request permission from the Board to allow the following delegation, highlighted in green:

I. 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.

Rationale: The SENMC Executive Team recommends no changes to tuition and mandatory fees for 2023-24 (see below). There is one fee that has been applied to all online courses by NMSU in the past, a \$25 per credit hour fee. This charge has not been approved by the SENMC Board of Trustees. The SENMC Executive Team recommends that we do not enact this fee for the coming year for four reasons:

- Students living outside of Carlsbad are more likely to select online options. They already pay the higher per credit hour tuition rate for New Mexico residents and are, therefore, more price sensitive to this additional charge.*
- This fee had been waived during the pandemic. It was only reinstated at the direction of NMSU.*
- This fee is waived for all dual credit students, resulting in the manual waiver of this fee on a course by course basis for dual credit students.*
- Nearly all courses now have an online component, so the justification for an additional charge for an online only course is minimal, particularly given the savings in facility usage.*

It is asked that this delegation of authority be permitted by the Board of Trustees so individual course fees can be determined by the President (including the online course fee, which will not be implemented). The resulting tuition and mandatory fees for 2023-24 will be:

Full-time student – Enrolled in 12-18 credit hours*

<i>Carlsbad resident</i>	<i>\$588</i>
<i>New Mexico resident</i>	<i>\$984</i>
<i>Out-of-state</i>	<i>\$2004</i>

**Students approved to take more than 18 credit hours will be charged for each additional credit hour.*

Part-time student

<i>Carlsbad resident</i>	<i>\$49/credit hour</i>
<i>New Mexico resident</i>	<i>\$82/credit hour</i>
<i>Out-of-state</i>	<i>\$167/credit hour</i>

These mandatory tuition and fee rates may be approved by the Board of Trustees now or when the forthcoming year's operating budget is presented.