

BOARD OF TRUSTEES MEETING MINUTES

Date: 3/20/23

Time: 6:00 pm

Session Location: SENMC RM 153

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members present:

☒ Chairman, Ned Elkins

☒ Member, Bill Murrill

☒ Member, Sarah Bowman

☒ Secretary, Tiffany Frintz

☒ Member, Mark Cage

Board Members absent:

Tiffany Frintz

Bill Murrill

1) Call to Order

Time: 6:04 pm

2) Pledge of Allegiance

3) Establish Quorum – Roll Call

4) Approval of minutes from the previous meeting – 2/13/2023

Motion: Sarah Bowman Second: Mark Cage Nays: 0

5) **General Counsel: Lane Martin** (via Zoom) reported no legal updates. He has been working with Dr. Kevin Beardmore on policy proposals and things are going well.

6) **SENMC general status report: Dr. Kevin Beardmore** provided his March Top Ten list (see attached). 1 & 2) Dr. Monty Harris, Interim VP for Workforce Development and Community Engagement will report on the plans for the Trades x Technologies building and the Department of Energy grant proposal. 3) Vice President for Student Services Juanita Garcia will report on applications for fall 2023 compared to fall 2022. 4) There will not be an enrollment update this evening because enrollment won't begin until April 13th. Dr. Beardmore reported 5) as of March 9th he had met with 86 of 107 FT employees. He has compiled the results and provided a report. The overall positive comments cited a family/team environment and professional opportunities. The highest priority item under things to change was facilities, from repairs and renovation to finding new ways to use existing spaces. Communications/transparency are also near the top of the list; 6) the search continues for a Coordinator of Institutional Research; 7) operational transparency continues in the form of a monthly open forum and articles published in the Carlsbad Current-Argus, Carlsbad Local, and posted to the SENMC website; 8) SENMC is making progress in establishing independence. The Alternative Retirement for SENMC bill was included in other educational bills and is now on the governor's desk ready for signing. Expect to see a change in health care costs. Providers have increased premiums but for the past three years the increases had not been passed down. Now employers will be expected to cover the deficit. SENMC's amount has not been determined yet because the amount is included in the total for New Mexico State University. This increase would be in addition to the proposed 10% health plan premium increase. The New Mexico Retiree Health Care Authority (NMRHCA) is a group health insurance plan available to retired state and local government employees, including those retiring from participating educational institutions. To participate, SENMC would need to buy into the program to pay for years already worked by current employees. The estimated cost of this is ~\$500,000, but the college is in a financial position to make this investment. Active employees and their employers must also make regular contributions. Currently the employer contribution is 2% of all salaries and each employee pays 1% of their salary (via payroll deduction. 9) he has met with key community stakeholders include Superintendent of Artesia Schools, Thad Phipps and four members of his

leadership team, and LaVern Shan and Eric Spencer from Carlsbad Schools. He visited New Mexico Junior College and C-TECH in Hobbs with Keely Scruggs and Eric Spencer. He's also met with the Building Committee, participated in Community Forum with Johnny Chandler, and attended Friday Focus, spoken with Dr. Mel Vuk, participated in the Eddy County Literacy Conversation, given a welcome at the WIPP Leadership Academy and met with Chad Ingram and Aaron Irving to discuss the Stakeholders Committee. 10) Representatives from the Higher Learning Commission (HLC) will be on campus this October. In the meantime, Dr. Beardmore and four other SENMC administrators are attending the HLC Annual Conference in Chicago at the end of this month.

He has also visited several colleges and universities in New Mexico (University of New Mexico, New Mexico State University, Eastern New Mexico University, Western New Mexico University, New Mexico Tech, and Central New Mexico Community College) and three in Texas (Texas Tech University, University of Texas-Permian Basin, and Sul Ross State University). He wrote a letter of support for Secretary Rodriguez and went to Santa Fe for her confirmation hearing.

Member **Bowman** wondered if anything in particular stood out in the visits to the schools. Dr. Beardmore responded that he loves visiting university campuses and seeing the personalities and getting a sense of the places to which SENMC students may transfer. He mentioned that we are in an "arms race" with these peer colleges, because when students visit, the institutions feature their new facilities. We need to be competitive.

7) New Business

A. Request for Policy Changes (Dr. Kevin Beardmore)

Dr. Beardmore presented policy change proposals to the College Council on March 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 March 8th. The changes under consideration are as follows:

- I. Section C-Human Resources-Policy Number 2300-Benefits
 - a) Part 1 – Tuition Remission
 - b) Part 5 – Dependent Children Tuition Remission Benefit
 - c) Part 8 (NEW) – Annual Leave
- II. Section B-Policy Number 400-Executive Leadership and Administration
 - a) I. Introduction
 - b) VI. (NEW) VP of Workforce Development and Community Engagement
- III. Section C-Human Resources-Policy Number 800-Hiring and Classification of Employees
 - a) V. Hiring of Executive Positions
- IV. Section C-Human Resources-1000 Promotion and Tenure Policy
 - a) V. (NEW) Convert non-tenure track positions to tenure track
- V. Section B-Policy Number 300-Presidential Duty and Authority to Establish Committees and Councils
 - a) College Council
- VI. Section F-Policy 600-Admissions and Registration
 - a) Admissions

Dr. Beardmore reviewed the rationale for each of the proposed policy changes. Zane Biebelle (Faculty Senate president) addressed the Board saying that the "clawback" feature had been a concern and she is pleased with Dr. Beardmore's response. She also said she thinks employees would prefer to have a dependent tuition benefit that looks more like what they had under New Mexico State University.

No annual leave policy existed previously. This proposal addresses the equity issue between former NMSU full-time regular staff and new SENMC full-time regular staff and encourages and rewards employee persistence.

Items II and III create policy for the actions voted on in December 2022 and identifies which groups have representatives on the search and review committee. Section IV gives the President and the VPAA the option of changing positions from non-tenured to tenured. Section V clarifies that representatives on the College

Council include two from the Administrative Staff and two from Classified Staff, and VI defines SENMC's admissions policy.

Motion for approval as presented: **Mark Cage**

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

B. Retiree Health Insurance

Dr. Volpi explained that NMSU used to have self-funded retiree health insurance that remained in place until the retiree reached age 85. According to the NMSU website retiree health insurance is not provided for employees hired on or after July 1, 2016. The plan proposed for SENMC is through the state of New Mexico. Employees eligible for ERB are also eligible for this plan, which if approved would be implemented on July 1st, 2023. The cost will be approximately \$250K per year. ELKINS asked about long-term costs to employees and the college. Volpi explained that they'll use a sliding scale so employees aren't paying for everything and they'll need to build the annual budgets to include funds for this. Dr. Beardmore advised that lower salaries receive a higher subsidy and he is proud of the college for doing this. ELKINS-the longer you work the more the state pays? That is correct, advised Volpi, but it does plateau. ELKINS said his first concern is the cost to the retiree and their family but the cost to the college also needs to be considered. But this benefit allows the college to attract and retain good faculty and staff.

Motion for approval as presented: **Sarah Bowman**

Second: **Mark Cage**

Nays: **0**

- C. Application for Tenure** – Dr. Beardmore advised that the Board will go into closed session later in the meeting to review and discuss the application.

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

- A) Juanita Garcia, VP of Student Affairs (via Zoom):** 1) They have completed user testing and are waiting for Anthology to correct an issue discovered during testing. The plan is to go live for registration on April 13th. She is hoping the correction will be done by the end of this week to ensure that the portal and student sides are speaking to each other; 2) Student Affairs have been working with Marketing and Grants Services to develop promotional strategies; 3) student services staff have been busy with data entry; 4) transcript customization is pending-when complete they'll be able to print transcripts in-house; 5) REACH (the Admissions app) should be ready by October; 6) All students will be in the SENMC student database in fall 2023; 7) the financial aid award letter will be viewable on the student portal but they will not be able to show award amounts until NMSU pays out all the 2022-2023 aid. Garcia is proposing that students have lines of credit in the SENMC bookstore while waiting for their aid; 8) The Financial Aid Office is setting up a college finance plan for students to access and view. This is required by Federal Student Aid and the VA. Diana Campos (Financial Aid Director) is working on SENMC's Title IV application; 9) National Clearinghouse is helping us to prepare for enrollment reporting requirements. Testing for that will begin soon; 10) The financial aid default rate in 2020 for all NMSU campuses is .1%. A breakdown by campus is not available yet. In 2019 the default rate was 9.23%; 11) Staff from Financial Aid will be in Albuquerque and Taos to attend training. They recently attended a training at NMSU to update all FA employees. 12) The VA did a compliance audit on March 8th. The report is pending.
- B) Dr. Andrew Nwanne, Executive VPAA:** 1) The new Fire Science Director (Robert Trautner) is updating the program. He's looking at ways to recruit students and is working with the fire departments in Carlsbad and Artesia. He's also consulting other fire science programs in the state. 2) Nursing students are doing clinicals at hospitals in Lubbock, Texas. 3) The library expansion will include works of fiction as well as academic publications. They're working with the Grants Services

department and the faculty from Early Childhood Education to serve the needs of the community as well as the students. 4) The Spring Forum for Professional Development will be held on the SENMC campus on April 21st. Faculty and staff are given the opportunity to make presentations in their fields.

- C) **Dr. Monty Harris, Interim VP of Workforce Development and Community Engagement:** 1) The building design committee and architects (9 Degrees Architecture and Design) met on March 6th and created sub-groups. Each subgroup has met with the architects to discuss their needs and concerns. The architects will review all the input to determine where there can be collaborative spaces and where there will need to be dedicated spaces. ELKINS wanted to know if one session per subgroup could provide sufficient input for the project. Michael Bluth (9 Degrees) was available via Zoom and explained that they have a lot of information and have sent a lengthy list to Dr. Beardmore and Dr. Harris to review. He said they are in a good position to assemble the information and create rough programming diagrams and meet with the subgroups again. 2) The Department of Energy has asked for revised budget projections-they'd like to see more spending in the first year of the grant. Dr. Harris explained he is waiting for confirmation on a location at which time he'll have some more definitive costs. He expects to have the updated budget ready by the end of the month. 3) In Program Development they're working on an agreement with an established truck driving school to develop a co-branded commercial driver's license program. SENMC would need to provide a classroom and a 100'x300' paved lot to practice driving maneuvers. The parking lot at the mall is one possibility. CAGE said the county might be willing to pave some of its available land-this would provide a more secure space. Dr. Beardmore met with AMTEC (Advanced Manufacturing Technology Education Collaborative) to seek recommendations on equipment trainers. One company builds custom trainers connected to the curriculum they provide. AMTEC think they can work with industry in this area to adapt what they have to the needs of the region. They also have curriculum based on open labs allowing students to work a self-paced curriculum. Workforce is finalizing agreements for a suite of safety training programs that meet OSHA standards, and the CE Shop which provides licensing training and continuing education for real estate brokers. Dr. Harris will meet with Skillpoint Alliance in April. They work in the Permian Basin to offer pre-apprentice training in electrical, HVAC, manufacturing, and plumbing at no cost to students. They have programs in the Midland/Odessa area and they'll discuss a timeline for bringing their programs to SENMC. Dr. Harris has spoken to local media professionals about starting a broadcast media program through Workforce Development. They've already developed curriculum outlines for two eight-week courses. Additionally, they've assessed SENMC's digital media lab and equipment and determined that it is more than adequate for this program. They've also committed to supplying additional equipment if needed. They are moving forward with program development and hope to have these programs operational this year. Workforce Development plans to bring welding certification to the campus and establish this campus as a test site for the American Welding Society and the American Society for Nondestructive Testing. 4) Workforce is using a credentialing verification platform that will enable them to create digital credentials customized to the workforce programs. This program makes it easy for employers to verify credentials. It also has a resume builder that incorporates those credentials. Dr. Harris will follow up with additional information at the next Board meeting; 5) The Community Education department is offering 19 classes this term including CPR, and the Mobile Oil Learning Unit which is an opportunity for students and community members to learn about the oil and gas industry. They also have special interest and hobbies classes for children and youth. During spring break 28 students aged 4 and up participated in Little Scientists and Young Chefs classes.

- D) **Dr. Karla Volpi, VP of Business & Finance:** 1) Finance has been working on Anthology, configuring the system and creating processes. The go live date is July 1st but they're hoping to begin data entry in June-Dr. Volpi says this will be advantageous for year-end reporting (2) She is working on budgets and cautioned that the numbers will be higher than anticipated because they needed to hire more people and insurance costs are significant. The auditors are still reviewing but Dr. Volpi hopes to present the budget in April. 3) There are not any financial statements yet. Dr. Volpi has the data but no reports. 4) **FACILITIES** – parking lot construction is going forward and POs have been cut for engineering and construction; they are working with Ameresco to design solar panels; there are funds left from the LAC project. They realized that accessibility had not been addressed in that project and will spend approximately \$106K to correct that; Ameresco will add more solar panels to the parking lot to assist with HVAC units. The company will give its presentation via Zoom in April; exploring replacing keyed door locks with electronic locks for better protection of expensive equipment (doors would lock automatically). It is easier and less expensive to reprogram electronic locks than to re-key doors. Before this project can move forward we'd need to make sure the existing doors are sound and close properly. This would be a multi-year project; 5) Bookstore manager Frankie Miller and Dr. Volpi recently returned from New Orleans where they purchased swag and some unusual things for the bookstore. The goal is to make this a community bookstore. Ann Hillerman is scheduled to hold a book signing here on June 30th. Other book signing events are planned for later in the summer; 6) They've selected Everbridge as SENMC's Emergency Notification System. It is versatile and can deliver messages by text, phone and email. Parents can opt in to the service and it can be set up to deliver specific announcements to visitors on campus for special events.
- E) **Carol Thomas (Ferrilli):** 1) Southeast New Mexico College has approximately 2000 records that can't be completed via data migration. The data needs to be entered into the system by hand so students can register. This input also allows for validation of the data. This is time sensitive because the go live date is April 13th. 2) Financial Aid and Human Resources are both in their build phase 3) REACH will go live in October as the college's application system; 4) there are other systems, such as CourseLeaf, Maxient, Canvas, Clearinghouse, and others that have to integrate with Anthology; 5) they are continuing to work the punch list to offer improved service following the December network update
- 9) **Steven Gonzales, HR Director:** 1) He presented board members with his report and shared the following: Employee report – 211 full-time, part-time, and temporary and student employees. There are currently eight faculty and eight staff vacancies and they are conducting interviews. 2) Introduction of Robert Trautner, Fire Science Director; 3) March's Employee of the Month is Maria Quintana.
- 10) **Employee representative comments (optional)**
- A) **Faculty:** Nothing to report.
 - B) **Administrative Staff:** Nothing to report.
 - C) **Classified Staff:** Nothing to report.
 - D) **Student Govt:** Unable to participate tonight.
- 11) **College & Community Committee** – No report
- 12) **Public Comments: Norbert Rempe** – 1) Thanked everyone for putting the Board packet on the website. 2) Mr. Rempe would still like to see budget and status updates so we can know the priorities of this Board and the college.
- Beverly Spencer** – Beverly is a member of the Quilt and Stitchery Guild. She asked if there is a room on campus where the group could meet weekly, perhaps on a Saturday. This might make it possible for more people to join their group. She was directed to Dr. Beardmore to make these arrangements. Dr. Harris also gave her his card.

13) Closed Session: Discussion of Application for Tenure

Motion for closed session: **Mark Cage**

Second: **Sarah Bowman** Nays: 0

Motion for open session: **Mark Cage**

Second: **Sarah Bowman** Nays: 0

Dr. Beardmore read a statement recommending Samantha Villa for tenure.

Motion for approval: **Sarah Bowman**

Second: **Mark Cage**

Nays: 0

- 14) Board comments: CAGE:** I'm pleased with the direction we're going and the professionalism that I'm seeing. I'm getting positive comments from the community. **BOWMAN** – I echo his thoughts and I encourage people to send me email. **ELKINS** – This was a productive meeting, I'm pleased with all the hard work. Monty, you've come a long way in Workforce Development.

15) Announcement of next regular board meeting:

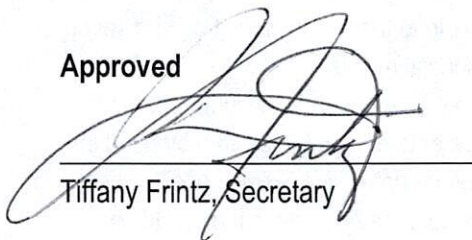
Date: April 10, 2023

Time: 6:00 pm

Place: SENNC Room 153

- 16) Adjournment – Chairman Ned Elkins** adjourned the meeting at 8:12 pm.

Approved



Tiffany Frintz, Secretary

4/10/23
Date