

BOARD OF TRUSTEES MEETING MINUTES

Date: 12/11/23

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 (via Zoom) ☒ Member, Sarah Bowman

☐ Member, Mark Cage

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 16th.

- 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 3rd-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

01/08/24
Date

Presidential Meetings in the Community

December 2023 update

- Carlsbad Municipal Schools Superintendent Dr. Gerry Washburn, Assistant Superintendent for Instruction Eric Spencer, new CHS Principal Jim Schapekahm, Director of Curriculum and Instruction Jennifer Timme, Coordinator of College and Career Readiness Dr. Keely Scruggs, November 13
- Loving Schools Superintendent Lee White, November 15
- Energy Pathway Advisory Committee Meeting #1, November 15
- Sponsored induction of Dr. Mickey Best into Rotary, November 15
- Carlsbad Municipal Schools Law Enforcement and Public Safety Pathway, November 16
- Southern Regional Education Board leadership regarding strategic planning, November 16
- Visited Energy Pathway classroom and lab at Carlsbad HS along with visitors from Texas and the Educational Partnership of the Permian Basin, November 28
- Artesia Public Schools Superintendent Darian Jaramillo, November 29
- Devon Energy Community Leader Breakfast, December 5
- 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 National Nuclear Security Administration, December 7

FY25 I&G HED Recommendation

Prior Year (FY24) Adjusted Base
 $\$782,778,700 + 9,055,400 = \$791,834,100$

FY25 NEW MONEY

$\$39,591,705 - 5.0\%$ of Prior Year Base

INSTITUTIONAL PERFORMANCE PREMIUM
 Shared Measures - \$6,334,673
 16% of New Money

Shared
 +
 80%

STANDARD ALLOCATION
 Shared Measures - \$25,338,691
 64% of New Money

MISSION SPECIFIC
 \$7,918,341
 20% of New Money

Institutional Performance Premium Allocation - \$6,334,673

EOC SCH - 19% \$1,504,485	Awards - 31% \$2,454,686
STEMHWF - 11.5% \$910,609	At Risk - 18.5% \$1,464,893

Unallocated IPP
 Shared Measures - \$2,865,003
 7.2% of New Money

TOTAL STANDARD ALLOCATION
 Standard Allocation + Unallocated
 $\$28,203,694$
 71.2% of New Money

Standard Allocation Allocation - \$28,203,694

EOC SCH - 19% \$1,504,485	Awards - 31% \$2,454,686
STEMHWF - 11.5% \$910,609	At Risk - 18.5% \$1,464,893

Standard Distributed Formula \$28,203,694

EOC SCH - 17.5% \$6,926,127	Awards - 28.0% 11,104,610
STEMHW - 9.4% \$3,739,208	At Risk - 16.3% \$6,433,750

Mission Specific Distributed Formula \$7,918,341

MP30 2.80% \$1,108,568	Dual Credit - 3.00% \$1,187,751
MP60 - 3.14% \$1,243,180	Research - 11.06% \$4,378,843

Qualifying Criteria

Target Met = Premium Allocation \$/Award

- (1) 95% of benchmark = 100%
 - (2) 90% of benchmark = 75%
 - (3) 85% of benchmark = 50%
 - (4) Showing Improvement = 25%
- Current Yr Wtd. Value > Prior Yr Wtd. Value

Institutional Performance Premium Distributed Formula \$3,469,670 - 8.8% New money

EOC SCH - 1.5% \$596,297	Awards - 3.0% \$1,168,818
STEMHW 2.1% \$813,838	At Risk - 2.2% \$890,716

Unallocated IPP

\$2,865,003 - 7.2% New Money

IPP + Standard + Mission Specific = Total New I&G
 $\$3,469,670 + \$28,203,694 + \$7,918,341 = \$39,618,705$



NEW MEXICO
ASSOCIATION of
COMMUNITY
COLLEGES

HIGHER EDUCATION UNIFIED PRIORITIES FOR 2024 LEGISLATIVE SESSION

Funding to transform and grow New Mexico's economy

Instruction & General (I&G) Funding Increase for Significant Impact on Student Outcomes

This Unified request for \$83.1 million in recurring funding for core higher education operations, including instruction and student support (a 10.5% increase), will have a significant impact on student outcomes. \$50.7 million is requested for general operations increases. To maintain current instructional programs and services the Higher Education Price Index (HEPI) forecasts a 4.5% increase is necessary.

- \$14.4 million is requested for student support initiatives focused on student retention and graduation, such as tutoring, academic advising, student basic needs services (wrap around services), and behavioral & mental health, including suicide prevention.
- \$11.0 million is requested to increase campus safety services at all public higher education institutions, including New Mexico Military Institute and New Mexico's Native American institutions.
- A minimum of \$7.0 million is requested to fully fund employee benefit enhancements, such as increasing the employer share of group insurance. This request also includes fully funding increased employer costs for implementing the paid family medical leave program.,

A Few Facts: New I&G Funding Formula Dollars Ratio to New Tuition Dollars

Each 1% of formula funding is approximately a 2.8% tuition increase.

- Each 1% of formula funding generates approximately \$7.9M for formula funded institutions.
- A 1% Base increase to I&G is approximately (\$10.4M).
- Tuition increases: each 1% tuition increase generates approximately \$2.8M.

Compensation increases of 6% for all employees. Additional 3% targeted increase for faculty.

- We request the compensation percentage funded by the state (general fund appropriation) be increased.
- Institutions request flexibility to budget an “average” increase to address pay inequities, which includes addressing compensation for lowest paid staff.
- This request includes the additional increase to retain and attract full and part-time faculty.

Additional Requests (Non-Recurring):

- \$10 million for continued support of the **Higher Education Endowment Fund**.
- \$15 million for a significant infusion of funding from sources outside the funding formula to support **Dual Credit** programs over a three-to-five-year period.
- \$100 million for continued funding for the **Technology Enhancement Fund** with the goal of a \$500 million permanent fund.
- \$100 million for expenditure in five fiscal years, \$20 million per year, for expenditure by community colleges, regional universities, and Native American institutions for **workforce training** including internships.
- \$11 million to provide **campus safety equipment**.
- Minimum of \$11.5 million for expanded **cybersecurity** initiatives.
- \$50 million to support **building renewal and replacement**. This includes funding for critical infrastructure, addressing critical deferred maintenance needs, building demolition, and construction cost overruns due to inflation and supply chain challenges.
- \$10 million for instruction and **general equipment renewal and replacement**.



sfcc.edu/higher-ed-unified

For SENMC Board of Trustees consideration, 12-11-23

SENMC STRATEGIC PLAN (2022-2025)

Midpoint Report and Upcoming 2024 Efforts (in blue)

December 2023

Strategic Plan efforts completed in 2023

- ✓ SENMC network separated from NMSU
- ✓ SENMC Promotion and Tenure procedure approved
- ✓ Tuition held flat, online course fee eliminated, nearly all course fees eliminated
- ✓ MSHA training
- ✓ Weekly Friday Updates to campus
- ✓ Near monthly newspaper articles
- ✓ First SENMC Faculty Handbook
- ✓ Faculty salary schedule
- ✓ Enrollment and application tracking
- ✓ Annual mandatory employee and student trainings implemented (Vector Solutions)
- ✓ Planning phase for Trades x Technologies Building through consultation with industry, K-12, and government partners completed and Nine Degrees selected as the architectural firm
- ✓ Capital projects list approved (with multiple updates)
- ✓ Anthology Finance and Student implemented
- ✓ New fall kickoff
- ✓ First SENMC Student Handbook
- ✓ First SENMC Course Catalog
- ✓ Approved as an independent college by the New Mexico VA State Approving Agency
- ✓ Fall 2023 academic independence from NMSU
- ✓ New and standardized campus hours
- ✓ Electrical training with SkillPoint Alliance
- ✓ Radiological Control Technology training
- ✓ IR Data Plan
- ✓ Federal financial aid awarded
- ✓ Hallway video screens displaying events and information
- ✓ Developed a service awards program (presented at the Employee Appreciation Luncheon)
- ✓ Trades x Technologies Building included on NMHED Capital Outlay recommendation list
- ✓ Numerous updates to Board of Trustees policies
- ✓ Purchase of 3500 Seven Rivers property

Goal 1: Diversity and Commitment

1. Develop policies and procedures that support access and commitment to diversity.
2. Develop initiatives and celebrate differences through special events, open discussions, and various awards.
3. Celebrate excellence of students, staff, and faculty.
 - Establish three new annual awards to recognize an outstanding faculty member, an administrative staff member, and a classified staff member
 - Develop a Leadership Academy and a common leadership feedback instrument
 - Explore the need for a Diversity Hiring Committee

For SENMC Board of Trustees consideration, 12-11-23

- Increase the professional development/travel allowance
- Award Merit badges for extracurricular activities sponsored by SENMC
- Award Merit badges for non-credit (community/workforce) programming
- Invite food trucks to campus (once new parking lot completed)
- Move our signature campus event, Taste of Culture, to April to coincide with our independence celebration

Goal 2: Enrollment, Retention, and Graduation/Completion

To foster an academic environment that leads to 5% annual increase in:

1. Enrollment
2. Retention
3. New programs
4. Graduation/completion
 - Complete a campus “Academic Plan”
 - Hire a full-time Computer and Information Technology faculty member
 - Teach Computer Science classes
 - Explore the revival of our inactive Electrical/Electronics and HVAC programs
 - Create a Radiologic Control Technology AAS degree program (CIP 41.0299 Nuclear and Industrial Radiologic Technologies/Technicians) (grant funded)
 - Create a AAS program in Oil & Gas Technologies (building on our Industrial Maintenance and Natural Gas Compression programs) (CIP 15.0903 Petroleum Technology/Technician)
 - Seek out new transfer partnerships (grant funded)
 - Explore the development of a one credit hour FYEX 1110 (grant funded)
 - Consider requiring FYEX 1110 for all degree seeking students in first year
 - Negotiate an agreement with Carlsbad Municipal Schools (academics & transportation)
 - Establish an Honors program
 - Develop an AA with an emphasis in Psychology
 - Revive the Social Work AAS program
 - Rejuvenate the Teacher Education program
 - Develop a soft skills curriculum for SENMC
 - Implement new Department Chair responsibilities and compensation plan
 - Realign department programs/disciplines
 - Establish a dual credit academic lead/liaison
 - Explore a lab coordinator/STEM outreach position (grant funded)
 - Pilot the Transitional Educational Support Team approach to developmental education
 - Develop a new advising process
 - Implement a new admissions application and process
 - Expand Adult Education and ESL
 - Create pathways for dual credit, workforce, and ESL students to become credential-seeking

Goal 3: Community Engagement and Economic Enrichment

1. Expand Business Sector Partnerships/Relationships to provide work-based learning and employment opportunities.
2. Improve quality of life, health and wellness in Southeast New Mexico through education, activities, and community engagement.

For SENMC Board of Trustees consideration, 12-11-23

3. Expand evening and weekend programs with supportive services to meet the needs of working adults (non-traditional students).
4. Expand workforce training and development.
 - Implement the \$11.7 million U.S. Department of Energy Grant
 - Offer CDL training
 - Plan for a Simulator Training Center
 - Increase evening courses on campus
 - Award workforce Merit-badged activities with link to website listing skills mastered
 - Develop structure for sub-1000 noncredit course numbering based on CIP (e.g., WF 10.0234)
 - Pursue search for Nurse Practitioner for campus Health Clinic

Goal 4: Building, Facilities, and College Foundation

1. Enhance building renovations and technology upgrades.
2. Build Vocational Trades Center (Energy Building).
3. Explore funding opportunities and plan to build a dorm for students' residence.
4. Explore funding opportunities and plan to build a Child Care Development Center.
5. Ensure classroom design improvement.
6. Contract with a Third Party or hire Safety and Compliance Officer.
7. Establish College Foundation.
 - Complete a Campus Master Plan
 - Enter the Trades x Technologies Design Phase
 - Plan for the renovation of the Main Building
 - Hire a Director of Construction and Special Projects
 - Select and erect signage
 - Complete parking lot improvements
 - Develop a campus space utilization plan
 - Create new areas – Transfer and FYE center (grant funded)
 - Open the new family study room in the Library (grant funded)
 - Complete HVAC, electrical, and energy improvements (grant funded)
 - Plan for an outdoor energy lab (grant funded)
 - Explore a residence hall/residence life/food service feasibility study
 - Complete a Campus Technology Plan
 - Pursue building access upgrades
 - Add a redundant internet connection
 - Plan for a telephone upgrade that includes soft phones (office calls on cell/laptop)
 - Open the Ideal Classroom (grant funded)
 - Pursue a Pre-School/Daycare/Early Childhood Education Lab School partnership with CMS
 - Provide AED, CPR, and first aid training for employees and interested students
 - Draft SENMC Foundation Articles of Incorporation, Bylaws, and Memorandum of Agreement
 - Receive fiduciary and legal training from the New Mexico Higher Education Department

Goal 5: Independence of SENMC

- Respond to the Higher Learning Commission visiting team report
- Respond to the New Mexico Higher Education Department report
- Complete the implementation of Anthology, including the transition of HR and payroll systems from ADP to Anthology and the automation of financial aid

For SENMC Board of Trustees consideration, 12-11-23

- Consider tuition increase as budget needs are clarified
- Develop the SENMC Strategic Plan for 2025-2030



Southeast New Mexico College

A Resolution of Appreciation Honoring Board Chair Dr. Ned Z. Elkins

Southeast New Mexico College
President's Office
1500 University Drive
Carlsbad, NM 88220
(575) 234-9200, Fax: (575) 885-4951

Whereas Dr. Ned Z. Elkins has served Southeast New Mexico College (SENM) with the highest distinction since January 1, 2022 as an elected member of the SENMC Board of Trustees and the inaugural chair of the Board;

Whereas Dr. Elkins is a native of Carlsbad, his father employed in the potash mines and his mother as an educator in the public schools;

Whereas Dr. Elkins followed in the footsteps of both of his parents, pursuing his education to the point of earning two doctoral degrees and managing mining operations in multiple states, Dr. Elkins returned to Carlsbad a quarter century ago and led the local Sandia National Laboratories location. Two years later, he opened the Carlsbad branch of the Los Alamos National Laboratory and worked there 21 years until his retirement;

Whereas Dr. Elkins stated his hope for the newly independent college to allow our students to pursue an education and affording them the opportunity to obtain employment in southeast New Mexico;

Whereas Dr. Elkins guided the Board of Trustees as they led the journey resulting in the complete independence of the college, showing great vision and much patience, embodying the highest standards of leadership while skillfully navigating the obstacles with a perceptive foresight gained from his deep experience;

Whereas Dr. Elkins fostered collaboration and goodwill among all, while pushing, pulling, and encouraging everyone to realize the goal of a college that is ready for and responsive to the needs of the community;

Whereas his good humor, mentorship, and friendship are appreciated by so many; and

Whereas his term as chair concludes this evening;

Now, therefore, be it

Resolved, that Southeast New Mexico College:

1. honors and is grateful to Dr. Ned Z. Elkins for his tireless commitment to the stewardship of SENMC and his outstanding service, and
2. expresses its sincere appreciation to him for his many contributions and looks forward to his continued service on the Board of Trustees through 2025.

SENNC Board of Trustees Meeting 12/11/23

WDCE Report

Workforce Development

- Mall Lease – The utilities have been connected. The buildout plan has been finalized.
- Hiring process is proceeding for the Grant Project Director position for the DOE grant. We anticipate filling this position at the first of the year.
- Meeting with Department of Energy and the National Nuclear Security Administration
 - On Thursday, December 7th, Dr. Beardmore and I met with Jarrett Blanc, who is the senior advisor to Energy Secretary Jennifer Granholm and Jill Hruby, Under Secretary for Nuclear Security & Administrator at the NNSA, CBFO Manager Mark Bollinger, and Donavan Mager, Public Affairs Consultant to the CBFO. Mr. Blanc was in town for a tour of WIPP and URENCO but also to visit with other community leaders and us about the grant DOE awarded the college and progress on the Trades X Technologies building. The plans for the new building and the mall project were shared. The meeting was very positive and comments by Mr. Blanc reflected the consistency of information he received across the various groups he had visited.

CDL Program

- Pursuing 3rd party test site status with the state
- PTDI will be sending a branded trailer to raise awareness of the program
- Anticipating first class after the first of the year but no hard start date established

Community Education

Director Maria Quintana has collaborated with the homeschool co-op to provide cooking classes and beginning Spanish classes.

Human Resources Report - December 2023

Report Generated: December 5, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 260 (+8)

New Hires

Name

Adamowich, Joshua
 Campbell, Miranda
 Castillo, Carol
 Gonzalez, Julieta
 Harper, Jillian
 Hernandez-Macias, Yadira
 Moncayo, Braulio
 Moncayo, Brayan
 Ortega, Ernesto
 Reyes, Lucy
 Short, Terry
 Silva, Stephanie
 Trevizo, Moises
 Wittmayer, Gabriel

Job Title

Director of Admissions
 Student hire, Forest Service
 Administrative Assistant, WF & CE
 Student hire, Forest Service
 Temporary hire, Registrar
 Student hire, Grants
 Student hire, Workforce
 Student hire, Workforce
 Temporary hire, Admissions
 Human Resources Coordinator
 Temporary Trainer, Workforce
 Temporary hire, Human Resources
 Technology Support Technician
 Student hire, Science

Total: 14

Departures

Name

Job Title

Total: 0

Currently in Interview Process

Job Title

Admissions Coordinator
 Instructor or Assistant Professor of Education
 Workforce Grant Project Director

Current Vacancies

Total: 3

Job Title

Faculty:

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

Total: 4

Staff:

Admissions Coordinator
Health Clinic Nurse Practitioner
Tutors, Math - PT/FT
Workforce Grant Project Director

Total: 4
