



Southeast New Mexico College
President's Office
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AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, MARCH 10, 2025 AT 6:00 PM
SOUTHEAST NEW MEXICO COLLEGE, ROOM 153, 1500 UNIVERSITY DRIVE
CARLSBAD, NEW MEXICO 88220

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

AGENDA ITEMS

- | | |
|--|--------------------|
| 1. CALL TO ORDER | BOARD CHAIR FRINTZ |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. ESTABLISH QUORUM | ROLL CALL |
| 4. APPROVE AGENDA | ACTION ITEM |
| 5. APPROVAL OF MINUTES FROM 2/10/2025 | ACTION ITEM |
| 6. PUBLIC COMMENTS
Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting. | |
| 7. STUDENT GOVERNMENT REPRESENTATIVE | DISCUSSION |
| 8. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN | DISCUSSION |
| 9. SENMC UPDATES -DR. KEVIN BEARDMORE | |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN
<i>(attachment; spring enrollment graphs)</i> | DISCUSSION |
| 10. OLD BUSINESS | |
| A) LOBBYIST RFP – DR. K. BEARDMORE | DISCUSSION/ACTION |
| B) T-SQUARED RFP - DR. K BEARDMORE | DISCUSSION/ACTION |
| C) INTERIM VPBF SEARCH – DR. K BEARDMORE | DISCUSSION |
| 11. NEW BUSINESS | |
| A) SENMC STRATEGIC PLAN - DR. BEARDMORE | DISCUSSION/ACTION |
| B) SENMC BOARD POLICY–PROPOSED CHANGES
(INCLUDES FORMATION OF BUILDING NAMING
COMMITTEE) - DR. BEARDMORE | DISCUSSION/ACTION |
| C) MONTHLY FINANCIAL REPORT-DR. BEARDMORE | DISCUSSION |
| D) APPROVAL OF NEW MEXICO HIGHER EDUCATION
DEPARTMENT CAPITAL OUTLAY COMMITTEE SUBMISSION
FOR TRADES X TECHNOLOGIES BUILDING (K BEARDMORE) | DISCUSSION/ACTION |
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. FROSSO EFFROSINI SEITARIDOU, VP-ACADEMIC AFFAIRS | |
| B) DR. KEVIN BEARDMORE for BUSINESS & FINANCE | |

- C) DIANA CAMPOS, CHIEF STUDENT AFFAIRS OFFICER (CSAO)
-DEAN OF STUDENT AFFAIRS
- D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT &
COMMUNITY ENGAGEMENT
- E) TYMON MATTOSZKO, CHIEF INFORMATION OFFICER (CIO) DISCUSSION
- 13. HR DIRECTOR'S UPDATE-STEVEN GONZALES (*attachment*) DISCUSSION
- 14. EMPLOYEE REPRESENTATIVE COMMENTS (**OPTIONAL**)
 - A) FACULTY
 - B) ADMINISTRATIVE STAFF
 - C) CLASSIFIED STAFF DISCUSSION
- 15. BOARD COMMENTS
- 16. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (**4-14-2025**) BOARD CHAIR FRINTZ
- 17. ADJOURNMENT BOARD CHAIR FRINTZ

Board Packet should be available to the public upon request through Andrea Dodson at adodson@senmc.edu 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 or other type of accessible format is needed.

BOARD OF TRUSTEES MEETING MINUTES

Date: 2/10/25

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

Chair, Tiffany Frintz

Member, Bill Murrill

Member, Mark Cage

Type of Meeting:

Regular Work

Special

Secretary, Sarah Bowman

Member, Ned Elkins

Board Member(s) absent:

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Ned Elkins**

Second: **Sarah Bowman**

Nays: **0**

Abstain: **0**

Bowman, Cage, Murrill, Elkins, and Frintz voted to approve the agenda.

5) **Approval of minutes from the previous meeting – 1/13/2025**

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

Nays: **0**

Abstain: **1**

Bowman, Cage, Murrill, Elkins, and Frintz voted to approve the minutes.

6) **Public Comments:** None

7) **Student Government Representative:** None

8) **General Counsel:** Lane Martin (via Zoom) – Nothing to report.

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

Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Marched in the Carlsbad Rev.

Martin Luther King, Jr. Day event, January 20; **Goal 2 (Enrollment, Retention, and**

Graduation/Completion) presented the SENMC attributes to FYEX 1111 class, January 29; announced

changing in reporting for the Registrar's Office, Business Affairs, and Student Affairs; held a Campus Forum

on January 30; **Goal 3 (Community Engagement and Economic Enrichment)** met, along with Dr. Monty

Harris, with Vanessa Lechon, Laurie Bevins, and Dr. Kirk McDaniel from the US Department of Energy, on

the USDOE grant, January 16; published latest newspaper/website article: "Ready to be Resolute," January

21; reported for jury duty at Eddy County Court House, January 21 and February 4; met with James Johns

and Jolene Beaty, WIPP Organizational Development Team, about the new SIMCO President's Leadership

Program that will be hosted by SEBNC, January 23; attended Carlsbad Rotary on January 22 and 29, and

on February 5; attended the Eddy County Legislative Reception in Santa Fe on January 27; attended the

WIPP Legislative Breakfast in Santa Fe on January 28; attended the Ribbon Cutting for Artesia Public

Schools Career Center One on January 30; attended the Carlsbad Department of Development Board

meeting on February 6; volunteered at Rotary's Pancake Day on February 7; **Goal 4 (Building, Facilities,**

and College Foundation) discussed funding of the Pecos High School (TX) Career and Technical

Education Building with Pecos Schools Superintendent Brent Jaco on January 8; met (virtually) with Jonny

Heins of Permian Resources and Brian Woodard of Mewbourne about progress on and advocacy for the

Trades x Technologies Building, January 24; Dr. Beardmore took a moment to thank them for their work on

that and help in pushing the conversation forward and looking at possibilities for funding from their

organizations and others; and **Goal 5 (Independence of SENMC)** attended (virtually) the New Mexico

Higher Education Secretary's Legislative Updates on January 30 and February 6; and attended the New Mexico Legislative Budget and Accountability Hearing and Higher Education Budget Hearing, House Appropriations and Finance Committee on February 7.

Dr. Beardmore took a moment to address SENMC Board Policy on investments. The former president of New Mexico Tech is suing the university over how the school's funds were invested in a local bank, and not all were FDIC-insured. This is not the case with SENMC funds, but he wanted the Trustees to see the policy in case they receive questions from members of the community.

- 10) **Old Business:** Last fall the college put out an RFP (Request for Proposal) for lobbyist services. Based on the first page of the RFP no proposals were received by the deadline. However, another page of the RFP showed a later deadline and one proposal was received based on that deadline. The reason for the two deadlines is unknown. Dr. Beardmore assured the Board that all future RFPs will list a response deadline on the cover page only. He said the purpose of an RFP is to see what the competition is and provide perspective. The proposal received is not substantially different from information previously presented to the Board. Trustees said they wanted more time to review the proposal and indicated disappointment that there had not been more interest. Dr. Beardmore said he wants to make sure that future ads will be published in Santa Fe and Ned Elkins agreed that the college should advertise in the northern part of the state.

Motion: **Ned Elkins** Second: **Mark Cage** Nays: **0** Abstain: **0**

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of giving Dr. Beardmore the time and flexibility to start the process again.

11) **New Business**

A) **Trades x Technologies Building Update – Dr. K Beardmore:** Bill Murrill and Ned Elkins met with Gary Martinez and Dr. Beardmore this afternoon to review the details of the RFP for the Trades x Technologies building. Minor changes were noted, and consultant Glen Haubold is going to double check some things. Trustees will be able to take this draft and have the time until the next board meeting to review it. The goal is to pursue approval in March. College counsel Lane Martin advised that they should be very careful in awarding any bid. He said he can advise as needed to guide any Trustees who may need to recuse themselves. No action was taken on this item.

B) **Use of The Registry to find candidates for Interim VP of Business & Finance – Dr. K Beardmore:** Dr. Karla Volpi has accepted the position as Dean of Business and Finance. This position works remotely and does not have supervision of the bookstore, health care, maintenance and facilities. It does allow the college to have continuity of operations and retain Dr. Volpi's expertise. Southeast New Mexico College is looking for an interim, on-site, vice president for Business and Finance. Dr. Beardmore's plan is to keep the interim until the college makes its report to the HLC (Higher Learning Commission) in July 2026. This also aligns well with the best time to conduct a search in Higher Education which is to have a July 1 start time. He is looking for a candidate with experience as a chief business officer at a small community college. The initial advertisement resulted in a single candidate. Dr. Beardmore has readvertised with a higher salary (\$210,000) and has also reached out to colleagues for their recommendations. He said he already has five prospects separate from the Registry candidate. The cost of using The Registry is 33% of the salary offered.

Motion: **Mark Cage** Second: **Ned Elkins** Nays: **0** Abstain: **0**

Bowman, Cage, Elkins, Murrill, and Frintz voted unanimously to allow Dr. Beardmore to use The Registry to find candidates for the position of interim VP of Business & Finance.

- C) **Monthly Financial Report – Dr. K Beardmore:** Dr. Beardmore shared the reports and notes provided by Dr. Volpi. Accounts Receivable decreased by \$30K, mostly in the over 60-over 90 categories, suggesting that collection efforts are bearing fruit. Financial statements continue to be a work in progress but this time there is a comparison on the income statement with the year-to-date and budgeting variance.
- D) **Quarterly Financial Certification – Dr. K Beardmore:** Dr. Beardmore presented the quarterly financial actions report for the Trustees to review and approve for signing to send to the state.
 Motion: **Ned Elkins** Second: **Sarah Bowman** Nays: **-0-** Abstain: **-0-**
Bowman, Cage, Elkins, Murrill, and Frintz voted unanimously to approve the quarterly financial certification.
- E) **SREB Report – Dr. K Beardmore/Dr. Harriette Scott:** Dr. Scott of the Southern Regional Education Board provided an update of the work they've done since visiting the campus and the community in August and conducting surveys and meeting with focus groups when they were here in November. She shared several of the strengths of the college as noted by various members of the focus groups, as well as growth opportunities. Dr. Scott introduced one of her colleagues, Dr. Kathy Palmer, who explained that a strategic plan should be inspirational and outline a way to track progress. It should also be a working document that can be tweaked. Dr. Scott explained that they used SREB's student success framework and a framework developed by its counterpart, Western Interstate Commission on Higher Education, along with the information gathered from the campus and community to create a list of six priorities that they will move into next steps and come back in March with a presentation of goals. Elisa Jaden, Project Manager, explained that next steps will include developing strategies to meet the goals, identifying key performance indicators, establishing timelines, identifying resources, and making recommendations of strategies for board approval.
- F) **Establish a Facilities Naming Committee – Dr. K Beardmore:** Dr. Beardmore shared some guidelines that can be used to establish a committee for naming campus facilities. The Trustees are in favor of representation that includes members from the Board of Trustees as well as from the SENMC Foundation Board. Dr. Elkins added that faculty and staff also need to be represented. Dr. Beardmore would be on the committee in an advisory role-he would not vote.
 Motion: **Sarah Bowman** Second: **Ned Elkins** Nays: **-0-** Abstain: **-0-**
Bowman, Cage, Elkins, Murrill, and Frintz unanimously voted in favor of creating a naming committee with two members from the Board of Trustees, one member from the SENMC Foundation Board, and one representative each from faculty, administrative staff, classified staff, and student government.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Beardmore shared Dr. Seitaridou's report because she is in Santa Fe for the Senate Finance Committee meeting. Professor of Nursing, Gina Zuniga is a Peer Reviewer for the Accreditation Commission for Education in Nursing (ACEN). Her service as a peer reviewer will help her understand the accreditation process better so that she can assist her department in preparing for its review in 2027.
 A team of faculty lead by Dr. Jalal Hamedi attended an HLC-organized conference in Phoenix, Arizona that focused on Academic Program Reviews. Another team of faculty, led by Ms. Zane Biebelle attended an online workshop also organized by the HLC titled “Assessing the General Education Program”.
- B) **Business and Finance:** Nothing to report.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia joined via Zoom to present her report. Spring 2025 enrollment has approximately 400 more students that spring 2024. They are seeing an increase

in continuing students and in first-time freshmen, Early College High School, and transfer students. Spring welcome week has been renamed "Spirit Week" and moved to the second week of the term so activities don't interfere with the first week of classes. The Registrar's Office, which is moving under the Academic Affairs umbrella, is working on the 25-26 catalog and have updated most of the programs to include the FYEX (First Year Experience) courses. They are reviewing a list of courses that were in the catalog but have not been taught at this campus. They will meet with Department Chairs and the VPAA to discuss removal of these courses. Department Chairs are working on their Summer/Fall 2024 schedules.

Student Services has received a food pantry grant for \$5,000 from ECMC (Education Corporation Management Company). It also provides for emergency aid and information on financial literacy. Ms. Garcia and Director of Financial Aid, Diana Campos are part of a basic needs consortium with state of New Mexico. They will be collaborating with groups on campus to identify different needs students have and resources for them so that students can focus on their studies and stay in school.

There are two vacancies in Student Affairs because employees have moved to other jobs on campus.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Community Education classes started last week. He said they have had a fantastic turn out so far and are especially excited about the new line-dancing class. They had a meeting with Lifehouse and set up a new partnership to provide professional development opportunities for their staff and clients. They are continuing to work with the City of Carlsbad to finalize plans for Microsoft Office training for their employees. The goal is to provide them with hands-on learning opportunities that will enhance their workplace efficiency and digital skills.

Workforce reports that the 5DT team is on campus until February 14 to continue to work on simulators. The tractor-trailer simulator is functional-call Monty for a test drive. The plan to meet with their Department of Energy contact this week and provide a demonstration. Simulator operator training is planned for next week. Dr. Harris is looking at creating a position that is a shared position of instructor and supervisor of the simulator center.

As of February 1, SENMC has entered into an agreement with Artesia Truck Driving School to sponsor CDL training in northern Eddy County.

Radiological Control Tech (RCT) training will begin campus on March 3 with a math boot camp, followed by the RTC classes two weeks later. The schedule will be Monday through Friday evenings until the end of June. They have also scheduled some public question and answer sessions regarding this program. For a limited time, the Course Fee Assistance program will cover 100% of the program fee. They are also planning internship opportunities for this program.

Wellsite LMS (the lease operator education platform) will soon be offered to the public. Fee information is available on the Workforce webpage. It will be offered to local high school programs at no charge.

The Workforce and Community Education team met with administrators from Artesia schools.

Workforce is pledged to continue to collaborate to make things available for their school district.

Members of the Workforce team attended a networking breakfast for the Delaware basin Association of Pipeliners and took the opportunity to talk to the group about the developing Oil and Gas program as well as the safety training they offer.

They are in the early planning stages for a safety program to be held in the fall.

- E) **Tymon Mattoszko, CIO:** He started last week and said most of the time has been spent in knowledge transfer with Gretchen Parrish. He's also met with many people. He said he will have content to report next month.

13) **HR Report: Steven Gonzales, HR Director:** Mr. Gonzales said that as of February 4 the SENMC employee count is 248 employees. This includes full-time, part-time, temporary, and student employees. He introduced three new employees, Kordell Allen, Bookstore Assistant; Emily Pennigton, Administrative Assistant, LAC; and Evelyn Kerr, Math tutor . There are currently six faculty and four staff vacancies. February 2025's Employee of the Month is Sheena Linney, Instructor of Welding.

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

A) **Faculty: Zane Biebelle** reported that the HLC Assessment academy hosted its first major event, a Day of Reflection, on January 13. Dr. Chappa is organizing testing-it will include approximately 90 students in seven classes. Zane says they get good information from this.

Rick Wiedenmann announced RiverBlitz and Science Bowl, both on March 1. Southeast New Mexico College has been involved with RiverBlitz for 25 years. The Science Bowl is sponsored by SIMCO and will feature high school students from southeastern New Mexico and west Texas.

B) **Administrative Staff:** Johnny Chandler, Administrative Staff president said the group is figuring out how it can help the college and the community.

C) **Classified Staff:** None

15) **Board comments:**

Dr. Ned Elkins said he appreciates the SREB group coming out here. He also recognized senior administration from Ferrilli who were present and thanked them all for attending. We appreciate your support. Mark Cage recognized Councilman Eddie Rodriguez for his regular attendance at these meetings. He thanked Dr. Beardmore for his efforts with the financial reports. He also thanked the travelers for attending tonight's meeting. Sarah Bowman echoed her colleagues' comments and added she is looking forward to RiverBlitz and the Science Bowl again this year. Tiffany Frintz thanked people for traveling and helping the college stay on track and welcomed Tymon and the other new employees present at the meeting. She concluded by saying how proud she is of everybody and thanked everybody for coming to the meeting.

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

Date: March 10, 2025 **Time:** 6:00 pm **Place:** SENMC Room 153

17) **Adjournment** – Board Chair Tiffany Frintz adjourned the meeting at 7:30 pm.

Approved

Sarah Bowman, Secretary

Date

SENMC STRATEGIC PLAN (2022-2025)

Updates for March 2025 in blue

Goal 1: Diversity and Commitment

Presented an update to the SENMC Faculty on Department Chair responsibilities, the strategic plan, the Student Bill of Rights and Responsibilities, half credit for outside full-time teaching on the salary schedule, and succession management, February 19
Attended the Black History Month Celebration hosted at SENMC in partnership with the NAACP of Carlsbad, February 20

Goal 2: Enrollment, Retention, and Graduation/Completion

Held a Campus Forum, February 26
Organized a meeting of all involved in our first-year experience requirement, March 4

Goal 3: Community Engagement and Economic Enrichment

Reported for jury duty at Eddy County Court House, February 12 and February 28
Met, along with Dr. Monty Harris, with Laurie Bevins from the US Department of Energy, regarding the USDOE grant, February 12
Attended the City of Carlsbad Comprehensive Plan Community meeting, February 13
Published my latest newspaper/website article: "Accountable for AI," February 18
Welcomed the Delaware Basin Association of Pipeliners luncheon attendees to SENMC, February 20
Presented to and provided a tour of SENMC to Leadership Carlsbad participants, February 21
Met with Jeannette Brahl, the state director of the ALICE (Asset Limited, Income Constrained, Employed) Program, arranged by Eddy County United Way and hosted by SENMC, February 26
Volunteered at RiverBlitz (SENMC Team), March 1
Attended the US Department of Energy Science Bowl, hosted at SENMC, March 1
Met with Mark Bollinger US Department of Energy Carlsbad Field Office Manager, March 3
Attended Carlsbad Rotary, February 12, 19, 26, and March 5
Attended the Carlsbad Department of Development Board meeting, March 6
Attended the Educational Partnership of the Permian Basin Eddy County Innovation Zone meeting hosted by SENMC, March 6
Met with Dr. Kirk McDaniel, US Department of Energy, March 6

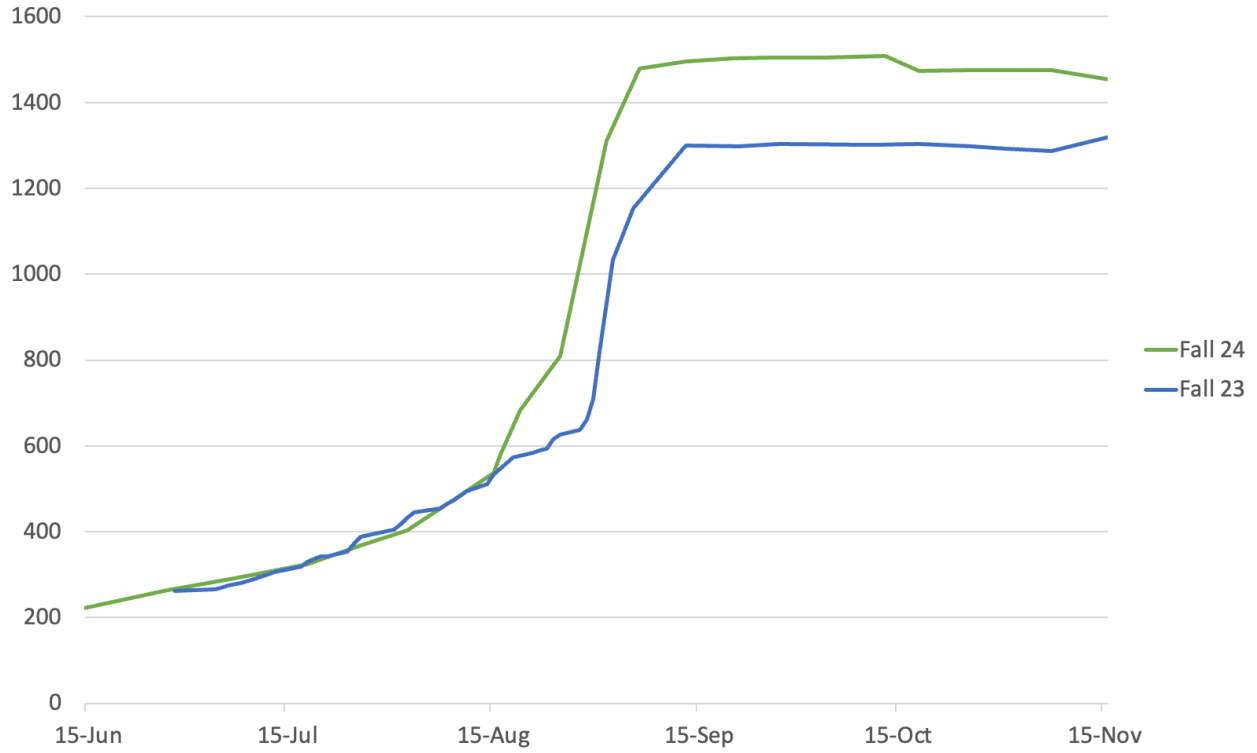
Goal 4: Building, Facilities, and College Foundation

Met with the Permian Strategic Partnership in preparation for a presentation at their next Workforce Committee meeting (March 20), February 12 and 26
Worked with Nine Degrees on the Campus Master Plan, February 12
Presented and reported at the SENMC Foundation Board meeting, February 25
Met with Nine Degrees about finalizing changes after the 95% completion of design plans were received for the Trades x Technologies Building, February 25
Attended the SENMC Foundation Events Subcommittee meeting at SENMC, March 5

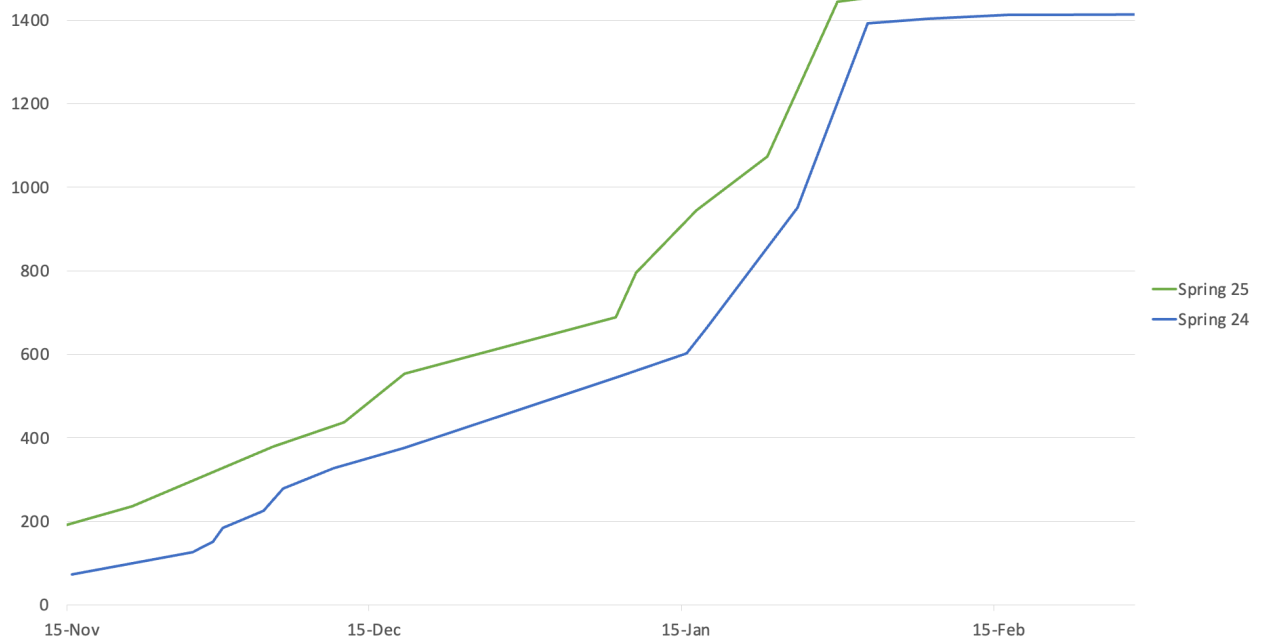
Goal 5: Independence of SENMC

Attended (virtually) the New Mexico Higher Education Secretary's Legislative Updates, February 13, 20, and March 6
Talked with interim Vice President of Business and Finance candidates, February 25 and 27
Submitted our response to the Higher Education Department and Public Education Department regarding our actions to comply with the Science of Reading state requirements, February 27

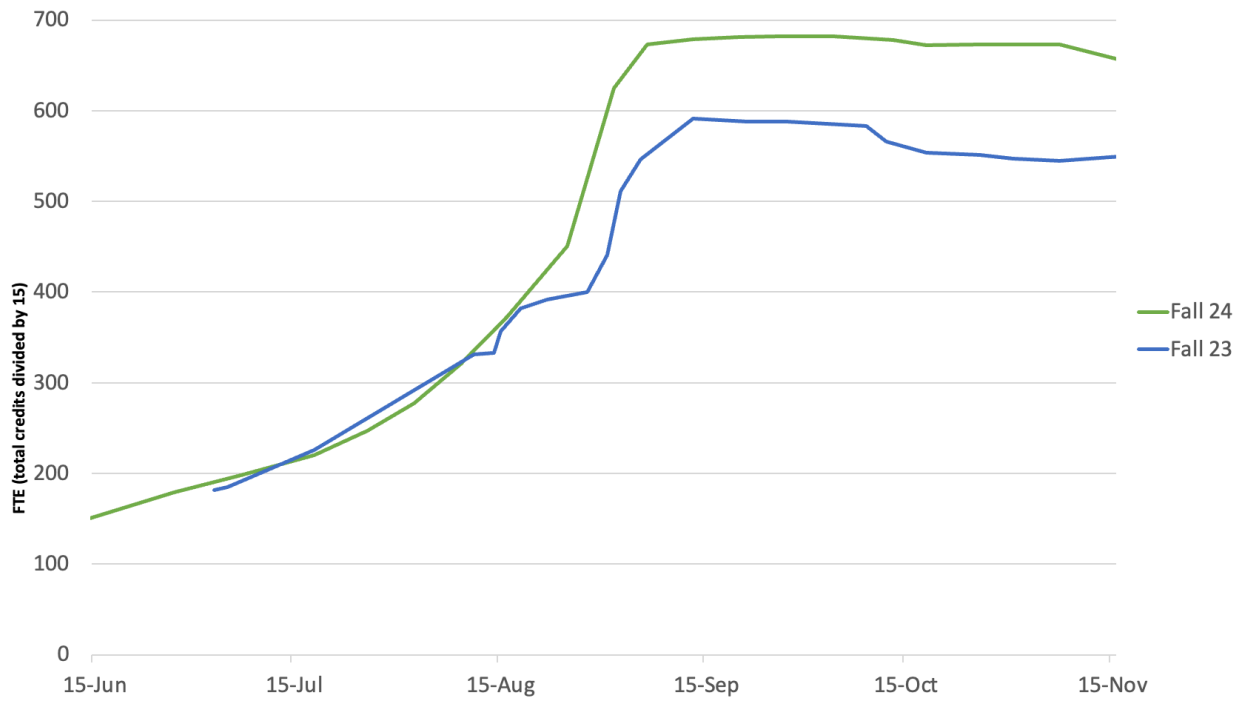
**SENMC Headcount
Fall 23 vs Fall 24**



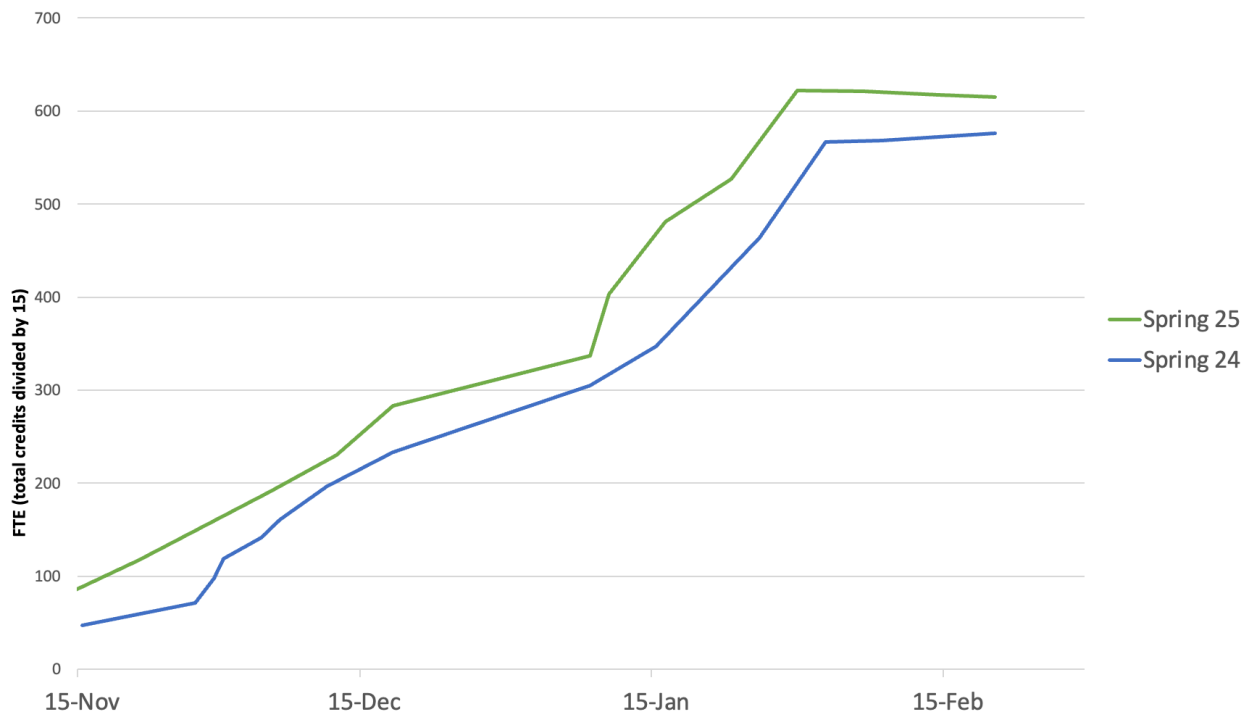
**SENMC Headcount
Spring 24 vs Spring 25**



**SENMC Full-Time Equivalent Students
Fall 23 vs Fall 24**



**SENMC Full-Time Equivalent Students
Spring 24 vs Spring 25**



Strategic Plan Goals

Southeast New Mexico College

Prepared by: Harriette Scott, EdD – Vice President, Office of Postsecondary Education
Cathy Palmer, EdD – Leadership Coach, School Improvement
Elisa Jaden, EdS – Program Specialist and Regional SARA Director, Postsecondary Access and Student Success

Date: March 2025

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Table of Contents

SREB Strategic Planning Team Members	3
Priority #1 Goal: Serve More Students.....	4
Priority #2 Goal: Engage and Welcome the Community.....	6
Priority #3 Goals: Increase Learning and Efficiency	9
Priority #4 Goals: Promote Success for All.....	10
Conclusion	12

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SREB Strategic Planning Team Members



Harriette Scott, EdD
Vice President
Office of Postsecondary Education
Southern Regional Education Board



Cathy Palmer, EdD
Leadership Coach
Office of School Improvement
Southern Regional Education Board



Elisa Jaden, EdS
Program Specialist
Regional SARA Director
Postsecondary Access and Student Success
Southern Regional Education Board

Identified Priorities, Goals and Strategies

Priority #1 Goal: Serve More Students				
Strategies	Initiatives	Action Steps	Champions	Timeline
Partner with local school districts to expand recruitment opportunities	Hire Laboratory/STEM Outreach Coordinator.	<ul style="list-style-type: none"> Integrate STEM initiatives from local school districts. 		
Create partnership with local high school to address basic skill development	Roll out Middle School Community Math Outreach. Develop a soft skills program for business training.	<ul style="list-style-type: none"> Provide outreach materials and schedule to local high schools. Establish contact responsibilities and timelines (monthly). 		
Incorporate on the job training for vocational education	Work with businesses to develop professional development and training opportunities.	<ul style="list-style-type: none"> Create a listing of business needs and professional development/training opportunities to address needs. 		
Consider childcare and food access needs for staff and students	Explore potential Dining Hall options. Coordinate with local food suppliers in developing cost savings for students. Investigate childcare options and analyze possible partnerships.	<ul style="list-style-type: none"> Evaluate costs of options and assess possible partnership options. Reach out to local restaurants and food supplies pursuing offset costs. Evaluate requirements for childcare. Discuss with local businesses and seek options for childcare. Explore potential for Early Childhood Development facility. 		
Expand program offerings	Evaluate program offerings in relation to platform conveyance such as face-to-	<ul style="list-style-type: none"> Add Oil and Gas Technology, first as Non-Credit, then for credit, including pipeline. 		

	<p>face, flexible scheduling and relevance.</p> <p>Rework scheduling based on community need evaluation.</p> <p>Create new program offerings for local careers and connect with local high schools.</p> <p>Expand Adult Education.</p>	<ul style="list-style-type: none"> • Add Environmental Technology with water emphasis. • Update and expand Instrumentation course work. • Add Electrical Technology, first as noncredit, then for credit. • Establish common first semester coursework for Engineering, Electrical, Industrial Maintenance, and Oil and Gas. • Add Cybersecurity coursework to create an option under CIT. • Add Radiation Control Technology degree program. • Add Waste Handling Non-Credit program. • Add Radiography degree program. • Revitalize the Health Information Technology Program. • Create Psychology emphasis under AA/AS. • Explore renewal of Social Work offerings. • Create “Project Lead the Way” Coursework. 		
Unveil marketing campaign	Create timelines and graphics to support Priority #1 – Serve More Students through media and marketing platforms.	<ul style="list-style-type: none"> • Schedule and provide internal responsibility assignment for outreach 		
Analyze potential target populations for future enrollment	Systematically develop and document accruals of programs, certifications and licensure enrollments.	<ul style="list-style-type: none"> • Use trend data to begin developing ongoing evaluation and analysis. • Share data when evaluating programs. 		

Priority #2 Goal: Engage and Welcome the Community

Strategies	Initiatives	Action Steps	Champions	Timeline
Make the admissions process easier to navigate	<p>Initiate single admissions process.</p> <p>Streamline and promote credit for prior learning.</p>	<ul style="list-style-type: none"> • Share admissions process with all staff/faculty. • Advertise with local businesses and community the credit for prior learning opportunities. • Consider survey to evaluate admissions following initial enrollment for new students. • Evaluate survey data to better serve new students. 		
Provide communications in English and Spanish	Provide access to language interpreter technology to create all materials in English and Spanish.	<ul style="list-style-type: none"> • Establish expectation that all materials that are published and utilized are produced in English and Spanish. 		
Ensure all employees understand the financial aid processes and compliance requirements	Provide opportunity for each department to share processes and compliance requirements emphasizing nonnegotiable items.	<ul style="list-style-type: none"> • Schedule departmental training biannually. 		
Make college more affordable	<p>Utilize free and open educational resources</p> <p>Incorporate financial aid guarantees and public investment programs</p> <p>Align budgets to strategic</p>	<ul style="list-style-type: none"> • Create list of open educational resources (OER) by department endorsed by the college. • Publish listing of financial aid guarantee and public investment program options for students. • Schedule ongoing outreach and research of funding 		

	plan	<p>opportunities.</p> <ul style="list-style-type: none"> • Create and publish budget that indicates strategic priorities. • Hold tuition flat and eliminate unnecessary course fees. 		
Strengthen local engagement with current college events	<p>Explore Theatre partnerships with Carlsbad HS and Community.</p> <p>Evaluate other possible connections for further engagement.</p>	<ul style="list-style-type: none"> • Coordinate with CMS and community to find possible connections. • Provide ongoing support for local school outreach activities that can be connected to college activities. • Designate responsibility for ongoing and continual outreach to local school districts and community to seek out opportunities for engagement. 		
Develop structure for sub-1000 noncredit course numbering based on CIP	Use the NCES standardized course code to address present and future credit and noncredit offerings.	<ul style="list-style-type: none"> • Designate responsibility to update and maintain appropriate course coding. 		
Unveil marketing campaign	Create timelines and graphics to support Priority #2 – Engage and Welcome the Community through media and marketing platforms.	<ul style="list-style-type: none"> • Schedule and provide internal responsibility assignment for outreach. 		
Complete the Campus Master Plan	<p>Address physical infrastructure gaps.</p> <p>Construct new “front door” for campus.</p> <p>Erect Highway Sign for Campus.</p> <p>Replace phone system</p> <p>Complete replacement of climate controls.</p> <p>Complete energy savings updates and begin use of solar power.</p>	<ul style="list-style-type: none"> • Upgrade IT, office and other campus space to accommodate growth. 		

	Develop a technology recovery plan.			
Launch Campaign for the SENMC Foundation	Expand grants and fundraising expertise. Create media plan with easy access for donations. Calendar ongoing grant development and research.			

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Priority #3 Goals: Increase Learning and Efficiency

Strategies	Initiatives	Action Steps	Champions	Timeline
Evaluate current programs and outcomes for successful completion	Create an assessment of current programs and outcomes using trend data.	<ul style="list-style-type: none"> Utilize program information on current programs using outcome data to determine program need or elimination. Create program offerings based on trend data and/or to infuse supports for programs that are lagging in outcome realization. 		
Align systems and processes	<p>Create procedure manuals for all departments with checklists.</p> <p>Create and calendar cross training planning schedule.</p> <p>Establish Application Support Specialist position.</p> <p>Create a new IT structure under Chief Information Officer.</p>	<ul style="list-style-type: none"> Create a shared procedure and checklist folder. Provide access to calendar for training and planning for all staff/faculty. 		
Develop clear pathway alignment for graduation	<p>Create pathway alignment</p> <p>Publish pathways offerings.</p> <p>Create graphic description of progression with offerings.</p>	<ul style="list-style-type: none"> Create pathway graphic with descriptions that clearly align requirements and progression through offerings. 		
Provide strategic onboarding	<p>Create a comprehensive checklist for onboarding.</p> <p>Create graphics with student progression through processes for faculty.</p>	<ul style="list-style-type: none"> Share checklist for onboarding with all departments for new hires. Highlight touchstones for students through the progression of enrollment through graduation. 		

	Create listing of opportunity leadership advancement with requirements and expectations.			
Unveil marketing campaign	Create timelines and graphics to support Priority #3 – Increase Learning and Efficiency through media and marketing platforms.	<ul style="list-style-type: none"> Schedule and provide internal responsibility assignment for outreach. 		
Develop a space utilization plan				
Implement revised annual program review and assessment	Publish Annual program review and assessment.	<ul style="list-style-type: none"> Create an ongoing evaluative assessment with designated responsibilities. Establish ongoing, scheduled meetings to address the progress of evaluation and the strategic priorities. 		

Priority #4 Goals: Promote Success for All				
Strategies	Initiatives	Action Steps	Champions	Timeline
Align programs, certification and licensures to local workforce needs	Evaluate local workforce needs using data from local businesses. Create listing of programs, certification and licensure offerings. Create and publish graphics for completion of programs, certification	<ul style="list-style-type: none"> Designate responsibility for workforce outreach that assesses local workforce needs Graphics clearly outline the requirements for certification and licensure and the progression of students through programs 		

	and licensure.			
Address disparities in instructional methods	Provide faculty training on Powerful Instructional Strategies. Provide faculty training on collaborative learning such as Problem-Based Learning. Establish AI policy and practices.	<ul style="list-style-type: none"> Evidence- based instructional strategies integrated with ESL support Establish opportunities for reflective practices to improve instructional quality Assess/enhance instructional responsiveness and student feedback 		
Implement retention focused initiatives	Create a withdrawal survey for students. Analyze data to identify withdrawal reasons. Implement retention focused initiatives.	<ul style="list-style-type: none"> Assess student withdrawal surveys to improve processes and programs Align retention and recruitment strategies with survey results 		
Unveil marketing campaign	Create timelines and graphics to support Priority #4 – Promote Success for All through media and marketing platforms.	<ul style="list-style-type: none"> Schedule and provide internal responsibility assignment for outreach 		

Conclusion

The goals are aligned to the 6 strategy recommendations from the WICHE Report and the four pillars from the SREB Student Success Framework. In evaluating the context of SENMC, the following priorities are recommended:

1. **Serve More Students:** Serving more students focuses on improving college enrollment rates from recent high school graduates as well as students over 25. The focus is on K -12, Industry, Community Partnerships as well as new programs for local careers.
2. **Engage and Welcome the Community:** Engagement in the community draws more potential students and partners to the campus. Making college more welcoming encompasses, making the admissions process easier to navigate as well as more affordable.
3. **Increase Learning and Efficiency:** Continuous improvement processes will result in more learning, a more positive student experiences, and better-prepared graduates.
4. **Promote Success for All:** Promoting success for all involves students and employee support and engagement.

Proposed SENMC Policy Changes
To be considered by the SENMC College Council 3-5-25

Amended and approved by College Council on 3-5-2025

Reviewed by Lane Martin on 3-5-2025

Proposed policy changes

Note: Additions in **bold**, deletions in ~~strike through~~, elements not yet reviewed by Counsel highlighted in gray (housekeeping edits highlighted in yellow)

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

III. Preparation of Budget, Income Expenditures, and Financial Reports - The President and ~~Vice President of Business and Finance~~ **Chief Business and Finance** ~~Officer~~ shall prepare the fiscal year budget of income and expenditures. They shall also provide all other financial reports requested by the Board

Section B - Executive Administration - Policy Number 100 - Office of the President

IV. Additional Responsibilities - Within the framework of the policies adopted by the Board, the President shall exercise broad and discretionary authority in carrying out the responsibilities of the position. The President shall perform the following functions:

a. In collaboration with applicable vice presidents, **deans**, department chairs/directors, and/or other councils and committees authorized to be established in these policies, the President should develop, periodically review, and revise recommendations to the Board for comprehensive long-range plans for the development of the College, setting forth mission, strategic goals, and programs of study, resources, and facilities.

d. In collaboration with the applicable vice presidents, **deans**, and department chairs/directors develop and implement administrative guides, handbooks, and procedures consistent with Board policies and applicable laws as appropriate for effective operation of the College.

Section B - Executive Administration - Policy Number 300 – Presidential Duty and Authority to Establish Committees and Councils

II. Required Councils - The President shall be required to establish the following councils:

- College Council - This Council shall make recommendations, based upon data available, to the President and the Board on matters concerning the College's business, mission, goals, and other relevant matters. The Council shall consist of two (2) representatives from the Faculty Senate; two (2) representatives from the Administrative Staff Council; two (2) representatives from the Classified Staff

Council; two (2) student representatives from the Student Government Council, and one (1) executives other than the President.

- Student Government Council - The Southeast New Mexico College Student Government is the student government body of the College. In addition to coordinating the various functions of the Student Government, this organization shall arrange to have student representatives participate in the College Council and standing committees as appropriate. The Student Government Council shall initially be chaired by the ~~Vice President for~~ **Chief Student Affairs Officer** until the Student Government Council elects its own chair.

Section B - Executive Administration - Policy Number 400 – Executive Leadership and Administration

I. Introduction - The College is organized into ~~four~~ **five** major service areas, with the president of the College providing general administrative overall leadership to these ~~four~~ **five** service areas. The president may re-assign projects and responsibilities to these ~~four~~ **five** areas as is needed due to changes in funding, College priorities, staffing changes, and other needs. The ~~four~~ **five** major service areas of the College consist of the following: Academic Affairs, Business and Finance, Student Services, ~~and~~ Workforce Development and Community Engagement, and **Technology Services and Solutions**.

II. Executive Leadership Team - The President and the ~~Vice Presidents~~ **Chief Officers** from each service area shall form the Executive Leadership Team. The President shall hold regularly scheduled meetings with the ~~Vice Presidents~~ **Chief Officers** from each service area to provide leadership for all facets of the College and to utilize information from the internal and external community for program assessment and development.

III. ~~Vice President of~~ **Chief Academic Affairs Officer** - The ~~Vice President of~~ **Chief Academic Affairs Officer** is an Executive at the College. The ~~Vice President of~~ **Chief Academic Affairs Officer** serves under the President and has the primary responsibility and authority for the supervision, development, and assessment of all learning programs, instructional delivery, student academic support, faculty and staff, and related activities. The ~~Vice President of~~ **Chief Academic Affairs Officer** serves as the liaison between the President of the College and the faculty and other personnel assigned to academic programs and activities.

IV. ~~Vice President of~~ **Chief Business and Finance Officer** - The ~~Vice President of~~ **Chief Business and Finance Officer** is an Executive at the College. The ~~Vice President of~~ **Chief Business and Finance Officer**, serves under the direction of the President, and has the primary responsibility for the financial and business operations of the College as further defined by the President. In addition, the ~~Vice President of~~ **Chief Business and Finance Officer** oversees the ~~ICT Department,~~ College Bookstore, ~~and~~ Facilities, ~~and~~ Human Resources.

V. ~~Vice President of~~ **Chief Student Officer Services** - The ~~Vice President of~~ **Chief Student Officer Services** is an Executive at the College. The ~~Vice President of~~ **Chief Student Officer Services** serves under the direction of the President, ~~and~~ has the primary responsibility for Student Services as defined by the president.

VI. ~~Vice President of~~ **Chief Workforce Development and Community Engagement Officer** - The ~~Vice President of~~ **Chief Workforce Development and Community Engagement Officer** is an Executive at the College. The ~~Vice President of~~ **Chief Workforce Development and Community Engagement Officer** serves under the direction of the President and has primary responsibility for workforce programming, community education, and business and industry partnerships.

VII. Chief Information Officer – The Chief Information Officer is an Executive at the College. The Chief Information Officer serves under the direction of the President and has primary responsibility for campus technology services and solutions.

~~VII~~**VIII. Appointment of Chief Officers – The President shall designate Chief Officers, subject to review by the College Council. Council reserves the right to refer and voice concerns to the Board of Trustees.**

IX. Additional Executives - The College may, upon recommendation of the President and approval of the Board, establish other Executive Positions.

Section C – Human Resources - Policy Number 400 – Duty of Employees to Maintain Workplace Free of Harassment and Reporting Violations

I. Duties To Maintain Work Environment Free of Harassment - All employees owe a responsibility of ensuring that the work environment is free from sexual and other harassment and are responsible for the application and communication of this policy within their work areas. The President, ~~Vice Presidents~~ **Chief Officers**, and all other supervisors and employees should:

II. Procedures For Reporting Sexual Harassment - Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by an executives, supervisor, co-worker, vendor, visitor, or student, should promptly notify the College’s Title IX Coordinator and/or the Office of Human Resources. If he or she is involved in the incident, or unavailable, the employee should report the incident to another ~~Vice President~~ **Chief Officer** or the President.

Section C – Human Resources - Policy Number 800 – Hiring and Classification of Employees

V. Hiring of ~~Executive~~ **Vice President** Positions - The College shall have four Executives: ~~Vice President of Academic Affairs; a Vice President of Business and Finance, a Vice President of Student Services, and a Vice President of Workforce Development and Community Engagement. The College may, upon recommendation of the President and approval of the Board, establish other executive positions.~~ The President shall establish guidelines and procedures for the recruitment and hiring of ~~Executives~~ **Vice Presidents** subject to the following:

f. A contract between the College and any ~~Executives~~ **Vice Presidents** shall be for a term of one year. Provided, the contract may be renewed for an unlimited number of one-year terms, and the President may also seek Board approval for administrative contracts exceeding one year. The President may also elect to waive any probationary period for the ~~Executives~~ **Vice Presidents**.

Section C – Human Resources – 1000 Promotion and Tenure Policy

V. Positions originally established as non-tenure track can be converted to tenure- track with the approval of the ~~Vice President of~~ **Chief Academic Affairs Officer** and President.

Section C – Human Resources - Policy Number 1600 – Prohibition on Improper Relationships

III. Procedure for Exceptions - A faculty member may obtain an exception to the prohibitions in this Policy at Paragraph II, (d) if the faculty member's supervisor and the ~~Vice President of~~ **Chief Academic and Student Affairs Officers** agree that:

d. A faculty member may also seek approval from the ~~Vice President of~~ **Chief Academic Affairs Officer** to allow a student to enroll in the class of a faculty member with whom the student has a consensual relationship or is a near relative of the student if the class is a noncredit course or is being audited and the faculty member will not perform any formal evaluation of the student's work.

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

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~~ **Chief Academic Affairs Officer**...

Section C – Human Resources – Policy 2300 – Benefits

PART 1: TUITION REMISSION. With appropriate administrative approval from the immediate supervisor and the appropriate ~~Vice President~~ **Chief Officer**... This benefit could also include additional training required for job certifications, continuing education credits (CEUs) and certificate programs, and will be awarded at the discretion of the ~~Vice President of~~ **Chief Business and Finance Officer** and the HR Director.

Section D – Business Services and Finances – Policy 100 - Purpose and Overview

a. The ~~Vice President for~~ **Chief Business and Finance Officer**

b. The President shall delegate the responsibility to prepare a budget of revenues and expenditures for Southeast New Mexico College on a fiscal year basis to the ~~vice president for~~ **Chief Business and Finance Officer**.

c. The ~~Vice President for~~ **Chief Business and Finance Officer**

IV. Depository of Funds - All funds controlled by the College shall be handled using federally insured financial institutions. The president and ~~vice president for~~ **Chief Business and Finance Officer** may collectively seek financial institutions with whom to conduct business.

Disbursement Authorizations - The President, ~~the Vice President for Business and Finance, the Vice President for Student Services, the Vice President of Workforce Development and Community Engagement, and the Vice President for Academic Affairs,~~ **Chief Officers**, and if deemed necessary, a Director-level or higher staff member as designated by the President, are authorized and empowered by the Board to sign checks for lawful expenditures incurred on behalf of Southeast New Mexico College.

Section D – Business Services and Finances – Policy 200 – Purchasing and Procurement

I. General Policy - Expenditure of Southeast New Mexico College resources for the procurement of supplies, materials, contracted services, equipment, and reimbursement of employees for business related expenses shall be made in accordance with applicable federal and state laws and regulations, including the New Mexico Procurement Code (see 13-1-28 et seq NMSA (1978) or most recent update) and the Anti-Donation clause (Article IX § 14) of the New Mexico State Constitution. All financial resources of the College should be accounted for and expended through the College's accounting systems in accordance with applicable Board policies. All College funds must be deposited in a College account. No other bank accounts may be set up without the approval of the Board. The ~~Vice President for~~ **Chief Business and Finance Officer**, with the approval of the President, shall supplement this policy with specific purchasing procedures that ensure compliance with applicable federal and state regulations, seek the optimum quality in goods and services at the lowest possible cost, and provide managers flexibility in the performance of their duties (which includes obtaining maximum benefit from College resources entrusted to managers) while ensuring adequate stewardship and accountability for the expenditure of public funds.

II.c. The ~~Vice President for~~ **Chief Business and Finance Officer** may authorize all expenditures of the College that are \$50,000 or less. The ~~Vice President for~~ **Chief Business and Finance Officer**, with the approval of the president, may develop and administer additional procedures for expenditures of the College that are less than \$50,000.

Section D – Business Services and Finances – Policy 500 – Investment and Fund Balances

II. Delegation of Authority - Management responsibility for the investment program is hereby delegated to the ~~Vice President for~~ **Chief Business and Finance Officer**, who shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the ~~Vice President for~~ **Chief Business and Finance Officer**. The ~~Vice President for~~ **Chief Business and Finance Officer** shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials

V. Internal Control and Compliance - Internal control and compliance should be assured through the College's annual independent audit. Procedures shall also be developed by the President and the ~~Vice President for~~ **Chief Business and Finance Officer** to assure appropriate internal control.

IX. Policy Exceptions - Any deviations from this policy must be approved in advance by the College President, ~~Vice President for~~ **Chief Business and Finance Officer**, and one officer of the Board of Trustees. Such approval should be documented in writing no later than one week after the transaction (trade date) has occurred.

Section D – Business Services and Finances – Policy 600 – Contracts and Sponsored Projects

d. The ~~Vice President for~~ **Chief Business and Finance Officer** may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed \$50,000.

e. The ~~Vice President for~~ **Chief Business and Finance Officer** may contract for any lawful purpose of the College provided the obligation of externally funded grant funds are consistent with the award agreement/contract and does not exceed \$50,000.

f. The ~~Vice President for~~ **Chief Business and Finance Officer** may approve a capital improvements "change order" involving an expenditure that does not exceed \$50,000.

g. The ~~Vice President for~~ **Chief Business and Finance Officer**, with the approval of the president, may develop and administer additional procedures related to delegation of authority regarding contracts for the College that are less than \$50,000.

IV. Signatory Authority - Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on behalf of the College by either the president or the ~~Vice President for~~ **Chief Business and Finance Officer**.

Section E – Academics and Instruction– Policy 300 – Curriculum Development and Revision

III. Program Discontinuation - A course, certificate, or degree program may be discontinued when it ceases to meet all applicable criteria. Decisions by the ~~vice president for~~ **Chief Academic Affairs Officer**, made in conjunction with the department chairs, in light of Curriculum Committee actions, will be sufficient to discontinue courses. Discontinuation of a certificate and/or degree program is final only after review by the president and approval of the Board.

Section F – Policy 700 – Institutional Review Board

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~~ **Chief Student Services Officer**, and a designee of the President.

Section F – Policy 800 – Student Complaints and Grievances

II. Student Complaint and Grievance Questions - Questions about any complaint or grievance, including assistance with the process to be followed, should be directed to the SENMC ~~Vice President of~~ **Chief Student Services Officer**.

Section G – Facilities and Security – Policy 100 - Purpose and Overview

Campus Master Plan - The President working in conjunction with the ~~Vice President for~~ **Chief Business and Finance Officer**

SELECTION OF ARCHITECTS, ENGINEERS, LANDSCAPE ARCHITECTS AND SURVEYORS

To assist the ~~Vice President for~~ **Chief Business and Finance Officer** in the selection of an architect and/or engineer for a capital outlay project, a selection committee may be established to screen potential firms through a request for proposal (RFP) process or a selection may be made through a cooperative procurement agreement when the RFP is issued. This shall be in accordance with New Mexico procurement code (13-1-28 through 13-1-199 NMSA 1978). The members of the selection committee will send individual evaluation sheets to the ~~Vice President for~~ **Chief Business and Finance Officer** for the three most qualified firms. The ~~Vice President for~~ **Chief Business and Finance Officer** will review the assessments of the selection committee members and develop a final tabulation sheet, which will be available for public review. The ~~Vice President for~~ **Chief Business and Finance Officer** will then select a firm to design the capital outlay project with approval of the president.

Utilization of services under these awards shall be administered through a College professional service contract for each project and approved by the director of procurement services and the ~~Vice President for~~ **Chief Business and Finance Officer** or their designee(s).

Architects and engineers may also be employed for small maintenance remodel projects via professional service contracts as specified in the New Mexico Procurement Code (13-1-28 through 13- 1-199 NMSA 1978) when approved by the director of procurement services and the ~~Vice President for~~ **Chief Business and Finance Officer**.

The Board of Trustees authorizes the College administration to negotiate architect's and/or engineer's fees in all cases. The ~~Vice President for~~ **Chief Business and Finance Officer**, in coordination with the President reserve the right to terminate any capital project contract for nonperformance of duties.

Honorary Naming of Facilities, Collections, Programs, and Endowments

Proposed SENMC Board of Trustees Policy

February 11, 2025

Reviewed and approved by the College Council on 3-5-2025

Section G - Facilities Management and Security – Policy 300 – Honorary Naming of Facilities, Collections, Programs, and Endowments

The Board of Trustees, acting upon a recommendation by the President, may choose to name facilities (buildings, rooms, or areas), collections, programs, or endowments after an individual, a group of individuals, or an entity.

Honorees shall have earned distinction through extraordinary service or financial contributions to the College.

Honorees shall have exemplary character and an unqualified reputation for honesty and integrity.

Minimum financial contributions for a naming opportunity shall be as follows:

- Facilities: 25% of the value of an existing or planned facility.
- Collections (portable items): 50% of the value of the collection.
- Programs: 50% of the recurring funding of the program.
- Endowments: 100% of the funding required for the purpose of the gift.

Proposals for naming opportunities shall be considered by the Naming Committee. The Committee shall have seven members:

- Two members of the Board of Trustees
- One member of the Foundation Board
- One representative from the Faculty
- One representative from Administrative Staff
- One representative from Classified Staff
- One representative from the Student Government Association

Representatives shall be currently serving on the College Council or elected by the membership for the purpose of serving on the Naming Committee.

The President shall serve in an advisory (non-voting) role on the Committee.

The suitability of the name will be determined by the Committee. Facilities, collections, programs, and endowments should include, as part of their names, terms that describe their functions regardless of other names that may be assigned. Functionally descriptive names, however, may be changed in the future if the purpose of a facility, collection, or program changes.

The Committee may recommend naming designations to the President, who may, in turn, recommend it to the Board of Trustees.

The Board of Trustees approves all naming designations. Designations may be discontinued by the Board if any of the above requirements are deemed to no longer hold true. The Board reserves the right to alter any facility, collection, or program carrying an honorary designation.



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Board of Trustees – VPAA report – March 2025

- Updates from the PTK Alpha Rho Xi Chapter – Raven Anderson

Three SENMC students, Ethni Florez, Krystal L. Jefferson, and Jordan S. Medina, were selected to represent SENMC on the PTK 2025 All-New Mexico Academic Team. This selection is in recognition of scholarly achievements of students enrolled in New Mexico’s Community and Junior Colleges. To receive their awards, the students and their parents attended Higher Ed Day in Santa Fe on February 25.

- Updates from the English, Communication, Fine Arts, & Digital Media department – Jonathan Wilson

Dr. Wilson attended the New Mexico Higher Education Assessment and Retention Conference (NMHEAR) in Albuquerque together with Zane Biebelle, Eduardo Chappa, Jalal Hamedi, Bobby Huang, and Talal Abdaljalil. Dr. Wilson is also now part of the Dual Credit Council for the state.

- Updates from the Social Sciences department – David McIntosh
 - Dr. McIntosh has been invited to attend the New Mexico Historic Preservation Conference in October by the city of Carlsbad as a member of their Historic Preservation Advisory Board.
 - Dr. McIntosh also attended the American Association of Colleges and Universities annual conference the week of Feb. 10th, an experience he found incredibly enriching. He learned about AI technology and where leaders in academia see this new technology taking higher education in the coming years.
- Updates from the Natural Sciences and Engineering department - Rick Wiedenmann
 - Dr. Huang travelled to Albuquerque to participate in the New Mexico Curriculum and Articulation Meeting and, as mentioned, he also attended the New Mexico Higher Education Assessment and Retention Conference.
 - Dr. Al-Nouman provided a robotic vehicle his students created for a demonstration at the Science Bowl on March 1st. Pre-nursing student and Anatomy and Physiology lab assistant Sammy Lopez helped staff the Science and Engineering table at the Science Bowl.
 - Mr. Wiedenmann organized and led a group for Riverblitz to clean along the Pecos at the



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Hwy 31 bridge. The group picked up three pickup loads of trash. A total of 43 people joined in: 26 students, 7 faculty and staff, 2 administrators, 1 recent graduate, 3 children, and 4 spouses/significant others. The oldest (who signed in) was 62 and the youngest was Milena Garcia who celebrated her 1st birthday at Riverblitz. Milena is the daughter of recent graduate Jennifer Fox.

- Updates from Academic Affairs

Dr. Vacca attended an online workshop organized by HLC titled “Learn to Implement Effective Program Assessment Processes”. The workshop took place over four days on February 18, 19, 25, and 26.

Human Resources Report - March 2025

Report Generated: March 4, 2025

Submitted by: Steven Gonzales, HR Director



Employee Count

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

Total: 254

New Hires

Name

Bautista, Jose
Byers, Lori
Campos, Diana
Clark, Leah
Click, Jon
Dorado, Monique
Fuller, Sabrina
Henley, Tristen
Kessler, Laura
Ortega, Ernesto
Pineda, Delicia
Rodriguez, Gabriel

Job Title

Temporary hire, Workforce
Senior Manager, Technology Services and Solutions
Dean of Student Affairs
Dual Credit Instructor
Facilities Technician
Student hire, Library
Adjunct, CNA
Student hire, Welding
Temporary hire, LAC
Multimedia Specialist
Temporary hire, Student Affairs
Facilities Technician

Total: 12

Departures

Name

Kessler, Laura

Job Title

Temporary hire, LAC

Total: 1

Currently in Interview Process

Job Title

Administrative Assistant, Admissions
Admissions Advisor
Accounts Payable Coordinator
EMT Tutor

Instructor or Assistant Professor of Mathematics

Total: 5

Current Vacancies

Job Title

Faculty:

Adjunct, EMT

Adjunct, Surgical Technology

Dean of Teaching and Learning

Instructor or Assistant Professor, Electrical Technology

Instructor or Assistant Professor, Social Work

Instructor or Assistant Professor, Mathematics

Instructor or Assistant Professor, Oil & Gas

Total: 7

Staff:

Admissions Advisor

Dean of Workforce and Community Education

Interim Vice President of Business and Finance

MSHA Trainer

Temporary hire, Testing Center

Temporary hire, Adult Education Instructor

Total: 6
