



Southeast New Mexico College
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BOARD OF TRUSTEES' MEETING
JAN 18, 2022
NMSUC ROOM 153
6:00 PM

Board Members present: Ned Elkins, Tiffany Frintz, Sheriff Mark Cage, Bill Murrill, Sarah Bowman

SEMMC Executives present: Associate Campus Director "ACD" Andrew Nwanne, Vice President "VP" Karla Volpi, Vice President "VP" Juanita Garcia, and Vice President "VP" Monty Harris

Co-chairs of taskforce: John Heaton, Craig Stephens

Call to order at 6:00pm.

ACD Nwanne began the meeting by welcoming Board and asking them to introduce themselves.

Next, requested nominations for the Board Chair and Secretary.

Sheriff Cage nominated Ned Elkins for Chair, Tiffany second. Call for vote. Approved.

Ms. Bowman nominated Tiffany Frintz for Secretary, Sheriff Cage second. Call for vote.

Approved. With election of a Chair, Chairman Elkins conducted the meeting.

Employment of legal counsel – Attorney Lane Martin presented his retainer contract to the Board. Sheriff Cage made a motion to accept the contract. Mr. Murrill second. Call for vote. Approved.

Adoption of Open Meetings Act – Mr. Murrill moved to adopt the Act. Mr. Heaton asked the board to consider changing item four. Chairman Elkins stated item four is an agenda item. Motion made to adopt Act. Call for vote. Approved.

Adoption of the non-discrimination policy – Motion made to adopt. Motion second. No discussion. Call for vote. Approved.

Discussion of initial BOT (Board of Trustee) policy – Chairman Elkins question origin of policy and ACD Nwanne explained his process for developing the document. Discussed possibility of amending policy later. Sheriff Cage discussed terms of Trustees. Motion made to approve the BOT policy. Approved.

Adoption of Title IX policy – Board asked ACD Nwanne to explain policy and its origin. ACD Nwanne explained it is a non-discrimination policy and is a work in progress. In response to a question from the Board regarding the status of Title IV, ACD Nwanne explained it is progressing and a comprehensive review would be given at a future date. Secretary Frintz moved to adopt. Approved.

Adoption of regular meeting schedule – The need to establish regular meeting schedule was discussed, with the understanding that the schedule can be changed. Discussion held. Attorney Martin asked to comment on legal aspect he concluded with the following "the Attorney General

will consider reasonable, a notice procedure providing ten days advance notice for regular meetings, three days prior notice for special meetings, and twenty-four hours advance notice for emergency meetings." Chairman Elkins accepted the advisement and continued with adoption of schedule. Discussion held relative to pros and cons of different days. Meetings to be the first and third Mondays at 6:00 pm. Discussed quorum prior to actual meetings and notices to public. Ms. Bowman motioned to adopt a regular meeting schedule. Mr. Murrill second. No further discussion. Call for Vote. Approved.

Adoption of tuition and fees beginning Fall 2022 – VP Volpi

Explained areas of the college that fall under the Business Office, and gave an update on the technology transition as well equipment/services required. SENMC.edu domain and Microsoft 365 acquired Nov 2021. New email addresses for staff and faculty being rolled out. ERP selection expected tomorrow and the contract negotiation by NMSU will begin.

Expected revenue exceeded so currently there is no need for a change in tuition/fees. Secretary Frintz motioned to adopt the current tuition and fees. Ms. Bowman second. Approved.

Adoption of bank checking accounts and investment – Attorney Martin

VP Volpi and Mr. Heaton created a resolution and presented it to the Board. Board discussed whether this is a checking or/and investment account. All accounts will be at CNB Bank. Mr. Murrill moved to adopt. Ms. Bowman second. Approved.

Signatories, all four executives are present. Chairman Elkins explained two signatures are usually required but having all four accepted would be good. Secretary Frintz moved to add VP Harris and VP Garcia as signatories. Approved.

Property and asset transfer from NMSU (non-cash) – Attorney Martin

Board of Regents of NMSU own 12 parcels, 10 of which will transfer to SENMC by Special Warranty Deed, in addition there will be Assignments. Not transferring are CEMRC and a research farm in Artesia. VP Volpi explained nothing with a value under \$1,000 would be counted as inventory. Chairman Elkins would like to discuss insurance at a future meeting. VP Volpi stated there is a meeting on Wednesday about purchasing insurance, which might have to go through a RFP if it is over \$60,000.

Student Services Update – VP Garcia

Enrollment at NMSUC and how it will transition to SENMC. Numbers have been affected by Covid, the oil and gas industry layoffs, and dual credit. The recruiters are going to the schools and talking directly to students. We have increased our social media presence with live chats and our presence at CHS. Classes started on the 12th. Census date Jan 28, which is when data is sent to IPEDs. VP Garcia in response to question by Chairman Elkins, explained enrollment is defined as enrolled, admitted and registered for classes.

Financial Aid- Discussed various grants offered. Loans are not encouraged since they are required to be paid back. VP Garcia explained that Carlsbad has a lot of funding opportunities. Some grants are tied to Title IV but not all. Discussed funding streams received because of Covid.

Vaccination Reporting- NMSU policies states students must report whether vaccinated or report weekly testing. The disciplinary process for not reporting includes warnings and suspension. Main Campus handles the first part but VP Garcia will work with students afterwards. Moving forward we will be drafting our student handbook. We are waiting on ERP for timeline for transition. Title IV application is waiting on that as well.

Change of Control for Nursing Program – VP Harris

Emphasis was to have a large number of face-to-face courses on the schedule but enrollment is not what we expected. An additional challenge results when instructors leave is needed due to illness. Working on Department Chair handbook. We move things around to keep classes available to students. Process of hiring dual credit welding instructor. Looking at hiring additional nursing faculty. Dianne Hardin has submitted the ACEN application for the control change and we are to hear back.

Workforce and Community Education – Mike McNair

Gave a presentation including a handout to explain the current projects.

SENMC General Updates – ACD Nwanne

Expand your reach. This means developing relationship with other colleges so our students that wish to continue their education can do so wherever they wish. Was in Portales for the signing of the MOU for the 2+2 program created by legislation last year. Grants department is currently operating five grants. Expressed excitement about the new Energy Building. Proposed funding for building will be \$4MM from SENMC, \$4MM from the GO Bond and \$4MM from grants. A proposal was submitted to Permian Strategic Partnership “PSP” for the grants \$4MM and it has received approval from their first and second committees and their third committee will be Feb 21 to make a determination.

We are working with NMSU to approve our proposal to change our website to SENMC.

Selection ERP will be Wednesday. This is important for the timeline.

Administrative rule and regulations are a work in progress. Once it is completed, we will provide it to the Board.

Promotion and Tenure – Our P&T handbook shows the policies and procedures for faculty. The current steps are the department, P&T committee, Provost, Chancellor, and Board of Regents. The next academic year, the new steps will be the P&T committee, VP for Academic Affairs, President, and finally to the Board of Trustees for a decision.

Preliminary search for President- John Heaton

President search this is one of the most important jobs for the Board. Recommend appointing two people from the Board for the search committee to establish the criteria. Discussed various resources to assist with search. Discussed future of Task Force, college decision not to participate with weekly Task Force meetings, Board to meet twice monthly, suggest for Task Force listen to BOT meetings, continuing FERPA issues, and lots of work still to be done. Attorney Martin

interjected and stating we were going off topic. Chairman Elkins expressed appreciation for Mr. Heaton's comments and gave assurance of involvement in the future.

General Comments

Dr. Chappa – Chair of the P&T committee, explained the process to apply and the need for a policy. Expressed appreciation for the Board and Task Force. ACD Nwanne expressed that policy should be in place within a month.

Attorney Martin received a word version of San Juan College's policies and he would visit with Administration and draft something to present to the Board.

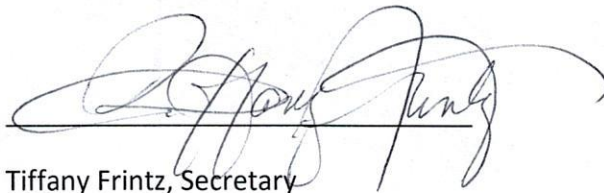
VP Garcia – received application for Title IV EZ Pay, process is to upload financial statements and a status letter. We need a President in order to set up the account. ACD Nwanne was previously name Interim President and asked the Board to consider him for Interim President in order to process things we need. Chairman Elkins replied that any request for Interim President must be on agenda in order to act on.

Next meeting- Next regular meeting will be Feb 7. Special meeting will be Jan 31. Unanimous agreement for special meeting.

Craig Stephens – Praised members for agreeing to serve on Board and asked them to consider the Mayor's Task Force for help. Also commended Mr. Heaton for the time he has dedicated to the college's independence. Chairman Elkins accepted the compliment on behalf of the Board.

Attorney Martin stated the college can help put the agenda together and post it, but since the college does not have a President, the Board Chair is responsible for the agenda. Chairman Elkins asked to make sure he has a good contact number for each of the Senior Admin staff.

Adjournment 7:55 pm.

A handwritten signature in black ink, appearing to read 'Tiffany Frintz', written over a horizontal line.

Tiffany Frintz, Secretary