

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

AGENDA

MEETING OF THE BOARD OF TRUSTEES SOUTHEAST NEW MEXICO COLLEGE MONDAY, MARCH 11, 2024 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 2/12/2024	ACTION ITEM
6.	PUBLIC COMMENTS	
	Public Comments shall be limited to three minutes. The Board will not respond to public	comments at or during
7	Meeting. STUDENT GOVERNMENT REPRESENTATIVE	DISCUSSION
	GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN	DISCUSSION
	SENMC UPDATES -DR. KEVIN BEARDMORE	DISCUSSION
9.	A) UPDATE ON 2022-2025 STRATEGIC PLAN (attachment)	DISCUSSION
10	OLD BUSINESS	DISCUSSION
10.	A) APPROVE DESIGN FOR SIGN ON 3500 SEVEN RIVERS PROPERTY	DISCUSSION/ACTION
11	NEW BUSINESS	DISCOSSION/ACTION
	A) CAPITAL OUTLAY PROJECTS (attachment)	
	1) Mall Buildout	DISCUSSION/ACTION
	Science, Technology, Engineering Pre-School Academy	
	(STEPS Academy)	DISCUSSION/ACTION
	Workforce Development Center	DISCUSSION/ACTION
	4) Residence Hall	DISCUSSION/ACTION
	B) MONTHLY FINANCIAL UPDATE -DR. VOLPI	DISCUSSION
12.	EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS	
	A) DR. MICKEY BEST, INTERIM VP-ACADEMIC AFFAIRS	
	B) DR. KARLA VOLPI, EXECUTIVE VP/VP-BUSINESS & FINANCE	
	C) JUANITA GARCIA, VP-STUDENT AFFAIRS	
	D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT &	
	COMMUNITY ENGAGEMENT	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. CLOSED SESSION

Consideration of application(s) for Promotion/Tenure ROLL CALL/ACTION

16. BOARD COMMENTS

17. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (4-8-2024)

18. ADJOURNMENT

BOARD CHAIR FRINTZ

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 of other type of accessible format is needed.



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BOARD OF TRUSTEES MEETING MINUTES

Dat	e: 2/12/24		Тур	pe of Meeting:	
Tim	ne: 6:00 pm		$\overline{\checkmark}$	Regular	Work
Ses	ssion Location: SENMC RN	1 153		Special	
Boa	ard Members present:	☑ Chair, Tiffany Frintz	☑ Secretary, Sarah I	Bowman (via Zoor	n)
		✓ Member, Bill Murrill (via Zoom)	☑ Member, Ned Elki	ns	
		☑ Member, Mark Cage (via Zoom)		
Boa	ard Members absent:	None			
1)	Call to Order		Tin	ne: 6:01 pm	
2)	Pledge of Allegiance				
3)	Establish Quorum – Rol	l Call			
4)	Approve Agenda				
	Motion: Ned Elk	ins Second: Sarah Bowman	Nays: 0	Abstain: 0	
	Bowman, Cage, Frintz, E	Elkins, and Murrill voted to approve	the agenda.		
5)	Approval of minutes fro	m the previous meeting – 1/8/2024	Į.		
	Motion: Ned Ell	kins Second: Sarah Bowman	Nays: 0	Abstain: 0	
	Bowman, Cage, Frintz, I	Elkins, and Murrill all voted in favor	of the motion to approv	ve the minutes.	

- 6) Public Comments: None
- 7) Student Government Representative: Vanessa Vargas, Student Government President, and Ray Ray Olivas, Publicity Coordinator for Student Government. Welcome Week activities the week of January 22; participating in plans for a Black History Month event on February 22. The NAACP will be on hand with information-they are trying to start a chapter on campus. Student Government is also partnering with Grants Services to host a movie night, date TBD.

Dr. Raven Anderson, advisor for Phi Theta Kappa, reported on behalf of PTK President Tessa Folks who, with Evelyn Saldana, is in Santa Fe to receive PTK New Mexico All State Scholar awards. PTK is organizing some fundraising activities to pay for members to go to the annual conference in Orlando in April. They've also partnered with Johnny Chandler (KCCC 930 AM) who is doing a fundraising drive on his website. Dr. David McIntosh and Dr. Anderson are taking four students to PTK's New Mexico Leadership Conference in Ruidoso on February 23-24.

Dr. Anderson shared that Dr. Beardmore had been selected to receive the Phi Theta Kappa Paragon Award for New Presidents.

- 8) General Counsel: Lane Martin (via Zoom). Lane Martin said he did not have any updates.
- 9) SENMC general status report: Dr. Kevin Beardmore

A) HLC Accreditation Update

Dr. Beardmore has received the Higher Learning Commission's report on its site visit to the SENMC campus last October. The conclusion is that SENMC meets the Criteria for Accreditation. As was expected, the College has been moved to a Standard Pathway and will be reviewed again in five years. Three criteria were "met with concerns". These include 4.B., 5.B., and 5.C. The HLC recommends monitoring reports for 4.B. and 5.C., due in July 2026. A focused visit is scheduled for

April 29-30, 2024, to address 5.B.

B) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Dr. Beardmore attended the MLK Scholarship Banquet on January 12 and the MLK Service at Carlsbad First Presbyterian Church on January 14. He also walked in the MLK March and attended the presentations in MLK Park on January 15. Held an Open Forum for campus on January 24; Goal 2 (Enrollment, Retention, and Graduation/Completion) Delivered welcomes at spring Orientation events and participated in the Carlsbad Municipal Schools Teacher Education Pathway kickoff on January 22; Goal 3 (Community Engagement and Economic Enrichment) Attended Carlsbad Department of Development Board meetings on January 4 and February 8, Cooked at the Rotary Pancake Breakfast on February 10, joined Jason Shirley in meeting with Representatives Cathrynn Brown and Jim Townsend, and Senators Steve McCutcheon and Ron Griggs on January 17, went to Santa Fe and attended the House Appropriations & Finance Committee Higher Education hearing and the Senate Finance Committee Higher Education hearing. Dr. Beardmore was introduced and recognized at both hearings. On January 26 he met with Representative Jimmy Mason and also had a meeting with Lt. Governor Morales during which he shared the plans for the Trades x Technologies Building. Dr. Beardmore attended the Eddy County Legislative Reception in Santa Fe on January 30 and the WIPP Legislative Breakfast on January 31. He also met with Senator David Gallegos. Back in Carlsbad he met with representatives from Coterra Energy; Goal 4 (Building, Facilities, and College Foundation) finalized the slate of six candidates for the SENMC Foundation; and Goal 5 (Independence of SENMC) received the report from the HLC's October 2023 site visit and received confirmation of the members of the site team for the April 2024 HLC focused visit.

C) Lightcast Economic Impact Study

This report used data from FY2021-22 to determine the economic value of an SENMC education. Dr. Beardmore explained that this report is a baseline as fiscal year 2021-22 is when SENMC separated from New Mexico State University. He will share this report with Rotary in March.

10) Old Business:

A) Approve Design for Sign on 3500 Seven Rivers Property

Dr. Beardmore reported that employee feedback on the sign design was evenly split. He said the comments included wanting something more distinctive. Dr. Beardmore would like to get more public comment on the sign. The Trustees had questions and wondered about getting additional design mock-ups by the time of the March meeting.

Motion: Bill Murrill Second: Mark Cage Nays: **0** Abstain: **0 Bowman, Cage, Elkins, Frintz,** and **Murrill** voted in favor of the motion to table this action item.

B) Approve Adoption of SENMC Foundation Organizational Documents

Motion: Mark Cage Second: Sarah Bowman Nays: **0** Abstain: **0 Bowman, Cage, Elkins, Frintz, and Murrill** voted in favor of adopting the organizational documents for the SENMC Foundation.

11) New Business

A) Approve SENMC Foundation Board of Directors - Dr. K Beardmore

Dr. Beardmore presented six people for consideration as Directors of the SENMC Foundation Board, Missi Currier, Chair; Chad Ingram, Treasurer; Ekta Bhakta, Secretary; W. Aaron Irving, Anthony Foreman, and Jason Shirley.

Motion: Mark Cage Second:Sarah Bowman Nays: **0** Abstain: **0 Bowman, Cage, Elkins, Frintz,** and **Murrill** all voted in favor of the motion to accept the slate of officers presented by Dr. Beardmore.

B) Approve Quarterly Financial Certification – Dr. K Volpi

The audit reports are not ready yet. Members of the Board of Trustees will reach out to the auditing firm to moves this forward. Attorney Lane Martin suggested calling the State Auditor's Office to make a report.

Dr. Volpi used information from a preliminary income statement dated November 30, 2023, to make her presentation and request approval of the certification of the quarterly financial actions report for the second guarter.

Motion: Mark Cage Second: Bill Murrill Nays: **0** Abstain: **0 Bowman, Cage, Elkins, Frintz**, and **Murrill** voted in favor of the motion to approve the quarterly financial certification.

C) Approve Policy Updates – K. Beardmore

Dr. Beardmore presented two policy changes reviewed by Lane Martin, Counsel for SENMC and recommended by the members of the College Council. The first were housekeeping items in Section A-General Provisions-Policy Number 400-Board of Trustees and Meetings of Board. These included striking the section dealing with staggered terms for the initially elected Trustees; adding the word "vote" to Section A, II, d.; and adding a clause to Section A, III, i. 6. that will allow the Chair to designate another Trustee to sign documents or contracts in the absence of the Chair. The second item was the addition of a new policy to Section C-Human Resources-Policy Number 2300-Benefits. This newly created Part 9 establishes Bereavement Leave for Employees of Southeast New Mexico College.

Motion: Sarah Bowman Second: Ned Elkins Nays: **0** Abstain: **0 Bowman, Cage, Elkins, Frintz,** and **Murrill** voted in favor of the motion to approve the changes and addition to the policy.

D) Consider SREB Partnership for Strategic Planning – Dr. K Beardmore

Dr. Beardmore presented a proposal from the Southern Regional Education Board (SREB) to partner with SENMC to create a strategic plan. Service would begin July 1, 2024, and conclude March 30, 2025. Dr. Beardmore would be SENMC's point of contact working with the SREB project manager. The budget summary for this project is \$58,630 and includes travel. SREB would provide quarterly invoices based on services delivered at the time. The Board agreed that because the HLC mentioned strategic planning in its report that it is a good idea to spend the money. Additionally, working with a third party would add legitimacy to the new strategic plan.

Motion: Ned Elkins Second: Bill Murrill Nays: **0** Abstain: **0 Bowman, Cage, Elkins, Frintz,** and **Murrill** voted in favor of the motion to accept the proposal for partnership between SREB and SENMC.

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

A) **Dr. Mickey Best, Interim VP of Academic Affairs:** Dr. Beardmore gave the Academic Affairs report because Dr. Best was in Santa Fe for Higher Education Day and Phi Theta Kappa awards on February 13. The Criminal Justice lab was established in Fall 2023 and is at capacity with 12 students. Professor Gina Zuniga was selected to write questions for the National Council of State Boards of Nursing. Dr. Jonathan Wilson will represent SENMC at the annual conference of the Society for Applied Anthropology in March 2024. He will be presenting at and chairing a panel – "Diversity and Inclusion at the Crossroads of State Intervention in Higher Education". Dr. John Fry has published a lyric essay in the online literary journal, "Last Syllable". He has five other poems that have been accepted for publication in "Waxwing", "Puerto del Sol" and "La Revista de Embarcadero". The Learning Technology Center staff have developed two training sessions on studying for and

- taking the EMT test; the LTC is partnering with several faculty members to intertwine their classes with the technical services provided to students.
- B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** The parking lot is approximately 90% complete and the road should be open by the end of the month. The team is finalizing the scope of the access control project. Some areas of the campus will still have physical, metal keys. The Library Family Room project is going out for RFP. It also needs to go to the Higher Education Department. CDL classes will be starting at the mall. It will take about \$5,000 to make the bathrooms at the mall usable. The College had a meeting with Nine Degrees to determine staging for the T² Building. The HVAC equipment has been ordered. Looking for a possible June delivery date. Representatives from Ferrilli are on campus for IT work. Dr. Volpi and bookstore manager Frankie Miller will soon be going to Savanah for their annual buying trip for the bookstore. Dr. Volpi provided an update on the Health Clinic. The newly hired nurse practitioner will arrive in April but the clinic may not be ready for patients then. It needs to be licensed.
- C) Juanita Garcia, VP of Student Affairs: Dual credit enrollment has increased more than 200 students since last year. Enrollment is still in progress for the mini semester that starts in March. Ms. Garcia says they are making changes to their processes and scheduling appointments. The Admissions Team is working with Grants Services for recruitment events. They have started sending electronic transcripts and are configuring an analytic tool that will give more control over the reporting system. She said 74 students graduated in 2023 and she anticipates a 10% increase in 2024. Financial Aid is working toward automated email communications with students.
- D) Dr. Monty Harris, VP of Workforce Development and Community Engagement: Dr. Harris is working with 5th Dimension Technologies to purchase simulators. He said there has been positive feedback to the online demonstrations. He has a proposal he received from 5th Dimension Technologies that he will send to the Trustees to review. He'd like this to be an agenda item for the March Board of Trustees meeting. Dr. Harris said the proposal is based on the needs assessment the company made after talking to stakeholders.
 A CDL class is scheduled to start on February 19. The Phoenix Truck Driving Institute is responsible for recruitment. David Porter of Porter House is refining the Radiation Control Technician training for WIPP. He is also looking into a waste handler training program for WIPP. Workforce instructors will be attending Mosaic MSHA training so they can customize refresher training for their employees. Dr. Harris added that Intrepid Potash has also reached out and they are re-establishing these relationships.
- 13) HR Report: Steven Gonzales, HR Director: The SENMC employee count is at 265 as of February 6, 2024. Steven introduced two newly hired employees who were present at the meeting, Dr. Waheeb Al-Sharaabi, Assistant Professor of Computer Science, and Gary Martinez, Director of Construction and Special Projects. There are currently 4 faculty vacancies and 4 staff vacancies. The VPAA Search Committee has 33 applications to review. Steven said the goal is to announce finalists by the first of May. February 2024's Employee of the Month is Mr. Humberto "Ron" Morales, Title V Adelante Program Manager. The Human Resources department is participating in the Carlsbad Department of Development Job Fair on February 27.
- 14) Employee representative comments (optional)
 - A) Faculty: Zane Biebelle- Nothing to report.
 - B) Administrative Staff: Dr. Raven Anderson announced the new officers for the Administrative Staff, Chair, Dr. Raven Anderson; Vice-Chair, Ms. Della Bedingfield; and Secretary, Mr. Jonathan Rocha.
 - C) Classified Staff: None

invited to introduce	e themselves.
ooard meeting:	Place: SENMC Room 153
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SENMC STRATEGIC PLAN (2022-2025)

Updates for March 2024 in blue

Goal 1: Diversity and Commitment

Presented the SENMC Mountain Lion Pride Teaching Award proposal to the Faculty (approved unanimously), February 21

Provided the welcome at the Black History Month: African Americans and the Arts Celebration, hosted by the Diversity Committee, SENMC Library, and NAACP Carlsbad Chapter, February 22 Attended the first meeting of the SENMC Honors Program Advisory Council, February 27 Held an Open Forum for campus, February 28

Goal 2: Enrollment, Retention, and Graduation/Completion

Attended the Dual Credit Workgroup meeting, February 9

Met with Carlsbad Municipal Schools Dual Credit Leadership, February 9

Shared a proposed first-year experience requirement with the Faculty Senate, February 12

Published latest newspaper/website article: "An Investment in You",

Proposed a first-year experience requirement to the SENMC Faculty (approved unanimously), February 21

Participated in the Carlsbad Municipal Schools Public Safety Pathway meeting, March 4
Signed a transfer memorandum of agreement with Western New Mexico University, March 4

Goal 3: Community Engagement and Economic Enrichment

Attended Carlsbad Rotary, February 7, 14, 21, 28

Met (along with Monty Harris and Karla Niemeier) with Mayor Rick Lopez and Wendy Austin of the City of Carlsbad regarding internships and work & learn opportunities, February 15 Participated in the Educational Partnership of the Permian Basin Leadership Team meeting, February 20

Met with community member about a potential Anthropology scholarship, February 20 Joined the organizational meeting of the Early Childhood Action Network, February 22 Hosted the three finalists for the Director of the National Cave and Karst Research Institute, including a tour of the SENMC campus, February 26, 27, & March 4

Volunteered at RiverBlitz (SENMC Team), March 2

Visited the US Department of Energy Science Bowl, hosted by SENMC, March 2

Presented SENMC's economic impact and Trades x Technologies Building plans at Artesia Rotary, March 5, and Carlsbad Rotary, March 6

Met (along with Monty Harris) with Amy Wright of Goodwill, March 6

Attended the Carlsbad Department of Development Board meeting, March 7

Met with representatives of Wellsite Learning Management System, an Oil & Gas Technology curriculum provider, March 6

Goal 4: Building, Facilities, and College Foundation

Led the organizational meeting of the SENMC Foundation, February 27

Goal 5: Independence of SENMC

Received confirmation of our Higher Learning Commission accreditation through 2033-2034, February 25

Confirmed the college's move to the Higher Learning Commission Standard Pathway, which will result in a Comprehensive Evaluation in 2027-2028 (instead of an Assurance Review and Quality Initiative, which is required by the Open Pathway), February 26 Met with the HLC April 29 & 30, 2024 Site Visit team chair, March 4

Year	Capital Projects (in priority order)	Funding	Bond funds availability	Estimated cost	Description
2023- 2024	Trades x Technologies Building	GOB (\$5 million currently under consideration) /College/Industry & Govt partners	July 2025	\$40M	New facility to house new programs in Electrical Technology, Oil and Gas Technology, and Radiologic Control Technology, as well as expanded space for current Industrial Maintenance Technology and Natural Gas Technology programs. Includes indoor shop spaces, adjacent outdoor training spaces, simulator spaces, combined classroom/lab spaces for Instrumentation and Programmable Logic Controllers training, computer lab, testing space, and offices.
2023- 2024	3500 Seven Rivers Land Purchase HED approved 10-10-23	College	N/A	\$725,000	3.3 acres of adjacent land that will provide frontage on the main highway.
2023- 2024	Main Building Entryway and Welcome Center	College/Federal grants	N/A	\$4M	Current entrance leads down a hallway. Change will provide a clear public entrance to the Main Building (the largest and oldest on campus), complementing the new parking lot currently under construction and creating a welcome center/one-stop admissions student services area.
2023- 2024	HVAC and Energy Performance Updates HED approved 9-19-2023	State/College	N/A	\$6M	As recently as June 2023 8 of 11 roof top units were down for repairs. Need complete replacement of HVAC on Main Building and upgrades to all HVAC controls
2023- 2024	Mall Lease	College	N/A	\$72,000 annually	Expansion of workforce development (non-credit) due to space limitations on campus.
2023- 2024	Land surrounded by campus	College	N/A	TBD	Was retained by owner of land north of campus. Ownership has since changed for adjacent land, but not this property.
2023 2024	Mall Buildout	College	N/A	\$250,000	Update to facility to bring restrooms and space into compliance with expectations for public classroom spaces
2023- 2024	Library Family Study Room, and Restroom,	Federal	N/A	\$300,000	Repurposing space available due to increased use of electronic materials to serve students with children and family programs.
2023- 2024	Signage on main highway entrance to campus	College	N/A	\$175,000	Newly purchased land will provide space for campus signage on the main highway. Plans include a video screen.
2023- 2024	Building Access Project	College	N/A	\$725,000	Replacement of all building door locks with unified controls, including necessary hardware and software.
2024- 2025	Specialized Driving Training (land and facility)	STB/College	July 2026	\$5M	Specialized driving range facility (CDL, First Responder emergency vehicle safety training, motorcycle safety training) with classrooms, office, storage, simulator, and kitchenette.
2025 - 2026	Science, Technology, Engineering Pre- School Academy (STEPS Academy)	GOB/College/ Foundation Partners	On hold	\$15M	STEM focused bilingual birth to pre-K education available to students, employees, and the public.
2026- 2027	Workforce Development Community Outreach Center	STB/College	July 2028	\$3M	Upgrade or replacement of Mall Lease space Community education and birth to pre-K education (daycare)
2027- 2028	On Campus Residence Hall & Dining	College	N/A	\$15M	The community, which provides the vast majority of our funding, has expressed its interest in a residential life program



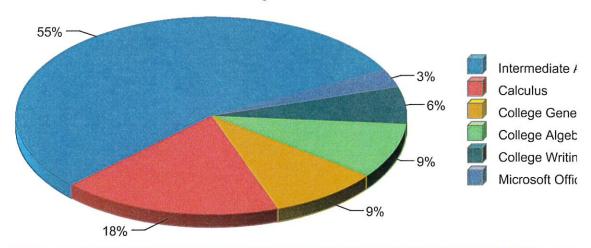
- Real Stories, Real Experiences
- Insights Into Healthcare Programs
- Learn About Collaboration
 In Healthcare
- Q&A Session
- Networking Opportunities



Tuesday, March 19, 2024 10:00 - 11:30 AM

Nursing & Allied Health Building Room 424 1500 University Drive, Carlsbad, NM

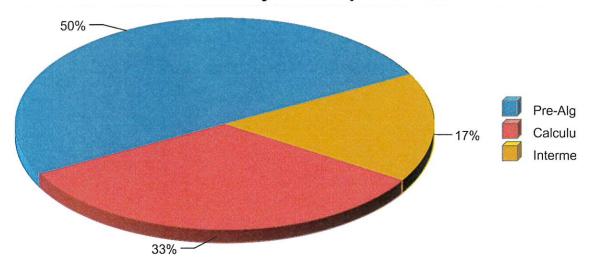
Subjects Requested %



Subject	Percentage	Session Count
Intermediate Algebra	54.55%	18
Calculus	18.18%	6
College General Chemistry	9.09%	3
College Algebra	9.09%	3
College Writing	6.06%	2
Microsoft Office Word	3.03%	1

January 1, 2024 - March 5, 2024

Subjects Requested %



Subject	Percentage	Session Count
Pre-Algebra	50.00%	3
Calculus	33.33%	2
Intermediate Algebra	16.67%	1

Human Resources Report - March 2024

Report Generated: March 6, 2024

Submitted by: Steven Gonzales, HR Director

Employee Count

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

New Hires

Name

Job Title

Armienta, Syann

Temporary, Workforce Instructor

Castaneda, Brittney Cordova, Arika

Student Regular, HSI Student Regular, Science

Total: 273 (+8)

Martinez, Pricilla Moreno, Mario

Student Regular, HSI Student Regular, HSI

Quintana, Chris

Student Regular, Welding Student Regular, HSI

Rocha, Danice

Restricted Funds Manager

Ryan, Lisa

Total: 8

Name

Job Title

Departures

Total: 0

Currently in Interview Process

Job Title

Administrative Assistant, Registrar

Instructor or Assistant Professor of Business

Vice President of Academic Affairs

Workforce and Community Education Director

Total: 4

Current Vacancies

Job Title

Faculty:

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

Total: 4

Staff:

Administrative Assistant, Registrar
Title V Ascender Outreach Coordinator
Tutors, Math - PT/FT
Vice President of Academic Affairs
Workforce and Community Education Director

Total: 5