

BOARD OF TRUSTEES MEETING MINUTES

Date: 10/9/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

- ☒ Chairman, Ned Elkins
- ☒ Member, Bill Murrill
- ☒ Member, Mark Cage

Type of Meeting:

☒ Regular ☐ Work
☐ Special

☒ Secretary, Tiffany Frintz
☒ Member, Sarah Bowman

Board Members absent: None

1) Call to Order

Time: 6:02 pm

2) Pledge of Allegiance

3) Establish Quorum – Roll Call

4) Approval of minutes from the previous meeting – 9/11/2023

Motion: Tiffany Frintz

Second: Sarah Bowman Nays: 0

Cage, Frintz, Elkins, Bowman, and Murrill all voted in favor of the motion to approve the minutes.

5) Public Comments: None

6) Student Government Representative: None

7) General Counsel: Lane Martin – No Report.

8) SENMC general status report: Dr. Kevin Beardmore (*see Attachment A*)

A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Southeast New Mexico College hosted a well-attended Salsa Competition on September 19; Dr. Beardmore hosted his monthly Open Campus Forum on September 28. **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Dr. Beardmore's most recent article, "Meet our New Faculty" has been published in the newspaper and on SENMC's website. **Goal 3 (Community Engagement & Economic Enrichment)** Expanded MSHA training for WIPP; Dr. Beardmore attended the Carlsbad Municipal Schools General Obligation Bond Planning Meeting on September 12, the Carlsbad Community Foundation Reception on September 28, the WIPP Community Forum and Open House on October 3, and the CARC Gala on October 5. **Goal 4 (Building, Facilities, and College Foundation)** Published the Request for Qualifications to design the Trades x Technologies Building; presented Energy Performance/HVAC Rooftop Unit replacement project to NM Higher Education Department Capital Outlay Board on September 13 and received approval; and **Goal 5 (Independence of SENMC)** – Notified NMSU of cancellation of MOU, September 12 with an effective date of December 11, 2023; hosted a site visit by NM Higher Education Department on September 20 with positive feedback, awaiting written report; on October 1 implemented common office hours of 8:00-5:30 Mon-Thurs, 8:00-noon on Friday; Reviewed the Higher Learning Commission (HLC) draft submission, adding 110 pieces of evidence and approximately 1600 words; Submitted the HLC Assurance Argument (more than 200 pieces of evidence and nearly 23,000 words) and Federal Compliance Review on October 2, in preparation for the HLC visit on October 30 and 31; and held the first of four open meetings with faculty and staff to discuss HLC Criteria responses. These meetings will be each Friday in October.

B) Enrollment Update by Class: Dr. Kevin Beardmore (see Attachment A1)

Dr. Beardmore presented and reviewed the SENMC Fall 2023 Class Enrollment report. He explained that some classes have low enrollment because these courses are part of a series of classes and students were promised they could stay in sequence.

9) Old Business: None

10) New Business

- A) **Approve Policy Updates - Dr. K Beardmore** – (see Attachment B) Dr. Beardmore presented proposed changes to Section C-Human Resources-Policy Number 1000 Promotion and Tenure Policy. The change adds a definition of “tenure” as provided by the American Association of University Professors and addresses some housekeeping items. Lane Martin and the College Council reviewed these proposed changes on October 3rd and 4th, respectively, and the College Council approved the changes.

Motion to approve the updates to Section C-Human Resources-Policy Number 1000 Promotion and Tenure Policy:

Motion: **Mark Cage**

Second: **Tiffany Frintz**

Nays: **0**

Cage, Frintz, Elkins, Bowman, and Murrill all voted in favor of the motion.

- B) **Approve Creation of IRB (Institutional Review Board) – Dr. K. Beardmore** (see Attachment B)

Dr. Beardmore used the policy from his previous school as well as Federal guidelines covering human subject research to draft an IRB policy for SENMC. This policy will guide a five-member Board (TBD) when responding to requests for research involving human subjects. The members of the IRB Board will be provided training as needed.

Motion to adopt the policy that establishes an Institutional Review Board.

Motion: **Sarah Bowman**

Second: **Mark Cage**

Nays: **0**

Cage, Frintz, Elkins, Bowman, and Murrill all voted in favor of the motion.

- C) **Capital Projects List – Dr. K. Beardmore** (see Attachment C) Dr. Beardmore provided updates to the Capital Projects list he presented in August, specifically that the NM Higher Education Department had approved the HVAC and Energy Performance project on September 19; the Building Access project has been added to the list; and a Residence Hall project is not eligible for GO Bond funding. Dr. Beardmore also shared that SENMC had received concurrence from the Taxation & Revenue Department on the appraisal value of the land located at 3500 Seven Rivers and he is traveling to Santa Fe on October 10 for the Capital Outlay Hearing.

Motion to approve the updated Capital Projects list as presented.

Motion: **Mark Cage**

Second: **Sarah Bowman**

Nays: **0**

Cage, Frintz, Elkins, Bowman, and Murrill all voted in favor of the motion.

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

- A) **Dr. Mickey Best, Interim VP of Academic Affairs:** (see Attachment D)

(1) Allied Health – a new Coordinator for the Allied Health program has been appointed. This position is key for scheduling courses on campus and setting curriculum and instruction at dual credit sites.

Dr. Best explained that the Allied Health program is often a stepping stone into the Nursing program.

(2) Developmental Education – Assistant Professor April Addington and faculty colleagues are in the early stages of establishing a transitional education support team at SENMC. Currently, 31.4% of New Mexico high school graduates require some remedial coursework. The team would provide additional guidance and support for those students. Dr. Best applauded the initiative of the faculty, explaining that this is a final opportunity for students to develop the skills they'll need for moving on to a four-year school or entering the workforce. Developmental coursework cannot be applied to a degree plan, but students may receive financial aid for these courses.

- B) **Dr. Karla Volpi, EVP of Business and Finance:** Dr. Volpi informed the Trustees that she is planning to redo the structure of her financial report so it is easier to read and follow. She is still waiting for the audit but plans to include notes relating to the missing balance sheet. Dr. Volpi added that Ferrelli will be on campus next month. There will be a COVID and flu shot clinic on campus on November 8. It will be open to the community. Dr. Volpi showed everybody the Breast Cancer Awareness t-shirt currently on sale in the SENMC Bookstore. She said all the profits will go to Breast Cancer Awareness.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia took a moment to recognize Ferrelli representative Lisa Edwards. Lisa makes regular site visits to assist the teams as they prepare to go live. Ms. Garcia reported that they have reached a milestone in Financial Aid and now are able to pull ISIRs (Institutional Student Information Records). She added that Student Affairs in conducting interviews for its first Admissions Director and concluded with a “shout out” to Antonia “Toni” Olivas, a student success story. Toni started in Student Affairs through the work-study program, then transitioned to a temporary employee. She is now employed full-time as an Administrative Assistant in Admissions. She will graduate in the spring. Student Government is hosting a Kid’s Carnival in the gym and a haunted house. Student Government is also partnering with Johnny Chandler (Broadcast Media Program Manager) to begin recording podcasts that promote student events, programs, and upcoming activities.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** (*see Attachment E*) 1) Skillpoint Alliance will complete its pre-apprentice electrical training on October 13 with a graduation ceremony where participants will be awarded certificates of completion. Another training is scheduled for May 2024; 2) MSHA annual refresher training for WIPP started on October 4. Classes were conducted using a round-robin format with 4 instructors. Future classes will be smaller, requiring fewer teachers and classrooms; 3) The Rad Con Tech training in partnership with Porter House started September 21. They are fine tuning operations and scheduling; 4) An MOU for the CDL program has been agreed on and this program could be operational in three weeks; 5) Community Education has published its Spring Schedule. They are also offering a Beginner’s Guide to Public Speaking to SENMC employees on October 12. Dr. Harris reports the schedule is full and there is a waiting list for the next one. English department Professor Kevin “PKev” Daily is the instructor.
- 12) **HR Report: Steven Gonzales, HR Director** (*see Attachment F*) – The SENMC employee count is at 244 since the last report. Mr. Gonzales introduced and welcomed Johnny Chandler, Broadcast Media Program Manager. There are currently 5 faculty vacancies and 9 staff vacancies. The Employee of the Month for October 2023 is April Addington, Assistant Professor of Mathematics.
- 13) **Employee representative comments (optional)**
- A) **Faculty: Zane Biebelle,** Faculty Senate President thanked the Trustees for ratifying the policy defining tenure saying it is a big moment for faculty. She said they have developed faculty workgroups and are addressing areas for improvement related to shared governance.
Dr. Eduardo Chappa, Professor of Mathematics, Chair of the Promotion and Tenure Committee and the Assessment Committee, took a moment to also thank the Trustees, as well as Dr. Beardmore and the College Council for the definition of tenure.
- B) **Administrative Staff:** Steven Gonzales reported on behalf of Ron Morales that the Administrative Staff continue to meet monthly.
- C) **Classified Staff:** None
- 14) **Board comments:**
 Trustees thanked people for coming to the meeting and welcomed new employee Johnny Chandler. They also congratulated Employee of the Month April Addington who was also present at the meeting. Tiffany Frintz said


she loved Juanita Garcia's story about Toni Olivas. Sarah Bowman thanked mayoral candidate Eddie Rodriguez for being at the meeting. Chair Ned Elkins added his thanks to Sarah's and also recognized John Heaton and expressed appreciation for his attendance, too. The Trustees thanked SENMC employees for the work they are doing.

15) Announcement of next regular board meeting:

Date: November 13, 2023 **Time:** 6:00 pm **Place:** SENMC Room 153

16) Adjournment – Chairman Ned Elkins adjourned the meeting at 7:03 pm.

Approved



Tiffany Frintz, Secretary

11-13-23
Date