

BOARD OF TRUSTEES MEETING MINUTES

Date: 5/8/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

☒ Chairman, Ned Elkins

☒ Member, Bill Murrill

☒ Member, Sarah Bowman (via Zoom)

Type of Meeting:

☒ Regular ☐ Work

☐ Special

☒ Secretary, Tiffany Frintz

☒ Member, Mark Cage

Board Members absent: None

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 4/10/2023**

Motion: **Tiffany Fritz**

Second: **Mark Cage**

Nays: **0**

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

5) **General Counsel: Lane Martin** (via Zoom) He's been working with the Scott Fields and Ken Van Winkle (NMSU) and Kevin Beardmore and Karla Volpi (SENM) to wrap up loose ends. One specific item is a vehicle SENMC has that does not have a title. Lane said it should not be a major issue to apply for a lost title, if necessary. Board Chair Dr. Ned Elkins thanked Lane for his help with the lease for Workforce.

6) **SENM general status report: Dr. Kevin Beardmore** provided his April Top Ten list. 1 & 2) Dr. Monty Harris, Interim VP for Workforce Development and Community Engagement will report on the plans for the Trades x Technologies building and the Department of Energy grant proposal. 3 & 4) Vice President for Student Services Juanita Garcia will report on applications for fall 2023 compared to fall 2022 and the number of enrolled students for fall 2023 versus fall 2022. Dr. Beardmore said he wants the Board to hear those numbers as they come in because they can show where things are ahead or behind and where there are growth opportunities. He added that what Juanita and her team have done is impressive. 5) Update and Renovate current SENMC facilities-AMERESCO has done its walk-thru and met with Gary Roper; SENMC is currently taking applications for a Nurse Practitioner. If we can successfully fill this position we will be able to re-open our Health Clinic. Applications will be accepted through the end of May. 6) The new Coordinator of Institutional Research will start on June 16th. 7) SENMC continues its operational transparency through the President's monthly open forum (the most recent held on May 4th) and articles published in the Carlsbad Current-Argus, Carlsbad Local, and the SENMC website; the response rate for the Great Colleges to Work For survey was 47%. This is better than the national average of 43%. 8) Dr. Beardmore completed and passed the US Department of Education's financial aid training for presidents of new colleges. Set up of the Everbridge emergency notification system is underway. It will be ready in the fall. SENMC is one of seven New Mexico Independent Community Colleges participating in a study conducted by Lightcast (formerly Emsi/Burning Glass) of the college's economic impact. The reports will be available next year. 9) Grant Services hosted several events in April including workshops on financial literacy, college readiness presentations in Lake Arthur and Hagerman, a career fair, STEAM Expo, Data Carpentry workshop, tutoring in chemistry and algebra, workshops in mental health awareness and a campus tour for approximately 200 students from Artesia Junior High School. 10) Assessment Day on May 5th was part of the continuing preparation for the Higher Learning

Commission's (HLC) accreditation visit at the end of October. Dr. Beardmore presented some graphs that the Legislature uses for budget planning. These graphs had been shared by Charles Sallee, Deputy Director of the Legislative Finance Committee. The graphs show oil production long-term forecasts. He explained that the upward trend is expected to peak in 2028 and the revenue outlook is good for several years.

Dr. Beardmore directed the Board's attention to an image in their packets of the presentation that will be made to Dr. Nwanne later this month.

Graduation will be this Friday evening (May 12th). Please arrive by 5:00 pm. We hope to have more than a quorum there, just don't discuss any business.

Summer hours for SENMC will be 8 am – 6 pm Monday thru Thursday with four flex hours to be fulfilled at the discretion of the department supervisors.

Dr. Beardmore and his family will be moving into their Carlsbad residence the week of May 22nd. He will be working remotely the week of May 15th so he can be part of commencement week activities for his twin sons who are graduating from high school on May 21st.

7) Old Business

A. Approve pursuit of off-campus rental space for Workforce Development

Dr. Beardmore informed the Board that a lease has been signed and Dr. Monty Harris will include more information when he presents his report.

8) New Business

- A. Review and Approve Privacy Policy (Dr. Kevin Beardmore)** – The Web Privacy Policy is from Ferrilli. Southeast New Mexico College needs to have this policy to cover various actions under the Federal rule as well as expectations. The policy explains how SENMC uses, collects, and protects data on its website. This policy has been reviewed by Lane Martin and recommended by the College Council. The Board members unanimously voted to adopt the policy as presented.

Motion for approval: **Mark Cage**

Second: **Tiffany Frintz**

Nays: **0**

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

- B. Review and Approve Policy on Non-Content Edits (Dr. Kevin Beardmore)** – This is a housecleaning policy that will give the College Council authority to approve non-content edits (correct spelling errors, adopt consistent formatting, etc.) of SENMC policies. Lane Martin has reviewed this policy and the College Council recommends approval. Members of the Board of Trustees voted unanimous approval of this policy.

Motion for approval: **Mark Cage**

Second: **Tiffany Frintz**

Nays: **0**

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

- C. Review Quote to Paint SENMC Sign (Dr. Kevin Beardmore)** – There have been many discussions regarding SENMC signage and how it might be made easier to read. Dr. Beardmore is urging the Board to wait on painting existing signs to give the architects time to address signage in their drawings. One possible alternative is a monochromatic color scheme. ELKINS does not care for this and said he'd rather save this discussion for a later date. FRINTZ concurred saying there are too many moving pieces. The architects are also drawing up plans to redesign space in the existing Main building to make it more welcoming. CAGE reiterated that he wants something done with the sign but he doesn't want to move too quickly, "we have to wait and get this right," he said.

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

- A) Dr. Andrew Nwanne, EVP of Academic Affairs:** No report.

- B) Dr. Karla Volpi, VP of Business and Finance** – Nothing to report.

- C) Juanita Garcia, VP of Student Services** – Ms. Garcia said they are working on several projects and coordinating programs to make sure everything is working for the fall semester and spring 2024. Currently 97 students are enrolled for fall 2023. At this time last year 94 students were enrolled. Forty of the students currently enrolled are dual-credit and Early College High School. They also have 167 applications for fall 2023, with 2 students enrolled. Many of the applications are incomplete (missing

transcripts). They've just gotten the reporting up for Anthology and now they can identify bottlenecks and other issues that slow the enrollment process. Ms. Garcia said that applicants have not been setting up their SENMC email accounts. She said Ferrilli is working in the background to assist with this and peer mentors will also be available. Garcia added that the students who have registered through Anthology are providing feedback and reporting favorably. Advisers and Admissions staff are busy assisting students with the process. They've had to add a new appointment scheduler for SENMC. The Navigate scheduler used by NMSU can be used only by current students in the NMSU system to schedule appointments with advisers. Southeast New Mexico College is using Calendly (for now) until another system becomes available in October. They've recently finalized the student checklist for the fall semester. REACH (the admissions application database) goes live in October. Ms. Garcia announced that in the spring semester faculty will be able to use Anthology and dualenroll.com to enter grades for dual credit and Early College High School students. FRINTZ asked about checks and balances regarding manual data entry. Ms. Garcia explained that when students meet with their advisers to register they review the data. They are also using degree audits to verify the information.

- D) **Dr. Monty Harris, Interim VP of Workforce Development and Community Engagement:** 1) The Building Design committee has been updated and they are waiting for more architect feedback. Monty will convene a meeting with the Building Committee when there is a report from the architects. The agreement for the leased space was completed with collaboration with the leasing agent-the Workforce Development Center will be at the Carlsbad Mall in the old Western Outfitters space. The advantages to this space include its proximity to the SENMC campus and sufficient space to put everything in one location, including the CDL driving range. The mall is a well-known location and being in there will bring activity to the mall. The space is approximately 7,500 square feet and includes three half bathrooms. Dr. Harris said the planned buildout for the space includes a reception area, offices and classrooms, labs and simulators, an ADA compliant restroom and two half bathrooms, a break/lunchroom, storage room, custodial and mechanical rooms. SENMC has a three-year lease with an option to renew. Dr. Harris is currently seeking contractor bids for the buildout. The programs Dr. Harris plans for this space include the CDL program, OSHA and MSHA safety, equipment operator, radiation physics and control, (these are all grant deliverables) and trades programs in electrical, HVAC, and plumbing. ELKINS asked if SENMC will be required to return the space to what it had been before the lease. Dr. Harris responded that there is nothing in the lease that requires the college to restore the space. FRINTZ said she likes the exposure to the college. ELKINS asked the Board members if they are satisfied with the resolution of previous issues and they responded affirmatively. 2) The Mobile Oil Learning exhibit for community education was on campus recently. There was strong community participation (125 participants) including local home school students and parents, local citizens and Early College High School students. 3) In response to local interests they recently conducted two classes for the 24-Hour New Miner Training program. One takeaway from this training was the need for safety training presented in Spanish. They have provided MSHA Safety in Spanish which also creates an opportunity to engage the students in high school equivalency and English as a Second Language classes provided through SENMC's Adult Education division. This could also create opportunities for individuals to further their educations and enhance their career opportunities by earning competency-based credentials through other Workforce programs or entering academic degree or certificate programs offered by SENMC.

- 10) **Steven Gonzales, HR Director:** 1) He presented his report and shared the following: Employee report – 222 full-time, part-time, and temporary and student employees. There are currently six faculty and twelve staff vacancies. The Vice President of Academic Affairs posting closed on Sunday. Forty-four applications were

received. 2) May's Employee of the Month is Zane Biebelle. 3) The Search Committee for Vice President of Workforce Development and Community Engagement have selected three finalists for in-person interviews: Dr. Monty Harris, Dr. Robert Munoz, and Dr. Klaus Tenbergen. Candidate biographies can be found on the SENMC website. Next steps in the process include a virtual meet and greet, an in-person interview with the search committee, a 45 minute presentation (topic to be determined), lunch with the search committee, an open forum so faculty, staff, students and Board members can attend and ask questions of the finalists, a campus tour, and a tour of the city.

11) Employee representative comments (optional)

- A) **Faculty:** Zane Biebelle reported that the Faculty Senate has written a new Faculty Handbook. It is finished except for some non-content edits. They've also worked on a salary schedule for faculty. She said focus for next year should revolve around awards and suggested there be two awards, one for Teaching Excellence and another for Service Excellence. Zane would also like to review service on committees. She thinks they need to be revitalized and empowered.
- B) **Administrative Staff:** Nothing to report.
- C) **Classified Staff:** Nothing to report.
- D) **Student Govt:** Judi Cox-Tindol reported on behalf of Student Government. She said this is the time of year to say goodbye to students. She thanked the outgoing officers, Hayley Navarrette, Sierra Gomez, Analisa Villa, and Chloe Melton. New Officers for 2023-2024 are Vanessa Vargas, President; Megan Robinson, Vice-President; Aaliyah Jimenez, Chief Clerk; Chloe Melton, Treasurer; and Angel Olivas, Publicity Coordinator.

12) College & Community Committee – Dr. Beardmore announced that Chad Ingram has resigned as Chair of this committee. He asked for suggestions for a new chairperson. Dr. Beardmore would like to revitalize this group and proposes quarterly breakfast meetings to make it more social and get more community feedback.

13) Public Comments: None

14) Board comments: **CAGE:** "There is so much good going on," He thanked Dr. Beardmore for his leadership. **FRINTZ:** Echoes CAGE's comments. "It's so wonderful to see everyone growing in their roles." She is excited about the possibilities of growth for the college and the community. **BOWMAN:** Recognized the students graduating Friday and getting pinned on Saturday. "Congratulations to all our graduates." She also recognized the Board for its decision not to increase tuition next year (before the governor sent a letter asking that there not be tuition increases). **MURRILL:** No comments. **ELKINS –** He is pleased to talk with people in the community about what is happening here.

15) Announcement of next regular board meeting:

Date: June 12, 2023

Time: 6:00 pm

Place: SENNC Room 153

16) Adjournment – Chairman Ned Elkins adjourned the meeting at 7:22 pm.

Approved

Tiffany Frantz, Secretary

Date