

BOARD OF TRUSTEES MEETING MINUTES

Date: 6/12/23

Time: 6:00 pm

Session Location: SENMC RM 103

Board Members present:

☒ Chairman, Ned Elkins
☒ Member, Bill Murrill

Type of Meeting:

☒ Regular ☐ Work
☐ Special

☒ Secretary, Tiffany Frintz

Board Members absent:

Member, Sarah Bowman and Member, Mark Cage

1) Call to Order

Time: 6:05 pm

2) Pledge of Allegiance

3) Establish Quorum – Roll Call

4) Approval of minutes from the previous meeting – 5/8/2023

Motion: **Tiffany Frintz** Second: **Bill Murrill** Nays: 0

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

5) **Public Comments:** Norbert Rempe acknowledged belated satisfaction that Public Comments have been moved to the front of the meeting and thinks the Board should follow other examples of similar bodies.

6) **General Counsel: Lane Martin** – no comment except to say that from his perspective things are running well.

7) **SENMC general status report: Dr. Kevin Beardmore** provided his June Top Ten list. 1 & 2) Dr. Monty Harris, 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. 5) Update and Renovate current SENMC facilities- presentation by Cesar M and Michael B of NINE DEGREES Architecture + Design, Inc. and introduction of SENMC's newly hired Project Manager. 6) The new Coordinator of Institutional Research is expected to start on June 16th. 7) SENMC continues its operational transparency through the President's monthly open forum scheduled for Thursday, June 15th and articles published in the Carlsbad Current-Argus, Carlsbad Local, and the SENMC website; 8) a. US Department of Education needs a statement from the State of New Mexico that the "full faith and credit" of the state is behind the college as part of the requirement for offering financial aid- the letter is being drafted now; b. proposed new MOU with NMSU to replace one that could expire in September-waiting for NMSU's response. 9) Increase student and community engagement with two author events-Dr. Rick Hendricks on Friday, June 16th and Anne Hillerman on Friday, June 30th. The authors will be available for book signings after their presentations. 10) Preparing for Higher Learning Commission accreditation visit in late October, introduction of Dr. Jonathan Wilson, Assistant Professor of English and editor of SENMC's HLC response.

On May 30th Lane Martin sent "10 Habits of Highly Effective Boards" to the Board of Trustees. Tonight the Board books have hard copies of this article for any Trustee that would like to have it.

Tonight's closed session will be for the Board to conduct its performance evaluation of Dr. Beardmore. He prepared a list of instrumental efforts that he has undertaken since coming to SENMC. (See attachment)

8) Old Business

None

9) New Business

- A. **Review Plans for T² Building and Main Building renovation (Dr. Kevin Beardmore)** – Cesar Molina and Michael Bluth from NINE DEGREES Architecture + Design, Inc. presented plans for the proposed Trades x Technologies (T²) building. These plans are based on information gathered in meetings with sub-groups of the Building Design Committee. Program requirements resulted in an initial building size of approximately 66,000 square feet. They looked at spaces that were considered core necessities of the T² building versus what might be more peripheral. They then started looking for common ground among the industry partners for opportunities to share resources. The promenade running down the center of the building is a circulation space that will provide more flexibility which they said is crucial to the success of this facility. They managed to reduce the space to approximately 39,000 square feet. The second level will feature offices, labs, and simulator training. Most of this has been designed according to DOE and WIPP specifications. The proposed site for this building is behind Lowe's and next to the entrance to SENMC's campus. This location provides the opportunity to reconfigure the entrance to the college. The parking lot for T² may line up with SENMC's parking lot project. This will also allow for a circle drive around the building-important for emergency vehicles. Expansion could move toward the parking lot if it is needed.
- The building committee met this afternoon and also reviewed these plans. They asked about HVAC and plumbing. Dr. Beardmore explained that the key thing is not just expansion but the fact that Industrial Maintenance will be moved in here because it's important that it be part of this building. This would free up space in the Main Building on campus. He said they'd like to start HVAC in the mall space although it could be moved to the Main Building. Alternatively, Environmental Chemistry or Water Technologies are opportunities that are best located next to the Chemistry Lab. The greatest need right now is for oil and gas, electrical, and industrial maintenance, based on labor market data. We're not including plumbing and building trades because these are being addressed by Carlsbad Municipal Schools.
- Cesar Molina and Michael Bluth shared ideas for renovating the Main Building. Cesar said the building has a great structural foundation and is at the heart of the campus. The plan is designed to capitalize on the parking lot project to create a front door to the heart of the campus. This would include a small addition to Room 103 (the gym) and a new elevator (existing elevator is outdated) and stair access. The plans include decking in Room 103 to create a single-height space. It would not change the function of this room but would provide additional space on the second floor. This plan would offer an opportunity to create a welcome center or one-stop for students. The Vice Presidents have seen these plans, as have the individuals who would be directly impacted by these renovations. They are in favor of moving forward. Michael explained that in designing this concept they took their inspiration from the existing building, utilizing the same angles to create a new entry. This design, he said, creates an opportunity for branding that is visible from the main road. Cesar explained the renovation project can be finished by the time we're ready to break ground for T². Chairman Elkins pointed out that the parking lot needs to be completed first or the rest doesn't make sense.
- Dr. Beardmore reviewed the requirements for NMHED Capital Projects and explained that SENMC must have approval for all projects regardless of whose money is being spent. Critical elements for approval are (1) Approval by the Board of Trustees as part of a five-year capital plan, (2) Campus/Facility Master Plan, (3) Facility assessment (facility condition audit and index score recommended). He also explained that when projects are self-funded there are monthly meetings for moving the projects forward. He added that the renovation side of the project will benefit from the

process. This is why SENMC has hired a Project Manager, Glen Haubold.

Following a lengthy discussion Dr. Beardmore stated that he is requesting permission to move forward with plans for the T² building and the Main Building renovation.

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0**

Elkins, Frintz, and Murrill all voted in favor of the motion to move forward with planning for the T² building and renovations of the Main building so more detailed plans can be provided for consideration in the fall.

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

- A) **Dr. Kevin Beardmore, Acting VP of Academic Affairs:** No report. The Department Chairs agreed that his service as Acting VPAA during the summer made more sense than naming an interim.
- B) **Dr. Karla Volpi, VP of Business and Finance –** 1) Dr. Volpi delivered president evaluation survey result packets to the Board members. She reported that she is excited that the parking lot project approved in November 2021 got started this morning. The tentative end date is January 2024. She will share information about road closures when she has it. 2) She is still waiting for approximately \$1MM from NMSU but says it probably won't come until December or January. 3) Retiree Health Care is going forward. 4) Anthology Finance will go live on July 3rd.
- C) **Juanita Garcia, VP of Student Services –** 1) Enrollment Report – 217 enrolled for FA23. Seventy-eight are dual credit students, of these, 30 are Early College High School. There are 139 degree-seeking students. In FA22 there were 94 students enrolled, all degree-seeking. 2) New Applications Report – for NMSU FA22 there were 157 completed applications and 57 enrolled. For SENMC FA23 there are 92 completed applications and 25 enrolled. They are continuing to work with Ferrilli to help them get accounts set up and get registered for classes. Two hundred forty-one applications have been received and 149 are missing transcripts. They are using Anthology Student for Fall registration. 2) Ferrilli and Anthology REACH consultants will be on-site this week to assist with training for the RFI (Request for Information), Admissions Applications, setting up events, and CRM (Customer Relations Management); Juanita says they want to have user manuals when the training is complete. 3) Financial Aid is setting up institutional scholarships using a system called Blackbaud. The SENMC scholarship application is posted on the website and the Blackbaud Opportunity Worksheet is attached. Ferrilli has been assisting Financial Aid with downloading ISIR (Institutional Student Information Records) files. These are online FAFSA applications. They'll do some additional testing and should be able to move this to Production soon. 4) With the Opportunity and Lottery scholarships students will be able to charge their books. 5) Waiting on Letter of Public Status. Updating/editing Admissions policies/SAP/Return to Title IV policies and the Financial Aid webpage so students have all the tools they need regarding financial aid and scholarships. 6) Teddi Garcia has been hired as a Dual Credit Advisor to assist the Dual Credit Enrollment Manager. 7) SENMC reached a milestone on June 12-it is now approved for VA Certification submissions 8) Pathify (the My.SENMC.edu portal) is set up and they're moving to the customization phase for student information and resources. The portal is a one stop single sign on. There is a portal within Anthology that will integrate into the My.SENMC portal. 9) Still have several programs they are working on to have them ready for fall or spring, depending on what phase the program is in. They are currently working on integrations with CANVAS and dualenroll.com to Anthology Student.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** 1) Dr. Harris reported that the Vice President of Academic Affairs (VPAA) Search Committee reviewed applications from 40 candidates and selected 8 to interview via Zoom. One of those candidates withdrew from consideration so the committee interviewed just 7 candidates. They invited 4 of those interviewees to Carlsbad for in-person interviews. One of the four has withdrawn so there are three finalists that will

visit the SENMC campus this month. Dr. Diane Gavin will be interviewed on June 22nd, Dr. Mickey D. Best on June 26th, and Dr. Meredith Skaggs on June 27th. Each candidate will participate in an open forum at 2:30 pm the day of their visit. Forums will be held on the SENMC campus in Room 153 and via Zoom. Candidate biographies and Zoom links can be found on the SENMC website.

- 11) **HR Report: Presented by Dr. Karla Volpi** 1) Dr. Volpi presented HR Director Steven Gonzales's report and shared the following: Employee report – 221 full-time, part-time, and temporary and student employees. She announced the 13 new hires, some of whom were present at the meeting. There are currently five faculty and seven staff vacancies. 2) June's Employee of the Month is RosaLinda Martinez. 3) Dr. Volpi introduced newly-hired Project Manager Glen Haubold.

12) **Employee representative comments (optional)**

- A) **Faculty:** None
- B) **Administrative Staff:** None
- C) **Classified Staff:** None
- D) **Student Govt:** None

13) **Closed Session –Dr. Beardmore's Performance Evaluation**

Motion for closed session: **Tiffany Frintz** Second: **Bill Murrill** Nays: -0-
Frintz, Elkins, and Murrill voted unanimously for a closed session. No action will be taken and discussion will be limited to the president's performance evaluation.

Motion for open session: **Tiffany Frintz** Second: **Bill Murrill** Nays: -0-
Frintz, Elkins, and Murrill voted unanimously to reconvene the open meeting. The Trustees affirmed that no decisions were made during the closed session.

- 14) **Board comments:** Trustees extended their thanks to everyone for staying through to the end of the meeting.

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

Date: July 10, 2023 **Time:** 6:00 pm **Place:** SENNC Room 153

- 16) **Adjournment – Chairman Ned Elkins** adjourned the meeting at 9:20 pm.

Approved


Tiffany Frintz, Secretary

7/10/23
Date

Instrumental Efforts at SENMC

(Attachment)

Kevin Beardmore

January 4, 2023 – June 12, 2023

Communication

- Held Open campus forums – January, February, March, and May
- Authored published newspaper/website articles - January, February, March, April, and June
- Met with 86 of 107 full-time faculty and staff, gathered and categorized and themed 586 comments, and shared the results with the campus community
- Shared updates with campus each Friday via e-mail beginning the last week of January

Workplace development

- Realized successful searches:
 - HSI Grants Director
 - Director of Web and Digital Strategies (retooled after failed search)
 - Coordinator of Institutional Research (retooled after failed search)
 - VP of Workforce Development and Community Engagement
- Created option to volunteer up to 2.5 working hours a week in service to the community
- Secured health insurance benefits for our retirees
- Implemented the Great Colleges to Work For survey
- Guided a new emergency number listing, including an internal direct number for security desk
- Established new summer schedule (8a-6p Monday-Thursday with four flex hours)
- Assumed duties for Human Resources supervision
- Created an August Kickoff schedule to expand beyond the traditional faculty/staff convocation

Shared Governance

- Assisted with finalizing the Promotion and Tenure procedure
- Proposed revised policies (all approved by the Board)
 - Section A - General Provisions
 - Policy Number 100 - Statement of Policy and Definitions (policy housekeeping)
 - Policy Number 200 – Mission (revised mission)
 - Policy Number 500 – Board of Trustees Financial Oversight (freedom to set fees)
 - Section B – Executive Administration
 - Policy Number 300 – Presidential Duty and Authority to Establish Committees and Councils (composition of College Council)
 - Policy Number 400 – Executive Leadership and Administration (new VP position)
 - Section C – Human Resources
 - Policy Number 800 – Hiring and Classification of Employees (new VP position, composition of VP search committees)
 - Policy Number 1000 – Promotion and Tenure Policy (non-tenure conversion)
 - Policy Number 1700 – Employee and Campus Expectations (animals on campus)
 - Policy Number 2300 – Benefits (tuition remission and annual leave)
 - Section F – Student Services
 - Policy Number 600 – Admission and Registration (tuition, open admissions policy)
 - Section G – Facilities and Security
 - Policy Number 200 - Web Privacy Policy
- Worked with Faculty Senate leadership on a new faculty salary schedule

Fast, Flexible, First Choice (beyond the above)

- Guided the development of plans for the new Trades x Technologies Building (T²)
- Held tuition flat, simplified the tuition structure, and eliminated the online course fee