

## BOARD OF TRUSTEES MEETING MINUTES

Date: 11/13/23

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: Sarah Bowman

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Tiffany Frintz** Second: **Mark Cage** Nays: **0**

The Trustees present voted unanimously to approve the agenda with the amendment to strike the word “budget” in Agenda Item 11 (D) and replace it with the words “financial certification”.

5) **Approval of minutes from the previous meeting – 10/9/2023**

Motion: **Mark Cage** Second: **Tiffany Frintz** Nays: **0**

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

6) **Public Comments: None**

7) **Student Government Representative: None**

8) **General Counsel: Lane Martin – No Report.**

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

Dr. Beardmore started his presentation by recognizing Trustees Bill Murrill and Mark Cage and thanking them for their military service. He announced that Trustee Sarah Bowman has been re-elected to the SENMC Board of Trustees and will begin a six-year term in January 2024. Sarah was also recognized as one of the Carlsbad Chamber of Commerce’s 40 Under 40 for 2023.

- A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Served on a three-member panel discussion facilitated by the Secretary of the New Mexico Department of Workforce Solutions on October 26 and held a Campus Forum on November 2; gave a welcome at the STEM Conference for Middle School Girls on November 3; shared a message of thanks at the SENMC Employee Appreciation Luncheon on November 3; and attended the SENMC Veteran’s Day ceremony with Robert Trautner providing a message of remembrance on November 9. **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Dr. Beardmore’s most recent article, “The Best of Both Worlds” has been published in the newspaper and on SENMC’s website; the building monitors displaying campus events were restored on October 30. **Goal 3 (Community Engagement & Economic Enrichment)** Hosted Dr. Dwight Pitcaithley, Carlsbad Hall of Fame member and former Chief Historian of the U.S. National Parks Service on October 11; presented the SENMC Research and Public Service Project on Manufacturing Sector Development Program to the NM Higher Education Department (remotely) on October 16; and met with HSI Grant external evaluators, Eric

Spencer and Keely Scruggs from Carlsbad Municipal Schools (CMS), and Kyle Marksteiner at the United Way; also attended the Legislative Education Study Committee meeting hosted by CMS, Permian Basin Innovation Zone (PBIZ) press conference, Mayor's Energy Summit, Rotary orientation, the City of Carlsbad Mayoral and City Council Candidate Forum, and the Carlsbad Department of Development Board meeting. **Goal 4 (Building, Facilities, and College Foundation)** Presented SENMC's purchase of 3500 Seven Rivers Highway to the NM Higher Education Department (NMHED) Capital Outlay Board and received approval; received notice the SENMC Trades and Technologies Building is on the NMHED Capital Outlay Funding recommendation list for FY25, notified Nine Degrees Architecture + Design of its selection for the Trades x Technologies building and Main Campus renovations design phase; and **Goal 5 (Independence of SENMC)** – Led HLC review sessions; submitted the Change of Control supplement report to HLC; hosted the HLC site visit team in October (along with Halloween festivities for the community); thanked Kyle Marksteiner, Chad Ingram, Keely Scruggs, Jennifer Timme, Beverly Allen, John Giblin, Jay Jenkins, and Karla Neimeier for their participation in the community forum during the HLC visit; discussed cancellation of the NMSU MOU with Dr. Monica Torres, Chancellor of NMSU System Community Colleges.

**B) NM HED Budget Recommendation FY25: Dr. Kevin Beardmore (see Attachment B)**

Southeast New Mexico College is recommended for a 3.2% increase above FY24.

**10) Old Business: None**

**11) New Business**

**A) SENMC Capital Projects List - Dr. K Beardmore – (see Attachment C)**

- I. NM HED Capital Outlay Recommendation (see Attachment C1)
- II. Texas Higher Ed Construction Costs (see Attachment C2)

Dr. Beardmore presented a revised Capital projects list that includes recent recommendations by the NMHED Capital Outlay Board. With the purchase of the land at 3500 Seven Rivers there is space for campus signage along the main highway. Dr. Beardmore and Sky Soto, Director of Marketing and Public Relations, have a meeting on November 14 with a sign company. Southeast New Mexico College has been invited to partner with Carlsbad Municipal Schools and Permian Strategic Partnership on an Early Childhood Education/Daycare facility. SENMC will be responsible for the preschool part of the project. The anticipated facility will be built near Ocotillo Elementary School. A proposal will be presented at a later date.

Motion: **Tiffany Frintz**

Second: **Mark Cage**

Nays: **0**

**Cage, Frintz, Elkins, and Murrill** all voted in favor of the motion to move forward with the capital projects as listed.

**B) Approve Policy Update (Section F-Policy 800-Student Complaints & Grievances)**

– **Dr. K. Beardmore (see Attachment D)**

The National Council for State Authorization Reciprocity Agreements (NC-SARA) requires that the college must have a policy for student complaints. NMHED requires that the policy note the authority of NMHED to resolve complaints and contact information for NMHED. The proposed policy addresses this need while maintaining the current SENMC structure in place for complaint resolution.

Motion: **Tiffany Frintz**

Second: **Mark Cage**

Nays: **0**

**Cage, Frintz, Elkins, and Murrill** all voted in favor of the motion to adopt Section F-Policy 800.

**C) Approve Elimination of Class Fees – Dr. K. Beardmore (see Attachment E)** Dr. Beardmore wants to eliminate all class fees except those for Nurse Aide and Nursing classes. Those fees would remain as part of the core course fee. He explained that he doesn't want students to have to pay additional fees after paying tuition. Also, many scholarships do not cover fees, just tuition and books. Per

Section A-General Provisions-Policy Number 500 the Board delegated to Dr. Beardmore the authority to eliminate course fees.

D) **Approve Quarterly Financial Certification – Dr. K. Volpi** (*see Attachment F*)

Motion: **Tiffany Frintz** Second: **Mark Cage** Nays: **0**

**Cage, Frintz, Elkins, and Murrill** voted unanimously in favor of the motion to approve the quarterly financial certification presented by Dr. Volpi.

Dr. Volpi also presented a preliminary income statement (*see Attachment G*) as of August 31, 2023. She noted that it does not include a balance sheet because she does not have access to all the information required to complete the balance sheet. She said she expects to be able to produce balance sheets after December 11 and SENMC's final separation from NMSU.

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

- A) **Dr. Karla Volpi, EVP of Business and Finance:** Dr. Volpi reported that SENMC made its first financial aid draw last week, then printed and signed 17 financial aid checks to students. She said there will be 29 more this Wednesday.

Carol Thomas, Senior Vice President and Rob Ferrilli, President and Founder of Ferrilli are on campus for a few days. Carol Thomas gave a presentation that highlighted SENMC's journey to technological independence. Rob Ferrilli added that SENMC has done incredible things in two and a half years.

- B) **Dr. Mickey Best, Interim VP of Academic Affairs:** (*see Attachment H*) Dr. Pradip Aryal, Professor of Mathematics, was selected as a New Mexico Pathway Team member for the Dana Center Math Pathways Project (University of Texas Austin); two recent donations from Crestwood Operations and XTO total \$50,000; shoutout to Grants Services for its support of academic programming. Since August 2023 Grants Services has provided more than \$600,000 for academic programming needs including the Library study area, Criminal Justice Forensic Lab, equipment upgrades for Welding and Fire Science, professional development webinars for the Math department, and building the Ideal Classroom.

- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia recognized Anthology and Ferrelli representatives present at the meeting and thanked them for their assistance. She added that they'll be on campus all week to provide training on the product they've been building. She explained that everything they have configured and developed has brought them to the point of being able to award financial aid to SENMC students in fall 2023. To date \$246,939 has been disbursed. They launched Vector Solutions for student training last month. Admissions staff are preparing to go live with Anthology Reach on November 27. They are also building workflow dashboards to track applications and eventually follow students through their career at SENMC. The Registrar's Office is reconfiguring its degree planning tool.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** (*see Attachment I*) 1) Dr. Harris recognized Maria Quintana, Community Education Coordinator, for her inclusion in the Carlsbad Chamber of Commerce's "40 Under 40" class of 2023. He mentioned she also was featured in a recent issue of the Current Argus; 2) Workforce Development-Mall Lease – an anti-donation clause created a delay in making the mall space usable. The property owner has agreed to participate in the buildout at the mall and Nine Degrees Architecture + Design will be the architect and contractor for the mall space; 3) The CDL program will soon start holding classes in the mall space; 4) Online training for trades is coming through a soon-to-be-launched learning environment called SkillMill. Theory and simulator skills training are included online and are accessible 24 hours a day. Hands-on labs will allow the students to demonstrate their skills to an experienced trades worker. Experienced trades people will be recruited to supervise and teach the hands-on labs during

evenings and weekends; 5) Workforce is continuing to offer online training through ed2go, real estate pre-licensing and mortgage loan originator programs through The CE Shop, and tech bootcamps through Upright.

**13) HR Report: Steven Gonzales, HR Director** (see Attachment J) – The SENMC employee count is at 252 since the last report. Mr. Gonzales introduced and welcomed Antonia Olivas, Administrative Assistant for Admissions. There are currently 5 faculty vacancies and 8 staff vacancies. The Employee of the Month for November 2023 is Amy Dewey, Registrar.

**14) Employee representative comments (optional)**

A) **Faculty: Zane Biebelle**, Nothing to report.

B) **Administrative Staff: Ron Morales**, Administrative Staff will elect officers at its December meeting.

C) **Classified Staff:** None

**15) Board comments:**

Thanked Dr. Beardmore for hosting Cavemen Strong. Thanked SENMC employees for the work they are doing, their tenacity and their perseverance. Recognized Eddie Rodriguez and other members of the audience and thanked them for attending the meeting.

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

**Date:** December 11, 2023 **Time:** 6:00 pm **Place:** SENMC Room 153

**17) Adjournment – Chairman Ned Elkins** adjourned the meeting at 7:58 pm.

**Approved**

\_\_\_\_\_  
Tiffany Frintz, Secretary

\_\_\_\_\_  
Date

## **SENMC STRATEGIC PLAN (2022-2025)**

Updates for November 2023 in blue

### **Goal 1: Diversity and Commitment**

Served on a three-member panel discussion, Taking Bold Action: Creating a diverse workplace culture, facilitated by Sarita Nair, Cabinet Secretary, New Mexico Department of Workforce Solutions, at the 2023 New Mexico Workforce Conference in Albuquerque, October 26  
Held an Open Forum for campus, November 2  
Welcomed the STEM Conference for Middle School Girls to SENMC, November 3  
Shared a message of thanks at the Employee Appreciation Luncheon, November 3  
Attended the SENMC Veterans Day ceremony with Robert Trautner providing a message of remembrance, November 9

### **Goal 2: Enrollment, Retention, and Graduation/Completion**

Published latest newspaper/website article: "The Best of Both Worlds"  
Restored building monitors displaying campus events, October 30

### **Goal 3: Community Engagement and Economic Enrichment**

Graduated 10 students from our SkillPoint Alliance Electrical training program, October 13  
Hosted Dr. Dwight Pitcaithley, Carlsbad Hall of Fame member and former Chief Historian of the U.S. National Parks Service, guest of Dr. David McIntosh, History Faculty member, October 11  
Presented the SENMC Research and Public Service Project on Manufacturing Sector Development Program to the NM Higher Education Department (remotely), October 16  
Met with HSI Grant external evaluators, October 18; Eric Spencer and Dr. Keely Scruggs from Carlsbad Municipal Schools, October 25; and Kyle Marksteiner at the United Way, November 8  
Attended the Legislative Education Study Committee hosted by Carlsbad Municipal Schools, October 12; Permian Basin Innovation Zone (PBIZ) press conference (remotely), October 17; Mayor's Energy Summit, October 19; Rotary orientation, October 24; the City of Carlsbad Mayoral and City Council Candidate Forum, October 30; and the Carlsbad Department of Development Board meeting, November 2

### **Goal 4: Building, Facilities, and College Foundation**

Presented our purchase of 3500 Seven Rivers Highway to the NM Higher Education Department Capital Outlay Board on October 10, 2023 and received approval (purchase closed October 20)  
Received notice that SENMC Trades and Technologies Building was on the NM Higher Education Department Capital Outlay Funding recommendation list for FY 25, October 13  
Met with Doug Clark of Jaynes Corporation, October 11; Jackie White of Pepsi Co, October 25  
Notified Nine Degree of their selection for the Trades x Technologies Building and Main Campus renovations design phase, October 27

### **Goal 5: Independence of SENMC**

Led HLC review sessions, October 13 and 27  
Submitted the Change of Control supplement to the HLC, October 16  
Submitted all requested additional materials to HLC site visit team, October 24  
Hosted the HLC site visit team (and our Halloween festivities for the community), October 30 and 31  
Discussed cancellation of NMSU MOU with Dr. Monica Torres, Chancellor of NMSU System Community Colleges, November 9

| FY25 Higher Education Department Recommendation<br>(\$ in thousands)                  |                    |                                 |                    |                 |              |                          |           |
|---|--------------------|---------------------------------|--------------------|-----------------|--------------|--------------------------|-----------|
| Institution / Program<br>(detail listed primarily in HB2 order, numbers in thousands) | FY24 OpBud         | FY24 OpBud<br>Pre-Rec<br>Rollup | FY25 HED<br>Rec    | \$ Change       | % Change     | FY24<br>Rollup<br>Change | Rollup To |
| <b>SUMMARY BY INSTITUTION (DFA Code)</b>  |                    |                                 |                    |                 |              |                          |           |
| University of New Mexico (952)  | 289,788.5          | 289,788.5                       | 308,316.8          | 18,528.3        | 6.4%         | NA                       | NA        |
| UNM Health Sciences Center (952)  | 143,688.1          | 143,688.1                       | 149,887.2          | 6,199.1         | 4.3%         | NA                       | NA        |
| New Mexico State University (954)   | 267,917.8          | 267,917.8                       | 294,626.8          | 26,709.0        | 10.0%        | NA                       | NA        |
| New Mexico Highlands University (956)   | 42,009.1           | 42,009.1                        | 44,990.7           | 2,981.6         | 7.1%         | NA                       | NA        |
| Western New Mexico University (958)   | 32,125.0           | 32,125.0                        | 34,912.0           | 2,787.0         | 8.7%         | NA                       | NA        |
| Eastern New Mexico University (960)   | 63,740.9           | 63,740.9                        | 67,435.8           | 3,694.9         | 5.8%         | NA                       | NA        |
| New Mexico Institute of Mining & Technology (962)                                     | 49,673.0           | 49,673.0                        | 55,428.2           | 5,755.2         | 11.6%        | NA                       | NA        |
| Northern New Mexico College (964)   | 14,678.3           | 14,678.3                        | 15,641.1           | 962.8           | 6.6%         | NA                       | NA        |
| Santa Fe Community College (966)  | 18,903.8           | 18,903.8                        | 19,337.4           | 433.6           | 2.3%         | NA                       | NA        |
| Central New Mexico Community College (968)  | 76,672.5           | 76,672.5                        | 80,305.2           | 3,632.7         | 4.7%         | NA                       | NA        |
| Luna Community College (970)  | 9,488.5            | 9,488.5                         | 9,839.6            | 351.1           | 3.7%         | NA                       | NA        |
| Mesalands Community College (972)   | 5,203.5            | 5,203.5                         | 5,594.1            | 390.6           | 7.5%         | NA                       | NA        |
| New Mexico Junior College (974)   | 8,527.3            | 8,527.3                         | 9,163.7            | 636.4           | 7.5%         | NA                       | NA        |
| Southeast New Mexico College (975)  | 5,475.2            | 5,475.2                         | 5,652.0            | 176.8           | 3.2%         | NA                       | NA        |
| San Juan College (976)  | 31,847.0           | 31,847.0                        | 33,323.0           | 1,476.0         | 4.6%         | NA                       | NA        |
| Clovis Community College (977)  | 12,563.6           | 12,563.6                        | 12,959.3           | 395.7           | 3.1%         | NA                       | NA        |
| <b>Subtotal - Universities and Community Colleges</b>                                 | <b>1,072,302.1</b> | <b>1,072,302.1</b>              | <b>1,147,412.9</b> | <b>75,110.8</b> | <b>7.0%</b>  | <b>NA</b>                | <b>NA</b> |
| New Mexico Military Institute (978)   | 4,501.9            | 4,501.9                         | 5,566.5            | 1,064.6         | 23.6%        | NA                       | NA        |
| New Mexico School for the Deaf (980)  | 2,228.4            | 2,228.4                         | 2,334.3            | 105.9           | 4.8%         | NA                       | NA        |
| NM School for the Blind & Visually Impaired (979)                                     | 5,239.7            | 5,239.7                         | 5,490.9            | 251.2           | 4.8%         | NA                       | NA        |
| <b>Subtotal - Special Schools</b>   | <b>11,970.0</b>    | <b>11,970.0</b>                 | <b>13,391.7</b>    | <b>1,421.7</b>  | <b>11.9%</b> | <b>NA</b>                | <b>NA</b> |
| <b>Subtotal - University, Community Colleges, Special Schools</b>                     | <b>1,084,272.1</b> | <b>1,084,272.1</b>              | <b>1,160,804.6</b> | <b>76,532.5</b> | <b>7.1%</b>  | <b>NA</b>                | <b>NA</b> |
| New Mexico Higher Education Department (950)  | 185,184.3          | 185,184.3                       | 197,236.6          | 12,052.3        | 6.5%         | NA                       | NA        |
| <b>TOTAL GENERAL FUND</b>   | <b>1,269,456.4</b> | <b>1,269,456.4</b>              | <b>1,358,041.2</b> | <b>88,584.8</b> | <b>7.0%</b>  | <b>NA</b>                | <b>NA</b> |
| <b>SUMMARY BY MAJOR FUNCTION</b>  |                    |                                 |                    |                 |              |                          |           |
| <b>Instruction and General</b>  |                    |                                 |                    |                 |              |                          |           |
| University  | 628,016.1          | 635,199.5                       | 668,580.9          | 33,381.4        | 5.3%         | 7,183.4                  | NA        |
| Community College   | 154,762.6          | 156,634.6                       | 162,845.0          | 6,210.4         | 4.0%         | 1,872.0                  | NA        |
| UNM/HSC   | 82,735.7           | 83,338.1                        | 87,505.0           | 4,166.9         | 5.0%         | 602.4                    | NA        |
| Special schools   | 9,595.1            | 9,957.0                         | 10,454.9           | 497.9           | 5.0%         | 361.9                    | NA        |
| <b>Subtotal Instruction and General</b>   | <b>875,109.5</b>   | <b>885,129.2</b>                | <b>929,385.8</b>   | <b>44,256.6</b> | <b>5.0%</b>  | <b>10,019.7</b>          | <b>NA</b> |
| <b>Non-I&amp;G/Non RPSP (Non- I&amp;G Programs above the RPSP line)</b>               |                    |                                 |                    |                 |              |                          |           |
| Athletics (Including NMML)  | 27,895.6           | 27,895.6                        | 36,292.1           | 8,396.5         | 30.1%        | -                        | NA        |
| Educational Television  | 3,453.0            | 3,453.0                         | 4,007.2            | 554.2           | 16.0%        | -                        | NA        |
| Teacher Pipeline Initiative   | 1,400.0            | 1,400.0                         | 1,400.0            | -               | 0.0%         | -                        | NA        |
| Tribal Education Initiative   | 1,750.0            | 1,750.0                         | 1,800.0            | 50.0            | 2.9%         | -                        | NA        |
| Agriculture   | 50,960.0           | 50,960.0                        | 62,818.2           | 11,858.2        | 23.3%        | -                        | NA        |
| Other Non-RPSP  | 8,577.2            | 8,577.2                         | 11,127.2           | 2,550.0         | 29.7%        | -                        | NA        |
| <b>Subtotal Non-I&amp;G/Non RPSP</b>  | <b>94,035.8</b>    | <b>94,035.8</b>                 | <b>117,444.7</b>   | <b>23,408.9</b> | <b>24.9%</b> | <b>-</b>                 | <b>NA</b> |
| <b>Research and Public Service Projects</b>   |                    |                                 |                    |                 |              |                          |           |
| Nurse Expansion   | 14,313.5           | 14,313.5                        | 14,313.5           | -               | 0.0%         | -                        | NA        |
| Nurse Other   | 7,626.7            | 7,626.7                         | 7,626.7            | -               | 0.0%         | -                        | NA        |
| Dental  | 604.0              | 604.0                           | 732.5              | 128.5           | 21.3%        | -                        | NA        |
| Centers of Excellence   | 2,845.7            | 2,845.7                         | 6,000.0            | 3,154.3         | 110.8%       | -                        | NA        |
| Education programs - early childhood and teacher education                            | 2,449.1            | 2,449.1                         | 2,449.1            | -               | 0.0%         | -                        | NA        |
| Student Service Programs  | 5,649.6            | 676.0                           | 676.0              | -               | 0.0%         | (4,973.6)                | NA        |
| Other RPSP  | 79,595.8           | 74,911.6                        | 80,089.6           | 5,178.0         | 6.9%         | (4,684.2)                | NA        |
| Special School RPSP   | 2,042.4            | 1,680.5                         | 2,086.8            | 406.3           | 24.2%        | (361.9)                  | NA        |
| <b>Subtotal Research and Public Service Projects</b>                                  | <b>115,126.8</b>   | <b>105,107.1</b>                | <b>113,974.2</b>   | <b>8,867.1</b>  | <b>8.4%</b>  | <b>(10,019.7)</b>        | <b>NA</b> |
| <b>Grand Total Universities, Colleges, Special Schools</b>                            | <b>1,084,272.1</b> | <b>1,084,272.1</b>              | <b>1,160,804.6</b> | <b>76,532.5</b> | <b>7.1%</b>  | <b>-</b>                 | <b>NA</b> |
| NMHED - P505 (Policy Dev & Institution Financial Oversight)                           | 15,104.8           | 15,104.8                        | 26,076.2           | 10,971.4        | 72.6%        | NA                       | NA        |
| NMHED - P506 (Student Financial Aid)  | 24,079.5           | 24,079.5                        | 25,160.4           | 1,080.9         | 4.5%         | NA                       | NA        |
| NMHED - P510 (Opportunity Scholarship)  | 146,000.0          | 146,000.0                       | 146,000.0          | -               | 0.0%         | NA                       | NA        |
| <b>Subtotal NMHED Programs</b>  | <b>185,184.3</b>   | <b>185,184.3</b>                | <b>197,236.6</b>   | <b>12,052.3</b> |              |                          |           |
| <b>TOTAL GENERAL FUND</b>   | <b>1,269,456.4</b> | <b>1,269,456.4</b>              | <b>1,358,041.2</b> | <b>88,584.8</b> | <b>7.0%</b>  | <b>NA</b>                | <b>NA</b> |



| Year      | Capital Projects (in priority order)                                 | Funding   | Bond funds availability | Estimated cost    | Description  |
|-----------|--|---|-------------------------|-------------------|--|
| 2023-2024 | Trades x Technologies Building                                       | GOB (\$5 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<br><i>HED approved 10-10-23</i>      | College   | N/A                     | \$725,000         | 3.3 acres of adjacent land that will provide frontage on the main highway (the college currently has none). Will be used for signage and future expansion.   |
| 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<br><i>HED approved 9-19-2023</i> | 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 | 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 of space available due 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 Center   | STB/College   | July 2028               | \$3M              | Upgrade or replacement of Mall Lease space   |
| 2027-2028 | Residence Hall   | College   | N/A                     | \$15M             | The community, which provides the vast majority of our funding, has expressed its interest in a residential life program   |



**NEW CONSTRUCTION**

| <b>NM-Institution</b>                          | <b>Recommendation</b>    |
|--|--------------------------|
| Central New Mexico Community College           | \$ 11,000,000.00         |
| Dine College                                   | \$ 1,000,000.00          |
| Eastern New Mexico University                  | \$ 5,000,000.00          |
| Eastern New Mexico University - Roswell Branch | \$ 5,300,000.00          |
| Eastern New Mexico University - Ruidoso Branch | \$ 3,000,000.00          |
| New Mexico Institute of Mining and Technology  | \$ 8,468,000.00          |
| New Mexico School for the Blind                | \$ 4,800,000.00          |
| New Mexico School for the Deaf                 | \$ 3,000,000.00          |
| New Mexico State University - Alamogordo       | \$ 5,000,000.00          |
| Navajo Technical University                    | \$ 1,000,000.00          |
| Southeast New Mexico College                   | \$ 5,000,000.00          |
| University of New Mexico                       | \$ 60,500,000.00         |
| University of New Mexico - Taos Branch         | \$ 1,500,000.00          |
| University of New Mexico - Valencia Branch     | \$ 1,000,000.00          |
| Western New Mexico University                  | \$ 9,000,000.00          |
| <b>Total New Construction:</b>                 | <b>\$ 124,568,000.00</b> |

**RENOVATION**

| <b>NM-Institution</b>                          | <b>Recommendation</b>   |
|--|-------------------------|
| Central New Mexico Community College           | \$ 6,000,000.00         |
| Eastern New Mexico University - Roswell Branch | \$ 2,000,000.00         |
| Luna Community College                         | \$ 2,000,000.00         |
| New Mexico Junior College                      | \$ 8,000,000.00         |
| New Mexico State University                    | \$ 15,000,000.00        |
| New Mexico State University - Grants Branch    | \$ 3,000,000.00         |
| Northern New Mexico College                    | \$ 5,000,000.00         |
| Santa Fe Community College                     | \$ 5,700,000.00         |
| University of New Mexico - Gallup Branch       | \$ 1,000,000.00         |
| University of New Mexico Health Science Center | \$ 45,000,000.00        |
| University of New Mexico - Los Alamos Branch   | \$ 1,000,000.00         |
| <b>Total Renovation:</b>                       | <b>\$ 93,700,000.00</b> |

**HIGHER EDUCATION CAPITAL OUTLAY RECOMMENDATION**



## Project Construction Cost Analysis

Fall 2022 (FY 2016 - FY 2022)

## Public Universities, Health-Related Institutions, and State and Technical Colleges

| Facility Type                  | New Construction<br>Average Cost, in Dollars,<br>per Square Foot plus<br>One Standard Deviation | Repair and Renovation<br>Average Cost, in Dollars,<br>per Square Foot plus One<br>Standard Deviation |
|--------------------------------|---|--|
| Athletic                       | 686   | 480  |
| Auditorium/Theater             | Note 1  | Note 1   |
| Classroom, General             | 613   | 399  |
| Classroom, Medical/Healthcare  | 613   | 298  |
| Food Service                   | Note 1  | Note 1   |
| Healthcare Facility, Clinic    | Note 1  | Note 1   |
| Healthcare Facility, Hospital  | 766   | 943  |
| Housing                        | Note 1  | Note 1   |
| Housing, Apartments            | Note 1  | Note 1   |
| Housing, Dormitory             | 508   | 274  |
| Laboratory, General            | 736   | 1088   |
| Laboratory, Medical/Healthcare | 699   | 410  |
| Library/Study Facilities       | 528   | 304  |
| Office, General                | 635   | 311  |
| Office, Technology             | 485   | Note 1   |
| Other                          | 872   | 607  |
| Parking                        | 112   | Note 1   |
| Physical Plant                 | Note 1  | Note 1   |
| Student Center                 | 949   | 269  |

Source: Approved Integrated Campus Planning System projects with start dates between 2016 and 2022 excluding infrastructure projects.

Per Board rule 17.100(3), the Board's seven-year average cost calculation is adjusted for inflation using ENR's Building Costs Index and Location using RSMeans Location Adjustment Factor.

Note 1. No average cost per gross square foot is available for this category due to one or fewer projects reported in the last seven years.

Institutions should use the "Other" category as a proxy when submitting projects in categories without a reported standard.

THECB February 2023

<https://www.highered.texas.gov/our-work/supporting-our-institutions/institutional-resources/other-institutional-resources/facilities-resources/construction-cost-standards/>

## SENMC Policy Changes

November 2023

Additions in **bold**, deletions in ~~striketrough~~

Approved by Lane Martin 11-6-23

Approved by College Council 11-8-23

### Section F – Policy 800 – Student Complaints and Grievances (*new section*)

- I. Student Complaint and Grievance Process - The process for the resolution of student complaints and grievances is governed by SENMC policies, procedures, and, in certain instances, external bodies such as the New Mexico Higher Education Department and the U.S. Department of Education. An overview of the student complaint and grievance process is available on the SENMC website under Student Services. This site serves as a reference point for the filing of all complaints, including academic and non-academic complaints, as well as those related to federal financial aid, online degree and certificate programs, and Title IX. The SENMC Student Handbook also provides additional guidance for students and anyone assisting them with the resolution of their concern.
- II. Student Complaint and Grievance Questions - Questions about any complaint or grievance, including assistance with the process to be followed, should be directed to the SENMC Vice President of Student Affairs.
- III. Appeals to the New Mexico Higher Education Department - In accordance with Federal Program Integrity rules, the New Mexico Education Department (NMHED) reviews complaints regarding public and private post-secondary institutions in New Mexico. NMHED will receive complaints that were unable to be resolved through the institution's internal complaint process. Generally, in order to file a complaint with NMHED, students must have already filed with and received a response from the institution.

The New Mexico Higher Education Department

2044 Galisteo Street, Suite 4

Santa Fe, NM 87505-2100

505-476-8400

<https://hed.nm.gov/students-parents/student-complaints>

*Rationale: New Mexico Higher Education Department (NMHED) has the authority to help facilitate resolution to student complaints after the student has utilized all internal complaint procedures at the educational institution. NMHED also coordinates application by NM higher education institutions to the National Council for State Authorization Reciprocity Agreements (NC-SARA), a nationwide organization that supports agreements between states for online education. For the NC-SARA application, the college must have a policy for student complaints that notes the authority of NMHED to resolve complaints and contact information for NMHED. This proposed policy addresses the need while maintaining the current SENMC structure in place for complaint resolution.*

## Evaluation of Transfer Credits

Once a student has been admitted to SENMC, an evaluation of credits on a course-by-course basis is conducted by the Registrar's Office. Courses that require departmental approval are sent to the department chair for review. The department chair approves those transfer courses that are acceptable toward a degree or a certificate. Credits from non-accredited institutions will be evaluated by the registrar and approved by the department chair if it applies to the student's degree or certificate. Courses that are transferred and are part of the NMHED Common Course Numbering Matrix are accepted according to NMAC 5.55.5 (<https://www.srca.nm.gov/parts/title05/05.055.0005.html>).

## Transferring Courses to Fulfill the New Mexico General Education Curriculum

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, approved general education courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution.

The core matrix of approved courses guaranteed to transfer and meet general education curriculum requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department web site on the New Mexico General Education Curriculum page ([https://hed.nm.gov/resources-for-schools/public\\_schools/general-education/](https://hed.nm.gov/resources-for-schools/public_schools/general-education/)). Courses are listed by institution, whether university or community college, under each of the seven content areas. The courses for Southeast New Mexico College are listed in the general education courses section of this catalog.

## Transferring Courses within Degree Programs

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These are composed of an agreed upon number of hours and courses. When discipline module courses are taken in addition to the 31-hour general education core, the total number of hours in a transfer module are approximately 60.

## Transfer Credit Appeal Process

If courses are not accepted for transfer by the College the student may appeal this decision. In order for a student to appeal the transfer evaluation they must follow the steps below:

1. File a written appeal with the Registrar's Office, including the information of the course(s) in the appeal.
2. Provide a syllabus from the institution the course was completed at the time the student completed the course.
3. The Registrar's Office will review within in 30 days of receiving the written appeal.
4. If denied by the Registrar the student can then file an appeal with the Vice President of Academic Affairs.

If the student is denied a second time they may appeal to the New Mexico Higher Education Department at <https://hed.nm.gov/students-parents/>

student-complaints. (<https://hed.nm.gov/students-parents/student-complaints/>)

## Student Responsibility

Planning for effective transfer within maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

## Tuition, Fees and Other Expenses

All costs are given for one term/semester. The College reserves the right to change any of the charges without notice.

### Campus Tuition Rates

For a full listing of all tuition rates from the SENMC please see the Tuition & Fees (<https://senmc.edu/business-office/tuition-fees.html>) page.

### Undergraduate Tuition and Required Fees Course Fees (Fees Assessed per Course)

Courses in computer science, physical education, manufacturing and craft skills, nursing, science, welding and other courses, may require students to pay fees to acquire special supplies. Some music courses also require additional fees. These fees are approved by the SENMC Board of Trustees and are listed each semester in the Schedule of Classes published by SENMC.

| Fee        | Cost  |
|------------|-------|
| ACCT 1150  | 25.00 |
| ACCT 2110Y | 25.00 |
| ARTS 1240  | 25.00 |
| ARTS 1610  | 25.00 |
| ARTS 1630  | 25.00 |
| ARTS 2610  | 25.00 |
| ARTS 2616  | 25.00 |
| ARTS 2630  | 25.00 |
| ARTS 2635  | 25.00 |
| BIOL 2110L | 25.00 |
| BIOL 2210  | 25.00 |
| BIOL 2210C | 15.00 |
| BIOL 2225C | 25.00 |
| BIOL 2310L | 25.00 |
| BIOL 2610L | 25.00 |
| CHEM 1225G | 25.00 |
| CHEM 1226  | 25.00 |
| CHEM 2115  | 25.00 |
| E T 120    | 15.00 |
| E T 155    | 10.00 |
| E T 182    | 10.00 |
| E T 183L   | 10.00 |
| E T 184    | 10.00 |
| E T 217L   | 40.00 |
| FDMA 2150  | 40.00 |
| FDMA 2210  | 40.00 |
| FDMA 2285  | 40.00 |



|            |        |
|------------|--------|
| FDMA 2360  | 40.00  |
| FDMA 2520  | 40.00  |
| FDMA 2715  | 40.00  |
| FDMA 2730  | 40.00  |
| FDMA 2735  | 40.00  |
| FDMA 2740  | 40.00  |
| FDMA 2996  | 40.00  |
| GEOG 1110G | 25.00  |
| NA 101     | 50.00  |
| NA 115     | 55.00  |
| NURS 146   | 80.00  |
| NURS 153   | 50.00  |
| NURS 154   | 50.00  |
| NURS 155   | 15.00  |
| NURS 156   | 80.00  |
| NURS 210   | 50.00  |
| NURS 211   | 50.00  |
| NURS 212   | 50.00  |
| NURS 246   | 80.00  |
| NURS 256   | 80.00  |
| NURS 258   | 80.00  |
| OATS 101   | 15.00  |
| OATS 105   | 25.00  |
| OATS 106   | 25.00  |
| OATS 121   | 15.00  |
| OATS 150   | 10.00  |
| OATS 202   | 15.00  |
| OATS 205   | 15.00  |
| OATS 211   | 15.00  |
| OATS 213   | 15.00  |
| OATS 214   | 15.00  |
| OATS 218   | 15.00  |
| OATS 223   | 15.00  |
| OECS 101   | 80.00  |
| OECS 105   | 80.00  |
| OECS 110   | 80.00  |
| OECS 125   | 80.00  |
| OECS 185   | 25.00  |
| OECS 207   | 80.00  |
| OECS 208   | 80.00  |
| OECS 209   | 80.00  |
| OECS 211   | 80.00  |
| OECS 215   | 80.00  |
| OECS 220   | 80.00  |
| OECS 230   | 80.00  |
| OECS 231   | 80.00  |
| OECS 280   | 80.00  |
| OEEM 101   | 125.00 |
| OEEM 120   | 125.00 |
| OEEM 120 L | 125.00 |
| OEEM 121   | 125.00 |
| OEEM 150   | 175.00 |

|            |        |
|------------|--------|
| OEEM 150 L | 175.00 |
| OEEM 151   | 175.00 |
| PHYS 1115G | 25.00  |
| PHYS 1230L | 25.00  |
| PHYS 1240L | 25.00  |
| PHYS 1310L | 25.00  |
| WELD 100   | 50.00  |
| WELD 105   | 50.00  |
| WELD 110   | 50.00  |
| WELD 115   | 50.00  |
| WELD 120   | 50.00  |
| WELD 125   | 50.00  |
| WELD 126   | 50.00  |
| WELD 130   | 50.00  |
| WELD 140   | 50.00  |
| WELD 150   | 50.00  |
| WELD 151   | 50.00  |
| WELD 170   | 50.00  |
| WELD 180   | 50.00  |
| WELD 180   | 50.00  |
| WELD 211   | 50.00  |
| WELD 255   | 50.00  |
| WELD 295   | 50.00  |

## Payment of Charges

By enrolling in classes at SENMC, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and SENMC and all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523 (a) (8). Payments can be made by mail, web, telephone, or in person at the SENMC Business Office. Cash, checks, money orders and limited types of credit cards are accepted. Term charges can be paid in full or paid by using a payment plan. For payment plan contact the Business Office. Fees vary based on the plan. All financial aid received must be paid towards balances owed. Additional penalty charges may be assessed for failure to make payments when due. The College reserves the right to deny a payment plan to any student who has been negligent in making payments to the College for previous debts. Academic credits, transcripts and diplomas will be withheld until all financial obligations are paid. Students are prohibited from registering for a term until all previous debts that are due to the College are paid in full.

## Tuition Adjustments, Refunds and Forfeitures

Students officially unregistering courses during a semester or term are eligible for a 100-percent refund of tuition and fees through the deadlines listed online. Go to [Important Dates for Students](#). Students dropping (withdrawing) from courses after that deadline will not be eligible for a refund and will remain liable for full tuition and fee charges. Non-attendance does not constitute an official course unregister or drop (withdrawal). All charges due to SENMC must be paid before refunds or adjustments will be permitted.

In case of academic or disciplinary suspension, eligibility for tuition refunds and adjustments will depend on the condition of the suspension and will be entirely at the option of the college. Should unforeseen circumstances beyond the reasonable control of Southeast New Mexico

To the best of my knowledge, I certify that the information provided in the attached Financial Actions Report for the:

1<sup>st</sup> ☒ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ 4<sup>th</sup> ☐ Quarter, FY **24**

is correct as of the signature dates noted below, and that

College Name: Southeast New Mexico College

has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

|   |          |
|---|----------|
|   | 11/13/23 |
| (Name) Board Chair, Board Co-Chair, or Certified Designee | Date     |

(Name) President \_\_\_\_\_ Date 11/13/23

(Name) Chief Financial Officer 11/13/23  
 Date

# Quarterly Financial Actions Report

College Name: Southeast New Mexico College

Fiscal year: 2024

Date: 11/13/23

Period (check one)

Quarter 1

☒

Quarter 2

☐

Quarter 3

☐

Quarter 4

☐

**During the period of time covered by this report; did your institution:**

(1) Request an advance of state subsidy?

Yes

☐

No

☒

(2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?

Yes

☐

No

☒

(3) Fail to make its payroll payments, as scheduled?

Yes

☐

No

☒

(4) Fail to make its scheduled debt service payments?

Yes

☐

No

☒

(5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?

Yes

☐

No

☒

(6) Relative to the original fiscal year budget, experience any significant actual or anticipated financial changes that are not reflected in a submitted Budget Adjustment Request (BAR). Significant financial changes refers to fiscal activity that will result in a substantially reduced year-end fund balance or any increase in a fund balance deficit.

Yes

☐

No

☒

If the answer to any of the above questions is "Yes," please describe in a separate document:

- (i) the reason for the occurrence,
- (ii) the actions taken by your institution to resolve this particular occurrence, and
- (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.



## Preliminary Income Statement August 31, 2023

### Revenues

|                      |                  |
|----------------------|------------------|
| Tuition & Fees       | -                |
| State Appropriations | 904,343          |
| Local Appropriations | 4,179,602        |
| Federal Grants       | 205,645          |
| Book Store Sales     | 67,166           |
| Interest             | 51,012           |
| Total Revenues       | <u>5,407,768</u> |

### Expenses

|                                    |                         |                       |
|------------------------------------|-------------------------|-----------------------|
| Payroll & Fringe                   |                         |                       |
|                                    | Faculty Salaries        | 563,110               |
|                                    | Administrative Salaries | 555,515               |
|                                    | Classified Salaries     | 368,577               |
|                                    | Student Salaries        | 14,627                |
|                                    | Other Salaries          | <u>189,476</u>        |
| Total Salaries                     |                         | 1,691,305             |
| Fringe                             |                         | 1,158,872             |
| Travel                             |                         | 68,453                |
| Utilities                          |                         | 41,287                |
| Large Pool Expenses                |                         | 939,303               |
| Equipment                          |                         | 18,898                |
| Construction                       |                         | <u>793,923</u>        |
| Total Expense                      |                         | <u>4,712,041</u>      |
| Net Revenues in Excess of Expenses |                         | <u><u>695,727</u></u> |

### Other Items of Note:

|  |            |
|--|------------|
| Cash Balances  | 10,926,700 |
| Deposit on Land  | 7,500      |
| Tuition not recorded and billed until September                                      | 268,000    |
| Fringe is abnormally high because of the cost to become involved with Retiree Health |            |
| Examples of Large Pool: Supplies, ICT, Advertising, and consulting Fees              |            |

## Notes for Financial Information Presentation 11/13/2023

The financial statements the I am getting ready to present will be published as part of the minutes to this evening's board meeting. In addition, these notes will also be published.

With the preamble completed, let's dive into the numbers:

Starting with Revenues - Tuition was not recognized until Census Day in September. As you can see on the notes to the financial statements, in September we billed \$268,000. Extrapolated out through the year, this should have us falling a little short of our budget. However, Local Appropriations stand at nearly 4.2 million, which extrapolated out will fall significantly greater than the 15 million we budgeted. As a note, we always intentionally budget low when it comes to the appropriation.

This is a good thing because our local revenues are down from the prior year, but we had expected this, and simply reflects a correction from the stabilization of oil and gas activities.

It is also important to note that Revenues does not include funds we will be receiving back from grants expenditures or the capital outlay, which I will discuss further in just a few moments.

Moving to expenses, salaries are currently falling within our budget range. You will note that our fringe expenses are considerably higher than the budgeted average of 45%. That is because this year we joined the state program offering retiree healthcare benefits. This required a substantial up-front contribution in order to join. This expense was taken into consideration during the budgeting process, and as the year progresses, the percentage will fall back in line with our budgets.

Large Pool Expenses is a category required for state budgeting, it encompasses the expenses that are not itemized the way Salaries, Fringe, Travel, and Utilities are. As mentioned on the notes, it would include things like supplies, technology expenses, advertising, and consulting fees.

Equipment includes the deposit made on the Smart Flower, which will be installed in the next few months. Construction costs include the monies spent on the parking lot construction thus far. We will be reimbursed for the full amount of the Smart Flower through Grant Funds, and we will be reimbursed a portion of our construction costs from the state. In addition, we pay expenses for the grants, such as salaries, and then are reimbursed by the granting agency.

**Interim Vice President for Academic Affairs  
Board Report – 11/13/2023**

**Faculty development and professional recognition**

Dr. Pradip Aryal was selected as a New Mexico Pathway Team member for the Dana Center Math Pathways Project (UT Austin). This project is charged with the alignment of Math Pathways from elementary education through college. This project is made up of teams from four states at this time - AZ, NM, NV, and UT. More information about the project can be found at <https://dcmathpathways.org>

Three major factors contributed to the Dana Center's project:

1. Students are often placed into "developmental" mathematics courses that are below their ability to learn
2. Traditional entry-level mathematics programming are not aligned with student's mathematical needs.
3. Long developmental sequences decrease student's chances of completing a credit-bearing math course.

And, depending upon the number of transitional courses the student enrolls in, there can be a direct impact to student's access to financial aid for the duration of their college education.

**SENM Grants Services Academic Programming Support (August 2023 – to date)**

EMT Prep Test (\$686)

Library the study area, (\$125,000.00) subject to change

Criminal Justice for their Forensic Lab (\$25,000.00)

Welding for upgrades in two of their machines (\$50,000)

Fire and Science for upgrades in equipment (\$40,407)

Digital Media (\$93,165)

Professional Development Webinars for Math department (\$999)

Ideal Classroom (\$300,000)

TOTAL - \$635,257 \*

\* Departmental budgeting alone would not cover the higher end costs. With Grants Services support, academic programming can better sustain operations and continue to provide current instructional content which has a direct impact on student learning outcomes and proficiency for transfer or entering the workforce.



## SENMC Board of Trustees Meeting 11/13/23

### WDCE Report

#### Workforce Development

Mall Lease – The property owner has agreed to participate in the buildout at the mall. We are in the preliminary stage and an agreement with Nine Degrees Architecture + Design will designate Nine Degrees as the architect and contractor.

#### CDL Program

The CDL classroom in the mall is being prepared for the start of the program. Furniture and white boards have been moved over, power and internet are being arranged. Still awaiting a start date from PTDI. Anticipating soon after the start of 2024.

#### Community Education

Maria Quintana was recognized in the Chamber of Commerce 40 under 40 for her leadership as Community Education Coordinator. She was also featured in a front-page Current-Argus article. Congratulations to Maria for her successes and thanks for her representation of SENMC in the community.

#### Trades Skills Training

Online training for the trades will be accomplished through a soon-to-be-launched learning environment called Skill Mill. Electrical, plumbing, HVAC, and other programs are available. Theory and simulator skills training is included online, allowing access 24 hours per day. To supplement this, hands-on labs will allow students to demonstrate their skills to an experienced trades worker. We will recruit experienced trades people to supervise and teach the hands-on labs during evenings and weekends to allow those already working to continue to work regular hours while upskilling in consideration of our local 3% unemployment rate. The online and evening/weekend hands-on training accommodate the schedules of those already working.

#### Other Programs

We continue to offer a wide variety of online training programs through ed2go, real estate pre-licensing & mortgage loan originator programs through The CE Shop, and tech bootcamps through Upright.

## Human Resources Report - November 2023

*Report Generated: November 8, 2023*

*Submitted by: Steven Gonzales, HR Director*

### Employee Count

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

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**Total: 252 (+8)**

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### New Hires

#### Name

Bell, Adriene

Kartchner, Mia

Meier, Todd

Olivas, Antonia

Schuller, Todd

Strickland, Alyssa

#### Job Title

CNA Program Coordinator

Student hire, Digital Media

Adjunct, Art

Administrative Assistant, Admissions

Temporary Trainer, Workforce

Temporary Instructor, Adult Education

---

**Total: 6**

---

### Departures

#### Name

Gonzales, Sierra

Quintana, Christopher

Strickland, Alyssa

#### Job Title

Human Resources Coordinator

Temporary, Facilities

Temporary Instructor, Adult Education

---

**Total: 3**

---

### Currently in Interview Process

#### Job Title

Director of Workforce and Community Education

Human Resources Coordinator

Workforce Grant Project Director

---



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*Current Vacancies*

**Total: 3**

**Job Title**

**Faculty:**

- Adjunct Instructor - EMT
- Adjunct Nursing Program Clinical Instructor
- Instructor or Assistant Professor of Allied Health Dual Credit
- Instructor or Assistant Professors of Education
- Instructor or Assistant Professor of Nursing

**Total: 5**

---

**Staff:**

- Admissions Coordinator
- Director of Construction and Special Projects
- Director of Workforce and Community Education
- Health Clinic Nurse Practitioner
- Human Resources Coordinator
- Tutors, Math - PT/FT
- Workforce Grant Project Director
- Workforce Training Coordinator

**Total: 8**

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