

AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, FEBRUARY 13, 2023 AT 6:00 PM
SOUTHEAST NEW MEXICO COLLEGE, ROOM 153, 1500 UNIVERSITY DRIVE
CARLSBAD, NEW MEXICO 88220

The subjects and topics to be discussed, considered, and/or acted upon at the above-scheduled meeting are listed herein. Items listed as “Action Items” are anticipated to be acted and voted upon at the meeting. However, the Board may defer discussion, consideration, and/or action on any item listed. Items do not have to be discussed, considered, or acted upon in the order shown in this Agenda. Please be advised that there will be a pre-meeting reception with light refreshments. No public business will be discussed during the reception.

AGENDA ITEMS

- | | |
|--|--------------------|
| 1. CALL TO ORDER | BOARD CHAIR ELKINS |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. QUORUM ESTABLISHMENT | ROLL CALL |
| 4. APPROVAL OF MINUTES FROM 1/9/2023, 12/12/2022 AND SPECIAL MEETING HELD 11/17/2022 | ACTION ITEMS |
| 5. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN | DISCUSSION |
| 6. SENMC GENERAL STATUS REPORT-DR. KEVIN BEARDMORE | |
| A) UPDATES (see attached) | DISCUSSION |
| 7. NEW BUSINESS | |
| A) REQUEST FOR POLICY CHANGES – DR. KEVIN BEARDMORE | |
| 1. Section A-General Provisions-Policy Number 200-Mission | |
| 2. Section C-Human Resources-Policy Number 1700-Employee and Campus Expectations/Code of Conduct | |
| 3. Section F-Policy 600-Admission and Registration | |
| 4. Section A-General Provisions-Policy Number 500-Board of Trustees Financial Oversight | ACTION ITEMS |
| 8. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. ANDREW NWANNE, EXECUTIVE VPAA | |
| B) DR. KARLA VOLPI, VP-BUSINESS & FINANCE | |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS | |
| D) DR. MONTY HARRIS, INT VP-WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT | DISCUSSION |
| 9. HR DIRECTOR’S UPDATE-STEVEN GONZALES | DISCUSSION |

10. EMPLOYEE REPRESENTATIVE COMMENTS (**OPTIONAL**)

A) FACULTY

1. DR. EDUARDO CHAPPA-SENMCM PROMOTION and
TENURE PROCEDURE (Slide Presentation)

DISCUSSION

B) ADMINISTRATIVE STAFF

C) CLASSIFIED STAFF

D) STUDENT GOVERNMENT

11. COLLEGE AND COMMUNITY COMMITTEE UPDATE-CHAD INGRAM

DISCUSSION

12. PUBLIC COMMENTS

Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting.

13. BOARD COMMENTS

14. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING

BOARD CHAIR ELKINS

15. ADJOURNMENT

BOARD CHAIR ELKINS

Board Packet should be available to the public upon request through Andrea Dodson at adodson@senmc.edu or 575-234-9211.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Southeast New Mexico College in Carlsbad, New Mexico at 575-234-9200 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of Southeast New Mexico College if a summary of other type of accessible format is needed.

BOARD OF TRUSTEES MEETING MINUTES

Date: 1/9/23

Time: 6:00 pm

Session Location: SENMC RM 153

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members present:

☒ Chairman, Ned Elkins

☒ Secretary, Tiffany Frintz

☒ Member, Bill Murrill

☒ Member, Mark Cage

☒ Member, Sarah Bowman (via Zoom)

Board Members absent: N/A

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meetings – 12/12/22 and Special Meeting on 11/17/22**

The minutes were not included in the Board packet for review prior to the meeting so on a motion by Tiffany Frintz and seconded by Sarah Bowman the Board unanimously voted to table this item until its February meeting.

5) **General Counsel: Lane Martin** stated that he had nothing to present.

6) **SENMC general status report: Dr. Kevin Beardmore** began his report by thanking the Board for selecting him, saying it's been a great four days! He reported on the following: 1) The President's Welcome has been posted to Facebook and social media. 2) He has met with all his direct reports and vice-presidents. 3) Dr. Beardmore has a top ten list of current projects including the new building, the DOE grant, comparing last fall to this fall applicant and enrollment counts, meeting all the SENMC employees, determining Key Performance Indicators (KPI), weekly open forums for operational transparency, and preparing for the HLC (Higher Learning Commission) reaccreditation visit scheduled for October. New items will be added as current projects are completed. 4) He has met with several key stakeholders. 6) The Carlsbad Community Foundation is hosting an MLK Banquet this Friday (January 13th). SENMC has a table and Dr. Beardmore invited the Board members to attend. 7) With the Board's approval he would like to invite new employees to attend the meal that precedes the Board meeting and offer comp time to those that are hourly employees. He'd also like to take a group photo following Board meetings. This is an opportunity to record and recognize those who attend the meetings. (Tonight there are 32 including Board members).

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

Dr. Karla Volpi: 1) **FACILITIES** - The State had provided funds for the parking lot project. Little of the \$1.5MM has been spent and the State wants to take back the money. We've been working with a local firm (Constructors) to get a quote. Karla is completing a form that she'll need for a meeting with the State on January 19th. 2) Follow up on the HVAC Project. Met with Ameresco who have said they probably cannot give us the savings we need to be able to pay for this project. Karla had anticipated this but explained that SENMC had to perform its due diligence as requested by the state. Ameresco will be out on the 24th to look at things again and if they find what they suspect they will write a report that we can take to the State. 3) SENMC had a book buy-back in December. They did not have the volume they had hoped to see, possibly because it hadn't been done in a couple of years, and it didn't get as much exposure as it should have gotten. But this is a good

program for a couple of reasons: (1) students get some money back and (2) SENMC can build a used-book inventory that it can sell. Additionally, because SENMC selected the MBS system to run the bookstore if a book comes back that the instructor is no longer using we can still buy it back so long as another school in the MBS system is using that book. 3) FINANCE - they're continuing to work with Anthology, this week working specifically on HR and Finance. 4) ICT - Representatives from Anthology (Nancy Matanic and Josh Portnoy) presented a brief demo of the registration system from both the student side and the back-office side. Josh thanked everybody who's been working on this- going live in 10 months is quite an accomplishment and he is proud to be part of it. This process usually takes 18-24 months. Nancy said the go live date for HR and Payroll has been pushed back to January 2024. Registration is scheduled to go live on February 20th. This will allow the processing of Financial Aid. Students and courses are already in the system. The project team has done a lot of testing and things are on track. Student status will be updated next, followed by end-user access and training. Automating the financial aid process will happen after the go live date. Finance has a similar process and is expected to go live in July. They have just started working on HR and Payroll, working toward the new go live date of January 2024. 5) Dr. Jenny Giron from Ferrilli confirmed the network replacement scheduled to happen during the break is complete. New fiber replacement was completed in November, then wired and wireless network in December. They're now working with the laptop depots to change domains from PECOS to SENMC. She said the next critical piece is the security of SENMC resources-they are going to start pushing security policies through the governance process. Chairman Elkins relayed a question about Title IV status in this process and Juanita Garcia explained that Diana is working closely with the regional representative and anticipates having it by the time it is needed.

Juanita Garcia, VP of Student Affairs: 1) Enrollment is currently up 13.7%. Classes don't start until January 18th and she expects to see a greater increase by the time of the census date (the 3rd Friday after the start of the term). 2) They are working with Anthology on the portal (student-interfacing side) as well as Student Information Systems. 3) Courseleaf was on campus to help develop the catalog in preparation for the fall semester. 4) A recruiter was hired just before the winter break.

Dr. Monty Harris: 1) Representatives from Nine Degrees Architecture & Design (Cesar and Michael) have visited campuses in Midland and Odessa, Texas, and this morning saw the CTECH building in Hobbs to get ideas for designing the new building. They are expected to present a report at the next Board meeting sharing what they've learned and how it can be applied to SENMC's new building. The Board-established committee (once finalized) will also visit these campuses. 2) The DOE Grant application was submitted on time but they want additional information. Monty is working on this. He said The Grant Plant is also providing assistance in gathering the additional information. 3) Monty met with a company that provides training programs for the DOE. They have many things already in place and offer a lot of diversity. He is continuing to explore what kind of assistance the company can provide. 4) He is excited to report that they're building a team for Workforce Development. In addition to Monty there is also Maria Quintana from Community Education and Jennah McKinley who has just joined SENMC as the Workforce and Community Education Director. They are looking for a Workforce Training Coordinator.

- 8) **Pre-Surgical Technology Certificate:** Dr. Andrew Nwanne presented a request for approval to offer a program for students to earn certificates in pre-surgical technology. He shared the program outline and explained that this program is designed to ensure students complete the prerequisites and general education courses needed before they can apply for the Associate of Applied Science Surgical Technology program. He did caution that earning this certificate does NOT guarantee acceptance into the AAS Surgical Technology program. When Chairman Elkins inquired about this Dr. Nwanne explained that GPA requirements also need to be met.

Motion to Approve: Tiffany Frintz

Second: Mark Cage

Nays: -0-

- 9) **Pre-Nursing Certificate:** Dr. Nwanne also presented a request for approval to offer a pre-nursing certification program. It is designed to ensure that students take the courses they need to be able to apply for the

Associate Degree in Nursing program. Additionally, it will allow students to complete the New Mexico Common Core General Education courses that are also required for consideration of acceptance into the nursing program. Like the pre-surgical technology certificate, completion of the pre-nursing program does not guarantee access to the nursing program.

Motion to Approve: Tiffany Frintz

Second: Mark Cage

Nays: -0-

- 10) **Steven Gonzales, HR Director:** He presented board members with his report and shared the following: Staffing report – 212 headcount (12 new hires since the last report), introductions of new hires present. There are currently nine faculty and 6 staff vacancies. Interviews are in progress for 6 of these open positions. Carol Boyd, Testing Coordinator, is the January 2023 employee of the month. Steven also mentioned that Bridget from Ferrilli is working with HR this week.
- 11) **Employee representative comments (optional)**
 - a. **Administrative:**
Ron Morales is the new president of the Administrative Committee. The committee is working on identifying its purpose and improving the quality of work life for the Administrative staff.
 - b. **Faculty:**
Zane Biebelle, Faculty Senate President: Faculty report on January 12th and she is looking forward to a new semester. Focus this term is on completing the faculty handbook.
 - c. **Classified:**
Judi Cox-Tindol: The annual Festivus gathering was held on December 20th. Judi added she's looking forward to the new year and planning things to do for the hourly classified staff.
 - d. **Student Govt:** Student government president Hayley Navarrette and vice-president Sierra Gomez reported briefly on activities planned for the start of the spring term. There'll be an Orientation event on January 17th from 4-6 pm hosted by the Grants department and additional welcome events on Wednesday and Thursday (January 18th and 19th.) Students are brainstorming for Welcome Week activities the week of January 23rd including a Welcome Back Breakfast on Monday (January 23rd), along with starting a passport activity sponsored by the Grants department, Taco Tuesday (January 24th) in the Tutoring Center and a financial literacy workshop on Wednesday (January 25th). On Thursday (January 26th) will be the College Cookout and Clubs Recruitment from 4-6 pm in the gym and on Friday (January 27th) they'll do the drawing for the passport activity.
- 12) **College & Community Committee:** This group will meet via Zoom this Thursday (January 12th).
- 13) **Public Comments: Norbert Rempe** – 1) Welcome Dr. Beardmore 2) Scolded the Trustees for not going to the website to read the minutes from the previous meeting, 3) Suggested that future agendas include an action item to approve the agenda. 4) Inquired about the status of the Building Committee and its members 5) Followed-up on the feasibility study that Dr. Volpi asked about at a previous meeting and asked if it will be posted on the website 6) Believes that for the Board to get input from the public the members need to respond to the public 7) Said the website contact information for Board members “sucks” and told Chair Elkins that if he is not going to respond to email messages then he needs to provide a phone number 8) suggested the word “uncertainty” regarding schedules (for Anthology project) is a more appropriate word than “risk”. 9) Kudos to Dr. Beardmore for sharing his resume and cover letter from his application
Lane Martin: There is a lot of pressure to respond to public comments. He said the Open Meetings Act is the reason he discourages responses to public comments because the item might not be on the agenda. He pointed out that SENMC's policy gives members of the public the option of requesting that an item be placed on the agenda
- 14) **Board comments:** Frintz wished everybody a happy new year and thanked them for attending the meeting. She also welcomed Dr. Beardmore and other new employees, and thanked all the employees for the work they do every day. Cage also welcomed Dr. Beardmore and other new employees and offered congratulations to employee of the month Carol Boyd. He added that he was blessed to have been part of a Caveman Strong

event, an annual event that recognizes members of the community, law enforcement and emergency services personnel, and high school students. He is excited to see how 2023 will progress and expressed confidence in the Anthology and Ferrilli teams and the employees of SENMC. Bowman echoed Frintz and Cage's comments, welcoming Dr. Beardmore and congratulating Carol Boyd. Elkins shared the sentiments voiced by Frintz, Cage, and Bowman, adding that he's proud to have everyone here and thanked everybody for coming.

15) Announcement of next regular board meeting:

Date: February 13, 2023 **Time:** 6:00 pm **Place:** SENNC Room 153

16) Adjournment – Chairman Ned Elkins adjourned the meeting at 7:30 pm.

Approved

Tiffany Frintz, Secretary

Date

BOARD OF TRUSTEES MEETING MINUTES

Date: 12/12/22

Time: 6:00 pm

Session Location: SENMC RM 153

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members present: ☒ Chairman, Ned Elkins
☒ Member, Bill Murrill
☒ Member, Sarah Bowman

☒ Secretary, Tiffany Frintz
☒ Member, Mark Cage

Board Members absent: N/A

1) **Call to Order and Pledge of Allegiance**

Time: 6:00 pm

2) **Establish Quorum – Roll Call**

3) **Approval of minutes from the previous meeting – 11/14/22**

Motioned: Tiffany Frintz

Seconded: Bill Murrill

Nays: 0

Abstain: 2

- 4) **Nine Degrees Architecture & Design:** Executive commented that they are ready and willing to work on the project. Planning on-site visits from the resources that we received and will have information available for the next board meeting. **Elkins** requested that Monty provide information on the Odessa College to the architects. The architect stated that a Feasibility Study was provided in hard and electronic copy to SENMC. **Volpi** inquired about a copy of the Study on the SENMC website and architects encouraged this for more leads for the project. **Elkins** stated that a review of the current contract with the architect will be completed to verify changes needed.

- 5) **Ferrilli Technology Security Updates** – Mr. Mallory reported on the following: 1) ICT project – Establishes a baseline on policies and board-approved emails and policy framework, 2) Gramm-Leah-Bliley Act (GLBA) financial privacy rule, protection of financial data, safeguards rule, security practices and risk assessments, and 3) Network Infrastructure Replacement started before Thanksgiving.

- 6) **General Counsel: Lane Martin** stated that he does not have any topics for the board in open session.

- 7) **SENMC general status report: Dr. Nwanne** reported on the following: 1) Higher Education (Colleges and Universities) in New Mexico joint legislative priorities for the New Mexico Legislative session starting in January. 2) The effort of Rep. Brown to sponsor a bill that will allow SENMC to participate in the ERB Alternative Retirement Plan. Dr. Nwanne thanked SENMC Faculty, Staff, and Administration for the recognition he received.

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

Dr. Monty Harris: Discussed progress in U.S. DOE grant application process and working with the Grant Plant contractor. WIPP training implementation Matrix (TIM) has been received. Meetings are scheduled for the grant application. WIPP has Radiation Physics and Control training program curriculum and underground miner training is a deliverable towards the end of the contract. Will be meeting this week with simulator manufacturers for quotes. Simulators increase safety and productivity. Equipment operators do the job training without the exposure to hazard. It was confirmed that CDL drivers are needed and simulators are available. The Mayor's committee is getting involved with this project.

Dr. Karla Volpi: Reported on the following: 1) Anthology meetings and testing the process, Kudos to Student Services, single tuition code must be broken down for reporting purposes.

- 9) **Steven Gonzales:** Handed out report to board members and reported on the following: Staffing report – 200 headcount, new hire introductions, 11 new hires since last report, reported on open positions, nine faculty, four staff, recruitment efforts advertising in NM Nurse, Ft. Bliss job fair, January new hires, and Samantha Villa is the December 2022 employee of the month. Elkins asked how many are existing or created positions. Gonzales reported they are all existing positions.
- 10) **Employee representative comments (optional)**
- a. **Administrative:**
Rebecca Silva reported a teleworking policy is in progress and should be ready for presentation in February. Currently holding elections for a Chair and a Secretary for the Administrative Committee.
 - b. **Faculty:**
Zane Biebelle: Reported on the following: Loud Creation event and kudos to student who worked on the volumes and kudos for the employee appreciation lunch.
Rick Wiedenmann: Reported on animals on campus policy proposal submitted due to animals is prohibited and SENMC has functions that include animals. STEAM day is planned for April 2023 and if this policy is not changed or approved by then, asked Board to consider a waiver. Elkins stated that we need Legal Counsel and can work on it.
 - c. **Classified:**
Judi Cox-Tindol: Reported on our Thanksgiving Potluck and Holiday Door Decoration competition.
Student Govt: Students are brainstorming for Welcome Week in January the week of the 23rd and giveaways will be reported next month. Elkins requested that the students come and report in person.
- 11) **Board discussion of the formation of vocational trades building committee and possible selection of committee members:** Elkins reported that we are placing this agenda item back on this agenda and we held a meeting on the 17th of December. Elkins wants the committee with no less than 20 members is recommended, administration is tasked as a SENMC leadership member, and the following is recommended: college administration, strong financial college (Dr. Volpi), staff representation, Board of Trustees, Elkins and Murrill, city of Carlsbad, Eddy County, U.S. DOE admin and training, three representatives from Gas and Oil, two representatives from the potash mines, representatives from the Carlsbad High School, two to three community members, the architect, not naming anyone and they need to have the right expertise. Elkins asked a week or so ago to look into whether the Open Meeting Act (OMA) would apply to building committee. Elkins believed the OMA has application to the Committee because the Committee is merely advisory, does not consist of a quorum of trustees, and does not have any policy making ability. It is designed to explore options for the building and make recommendations to the Board. The recommendations are not binding and in no manner will limit the options of the Board. Frintz motioned approval for this advisory committee and Cage seconded. No nays.
- 12) **Ned Elkins:** College & Community Committee report Elkins stated that no meeting has been held since Heaton left the community. Ingram stated that he wants to participate and will start in January with the committee meetings.
- 13) **Public Comments: Norbert Rempe** – Commented on procedural items – 1) At the end of the agenda, board packet should be needs to be changed to “is available to the public”, 2) Follow the board packets on the internet. 3) Repeat that we need to update the Board contact information, as well as, list the budget information. 4) Rempe believes that the Board policy that the Board cannot discuss public comment is self-imposed. 5) Part of agenda should include the Board’s accomplishments and report on the activities.
- 14) **Board in closed session at 7:15 p.m.** All board members voted that the Board be in closed session to discuss personnel matters.
- 15) **Legal Counsel:** Martin commented that in his opinion, that Board members can attend meetings by telephone or zoom for all meetings.

16) Reconvene into open session: 7:30 p.m. Elkins stated that no decision was made for a senior administrative position VP vocational and workforce training – We discussed what this position should consist of and Elkins opened this for discussion. Frintz motioned to create the senior position of VP of Workforce Development and Community Engagement and appoint Dr. Monty Harris as Interim. Cage seconded the motion. Dr. Nwanne recommended that the position begin on January 4th, 2023. All Board members voted yes and no nays were cast.

17) Board comments: Cage commented that Legislative Conference for NM Counties and he is President Elect, and will be President next year. This may aid SENMC in working with the National Association of Counties and the National Association of Sheriff's Office Conference. Bowman reminded everyone to be safe and healthy during this flu season. Frintz commented Happy Holidays and congrats to the staff for the first independent semester. Elkins commented for everyone to have a great holiday season. Frintz stated that the next Board meeting is scheduled for January 9th at 6 p.m. Elkins stated that the March Board meeting is tentatively set for March 20th.

18) Announcement of next regular board meeting:

Date: Jan. 9, 2023

Time: 6:00 pm

Place: SENNC Room 153

19) Adjournment - Ned Elkins: Meeting adjourned

Chairman adjourned at 7:43 pm

Approved

Tiffany Frintz, Secretary

Date

BOARD OF TRUSTEES MEETING MINUTES

Date: 11/17/22

Time: 6:00 pm

Session Location: SENMC RM 155

Type of Meeting:

☐ Regular ☐ Work

☒ Special

Board Members present: ☒ Chairman, Ned Elkins

☒ Member, Bill Murrill

☒ Secretary, Tiffany Frintz

☒ Member, Sarah Bowman

Board Members absent: ☒ Member, Mark Cage

1) **Call to Order and Pledge of Allegiance**

Time: 6:00 pm

2) **Establish Quorum – Roll Call**

3) **Ned Elkins:** Read action item #4 from agenda – Board discussion of a formation of vocational trades building committee and possible selection of committee members – Discussion/Action Item

4) **Sarah Bowman:** In this process, reflect on the promise of shared governance and every voice in our community, staff, faculty, and students is heard. This is going to directly impact our community. It is prudent to form a guiding committee in order to make sure that everything has been considered, similar opinions from different sectors to ensure we cover every possible basis. Ensure shared governance and be fiscally responsible as a Board.

5) **Tiffany Frintz:** Agreed with Bowman's comments. Adding a recommendation that we reach out to our local shareholders and Artesia. Suggestion to obtain input from HF Sinclair, which is working on renewables and production. This could be incorporated into our energy college for the future. Elkins asked how Frintz would pursue this idea. Frintz stated that she has contacts and will speak with representatives about internships and where are they sending people, and ask if we can start a collaboration with these companies.

6) **Ned Elkins:** Supported the idea of broader than Carlsbad stating that both Artesia and Hobbs have a gas and oil training center that were paid for by gas and oil. Elkins asked Frintz if the focus was about renewables only or all inclusive.

7) **Tiffany Frintz:** Focus is on all energies. There are bills that support being more green and there are some huge write offs for this effort for companies such as Holly Frontier/HF Sinclair. Suggested making people from the surrounding area feel more welcome to be a part of this school of energy.

8) **Bill Murrill:** Supports both Bowman and Frintz.

9) **Ned Elkins:** Gas and Oil will be the most challenging and they are not tied to anyone in southeast NM. Stated that he believes that we would have the inclusivity from Gas and Oil. We are the only potash mining area and believe that we can explore renewables. Formation of the committee needs to be as broad and let's get started by being inclusive.

10) **John Heaton:** Agreed that we need to be as all-inclusive for energy production and the training that supports that. We should invite them to have input and there will be a lot of crossover between industries. Wholeheartedly agree that we have to get started and get a strawman that everyone can

begin to have input. We have very definitive input from WIPP on what their training needs are. There are a lot of general training needs that have been abandoned that need to be reincorporated. The mining industry may be similar to what the needs are for the WIPP since they are both mining. We will have to explore the needs for the gas and oil, and renewable industries. Recommended that we get a strawman started with the architect immediately and people can start adding to it.

- 11) **Norbert Rempe:** The NMJC specializes in wind and solar and has technical curricula that we may want to research. Disagreed with Heaton's comments on the mining industry and WIPP being similar. The WIPP is different from commercial mining. What may be good for WIPP, may be lethal for mining. At the last meeting, I was surprised that we did not learn how this decision came about. Rempe supported Murrill's statement about building such as place inside out and figure out what goes inside. Requested information on whether a feasibility study was completed or record of this information. For transparency purposes, this is why we are considering this building.
- 12) **John Heaton:** Added that the federal government is focused on a hydrogen project called the moon shot. There is a lot of activity and most of what we would consider in southeastern NM is the conversion of methane or the EOC that are omitted and cleaning it up and conversion to hydrogen/carbon dioxide. We use carbon dioxide in pressurized recovery of high volume in the gas and oil industry in a proposal that has already been made by local group and includes this concept. The carbon dioxide is not released into the atmosphere and it is sequestered in the rock; which is good approach from a practical point of view. Suggested that hydrogen production as one of the ideas for training.
- 13) **Ned Elkins:** Agreed with the suggestions. Will ask administration about the assessments that were done that started this building. Focus to include workforce development, ideas on renewables, hydrogen, and we need to find the contacts. There is interest in those industries to make this hugely important and successful. The U.S. DOE has approached SENMC and contact has been made with a school in Idaho. There is a huge need in this area at WIPP, in West Texas and the LES, the uranium enrichment facility-Ureco, and waste control specialists. A radiological control specialist has to pass a national test and there is no training available in this area. This is a very specialized training and there is a niche for this type of training. We need to incorporate those base trainings and skilled development that everyone is going to need. This is where we can unify gas and oil companies; which is one of the most competitive industries. We need to start with what they will agree on and we will grow into those niche proprietaries. Literally, none of us have all the answers, get the right people involved, and not one group. Asked the Board Members to form the committee, get some ideas, build from the inside out, artistic shell, functional footprint, an architect under contract, and bring them to the December meeting, and we can discuss whether we have an open or closed session. This committee must be inclusively involved. We need Board representation on this committee but we cannot have a forum. Administration is to be heavily involved in this committee and involve faculty and staff. The gas and oil industry is involved and the Permian Strategic Partnership (PSP) is extremely interested in being engaged. The U.S. DOE Grant Plant contract signed yesterday and extended to the 21st of December. We will need people who can complete this application and grant applications are competitive. Request for a motion, an action to work with this architect is the administration of the college and would like that to shift to this committee.
- 14) **Bill Murrill:** Agreed with Elkins, Heaton and Rempe. Basic skills are basic skills, a mechanic is a mechanic, an electrician is an electrician and have to have the basic skills; once this is started then you can go into your specialized training. Once you get a program started then people will tell you where we need to go. We need to get this committee started.
- 15) **Ned Elkins:** With inclusivity in mind, PSP meet regularly with school board and administration. It will be essential to have the public school involved, and that our early college and dual credit program are not competitive.
- 16) **Tiffany Frintz:** The high school has an academy model and agreed with Elkins on involving school

board and administration.

- 17) **Ned Elkins:** Request for a motion
- 18) **Tiffany Frintz:** Made a motion: Create a building committee for the vocational trades center and to be collaborative, so that the committee can communicate with the architect, administration and stakeholders.
- 19) **Sarah Bowman:** Seconded the motion
- 20) **John Heaton:** Recommended authorization to make changes to the architectural contract that is already in place such as the design completed by the end of December and these changes that you are anticipating you will need to change these phases and the due dates. You will need the authority to make these changes, and discussion with the architect to the contract about changes in their phase approach to complete the project.
- 21) **Ned Elkins:** This is implied in Frintz' motion and the architect will be attending the December meeting. Informed Dr. Nwanne that it is important that we have action capability at that time. Not just discussion but decision. Requested a copy of the contract and that all Board Members read the contract.
- 22) **General Counsel Lane Martin:** Recommended that there be specific discussions on the timelines set for changing and modifying contract. The Chair and President have authorization. Dr. Karla Volpi has a copy at the college and general counsel has a final copy without signatures.
- 23) **Ned Elkins:** Dr. Nwanne was asked about a copy of the signed contract who confirmed that an electronic version of the contract was available. Elkins directed the Board Members to read this building contract before meeting with the architect.
- 24) **Norbert Rempe:** Asked about a feasibility assessment and if it exists or was completed by NMSU, the committee members may need that information too.
- 25) **Dr. Andrew Nwanne:** Emphasised the challenges in the workforce area, facility did not provide enough space, industrial maintenance and programs need space and cannot expand, and emphasis on the vocational building is that we need space and other institutions have the space. A study was done with 9 Degrees.
- 26) **Norbert Rempe:** Commented on when the study was done and if it was two, five or 10 years ago.
- 27) **Ned Elkins:** We should look at this early documentation, and assessment, and reach out to industries.
- 28) **John Heaton:** There have been three conceptual designs other than this last one. Those designs have basically or basis what was considered what was needed and the feasibility and original design. These were presented to legislature when Dr. Nwanne attempted to obtain \$4M and these designs are available for people to look at. This project has grown much bigger than that initial concept. We need an example of the classes, space needed, times, and need lists from the industries. Basic skills have been totally abandoned by the college (NMSU). Specifics such as electricians, gas and oil, need to understand low voltage, normal and high voltage in their industries, specialties added on, automation in electrical components is a huge issue, details and descriptions and we have some and the basics to develop this strawman for the internal are on the training needed.
- 29) **Ned Elkins:** You are on step two. Step one is to focus on the community. Community needs to know why we are doing what we are doing and be a part of it. The Grant company does this and puts the scope of work into the applications. They will be involved with us as we form this committee. Suggest we develop a one pager, advertise it, and notify our community why we are doing this and what we are doing in addition to having the companies. A statement to the community from the committee as we get going.
- 30) **John Heaton:** Once the Board Members read the architectural contract they will understand it is a phased approach and how each phase is developed and how we get to design drawings.
- 31) **Ned Elkins:** Commitment from Al Davis at PSP and some want direct relationships, invite groups and need people and engage people and you have a right to say who is on this committee.
- 32) **Dr. Andrew Nwanne:** Ensure that Dr. Volpi is on this committee.

33) Ned Elkins: Confirmed that during the board meeting, Dr. Volpi will be on this committee. After 40 years advised that there is a critical mass for committees.

Date: Nov. 17, 2022 **Time:** 6:00 pm **Place:** SEPMC Room 153

34) Adjournment - Ned Elkins: Meeting adjourned

Chairman adjourned at 6:50 pm

Approved

Tiffany Frintz, Secretary

Date

President's Report Outline/Summary

Top 10 Priorities – Working list for February 2023

1. Complete the plans for the Vocational-Technical Building – VP Harris
2. Complete the Department of Energy grant proposal – VP Harris
3. Grow the number of applicants for Fall 2023 compared to Fall 2022 – VP Garcia will provide an update on Spring 2023 enrollment
4. Grow the number of enrolled students for Fall 2023 compared to Fall 2022 – No update
5. Meet with each full-time employee - Met with over 40 to date
6. Select potential key public performance measures
 - a. Attached list from Governor's Office
 - b. Revision of previously advertised position – Now Coordinator of Institutional Research
7. Explore options for operational transparency
 - a. Four weekly Open Forums in January, will become monthly forums going forward
 - b. Article published in Carlsbad Current-Argus, Carlsbad Local, SENMC website
8. Establish the independence of SENMC
 - a. Alternative Retirement for SENMC bill (SB 20, HB 189)
 - b. Capital project encumbered—Front parking lot
 - c. Capital project proposed—Campus HVAC replacement/upgrade
 - d. Revision of previously advertised position – Now Director of Web and Digital Strategies
 - e. Policy changes—New business
9. Meet with key community stakeholders
 - a. Loving Superintendent Lee White and Associate Superintendent Paula Wallace
 - b. Carlsbad Development Department Board Meeting
 - c. Rep. Gabe Vasquez visit
 - d. WIPP reception
 - e. Rotary
10. Prepare for Higher Learning Commission accreditation visit – October 2023
 - a. Dr. Andrew Nwanne has accepted the opportunity to serve as our Higher Learning Commission Liaison and accreditation lead. This is an overload subject to annual renewal with the title of "Executive" added to his position of Vice President of Academic Affairs. Executive VP Nwanne will provide an update in his report.

Announcements

- Dr. David McIntosh – Introduction
- Presidential vision/approach: Faster, Flexible, First Choice

Table 2: FY 24 Executive Recurring Budget Recommendation: Total Funds

| Executive Recommendation Summary (Dollars in Thousands) | | | | | |
|--|----------------|-----------------------------|------------------|------------------|-------------------|
| | Total Funds | | | | |
| | FY22 Actual | FY23 Operating Budget | FY24 Recomm | Dollar Change | Percent Change |
| 9544 NMSU Dona Ana Branch | 0.0 | 68,298.7 | 72,975.3 | 4,676.6 | 6.8 |
| 9545 NMSU Grants Branch | 0.0 | 9,131.3 | 11,282.8 | 2,151.5 | 23.6 |
| 9546 NMSU Department of Agriculture | 0.0 | 23,766.7 | 25,841.7 | 2,075.0 | 8.7 |
| 9547 Agricultural Experiment Station | 0.0 | 54,362.0 | 46,227.0 | (8,135.0) | (15.0) |
| 9548 Cooperative Extension Service | 0.0 | 29,095.6 | 28,165.6 | (930.0) | (3.2) |
| 9549 NMSU research and public services projects | 0.0 | 16,089.4 | 18,914.5 | 2,825.1 | 17.6 |
| 95600 New Mexico Highlands University | 0.0 | 73,928.7 | 74,885.7 | 957.0 | 1.3 |
| 9561 New Mexico Highlands University | 0.0 | 71,421.8 | 72,179.1 | 757.3 | 1.1 |
| 9562 NMHU Research and Public Service Projects | 0.0 | 2,506.9 | 2,706.6 | 199.7 | 8.0 |
| 95800 Western New Mexico University | 0.0 | 54,167.1 | 56,543.6 | 2,376.5 | 4.4 |
| 9581 Western New Mexico University | 0.0 | 51,842.0 | 53,079.2 | 1,237.2 | 2.4 |
| 9582 WNMU Research and Public Service Projects | 0.0 | 2,325.1 | 3,464.4 | 1,139.3 | 49.0 |
| 96000 Eastern New Mexico University | 0.0 | 142,005.5 | 141,903.1 | (102.4) | (0.1) |
| 9601 ENMU Main Campus | 0.0 | 108,410.7 | 106,396.0 | (2,014.7) | (1.9) |
| 9602 ENMU Roswell Branch | 0.0 | 24,254.5 | 25,261.6 | 1,007.1 | 4.2 |
| 9603 ENMU Ruidoso | 0.0 | 7,137.2 | 7,764.1 | 626.9 | 8.8 |
| 9604 ENMU Research and Public Service Projects | 0.0 | 2,203.1 | 2,481.4 | 278.3 | 12.6 |
| 96200 New Mexico Institute of Mining and Technology | 0.0 | 164,064.0 | 157,178.4 | (6,885.6) | (4.2) |
| 9621 New Mexico Institute of Mining and Technology | 0.0 | 92,354.9 | 79,732.8 | (12,622.1) | (13.7) |
| 9622 Bureau of Mine Safety | 0.0 | 665.6 | 670.5 | 4.9 | 0.7 |
| 9623 Bureau of Geology and Mineral Resources | 0.0 | 6,938.8 | 7,801.0 | 862.2 | 12.4 |
| 9624 Petroleum Recovery Resource Center | 0.0 | 9,853.5 | 9,853.5 | 0.0 | 0.0 |
| 9625 Geophysical Research Center | 0.0 | 4,252.0 | 4,252.0 | 0.0 | 0.0 |
| 9626 Research and Public Service Projects | 0.0 | 49,999.2 | 54,868.6 | 4,869.4 | 9.7 |
| 96400 Northern New Mexico College | 0.0 | 36,844.6 | 39,901.6 | 3,057.0 | 8.3 |
| 9641 Northern New Mexico College | 0.0 | 35,927.6 | 38,424.6 | 2,497.0 | 7.0 |
| 9642 NNMCC Research and Public Service Projects | 0.0 | 917.0 | 1,477.0 | 560.0 | 61.1 |
| 96600 Santa Fe Community College | 0.0 | 65,432.5 | 65,828.0 | 395.5 | 0.6 |
| 9661 Santa Fe Community College | 0.0 | 58,699.4 | 58,871.7 | 172.3 | 0.3 |
| 9662 SFCC Research and Public Service Projects | 0.0 | 6,733.1 | 6,956.3 | 223.2 | 3.3 |
| 96800 Central New Mexico Community College | 0.0 | 196,854.5 | 194,344.5 | (2,510.0) | (1.3) |
| 9681 Central New Mexico Community College | 0.0 | 196,515.7 | 192,960.7 | (3,555.0) | (1.8) |
| 9682 Research and Public Service Projects | 0.0 | 338.8 | 1,383.8 | 1,045.0 | 308.4 |
| 97000 Luna Community College | 0.0 | 11,037.6 | 13,437.5 | 2,399.9 | 21.7 |
| 9701 Luna Community College | 0.0 | 10,052.8 | 12,170.5 | 2,117.7 | 21.1 |
| 9702 Research and Public Service Projects | 0.0 | 984.8 | 1,267.0 | 282.2 | 28.7 |
| 97200 Mesalands Community College | 0.0 | 6,177.3 | 6,609.7 | 432.4 | 7.0 |
| 9721 Mesalands Community College | 0.0 | 6,072.3 | 6,130.7 | 58.4 | 1.0 |
| 9722 Research and Public Service Projects | 0.0 | 105.0 | 479.0 | 374.0 | 356.2 |
| 97400 New Mexico Junior College | 0.0 | 28,855.4 | 33,416.3 | 4,560.9 | 15.8 |
| 9741 New Mexico Junior College | 0.0 | 28,240.7 | 32,351.6 | 4,110.9 | 14.6 |
| 9742 Research and Public Service Projects | 0.0 | 614.7 | 1,064.7 | 450.0 | 73.2 |

Table 2: FY 24 Executive Recurring Budget Recommendation: Total Funds

| Executive Recommendation Summary (Dollars in Thousands) | | | | | |
|--|---------------------|-----------------------------|---------------------|--------------------|-------------------|
| | Total Funds | | | | |
| | FY22 Actual | FY23 Operating Budget | FY24 Recomm | Dollar Change | Percent Change |
| 97500 Southeast New Mexico College | 0.0 | 23,492.7 | 23,746.0 | 253.3 | 1.1 |
| 9751 Southeast New Mexico College | 0.0 | 23,166.5 | 23,233.6 | 67.1 | 0.3 |
| 9752 SENMC Research and Public Service Projects | 0.0 | 326.2 | 512.4 | 186.2 | 57.1 |
| 97600 San Juan College | 0.0 | 104,428.0 | 105,546.3 | 1,118.3 | 1.1 |
| 9761 San Juan College | 0.0 | 103,495.4 | 103,886.3 | 390.9 | 0.4 |
| 9762 SJC Research and Public Service Projects | 0.0 | 932.6 | 1,660.0 | 727.4 | 78.0 |
| 97700 Clovis Community College | 0.0 | 24,808.9 | 24,973.8 | 164.9 | 0.7 |
| 9771 Clovis Community College | 0.0 | 24,172.4 | 24,337.3 | 164.9 | 0.7 |
| 9772 Research and Public Service Projects | 0.0 | 636.5 | 636.5 | 0.0 | 0.0 |
| 97800 New Mexico Military Institute | 0.0 | 45,862.8 | 49,241.6 | 3,378.8 | 7.4 |
| 9781 New Mexico Military Institute | 0.0 | 44,509.1 | 47,887.9 | 3,378.8 | 7.6 |
| 9782 Research and Public Service Projects | 0.0 | 1,353.7 | 1,353.7 | 0.0 | 0.0 |
| 97900 New Mexico School for the Blind and Visually Impaired | 0.0 | 19,154.1 | 20,254.2 | 1,100.1 | 5.7 |
| 9791 New Mexico School for the Blind and Visually Impaired | 0.0 | 18,709.5 | 19,781.2 | 1,071.7 | 5.7 |
| 9792 Research and Public Service Projects | 0.0 | 444.6 | 473.0 | 28.4 | 6.4 |
| 98000 New Mexico School for the Deaf | 0.0 | 17,195.9 | 17,363.3 | 167.4 | 1.0 |
| 9801 New Mexico School for the Deaf | 0.0 | 16,980.2 | 17,147.6 | 167.4 | 1.0 |
| 9802 Research and Public Service Projects | 0.0 | 215.7 | 215.7 | 0.0 | 0.0 |
| Total Higher Education | 147,799.0 | 3,468,651.2 | 3,786,779.0 | 318,127.8 | 9.2 |
| 99300 Public School Support | 3,938,100.0 | 4,312,623.5 | 4,641,836.8 | 329,213.3 | 7.6 |
| Total Public School Support | 3,938,100.0 | 4,312,623.5 | 4,641,836.8 | 329,213.3 | 7.6 |
| 99502 Compensation | 0.0 | 0.0 | 91,255.2 | 91,255.2 | 0.0 |
| 99505 Education Health Benefits | 0.0 | 0.0 | 100,000.0 | 100,000.0 | 0.0 |
| Total Quasi Government Agencies | 0.0 | 0.0 | 191,255.2 | 191,255.2 | 0.0 |
| Grand Total | 21,328,233.7 | 24,061,473.5 | 26,634,505.3 | 2,573,031.8 | 10.7 |

Table 5: Performance Measures Summary and Evaluation

| | | FY22 Result | FY23 Target | FY24 Recomm |
|---|--|------------------------|------------------------|------------------------|
| Outcome | Percent of a cohort of first-time, full-time, degree- or certificate-seeking community college students who complete an academic program within one hundred percent of standard graduation time | 18.00% | 48.00% | 30.00% |
| Outcome | Percent of a cohort of first-time, part-time, degree-seeking freshmen who completed an associate's degree within three hundred percent of standard graduation time | 8.10% | 30.00% | 30.00% |
| Outcome | Percent of a cohort of first-time, part-time, degree- or certificate-seeking community college students who complete an academic program within three hundred percent of standard graduation time. | 10.50% | 30.00% | 30.00% |
| Outcome | Percent of first-time, full-time freshmen retained to the third semester | 51% | 60% | 60% |
| Efficiency | Amount of education and related expenditures in the most recent fiscal year per full-time equivalent student | \$9,047 | \$9,900 | \$9,900 |
| Efficiency | Amount of education and related expenditures in the most recent fiscal year per associate's degree recipient | \$91,032 | \$65,000 | \$65,000 |
| Outcome | External dollars supporting all programs from federal or non-governmental sources, for the most recent fiscal year, excluding state governmental funding sources, in millions | \$1 | \$1 | \$1 |
| Output | Three-year athlete graduation rate | 81.00% | 70.00% | 75.00% |
| 97500 Southeast New Mexico College | | | | |
| 9751 Southeast New Mexico College | | | | |
| Output | Number of students enrolled, by headcount | 1,624.0 | 2,500.0 | 2,500.0 |
| Output | Number of degree-seeking undergraduate students enrolled, by headcount | 593.0 | 845.0 | 845.0 |
| Output | Number of first-time degree-seeking freshmen enrolled, by headcount | 190.0 | 200.0 | 200.0 |
| Output | Number of first-time freshmen enrolled who graduated from a New Mexico high school, by headcount | 41.0 | 197.0 | 197.0 |
| Output | Number of transfers enrolled, by headcount | 83.0 | 80.0 | 80.0 |
| Output | Number of dual credit students enrolled, by headcount | 936.0 | 650.0 | 650.0 |
| Output | Number of at-risk students enrolled, by headcount | 460.0 | 450.0 | 450.0 |
| Output | Number of credit hours completed | 18,581.0 | 16,500.0 | 16,500.0 |
| Output | Number of lower-level unrestricted, end-of-course student credit hours completed by undergraduate students | 12,304.0 | 11,700.0 | 11,700.0 |
| Output | Number of unrestricted, end-of-course student credit hours completed by dual credit students | 3,010.0 | 5,600.0 | 5,600.0 |
| Output | Number of unduplicated awards conferred in the most recent academic year | 157.0 | 160.0 | 160.0 |
| Output | Number of unduplicated certificates under one year in length awarded | 18.0 | 12.0 | 12.0 |
| Output | Number of unduplicated certificates one year in length or more awarded | 11.0 | 16.0 | 16.0 |
| Output | Number of unduplicated associate's degrees awarded | 130.0 | 135.0 | 135.0 |
| Output | Number of awards conferred to students in high-demand fields in the most recent academic year | 19.0 | 18.0 | 18.0 |
| Output | Number of associate's degrees with classification and instructional program codes 13.1209 and 13.1210 awarded for preschool educators | 5.0 | 5.0 | 5.0 |
| Output | Number of associate's of nursing degrees conferred | 14.0 | 25.0 | 25.0 |
| Output | Number of unduplicated awards conferred to financially at-risk students in the most recent academic year | 28.0 | 30.0 | 30.0 |
| Output | Number of unduplicated certificates under one year in length awarded to financially at-risk students | 1.0 | 1.0 | 1.0 |
| Output | Number of unduplicated certificates one year in length or more awarded to financially at-risk students | 4.0 | 5.0 | 5.0 |
| Output | Number of unduplicated associate's degrees awarded to financially at-risk students | 26.0 | 27.0 | 27.0 |
| Outcome | Average number of years taken by degree-seeking first-time, full-time students to earn an associate's degree | 4.0 | 4.0 | 4.0 |

Table 5: Performance Measures Summary and Evaluation

| | | FY22 Result | FY23 Target | FY24 Recomm |
|-------------------------------|--|------------------------|------------------------|------------------------|
| Output | Average number of credits taken by degree-seeking undergraduate students to complete an associate's degree | 80.0 | 70.0 | 70.0 |
| Outcome | Percent of a cohort of first-time, full-time, degree-seeking freshmen who complete an associate's program within one hundred fifty percent of standard graduation time | Discontinued | Discontinued | Discontinued |
| Outcome | Percent of a cohort of first-time, full-time, degree- or certificate-seeking community college students who complete an academic program within one hundred fifty percent of standard graduation time | 20.00% | 25.00% | 25.00% |
| Outcome | Percent of a cohort of first-time, full-time, degree-seeking freshmen who complete an associate's program within one hundred percent of standard graduation time | Discontinued | Discontinued | Discontinued |
| Outcome | Percent of a cohort of first-time, full-time, degree- or certificate-seeking community college students who complete an academic program within one hundred percent of standard graduation time | 15.00% | 20.00% | 20.00% |
| Outcome | Percent of a cohort of first-time, part-time, degree-seeking freshmen who completed an associate's degree within three hundred percent of standard graduation time | Discontinued | Discontinued | Discontinued |
| Outcome | Percent of a cohort of first-time, part-time, degree- or certificate-seeking community college students who complete an academic program within three hundred percent of standard graduation time. | 11.00% | 10.00% | 10.00% |
| Outcome | Percent of first-time, full-time freshmen retained to the third semester | 63% | 65% | 65% |
| Explanatory | Average institutional net price submitted to integrated postsecondary education data system in the student financial aid survey in February | \$0 | N/A | N/A |
| Explanatory | Amount of tuition and fees for the upcoming academic year for a full-time, resident, undergraduate student as a percent of the average tuition and fees for peer colleges in the western interstate commission for higher education region | 0.00% | N/A | N/A |
| Efficiency | Amount of education and related expenditures in the most recent fiscal year per full-time equivalent student | \$19,732 | \$15,761 | \$15,761 |
| Efficiency | Amount of education and related expenditures in the most recent fiscal year per associate's degree recipient | \$100,030 | \$8,500 | \$8,500 |
| Outcome | External dollars supporting all programs from federal or non-governmental sources, for the most recent fiscal year, in millions, excluding state governmental funding sources | \$1 | \$8 | \$8 |
| Outcome | Percent of a fall cohort of first-time, full-time students who have graduated, transferred, or who are still enrolled within one hundred fifty percent of standard graduation time. | 0.0% | 34.0% | 34.0% |
| 97600 San Juan College | | | | |
| 9761 San Juan College | | | | |
| Outcome | Percent of a fall cohort of first-time, full-time students who have graduated, transferred, or who are still enrolled within one hundred fifty percent of standard graduation time | 83.90% | 40.00% | 65.00% |
| Output | Number of students enrolled, by headcount | 8,349.0 | 8,400.0 | 8,600.0 |
| Output | Number of degree-seeking undergraduate students enrolled, by headcount | 5,452.0 | 5,800.0 | 5,934.0 |
| Output | Number of first-time degree-seeking freshmen enrolled, by headcount | 379.0 | 550.0 | 450.0 |
| Output | Number of first-time freshmen enrolled who graduated from a New Mexico high school, by headcount | 251.0 | 400.0 | 300.0 |
| Output | Number of transfers enrolled, by headcount | 532.0 | 580.0 | 580.0 |
| Output | Number of dual credit students enrolled, by headcount | 1,434.0 | 1,570.0 | 1,578.0 |
| Output | Number of at-risk students enrolled, by headcount | 2,978.0 | 3,300.0 | 3,300.0 |
| Output | Number of credit hours completed | 103,320.0 | 112,000.0 | 106,000.0 |
| Output | Number of lower-level unrestricted, end-of-course student credit hours completed by undergraduate students | 94,195.0 | 98,550.0 | 100,028.0 |
| Output | Number of unrestricted, end-of-course student credit hours completed by dual credit students | 10,314.0 | 11,700.0 | 12,000.0 |
| Output | Number of unduplicated awards conferred in the most recent academic year | 1,421.0 | 1,000.0 | 1,200.0 |
| Output | Number of unduplicated certificates under one year in length awarded | 253.0 | 250.0 | 275.0 |

To: Board of Trustees
From: Kevin Beardmore, Ed.D.

Proposed Policy Changes
(with Rationale)

Proposed policy changes

Note: Changes in **bold**

Approved by College Council on 2-1-2023

Reviewed by Lane Martin on 2-4-2023

Section A – General Provisions - Policy Number 200 – Mission

Delete current text in its entirety and replace with new mission

I. Mission - The mission of SENMC is to provide educational programs, training, and services that best serve our diverse students, communities, and industry.

Rationale: New mission approved by Board of Trustees on September 12, 2022.

Section C- Human Resources – Policy Number 1700 – Employee and Campus Expectations/Code of Conduct

II.r. Students, employees and the public are prohibited from bringing animals on campus except **for 1) Service Animals that assist an individual with a disability, 2) animals used for instructional purposes or educational programming with the approval of the appropriate Academic Department Chair and Vice President of Academic Affairs, and 3) animals accompanied by an owner visiting the campus as noted below.** The Service Animals of students and employees must be registered with the Office of Disability Services or the Office of Human Resources. Dogs brought on campus to attend an approved obedience class or for other pre-approved special events or educational training are allowed. **Animals brought onto the campus parking lot for purposes of utilization of Ocotillo Trail shall be under the control of the owner and on leashes at all times; shall maintain a distance of at least 10 feet from all persons except those persons accompanying the animal; and shall not be permitted within 100 feet of any campus building or outdoor campus event without the approval of a campus official. Animal owners are responsible for cleaning up after their animals. Under no circumstances shall any person bring onto campus any animal known to be vicious, aggressive, or having a communicable disease capable of being transmitted to humans.**

Rationale: Concern raised by Professor Rick Wiedenmann at December 12, 2022 Board of Trustees meeting as SENMC has functions that include animals, including STEAM day planned for April 2023. Lane Martin, Professor Wiedenmann, and the SENMC Executive Team drafted the above in response.

Section F – Policy 600 – Admission and Registration

IV. Tuition and Fees – The Board shall establish, at the recommendation of the President, **the** tuition rate for both credit and non-credit classes. The president shall establish guidelines for tuition and fee refunds paid to the College. **SENMC will comply with state laws and regulations in regard to establishing residency for tuition purposes, including NMSA 1978, Section 21-1-4 and all applicable published guidelines from the State of New Mexico Higher Education Department, including the option of allowing**

nonresidents to pay New Mexico resident rates 1) during the summer term, and 2) when enrolled in up to six credit hours during a fall or spring term.

Rationale: Per <https://hed.nm.gov/financial-aid/residency-requirements>, the following individuals may qualify for the New Mexico resident rate with sufficient documentation (green highlights note the items pertinent to the above change):

- American Indian nations, tribes and pueblos. All out of state members of an American Indian nation, tribe and pueblo, located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a post-secondary educational institution shall be eligible to pay the in-state tuition rate.*
- Any person, their spouse or dependent child, not otherwise entitled to claim residence, who is a member of the armed forces of the United States or armed forces of a foreign country assigned to active duty in the state of New Mexico, will be assessed in-state tuition rates.*
- An active member of the national guard and the member's spouse and children shall be deemed in-state residents for purposes of determining tuition and fees at all state institutions of higher learning.*
- During regular academic year semesters, nonresident tuition may be waived, according to the institution's tuition policy, for part-time students (U.S. citizens and foreign nationals) enrolling for no more than six semester hours during a regular term.*
- During summer sessions, nonresident tuition may be waived according to the institution's tuition policy.*
- Certain Texas residents may be eligible for in state tuition rates who reside within a 135 mile radius of the attending institution.*
- Any student participating in the Competitive Scholarship shall be recognized as a competitive scholar and reported as such, unless the student petitions for and is granted residency status.*
- Any tuition or state-funded financial aid that is granted to residents of New Mexico shall also be granted on the same terms to all persons, regardless of immigration status, who have attended a secondary educational institution in New Mexico for at least one year and who have either graduated from a New Mexico high school or received a high school equivalency credential (such as a GED) in New Mexico. State-funded financial aid programs with an employment component may require U.S citizenship or eligible non-citizen status*

We need to have a tuition policy addressing the two items so that we can offer those rates to non-residents. This will allow us to welcome out-of-state students to begin their studies at SENMC on a part-time basis. In addition, it will simplify the matter of charging out-of-state students taking a for-credit training offering of up to six credit hours in a semester so that all (except Carlsbad residents) will be charged the same New Mexico resident rate.

Section A – General Provisions - Policy Number 500 – Board of Trustees Financial Oversight

No change to policy. Request permission from the Board to allow the following delegation, highlighted in green:

I. d. Sole authority for establishing tuition and fees of a general nature for semester-hour credits resides with the Board. The President shall make recommendations to the Board for establishment of tuition rates and fees. Normally, action to approve tuition and fees for credit classes shall be taken by the Board once each year as part of its approval of the forthcoming year's operating budget. The Board may delegate to the President or designee authority to approve individual course fees, such as laboratory fees for science courses.

Rationale: The SENMC Executive Team recommends no changes to tuition and mandatory fees for 2023-24 (see below). There is one fee that has been applied to all online courses by NMSU in the past, a \$25 per credit hour fee. This charge has not been approved by the SENMC Board of Trustees. The SENMC Executive Team recommends that we do not enact this fee for the coming year for four reasons:

- Students living outside of Carlsbad are more likely to select online options. They already pay the higher per credit hour tuition rate for New Mexico residents and are, therefore, more price sensitive to this additional charge.*
- This fee had been waived during the pandemic. It was only reinstated at the direction of NMSU.*
- This fee is waived for all dual credit students, resulting in the manual waiver of this fee on a course by course basis for dual credit students.*
- Nearly all courses now have an online component, so the justification for an additional charge for an online only course is minimal, particularly given the savings in facility usage.*

It is asked that this delegation of authority be permitted by the Board of Trustees so individual course fees can be determined by the President (including the online course fee, which will not be implemented). The resulting tuition and mandatory fees for 2023-24 will be:

Full-time student – Enrolled in 12-18 credit hours*

| | |
|----------------------------|---------------|
| <i>Carlsbad resident</i> | <i>\$588</i> |
| <i>New Mexico resident</i> | <i>\$984</i> |
| <i>Out-of-state</i> | <i>\$2004</i> |

**Students approved to take more than 18 credit hours will be charged for each additional credit hour.*

Part-time student

| | |
|----------------------------|--------------------------|
| <i>Carlsbad resident</i> | <i>\$49/credit hour</i> |
| <i>New Mexico resident</i> | <i>\$82/credit hour</i> |
| <i>Out-of-state</i> | <i>\$167/credit hour</i> |

These mandatory tuition and fee rates may be approved by the Board of Trustees now or when the forthcoming year's operating budget is presented.

Human Resources Report - February 2023

Report Generated: February 6, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 213 (+1)

New Hires

Name

Al Nairat, Mazen
Espinoza, Rocio
Idhirij, Saleh
Nguyen, Alena

Job Title

Adjunct - Sciences
HSI Grants Director
Adjunct - Business
Accounts Payable Clerk

Total: 4

Departures

Name

Beasley, Christy
Dodson, Teri
(Retired)

Job Title

Title V Outreach Coordinator
Director of HSI Grants Services

Total: 2

Currently in Interview Process

Job Title

Fire Science Program Director

Instructor or Assistant Professor of Computer Science

Total: 2

Current Vacancies

Job Title

Faculty:

Adjunct Nursing Program Clinical Instructor
Assistant Professor of Digital Media Technology
EMT Adjunct Instructor
Fire Science Program Director

Instructor or Assistant Professor of Surgical
Technology and Program Coordinator

Instructor or Assistant Professor of Computer Science

Instructors or Assistant Professors of Nursing

Total: 7

Staff:

Account's Receivable Clerk

Coordinator of Institutional Research

Director of Web and Digital Strategies

Facilities Tech

Payroll Coordinator

Tutor - Full Time

Tutor - Part Time

Total: 7

The Promotion and Tenure Procedure at Southeast New Mexico College

Background

- The foundation of this process comes from our process in NMSU.
- Several updates have been made since the separation with NMSU.
- One of the updates includes the Board of Trustees in this process.

What is the Promotion and Tenure Process?

- It is an evaluation process that looks at the performance of faculty over several years in their rank to establish if they are ready to move to a higher level of responsibility and/or to award continuous contract (tenure)
- Through promotion and tenure we retain our best faculty.

Criteria

- There are specific descriptions of what each rank means (separate handout)
- Has the faculty achieved the benchmarks set in their current rank?
- Will the faculty continue to do so if promoted to the next rank or given tenure?

Four Areas of Evaluation

- Teaching
- Scholarship
- Extension and Outreach
- Service

Progression of Ranks

| Rank | Teaching | Scholarship | Extension/ Outreach | Service |
|---------------------|------------------------|--------------------------|------------------------|---------------|
| Instructor | Effective teaching | Professional Development | Not needed | Participatory |
| Assistant Professor | Solid, expand teaching | Professional Development | Some | Participatory |
| Associate Professor | Solid, expand teaching | Professional Development | Some | Leadership |
| Full Professor | Solid, full variety | Professional Development | Some | Leadership |

Levels of Review

- Promotion and Tenure Committee
- Department Chair (if appropriate)
- Vice President for Academic Affairs
- President
- Board of Trustees

Calendar of Review

- September – October: P and T Committee
- November – December: VPAA
- January – February: President
- March – April: Board of Trustees

4 – Faculty Promotion and Tenure: The Professorial Ranks

The following defines the four levels of academic rank found at SENMC..

Promotion is not based solely on time in rank but is based on the criteria as stipulated below. This timetable is based on the normal institutional experiences of faculty personnel and on the expectations of a traditional academic career in regard to the effectiveness in teaching and service. Also addressed below is the promotion of College Faculty. All faculty members are expected to address the criteria in Section 6 in their allocation of effort statements. Tenure-track faculty members are hired on yearly, renewable contracts for a maximum of seven years, except in situations as defined in Section 9, part 2.

Instructor—demonstrates competence in the instructional area(s) through practical, applied, and/or related experience. A tenure-track instructor normally holds the minimum of a master's degree and 18 graduate credit hours in the field of expertise. However, experience and recognition in a career or technical field, such as appropriate national or state certification, may be considered the equivalent of a master's degree for promotion and tenure purposes.

An Instructor's job primarily relates to teaching competency (or its equivalent), scholarship and creative activities (i.e., professional development), and some service, although the instructor may also negotiate outreach/extension in the allocation of effort statement. Individuals new to this rank must demonstrate substantive evidence of likely success at the college, including documented evidence that demonstrates improvement in instructional effectiveness.

An Instructor can apply for promotion to the rank of Assistant Professor only after serving two years as Instructor. The application can be submitted at the beginning of the third year in the rank of Instructor (with promotion to the rank of Assistant Professor the following year).

Assistant Professor – In addition to meeting the criteria of Instructor, faculty must also meet the following criterion: Demonstrated mastery within the instructional area(s) through practical, applied, and/or related experience. A tenure-track Assistant Professor normally holds the minimum of a master's degree and 18 graduate credit hours in the field. However, outstanding experience and recognition in a career or technical field may be considered the equivalent of a master's degree for promotion and tenure purposes.

To be considered for this rank, a person must have demonstrated the ability to teach effectively in the applicant's field. An Assistant Professor's job primarily requires continual progress in teaching effectiveness (or its equivalent) by deepening knowledge in the teaching discipline and developing effective instructional strategies and techniques. The faculty member must continue to advance in creative activities (i.e., professional development), and service to the college and community through committees, councils, and special projects that support the college mission through outreach/extension activities, all of which are negotiated by the allocation of effort.

An assistant professor can apply for promotion to the rank of Associate Professor only after serving two years as Assistant Professor. The application can be submitted at the beginning of the third year in the rank of Assistant Professor (with promotion to the rank of Associate Professor the following year).

Associate Professor — In addition to meeting the criteria of Assistant Professor, faculty must demonstrate an expertise over a large part of the instructional area(s). An Associate

Professor must demonstrate faculty and institutional leadership (such as curricular development, mentorship of colleagues, etc.) An Associate Professor is often a mid-career faculty member who has been awarded tenure. If a faculty member is initially employed at the rank of Associate Professor without tenure, the probationary period may vary depending upon agreements stipulated in writing at the time of initial hire. Once tenured, Associate Professors may hold this rank indefinitely or apply for promotion.

An Associate Professor can apply for promotion to the rank of Professor only after serving two years in that rank. The application can be submitted at the beginning of the third year in the rank of Associate Professor (with promotion to the rank of Professor the following year).

Professor – Sometimes referred to as a “full professor.” This is the summit of academic rank, characterized by instructional excellence and institutional leadership in the college. In addition to meeting the criteria of Associate Professor, faculty must also meet the following criteria: The Professor demonstrates greater command of both the breadth and depth of instructional areas, such as a knowledge and application of how the field of expertise integrates with other fields of study. The Professor has also demonstrated institutional leadership through contributions of service and increased responsibility.

College Faculty – College Faculty are eligible for promotion in rank, but they are not eligible for tenure. The criterion for promotion for College Faculty is the same as the criterion for promotion of tenure-track faculty, dependent upon the negotiated allocation of effort and the job description. (See Section 11)