

AGENDA
MEETING OF THE BOARD OF TRUSTEES
SOUTHEAST NEW MEXICO COLLEGE
MONDAY, MARCH 20, 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

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|---|--------------------|
| 1. CALL TO ORDER | BOARD CHAIR ELKINS |
| 2. PLEDGE OF ALLEGIANCE | ALL |
| 3. QUORUM ESTABLISHMENT | ROLL CALL |
| 4. APPROVAL OF MINUTES FROM 2/13/2023 | ACTION ITEM |
| 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 | |
| I. Section C-Human Resources-Policy Number 2300-Benefits | |
| a) Part 1 – Tuition Remission | |
| b) Part 5 – Dependent Children Tuition Remission Benefit | |
| c) Part 8 (NEW) – Annual Leave | |
| II. Section B-Policy Number 400-Executive Leadership and Administration | |
| a) I. Introduction | |
| b) VI. (NEW) VP of Workforce Development and Community Engagement | |
| III. Section C-Human Resources-Policy Number 800-Hiring and Classification of Employees | |
| a) V. Hiring of Executive Positions | |
| IV. Section C-Human Resources-1000 Promotion and Tenure Policy | |
| a) V. (NEW) Convert non-tenure track positions to tenure track | |
| V. Section B-Policy Number 300-Presidential Duty and Authority to Establish Committees and Councils | |
| a) College Council | |
| VI. Section F-Policy 600-Admissions and Registration | |
| a) I. Admissions | |

- B) RETIREE HEALTH INSURANCE – DR. KEVIN BEARDMORE & DR. KARLA VOLPI
 - C) APPLICATION FOR TENURE DISCUSSION
 - 8. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS
 - A) DR. ANDREW NWANNE, 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
 - 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. CLOSED SESSION (Discuss application for tenure) ROLL CALL/ACTION
 - 14. BOARD COMMENTS
 - 15. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING BOARD CHAIR ELKINS
 - 16. 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: 2/13/23

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 (via Zoom)

☒ Member, Sarah Bowman (via Zoom)

Board Members absent:

Secretary, Tiffany Frintz

1) **Call to Order**

Time: 6:03 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meetings – 1/9/2023, 12/12/22 and Special Meeting on 11/17/22**

Motion: **Ned Elkins**

Second: **Bill Murrill**

Nays: **0**

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

6) **SENMC general status report: Dr. Kevin Beardmore** provided his February Top Ten list (see attached). Dr. Monty Harris, Interim VP for Workforce Development and Community Engagement will present reports on the plans for the Vocational-Technical building and the Department of Energy grant proposal. Vice President for Student Services Juanita Garcia will provide reports on applications for the fall 2023 term and an update of the spring 2023 enrollment figures. Dr. Beardmore reported that 1) to date he has met with more than 50 employees, including those that report directly to him. 2) Key performance measures, per a report from the governor's office, have been submitted by New Mexico State University and other sources. He included a copy of the report for the BoT to review. 3) The position of Institutional Analyst has been posted for several months without a viable candidate. The position has been retooled as Institutional Research to handle just data. There are currently two applicants for this new position. 4) Dr. Beardmore said he hoped the information that had been included in the Board packets was helpful. Other items related to operational transparency include the open forums initiated as weekly meetings that will transition to monthly events. His second article for the Carlsbad Current Argus is ready to be published. It will also be posted to the SENMC website. 5) Continuing to make progress in establishing independence. The college's alternative retirement plan had previously been overlooked. Representative Brown took care of us and it went to the Committee last Friday. 6) The Capital project for the front parking lot was encumbered. The Capital project for the campus HVAC replacement upgrade (thanks to John Heaton and Representative Brown) has been submitted. It is under consideration. 7) The job posting for a webmaster has been revised/retooled and is now called Director of Web and Digital Strategies. He is hopeful that this will attract applicants that are interested in a full-time position. 8) Dr. Beardmore has met with key community stakeholders including Lee White and Paula Wallace, respectively the Superintendent and Associate Superintendent of Loving Schools. He attended the board meeting of the Carlsbad Department of Development, met Representative Gabe Vasquez, and attended the WIPP reception and a Rotary meeting. 9) Preparing for Higher Learning Commission (HLC) reaccreditation visit. Dr. Andrew Nwanne has been named Executive Vice President of Academic Affairs and will lead the college in its preparations for the HLC visit scheduled for October 29-31, 2023. Dr. Beardmore also took this opportunity to

introduce Dr. David McIntosh whose background is in archeology, anthropology and history. He currently teaches in the Social Sciences department. 10) Dr. Beardmore has repeatedly been asked about his vision (for SENMC). He explained that the strategic plan and direction have been set and his approach to these employs an alliterative mnemonic of faster, flexible and first choice. Faster because SENMC is independent, flexible because it's not tied to NMSU, and first choice for starting a college education, not a back-up plan.

Member **Bowman** said she is very impressed with the direction SENMC is going. Chair **Elkins** referenced Dr. Beardmore's comments about transparency and wondered if the Board members' contact information has been made available to the public and if not he wanted a commitment that Board contact information will be provided to the public. Dr. Beardmore confirmed that Board members' email addresses are on the website.

7) New Business

Request for Policy Changes (Dr. Kevin Beardmore)

Dr. Beardmore presented policy change proposals to the College Council on February 1st. The Council reviewed and approved the proposed changes, after which they were sent (via email) to Lane Martin for review and approval. Mr. Martin sent his approval (via email) on February 4th. The changes under consideration are as follows and details can be reviewed in the attached documentation:

- Section A-General Provisions-Policy Number 200-Mission-approved in September, it just needs to be updated on the website
- Section C-Human Resources-Policy Number 1700-Employee and Campus Expectations/Code of Conduct-Animals on Campus
- Section F-Policy 600-Admission and Registration-Tuition Policy
- Section A-General Provisions-Policy Number 500-Board of Trustees Financial Oversight
Asking for delegation of authority to waive fees (lab fees, online course fees, etc.)

Motion with recommendation: **Bill Murrill** Second: **Sarah Bowman** Nays: **0**

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

- A) **Dr. Andrew Nwanne, Executive VPAA:** 1) NC-SARA has extended its approval for SENMC to continue offering distance education. 2) The Higher Learning Commission (HLC) will conduct its reaccreditation visit October 29-31, 2023. Twenty-six faculty and staff members are meeting as the Criteria Committee to write the report. The draft of this report should be completed by April. The Board offered its congratulations to Dr. Nwanne on his new title and thanked him for taking the lead on reaccreditation.
- B) **Dr. Jenny Giron, Ferrilli representative:** 1) Lots of progress on the student side and already in the production phase. They have a spring "go-live" date. (2) They are in the build/design phase for the Human Resource and Finance modules with late summer/early fall target dates. 3) Dr. Giron thanked legal counsel for his help in reviewing contracts for third-party solutions that will be integrated with Anthology. (These are applications such as Maxient and CANVAS). 4) Last month Dr. Giron reported that the network replacement had been completed and they are now preparing to work with Intune which is a cloud-based solution for access and device management. 5) The file server migration is complete and all shared folders have been moved to the new server. 6) Continuing to work with new student accounts and assisting ICT department.
- C) **Juanita Garcia, VP of Student Affairs (via Zoom):** 1) Enrollment is up 11.3 percent over this time last year. There is a 5 percent decrease in continuing students but a significant increase in dual credit students. Dual credit is roughly double what it had been. VP Garcia attributes this to the dualcredit.com program that allows for more efficient processing, although there is still some manual labor to be done until the Anthology integration is completed. Staff are doing an amazing job. 2) New undergraduate enrollment decreased by a little more than two percent. VP Garcia says this often happens in the spring. There are 1,458 students enrolled this semester. 3) They are making huge progress with Anthology. "This team is amazing." They are learning how all the systems work

together. They meet daily with Ferrilli representative Lisa Edwards, either face to face or virtually. She will be back on campus in late February/early March when they go live. 4) They will begin testing the Admission application next week. 5) They have been reviewing demos for emergency notification systems, scholarships for financial aid, and setting up workflows. 6) They lost access to some of the financial aid information in the NMSU system. Dr. Beardmore reached out to Dr. Van Winkle at NMSU and restored access. BoT member **BOWMAN** thanked VP Garcia for all the hard work she and her team have done.

- D) **Dr. Monty Harris, Interim VP of Workforce Development and Community Engagement:** 1) He is responding to requests for information updates for the DOE grant application. Dr. Harris has asked for additional time so he can provide real, budgetary numbers. 2) Consultants David Porter and Daniel Lamczyk of Porter House, Inc. will arrive in Carlsbad on Tuesday. They'll be joined by some SENMC faculty and staff for a tour of the WIPP facility. Dr. Harris will finalize an agreement for them as consultants and get their input on the building. 3) Dr. Harris and Jennah McKinley are looking for a temporary location for the Workforce programs to be developed for the grant, as well as some other programs. Thanks to Jennah's knowledge of Carlsbad they have already found several potential sites. Dr. Harris explained that one of the sites is near campus and appears suitable for providing everything that would be needed (temporarily). The lease cost is \$5,000/month unless SENMC builds out offices and classrooms which would increase the cost. 4) The building design committee held its organizational meeting on February 6th. The committee's subgroups are Education, Government and DOE/WIPP Leadership, Oil and Gas Industry, Potash Mining Industry, and Community. Cesar Molina and Michael Bluth of Nine Degrees Architecture and Design will meet with each subgroup. These meetings are expected to be done by the end of February. The committee will meet again in early March to finalize its report based on the subgroup meetings.

Chair **ELKINS** remains concerned that so many subgroups meeting with the architects could lead to conflict or redundancies and wants Dr. Harris to be present at all the meetings to help keep things on track. Jennah McKinley will also be at all the subgroup meetings and Dr. Beardmore will attend as many as his schedule will allow.

Dr. Beardmore then addressed the Board with his suggestion for the name of the building. Because the building will house trades and technology, his suggestion is that the building be named the Trades and Technology Building (written Trades x Technology) – the building's nickname would be "T²". He wanted to introduce this now because it will make it easier to talk about the building, and if there are objections there is time to make changes. Sky Soto is developing a logo for this. Board members are pleased with the preliminary designs.

- 9) **Steven Gonzales, HR Director:** 1) He presented board members with his report and shared the following: Employee report – 213 headcount (Four new hires since the last report and two departures). He introduced Rocio Espinoza who has been hired as the HSI Grants Director. There are currently seven faculty and seven staff vacancies and they are conducting interviews. 2) Steven is working with the Carlsbad Department of Development and New Mexico Workforce Connection to hold a job expo, tentatively scheduled for March 31st. He hopes to expand recruiting efforts for some of the faculty positions. This could develop into at least an annual event. 3) February's Employee of the Month is Rick Wiedenmann.

10) Employee representative comments (optional)

- A) **Faculty:** Dr. Eduardo Chappa gave a slide present about the SENMC Promotion and Tenure procedure. One of the recent changes is to include the Board of Trustees in the process. He explained the key questions asked during the process-has the faculty member achieved the benchmarks of their current rank, does the committee believe the faculty member is capable of achieving the benchmarks of the higher rank, and is the faculty member growing professionally and personally. He also included the timeline for the process. Dr. Chappa explained that having the

Board's input provides an external review that is more independent than that provided by the faculty. He said many faculty worked together to develop this new process.

- B) **Administrative Staff:** Nothing to report.
- C) **Classified Staff:** Nothing to report.
- D) **Student Govt:** 1) President Hayley Navarrette and Vice-President Sierra Gomez described some of the activities they have planned, including a Club recruitment luncheon on February 14th. They'll also be handing out chocolate candy. 2) They're planning a spring egg hunt, tentatively scheduled for April 6th. 3) Hayley said they have sent out a survey to determine if there is interest in a gala (Prom-like) open to both students and employees.

- 11) **College & Community Committee – Chad Ingram:** 1) Honored to have been asked to chair this group-these are big shoes to fill following John Heaton. 2) Waited until Dr. Beardmore arrived so they could hear his vision. 3) Community comments include inquiries about the entrance signs for the college and what the community can do to help the process – he is working on this with Sky Soto. 2) Mr. Ingram said the committee will be happy to write letters if assistance is needed in dealing with the Financial Aid roadblock. 3) He is excited to hear about the Student Government activities and glad to know the community can go to the website to see what's happening on campus. 4) Mr. Ingram wants to expand this committee by adding representatives from Artesia and Loving. He wondered if he needs Board approval. Lane Martin said he would check previous meeting minutes to answer that question but Chair **Elkins** told Mr. Ingram to go ahead and invite new members. Mr. Ingram added that the community is still very excited about SENMC-he has not heard any negative comments. 5) He has had opportunity at two separate events (Balloon Fiesta in Albuquerque and a tour of the Roundhouse in Santa Fe) to distribute SENMC lanyards because both venues had run out of their lanyards before the end of their events.
- 12) **Public Comments: Norbert Rempe** – 1) Commented that transparency should include the complete Board packet on the website before Board meetings. Sky Soto and Lane Martin both affirmed that the complete packet for the February 13th Board meeting had been posted to SENMC's website. 2) Mr. Rempe would still like to see budget and status updates. 3) He does not agree with Lane Martin's rationale for not allowing Board members to respond to public comments. He said the Board members respond to employee comments and he thinks the public should have the same treatment as the employees.
- 13) **Board comments: BOWMAN** – "My email is ready to go and I'm happy to share it". She added she is happy to set up a meeting with anybody that reaches out to her. **MURRILL** and **CAGE** had no comments. **ELKINS** – good meeting; he appreciates the input and the involvement.
- 14) **Announcement of next regular board meeting:**
Date: March 20, 2023 **Time:** 6:00 pm **Place:** SENMC Room 153

- 15) **Adjournment – Chairman Ned Elkins** adjourned the meeting at 7:23 pm.

Approved

Tiffany Frintz, Secretary

Date

President's Report Outline/Summary

Top 10 Priorities – Working list for March 2023

1. Complete the plans for the Trades x Technologies 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
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 93 of 107 FT employees as of March 9.
6. Select potential key public performance measures - Coordinator of Institutional Research Search update
7. Explore options for operational transparency
 - a. Monthly open forum
 - 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 passed Senate, passed through House Labor, Veterans', and Military Affairs Committee, HB 189)
 - b. Health care costs - There has been a 3-year “premium holiday” for General Services Department health insurance participants. The providers have increased their premiums but the increased costs were not passed down, keeping the employer and employee premiums essentially flat. Now employers are going to be expected to cover the deficit based on language in HB 2. Our amount is not yet apparent as we were included in New Mexico State University's assessment, which is in excess of \$8 million. This is in addition to the proposed 10% health plan premium increase.
 - c. Retiree health care - The New Mexico Retiree Health Care Authority (NMRHCA) is a group health insurance plan available to retired state and local government employees, including those retiring from participating educational institutions. There are currently 65,000 participating members and 90,000 contributing employees. To participate, we would buy into the program to pay for the years already worked by our current employees. This up-front lump-sum expense will be upwards of a half-million dollars, but we are in a financial position to make this investment in our employees' future. Active employees and their employers must make a regular contribution as well. Currently the employer contribution is 2% of all salaries and each employee pays 1% of their salary via payroll deduction. – New Business
 - d. Policy changes - New business
9. Meet with key community stakeholders
 - a. Artesia Schools - Superintendent Thad Phipps and four members of his leadership team
 - b. Carlsbad Schools - LaVern Shan and Eric Spencer; Eric, Keely Scruggs, and I visited C-TECH and New Mexico Junior College

- c. Building committee meetings
 - d. <https://kccc930am.com/> Community Forum (Johnny Chandler)
 - e. Friday Focus
 - f. Dr. Mel Vuk
 - g. Eddy County Literacy Conversation
 - h. WIPP Leadership Academy welcome
 - i. Chad Ingram and Aaron Irving – Stakeholders Committee discussion
10. Prepare for Higher Learning Commission accreditation visit – October 2023 – Will be attending the Higher Learning Commission Annual Meeting in Chicago along with five other SENMC administrators

Proposed SENMC Policy Changes

Additions in **bold**, deletions in ~~strikethrough~~

Approved by College Council 3-1-23

Reviewed by Lane Martin 3-8-23

Section C- Human Resources – Policy Number 2300 – Benefits

PART 1: TUITION REMISSION

With appropriate administrative approval from the immediate supervisor and the appropriate Vice President, regular employees and non-regular employees in a term appointment are entitled to take course(s) at SENMC, or if preferred, other colleges and universities in accordance with an established agreement, with costs totaling no more than the highest cost of ~~SENMC~~ New Mexico Resident tuition rate for six (6) credit hours (supported by regular I & G funding) each semester (summer included). The dollar amount will be determined annually by the SENMC Human Resources (HR) Department and outlined ~~in~~ **on** the Tuition Remission ~~Procedures Manual~~ **Form**. This benefit could also include additional training required for job certifications, continuing education credits (CEUs) and certificate programs, and will be awarded at the discretion of the Vice President of Business and Finance and the HR Director.

- A. The legal spouse or domestic partner of the eligible employee may also utilize the benefit ~~if - Funds not used by the employee in a semester may be used by the spouse/qualified domestic partner.~~ This benefit is not transferable to another college employee nor is it available for an employee eligible for a free course.
- B. Employees who take a course during working hours may be required to make up the time spent away from the workstation (or take annual leave) unless enrollment is a requirement for continued employment.
- C. Once the Tuition Remission benefit is initiated, **the student must remain in good academic standing to continue to receive the benefit in a subsequent semester at the same college or university** ~~a grade point of 2.5 (C+) or above for each course is required for the Tuition Remission benefit to continue. One occurrence of a one semester probation shall give opportunity for the 2.5 grade point (C+) to be achieved should it not be achieved during the initial attempt at the course. If the 2.5 (C+) grade point is not achieved with the second attempt, the Tuition Remission benefit will no longer be available to the employee for any courses.~~
- D. This benefit may be subject to social security, federal, and state tax implications.
- E. In exchange for this benefit, continuous employment with SENMC is strongly encouraged, excluding summer semester for 9-month faculty.
- F. ~~At the end of use of this benefit, continued employment with SENMC will be required as follows:~~
 - ~~a. Equal to the number of semesters the employee used the Tuition Remission benefit, or~~
 - ~~b. For terminal degrees, a minimum of five years from the date of completion.~~

~~Failure to comply with the required term of continued employment will result in the obligation of the employee to reimburse SENMC an amount equal to the total costs incurred or allowed by~~

~~the participation of the employee in the Tuition Remission benefit.~~

PART 5: DEPENDENT CHILDREN TUITION REMISSION BENEFIT

- A. The tuition remission benefit is available to biological children, adopted children, legally dependent stepchildren, or any other qualified dependent as determined by HR, under age 25 and unmarried, of regular employees and non-regular employees in a term appointment.
 - a. The student's status and the employee's employment status on the college's census date (currently the third Friday of the semester or last day to add or register for summer session courses) will determine participation eligibility.
 - b. If the employee's status changes before the census date, the student will no longer be eligible, and the charges will be recalculated.
 - 1. If the student reaches his/her 25th birthday before the census date, the student will no longer be eligible, and the charges will be recalculated.
- B. ~~Students must be enrolled in undergraduate or graduate courses (eligible for undergraduate or graduate tuition) at SENMC or any accredited college or university.~~
- C. Courses eligible for a grade will be included in this program; audited courses and challenged credits will be excluded.
- D. **The student must remain in good academic standing to continue to receive the benefit in a subsequent semester** ~~Students will be allowed a one-time probation period should they fail to successfully complete courses covered by the tuition remission benefit with a grade point of 2.5 (C+) or above. Any future courses unsuccessfully completed semesters with a grade point of 2.5 (C+) or above will result in loss of benefit.~~
- E. It is the student's responsibility to inform the Office of Financial Aid of a student's participation in this program. A reduction of the student's financial aid package may result from the reduced tuition. Information on the possible effect of this program on the student's financial aid package should be obtained from the student's financial aid advisor prior to submission of the Tuition Remission form.
- F. All eligible dependents enrolled at SENMC will automatically be granted the benefit upon request, with properly submitted documentation, except those receiving the Lottery Scholarship or who otherwise do not meet the eligibility criteria.

Rationale: There are seven separate changes:

1. *Removes a reference to SENMC to align with the original intent of the policy and with how it has been implemented.*
2. *Changes the reference to a "Tuition Remission Procedures Manual" to a form.*
3. *Clarifies that a tuition benefit for a spouse or domestic partner is available when the employee is not using it in a particular semester.*
4. *Simplifies the policy and ensures that an employee taking graduate work cannot be on academic probation (generally below a 3.0 GPA) and receive tuition remission.*
5. *Removes the "clawback" clause that has resulted in employees reconsidering the pursuit of further education while at SENMC—including some employees looking for employment elsewhere so they can continue their education without fear of being subject to a clawback.*

Loyalty to the college would be better engendered by providing for professional development and education without such a clause.

6. *Eliminates a commitment by SENMC to paying the entirety of a dependent's tuition at any college with no limits on the amount per semester. It is believed that this was not the intent of the policy and it has not be applied as such. The previous NMSU policy paid 50% of dependent tuition at NMSU. This policy, after the change, is more generous.*
7. *Simplifies the policy and makes it consistent with the change to the employee remission policy.*

If the Board wishes to retain the clawback, the following changes are recommended to item F:

- F. At the end of use of this benefit, continued employment with SENMC will be required as follows:
 - a. Equal to the number of **semesters the employee was previously employed full-time and did not use the benefit subtracted from the** semesters the employee used the Tuition Remission benefit, or
 - b. ~~For terminal degrees, a minimum of five years from the date of completion.~~

This 1) recognizes the commitment that a continuing employee who has not used the tuition remission benefit has made to the college prior to using the benefit, and 2) allows an employee holding a terminal degree to have the same benefit as any other employee under the same rules (and removes any disincentive to a potential candidate for employment who may be at the "all but dissertation" stage).

Section C- Human Resources – Policy Number 2300 – Benefits

PART 8: Annual Leave

Newly hired full-time regular staff employees working forty (40) or more hours per week shall earn 10 days of annual leave (3.34 per pay period over 24 annual pay periods). For each year of continued employment, full-time regular employees will earn one additional day of annual leave up to a maximum of 20 days in total.

Rationale: Many former NMSU staff members earn 20 annual leave days, in some cases from the date of hire. This change addresses an equity issue between full-time regular staff members and encourages and rewards employee persistence.

Section B – Policy Number 400 – Executive Leadership and Administration

- I. Introduction - The College is organized into ~~three~~ **four** major service areas, with the president of the College providing general administrative overall leadership to these ~~three~~ **four** service areas. The president may re-assign projects and responsibilities to these ~~three~~ **four** areas as is needed due to changes in funding, College priorities, staffing changes, and other needs. The ~~three~~ **four** major service areas of the College consist of the following: Academic Affairs, Business and Finance, ~~and Student Services,~~ **and Workforce Development and Community Engagement.**

- II. Executive Leadership Team - The President and the Vice Presidents from each service area shall form the Executive Leadership Team. The President shall hold regularly scheduled meetings with the Vice Presidents from each service area to provide leadership for all facets of the College and to utilize information from the internal and external community for program assessment and development.
- III. Vice President of Academic Affairs - The Vice President of Academic Affairs is an Executive at the College. The Vice President of Academic Affairs serves under the President and has the primary responsibility and authority for the supervision, development, and assessment of all learning programs, instructional delivery, student academic support, faculty and staff, and related activities. The Vice President of Academic Affairs serves as the liaison between the President of the College and the faculty and other personnel assigned to academic programs and activities.
- IV. Vice President of Business and Finance – The Vice President of Business and Finance is an Executive at the College. The Vice President of Business and Finance, serves under the direction of the President, and has the primary responsibility for the financial and business operations of the College as further defined by the President. In addition, the Vice President of Business and Finance oversees the ICT Department, College Bookstore, Facilities, and Human Resources.
- V. Vice President of Student Services - The Vice President of Student Services is an Executive at the College. The Vice President of Student Services serves under the direction of the President, has the primary responsibility for Student Services as defined by the president.
- VI. **Vice President of Workforce Development and Community Engagement – The Vice President of Workforce Development and Community Engagement is an Executive at the College. The Vice President of Workforce Development and Community Engagement serves under the direction of the President and has primary responsibility for workforce programming, community education, and business and industry partnerships.**
- VII. Additional Executives – The College may, upon recommendation of the President and approval of the Board, establish other Executive Positions.

Rationale: New position of Vice President of Workforce Development and Community Engagement established 12/12/2022.

Section C – Human Resources - Policy Number 800 – Hiring and Classification of Employees

- V. Hiring of Executive Positions - The College shall have ~~three~~ **four** Executives: a Vice President of Academic Affairs; a Vice President of Business and Finance, ~~and~~ a Vice President of Student Services, **and a Vice President of Workforce Development and Community Engagement.** The College may, upon recommendation of the President and approval of the Board, establish other executive positions. The President shall establish guidelines and procedures for the recruitment and hiring of Executives subject to the following:

- a) The President shall adhere to all applicable policies of the College when drafting the guidelines and procedures.
- b) The President shall establish a search and review committee for purposes of searching for and reviewing each candidate's qualification. The committee shall have at least one representative from ~~each Council~~ **the Faculty Senate, the Administrative Staff Council, and the Classified Staff Council.**
- c) Searches shall allow for external applicants.
- d) Internal candidates, including interims, shall be allowed to apply for the position.
- e) External and internal candidates will be treated equally. There is no assumed preference for internal applicants.
- f) A contract between the College and any Executives shall be for a term of one year. Provided, the contract may be renewed for an unlimited number of one-year terms, and the President may also seek Board approval for administrative contract exceeding one year. The President may also elect to waive any probationary period for the Executives.
- g) The President may select and hire interim executives to fill a vacancy in an Administrative Office. Provided, no interim position shall exceed one year without Board Approval and there must be continuous efforts at filling the position permanently.

Rationale: New position of Vice President of Workforce Development and Community Engagement established 12/12/2022. The reference to "each Council" is clarified to clearly indicate which groups will be represented.

Section C – Human Resources - 1000 Promotion and Tenure Policy

V. Positions originally established as non-tenure track can be converted to tenure-track with the approval of the Vice President for Academic Affairs and President.

Rationale: Allows for option to be exercised by the President in consultation with the Vice President of Academic Affairs as deemed appropriate. Procedures for this process are in draft and are currently under consideration by the Promotion and Tenure Committee, the Vice President of Academic Affairs, and the President.

Section B Policy Number 300 – Presidential Duty and Authority to Establish Committees and Councils

College Council: This council shall make recommendations, based upon data available, to the President and the Board on matters concerning the College's business, mission, goals, and other relevant matters. The Council shall consist of two (2) representatives from the Faculty Senate; two (2) representatives from the Administrative Staff **Council** ~~and~~; **two (2) representatives from the** Classified Staff Council; two (2) student representatives from the Student Government Council, and ~~at least~~ one (1) executives other than the President. The President shall serve as Chair of this Council and shall establish the rules and operating of the procedures of the College Council.

Rationale: The changes ensure that each faculty and staff governance group has equal representation on the College Council.

Section F – Policy 600 – Admissions and Registration

- I. Admissions - **Southeast New Mexico College (SENMC) is an open admissions postsecondary institution. Prospective students who have graduated from an accredited high school, have earned a high school equivalency, are transfer or visiting students, or are dual enrolled in high school and college or pursuing a high school equivalency may apply. Prospective students who are 18 or older and did not graduate from high school or the equivalent may be admitted as non-degree until ability to benefit has been met. Admission to the College does not guarantee admission or enrollment into a particular course or program of study.**

A student may be accepted for undergraduate admission to SENMC as a:

- **Degree-seeking student;**
- **Certificate-seeking student**
- **Non-degree student**

General admission requirements and program admission requirements will be outlined by the President in the College Catalog and Student Handbook. General admission procedures shall be under the direct supervision of Student Services. SENMC is committed to providing equal access to all students who make use of College programs and services. Southeast New Mexico College will comply with federal and state laws and regulations, including the Title VII Civil Rights Act of 1964 and 1990, Executive Order 11246 Section 504 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1967, the Americans with Disability Act of 1990, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, and Title IX of the Educational Amendments of 1972. If an applicant feels that he/she has been unjustly denied admission to the College, he/she shall follow an appeal process as outlined in the College Catalog.

Rationale: A clear statement of our open admissions policy to provide a needed introduction to the (now) second paragraph in policy.

New Business #3: Promotion and Tenure Decision

Summary of pertinent Policy and Procedures

SECTION C – Human Resources – 1000 Promotion and Tenure Policy

III. Tenure Track Faculty - Faculty on tenure track serve six consecutive probationary years. The probationary period begins with the first year of the contract. During the sixth year, a case for tenure and/or promotion is made by the faculty member and considered by the university.

Those achieving tenure are awarded a continuous contract at the end of their sixth year, while those not awarded tenure are given a one-year terminal contract for their seventh and final year of employment at SENMC. There may be exceptions, however, to shorten or lengthen the normal six-year probationary period.

Promotion and Tenure Procedures – Section 9 - Part 8: The Board of Trustees Decision

The Board of Trustees is the final level of review for applications for promotion or tenure. Its decision is final, cannot be appealed, and is non-grievable (only failures to follow policy or procedures are grievable). Its members are elected in free elections by the citizens of the Southeast New Mexico College District. While the Board of Trustees members have leadership roles, in the college in the promotion and tenure process they help to increase transparency in the process. It is therefore important that conflicts of interest be disclosed and handled before the Board of Trustees meets for its final vote. According to New Mexico Open Meetings Act the vote of each member of the board is public (10-15-1-A.)

A notice that the Board of Trustees will make decisions on applications for promotion and/or tenure will appear in the agenda of the meeting of the Board of Trustees, which must be posted at least 72 hours before that meeting takes place. Candidates willing to address the Board of Trustees on their application will follow the procedure outlined in the Board of Trustees policy to arrange to speak to the Board. Once a candidate has properly requested to address the board, he/she may not be denied the opportunity to address the Board. The Board will not vote on a candidate that wishes to address it until after such candidate has addressed it.

For purposes of consideration of decisions on promotion or tenure the Board will move to a closed session. During the closed session the Board will

- Hear the recommendation from the President on the application of each candidate; and,
- Hear any candidate that wishes to address the Board for at most 5 minutes. The Board will not address a candidate during this hearing;

If a member of the Board of Trustees is unable to vote, whether due to a conflict of interest or not being part of the meeting, the vote will be taken among those members of the board that are eligible to vote in the meeting. In the case that there is a tie in the vote of the Board of Trustees, the recommendation of the President will be adopted as the final decision for the application for promotion or tenure of the candidate.

After a vote has been taken by the Board of Trustees, the Chair of the Board will sign the Contract Status Change Form and send it back to the President with the final decision of the Board. The President will communicate the decision of the Board to each candidate at an appropriate time.

Promotion and Tenure Procedures – Section 9 - Part 9: Roles and Responsibilities

G. Board of Trustees

- a) Approves/Rejects the recommendation of the President.
- b) Hears appeals on the decision of the President. The candidate has the right to address the Board of Trustees, for no more than 5 minutes. The Board will vote on their decision in this application. Should the Board of Trustees not reach a majority vote (51% or more) the decision of the President will stand. The Board of Trustees has the right to review the portfolio submitted by the candidate and the recommendations given in lower levels of review, regardless of if an appeal has been submitted.

Human Resources Report - March 2023

Report Generated: March 9, 2023

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 211 (-2)

New Hires

| <u>Name</u> | <u>Job Title</u> |
|------------------|--------------------------------------|
| Balcazar, Misty | Payroll Coordinator |
| Dunaway, Zachary | Student - Library |
| Espino, Freddy | Director of Web & Digital Strategies |
| Jones, Rebecca | Adjunct - Nursing |
| Navarrete, Raul | PT Safety and Training Specialist |
| Trautner, Robert | Fire Science Director |
| Villa, Analysa | Student - Associated Students |
| Total: 7 | |

Departures

| <u>Name</u> | <u>Job Title</u> |
|-------------|------------------|
| Najar, Eddy | Facilities Tech |
| Total: 1 | |

Currently in Interview Process

| <u>Job Title</u> |
|---|
| Accounts Receivable Clerk |
| Adjunct Phlebotomy |
| Facilities Tech |
| PT Admin Asst - Workforce and Community Education |
| Assistant Professor of Digital Media |
| Instructor or Assistant Professor of Business |
| Instructor or Assistant Professor of Computer Science |

Current Vacancies

| |
|---|
| Instructor or Assistant Professor of Surgical Technology and Program Coordinator |
| STEM Program Manager |
| Tech Support |
| Total: 10 |

| <u>Job Title</u> | <u>Faculty:</u> |
|---|-----------------|
| Adjunct Nursing Program Clinical Instructor | |
| Adjunct Phlebotomy | |
| Assistant Professor of Digital Media Technology | |
| EMT Adjunct Instructor | |
| Instructor or Assistant Professor of Surgical Technology and Program Coordinator | |
| Instructor or Assistant Professor of Business | |
| Instructor or Assistant Professor of Computer Science | |
| Instructors or Assistant Professors of Nursing | |
| Total: 8 | |

| <u>Staff:</u> |
|---|
| Account's Receivable Clerk |
| PT Admin Asst - Workforce and Community Education |
| Coordinator of Institutional Research |
| Facilities Tech |
| STEM Program Manager |
| Tech Support |
| Tutor - Full Time |
| Tutor - Part Time |
| Total: 8 |