



Southeast New Mexico College  
President's Office  
1500 University Drive  
Carlsbad, NM 88220  
(575) 234-9200, Fax: (575) 885-4951

**AGENDA**  
**MEETING OF THE BOARD OF TRUSTEES**  
**SOUTHEAST NEW MEXICO COLLEGE**  
**MONDAY, FEBRUARY 10, 2025 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 FRINTZ   |
| 2. PLEDGE OF ALLEGIANCE   | ALL  |
| 3. ESTABLISH QUORUM   | ROLL CALL  |
| 4. APPROVE AGENDA   | ACTION ITEM  |
| 5. APPROVAL OF MINUTES FROM 1/13/2025   | ACTION ITEM  |
| 6. PUBLIC COMMENTS<br>Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during Meeting.  |  |
| 7. STUDENT GOVERNMENT REPRESENTATIVE  | DISCUSSION   |
| 8. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN  | DISCUSSION   |
| 9. SENMC UPDATES -DR. KEVIN BEARDMORE<br>A) UPDATE ON 2022-2025 STRATEGIC PLAN ( <i>attachment</i> )  | DISCUSSION   |
| 10. OLD BUSINESS<br>A) RFP FOR LOBBYIST SERVICES – DR. K. BEARDMORE   | DISCUSSION/ACTION  |
| 11. NEW BUSINESS<br>A) TRADES & TECHNOLOGIES BUILDING RFP-DR. BEARDMORE<br>B) USE OF REGISTRY TO FIND CANDIDATES FOR THE INTERIM VPBF POSITION-DR. BEARDMORE<br>C) MONTHLY FINANCIAL REPORT-DR. BEARDMORE<br>D) QUARTERLY FINANCIAL REPORT-DR. BEARDMORE<br>E) SREB REPORT/UPDATE-DR. BEARDMORE<br>F) ESTABLISH A CAMPUS BUILDINGS NAMING COMMITTEE-DR. BEARDMORE | DISCUSSION/ACTION<br>DISCUSSION/ACTION<br>DISCUSSION<br>DISCUSSION/ACTION<br>DISCUSSION<br>DISCUSSION/ACTION |
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS<br>A) DR. KEVIN BEARDMORE for ACADEMIC AFFAIRS<br>B) DR. KEVIN BEARDMORE for BUSINESS & FINANCE<br>C) DIANA CAMPOS, CHIEF STUDENT AFFAIRS OFFICER (CSAO)<br>-DEAN OF STUDENT AFFAIRS   | DISCUSSION/ACTION  |

- D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT
- E) TYMON MATTOSZKO, CHIEF INFORMATION OFFICER (CIO) DISCUSSION
- 13. HR DIRECTOR'S UPDATE-STEVEN GONZALES (*attachment*) DISCUSSION
- 14. EMPLOYEE REPRESENTATIVE COMMENTS (**OPTIONAL**)
  - A) FACULTY
  - B) ADMINISTRATIVE STAFF
  - C) CLASSIFIED STAFF DISCUSSION
- 15. BOARD COMMENTS
- 16. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (**3-10-2025**) BOARD CHAIR FRINTZ
- 17. ADJOURNMENT BOARD CHAIR FRINTZ

Board Packet should be available to the public upon request through Andrea Dodson at [adodson@senmc.edu](mailto: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 or other type of accessible format is needed.

## BOARD OF TRUSTEES MEETING MINUTES

Date: 1/13/25

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

Chair, Tiffany Frintz

Secretary, Sarah Bowman

Member, Bill Murrill (via Zoom)

Member, Ned Elkins

Member, Mark Cage

Type of Meeting:

Regular  Work

Special

Board Member(s) absent:

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Sarah Bowman** Second: **Mark Cage**

Nays: **0**

Abstain: **0**

**Bowman, Cage, Murrill, Frintz, and Elkins** voted to approve the agenda.

5) **Approval of minutes from the previous meeting – 12/9/2024**

Motion: **Ned Elkins**

Second: **Sarah Bowman**

Nays: **0**

Abstain: **1**

**Bowman, Murrill, Frintz, and Elkins** voted to approve the minutes. **Cage** abstained from voting.

6) **Public Comments:** None

7) **Student Government Representative: Ciara Gillard, Phi Theta Kappa president** – Ciara reported that the PTK Club added 33 new members in 2024; the group has finished its college project of painting accent walls and murals in the Health Clinic; sponsored relief drives for victims of the fires in Ruidoso and flooding in Roswell, sending seven and three truckloads respectively. Seven people have been nominated for international awards and three students were nominated for All State awards. The group's Honors in Action project focused on food insecurity at the community college level. It sponsored a food drive and partnered with Packs for Hunger to deliver the food donations. It also received a \$1,000 grant from the Mellon Foundation with which it purchased branded reusable tote bags ahead of the coming plastic bag ban. Southeast New Mexico College matched the tote bag donation for a total of 1,000 bags. Ciara said Packs for Hunger has committed to adding SENMC students to their program. For the first time in 13 years SENMC's chapter of PTK has earned 5 Star Status. Ciara thanked the chapter members, Dr. Raven Anderson, Dr. David McIntosh, and Southeast New Mexico College for giving PTK a chance to make a difference on campus and in the community.

8) **General Counsel: Lane Martin (via Zoom)** – Nothing to report.

9) **SENMC general status report: Dr. Kevin Beardmore (via Zoom)**

**Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Met with the eighth and final Promotion and Tenure candidate to be considered by the Board of Trustees later this evening, December 16; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** on December 16 met with potential instructor for soft skills coursework; **Goal 3 (Community Engagement and Economic Enrichment)** accepted invitation from the City of Carlsbad to serve on the Comprehensive Plan Steering Committee, December 10; met (virtually) with Vanessa Lechon, Laurie Blevins, and Dr. Kirk McDaniel from the US

Department of Energy, and Ted Sherry, SIMCO Vice President and Performance Improvement Manager, regarding future MSHA training for WIPP employees, December 12; published latest newspaper/website article: "And the Survey Says," on December 17 (see attached SENMC Strategic Plan (2022-2025) for survey results; paid respects at Mayor Dale Janeway's visitation service on January 2; **Goal 4 (Building, Facilities, and College Foundation)** received Permission to Operate from Xcel Energy regarding metering of electricity from our solar panel installation project, December 17; and **Goal 5 (Independence of SENMC)** met (virtually) with Ferrilli Chief Information Office candidate on December 10; attended the New Mexico Legislative Finance Committee's Higher Education meeting in Santa Fe (all college presidents in attendance), which included a presentation from Higher Education Secretary Stephanie Rodriguez, December 11; attended (virtually) the New Mexico Higher Education Department meeting with National Center for Higher Education Management Systems on the higher education finance study that will be released soon, December 17; made arrangements for, with Andrea Dodson, the Mountain Lion Leadership Seminar, held January 9 and 10.

Dr. Beardmore thanked the Promotion and Tenure Committee and specifically chairman Dr. Eduardo Chappa for its work and finishing ahead of schedule. He shared an email he received regarding an MSHA training course for WIPP. He provided some information about the new CIO, Tymon Mattoszko, who will start in February and then read the list of the participants in the first two sessions of the Mountain Lion Leadership seminar-they are Dr. Raven Anderson, Assistant Professor of Business; Della Bedingfield, Director, Small Business Development Center; Zane Biebelle, Professor of English, Faculty Senate President; Johnny Chandler, Broadcast Media Program Manager; Andrea Dodson, Executive Assistant; Teddi Garcia, Dual Credit Advisor; Jeannie Nichols, Student Program Coordinator; Maria Quintana, Community Education Coordinator; Jade Ramirez, Enrollment Manager; Sky Soto, Director, Marketing and Publications; Dr. Pradip Aryal, Professor of Mathematics; Dr. Candace Byers, Director, SENMC Health Clinic; Raymond Dominguez, Title V Activity Manager; Rocio Espinoza, Director, Grant Services; Rebecca Jones, Instructor, Nursing; Luz Moreno, Director, Learning Technology Center; Dr. Karima Mourhat, Assistant Professor, Criminal Justice; Evelyn Saldana, Financial Aid Staff; Dr. Frosso Seitaridou, Vice President of Academic Affairs; Rebecca Silva, Director of Finance; Antonietta Trujillo, Maintenance and Operations; and Dr. Jonathan Wilson, Assistant Professor, English. Dr. Beardmore said he is very proud that they invested their time in this. Finally, Dr. Beardmore directed attention to the results of the strategic planning survey. The top two rankings went to childcare on campus and a dining hall.

**10) Old Business:** None

**11) New Business**

**A) Capital Projects Update – Gary Martinez:** They are about 75% done with the design for the Trades x Technologies Building. Architects and engineers on still on site doing research on soils and surveying and making sure we are not impeding on someone else's property. He expects this project will be ready to put out for bid by March 15. They have elected to use the RFP process. This will allow them to select who they want rather than having to take the lowest bid. The RFP documents express consideration for local contractors first. The Main Building entry way/Welcome Center project is 50% complete. Mr. Martinez anticipates starting these projects in June or July and says they will take 18-24 months to complete. The Library Study Room should be ready in another week.

The Energy Savings Performance contract (HVAC upgrades and solar parking) is close to completion. The arrays are built, and they are waiting for Xcel Energy and the contractor to coordinate the connection. The access control project is complete-all the locks on campus have been changed to wireless control. The campus can be locked down in an emergency. Dr. Beardmore added that there will be a drill later this month to test this. Mark Cage said law enforcement personnel will need access in lockdown situations.

**B) Trades x Technologies Building Update – Gary Martinez:** Mr. Martinez said they will work ahead to connect IT and security to the new building. Dr. Beardmore said he wants Ned Elkins and Bill Murrill who had been on the Building Committee to be included in discussions before the RFP goes out. He expects this to happen before the February 10 Board of Trustees meeting.

- C) **Sign on Highway – Dr. K Beardmore:** A proposal from an Albuquerque company quoted a price of less than \$50K to build and install a sign according to a previously approved design. The quote does not include permit fees and other city costs. It also does not include electricity to light the sign. The time frame for construction is not known.

Motion: **Mark Cage** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

**Bowman, Cage, Elkins, Murrill, and Frintz** voted in favor of moving forward with the sign.

- D) **Selection of Lobbyist – Dr. K Beardmore:** Dr. Beardmore reported that this was a failed search as nothing was submitted within the time frame. He said the college could advertise again but recommends not taking any further action because the legislative session starts in eight days.
- E) **Monthly Financial Report – Dr. K Volpi (via Zoom)** Dr. Volpi started by apologizing for her physical absence from the meeting. She had intended to attend in person. Her new plan is to be in Carlsbad for the April Board meeting. She reviewed the graphs associated with the financial reports and said the college is a little bit ahead of where it was last year. Looking at the income statement and balance sheet she observed that the college is spending a lot in capital improvements. Dr. Volpi said she has been able to run budget reports, and the Business Office will distribute them to departments this week. After a brief review of the stabilization reports she invited Glenn Trammel (Ferrilli) to make some introductions. Glenn introduced Gretchen Parrish who is acting as Interim Chief Information Officer (CIO) at SENMC. She has been on campus since before the winter break. He added that she has done some great work organizing staffing. He then introduced Tymon Mattoszko who will assume the permanent CIO position in February. They have a candidate to interview for an entry level tech/business analyst position. Lisa Edwards will start full time as Applications Director in February. She will be working remotely.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou's report included updates from the Business and Information Technology department and the Nursing department who reported that they have met with their respective Citizens Program Advisory Committees. They indicated they were able to have thoughtful discussions about how SENMC can better address their needs. Dr. Jonathan Wilson, from the English, Communication, Fine Arts, and Digital Media department was featured in the winter edition of *Focus: Beyond the Bell: Navigating Life After High School*.  
Dr. Seitaridou reported that the HLC (Higher Learning Commission) Assessment Academy team organized its first event called Day of Reflection on Teaching and Learning, held earlier today. She said 22 faculty participated in the event which included a presentation by HLC Assessment Academy scholar Dr. Susan Murphy and a panel discussion led by the Humanities department. The event concluded with bingo games and prizes. They will send a survey to the participants to gather feedback that will assist them in planning future events.
- B) **Dr. Karla Volpi, VP of Business and Finance:** Nothing to report.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia said the light at the end of the tunnel is getting brighter. They are more comfortable with the systems that are in place and the help they are getting. She said things are going smoothly, effectively, and efficiently. She said they are getting a better understanding of the system and learning how to make it work for SENMC. Ms. Garcia said enrollment and registration are going on now. Students are able to self-register using the Anthology portal known as the Lion's Den. She said she has heard from students commenting that they can't find a class for which they want to register. She explained that the system has been designed to show the students only the courses that are part of their degree plan. Courses not in their degree plan are

designated as extra courses. This gives Student Affairs staff the opportunity to have conversations with the students about how long these extra courses could delay them from completing their program and how it might affect their transcripts or financial aid.

Course scheduling has been easier and there was a high turnout of faculty reporting grades on time. Ms. Garcia added that many colleges and universities still struggle with that. Financial Aid automation also went well. Enrollment reports as of January 10 showed almost 200 more students registered than last year at this time.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that the spring schedule is out, and they have already started enrolling for the upcoming classes. There are 21 classes in the spring schedule, 7 designed for children aged 4 and up and the rest for adults. They expect the spring break camps to be comparable to last year with enrollment of 15-20 kids.

The Community Education Program, assisted by Samantha Villa is offering free technology classes for senior citizens this week. There will be both morning and evening sessions to accommodate everyone. At the end of the month they will offer a Microsoft Office training for the city.

Dr. Harris added that the focus this year is on professional development, and they hope to bring back the "Lunch and Learn" sessions that had previously been offered to faculty and staff.

Workforce reports that the 5DT team will be back on campus from February 3 to February 14 to continue work on the simulators. They will also train some of the Workforce trainers on system operations.

They met with the Carlsbad Department of Development on December 19 and presented what they are working on and agreed to keep communicating as more programs are established.

Michael DeHoyos joined the team on January 6 as an OSHA Instructor.

Workforce met with the principal and some staff at Loving High School to explore offering OSHA and MSHA training to junior and senior students as an extension of their career programs.

Radiological Control Tech (RCT) training will start with a Math Boot Camp on March 3 followed by the RCT classes two weeks later. The schedule will be Monday through Friday evenings until the end of June. Interested Eddy County residents can contact Workforce about the Course Fee Assistance program. For a limited time, this assistance program will cover 100% of the program fee.

They will meet with Wellsite LMS later this week to discuss implementation of Lease Operator training and how this resource can be offered to high school programs.

- 13) **HR Report: Steven Gonzales, HR Director:** Mr. Gonzales said that as of January 7 the SENMC employee count is 239 employees. This includes full-time, part-time, temporary, and student employees. He introduced one of two new employees, Dania Moran, Dreamer Coordinator. There are currently six faculty and six staff vacancies. Human Resources has been working on a performance evaluation platform since October. Several staff have tested the program and provided feedback. Mr. Gonzales will meet with Dr. Beardmore to get approval for the program. He is hoping to go live with this in February. January 2025's Employee of the Month is Merdia (Merdi) Theragood, Associate Registrar.

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

- A) **Faculty: Zane Biebelle** reported that Faculty Senate met today to discuss a proposal from Dr. Raven Anderson to select a student of the month. Students would be nominated by faculty and faculty senate will evaluate the nominations and make the selection. This will shine a light on students doing exemplary work and is also a way to motivate faculty. Ms. Biebelle will take the proposal to Drs. Beardmore and Seitaridou for review and approval and hopes to be able to introduce this in September.

Aside from this her focus for this semester is faculty evaluations.

B) **Administrative Staff:** Johnny Chandler, Administrative Staff president announced that the next meeting for the administrative staff will be on January 22.

C) **Classified Staff:** None

**15) Closed Session – Consideration of application(s) for Promotion/Tenure**

Motion: **Mark Cage**      Second: **Sarah Bowman**      Nay: **-0-** Abstain: **-0-**

**Bowman, Cage, Elkins, Murrill, and Frintz** voted in favor of the motion to go into a closed session at 7:01 pm. The discussion will be limited to consideration of applications for promotion/tenure.

The Trustees returned to the public meeting room at 7:36 pm.

Motion: **Mark Cage**      Second: **Ned Elkins**      Nay: **-0-** Abstain: **-0-**

**Bowman, Cage, Elkins, Murrill, and Frintz** voted in favor of the motion to reconvene the open meeting.

**16) Board comments:**

Bill Murrill observed that with all the money spent on technology he has not had a complete Zoom meeting yet. Tiffany said she has been assured that new equipment was delivered and everything should be in full swing next meeting. Sarah Bowman took a moment to recognize Merdi and her selection as Employee of the Month and congratulate Ciara for “hitting it out of the park” with PTK. Mark Cage expressed his desire to memorialize Mayor Dale Janeway and all his effort in making this college happen. He suggested appointing a committee to do this. Dr. Ned Elkins proposed not waiting and suggested that perhaps the Instructional Center could be renamed to honor Mayor Janeway. There needs to be some research into this because the Instructional building may already have been named. An alternative may be to rename the Main Building. Tiffany Frintz thanked everybody for coming to the meeting.

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

**Date:** February 10, 2025    **Time:** 6:00 pm    **Place:** SENMC Room 153

**18) Adjournment –** Board Chair Tiffany Frintz adjourned the meeting at 7:42 pm.

**Approved**

\_\_\_\_\_  
Sarah Bowman, Secretary

\_\_\_\_\_  
Date

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

Updates for February 2025 in blue

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

Marched in the Carlsbad Rev. Martin Luther King Jr. Day event, January 20

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

Presented the SENMC attributes to FYEX 1111 class, January 29

Announced changes in reporting for Registrar's Office and Student Affairs, January 30

Held a Campus Forum, January 30

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

Met, along with Dr. Monty Harris, with Vanessa Lechon, Laurie Bevins, and Dr. Kirk McDaniel from the US Department of Energy, on the USDOE grant, January 16

Published my latest newspaper/website article: "Ready to be Resolute," January 21

Reported for jury duty at Eddy County Court House, January 21 and February 4

Met with James Johns and Jolene Beaty, WIPP Organizational Development Team, about the new SIMCO President's Leadership Program that will be hosted at SENMC, January 23

Attended Carlsbad Rotary, January 22, January 29, and February 5

Attended the Eddy County Legislative Reception in Santa Fe, January 27

Attended the WIPP Legislative Breakfast in Santa Fe, January 28

Met (virtually, along with Monty Harris and Jerry Brian) with Mike Hightower of the New Mexico Produced Water Research Consortium, January 29

Joined the Advisory Board for the New Mexico Community News Transformation Grant (first meeting), January 29

Met (virtually) with Adriene Gallegos, New Mexico Small Business Development Centers regarding the FY 25 Cooperative Agreement Overview, January 30

Attended the Ribbon Cutting for Artesia Public Schools Career Center One, January 30

Met (along with Monty Harris and Jerry Brian) with Dr. Philip Gleckman, Chief Executive Officer of Sunvapor Inc., to discuss partnership opportunities, January 31

Attended the Carlsbad Department of Development Board meeting, February 6

Welcomed the Eddy County Innovation Zone Meeting to campus, February 6

Volunteered at Rotary's Pancake Day, February 8

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

Discussed funding of the Pecos High School (TX) Career and Technical Education Building with Pecos Schools Superintendent Brent Jaco, January 8

Met (along with Gary Martinez) with faculty and Nine Degrees about finalizing room details for the Trades x Technologies Building, January 22

Met (virtually) with Jonny Heins of Permian Resources and Brian Woodard of Mewbourne about progress on and advocacy for the Trades x Technologies Building, January 24

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

Met (virtually) with Ferrilli Application Support Analyst candidate, January 22

Attended (virtually) the New Mexico Higher Education Secretary's Legislative Updates, January 30 and February 6

Attended the New Mexico Legislative Budget and Accountability Hearing and Higher Education Budget Hearing, House Appropriations and Finance Committee, February 7



Southeast New Mexico College  
**REQUEST FOR PROPOSAL (RFP)**  
RFP# 202412001

**Lobbyist Services**



**Southeast New Mexico College**

RFP DUE TIME AND DATE: 12:00 pm MST 12/08/2023  
PROCUREMENT CONTACT: Rebecca Silva at 575-234-9213  
E-MAIL: [purchasing@senmc.edu](mailto:purchasing@senmc.edu)

LOCATION:  
Southeast New Mexico College  
Procurement Services  
Main Building, Room 108  
1500 University Dr.  
Carlsbad, NM 88220

**8.4** This Agreement constitutes the entire agreement between the parties pertaining to its subject matter and supersedes all prior contemporaneous agreements, representations and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all parties.

**8.5** If any provision of these policies and regulations or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of these policies and regulations which can be given effect without the invalid provision or application, and to this end the provisions of these policies and regulations are severable. In lieu thereof, there shall be added a provision as similar in terms to such illegal, invalid and unenforceable provision as may be possible and be legal, valid, and enforceable.

## **TERMS AND CONDITIONS**

Following the selection of a Contractor, SENMC will enter into good faith negotiation of a formal agreement that will be consistent with the provisions in this RFP and which will include the Southeast New Mexico College Standard Terms and Conditions. By submitting a proposal, Respondent acknowledges that these terms and conditions will be included in the agreement unless exceptions to the terms and conditions are included in the proposal. SENMC reserves the right to reject proposals requesting major deviations from the standard terms and conditions.

## **PROPOSAL GENERAL INSTRUCTIONS**

1. Proposals must be received by SENMC at Procurement Services no later than 2:00 P.M. (local time) at which time said proposals will be opened and recorded as received.
2. SENMC is seeking proposals from qualified individuals and/or companies in accordance with the RFP scope of work
3. Any inquiries or requests regarding clarification of this procurement document should be submitted to SENMC Procurement Services in writing at 1500 University Dr., Carlsbad, NM 88220, or. Respondents may only contact Procurement Services with questions regarding the Request for Proposals or other procurement documents. Other SENMC departments or employees do not have the authority to respond on behalf of SENMC. Respondents **MAY NOT** contact other SENMC departments. Any other communication will be considered unofficial and non-binding. Communication directed to parties other than Procurement Services will have no legal bearing on this RFP or resulting agreement(s).
4. Any contact during the RFP evaluation process, or attempt to have contact with the Evaluation Committee, where it is unsolicited by the Evaluation Committee's members, is grounds for disqualification of your offer.
5. Respondents should promptly notify Procurement Services of any ambiguity, inconsistency, error, or missing attachments that they may discover upon examination of the RFP. Any

# Quarterly Financial Actions Report

College Name: \_\_\_\_\_

Fiscal year:

Date:

Period (check one)

Quarter 1

Quarter 2

Quarter 3

Quarter 4

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

- |   |     |    |
|---|-----|----|
| (1) Request an advance of state subsidy?  | Yes | No |
| (2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?  | Yes | No |
| (3) Fail to make its payroll payments, as scheduled?  | Yes | No |
| (4) Fail to make its scheduled debt service payments?   | Yes | No |
| (5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?  | Yes | No |
| (6) Relative to the original fiscal year budget, experience any significant actual or anticipated financial changes that are not reflected in a submitted Budget Adjustment Request (BAR). Significant financial changes refers to fiscal activity that will result in a substantially reduced year-end fund balance or any increase in a fund balance deficit. | Yes | No |

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

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

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

**New Mexico Higher Education Department  
Institutional Finance Division  
Quarterly Financial Certification Report Template**

Please complete and sign the following Financial Certification Report and submit with the Quarterly Financial Actions Report.

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

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ Quarter, FY \_\_\_\_\_

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

**College Name:** \_\_\_\_\_

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

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**(Name) Board Chair, Board Co-Chair, or Certified Designee** **Date**

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**(Name) President** **Date**

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**(Name) Chief Financial Officer** **Date**



Southeast New Mexico College  
VPAA's Office  
1500 University Drive  
Carlsbad, NM 88220  
(575) 234-9200, Fax: (575) 885-4951

## Board of Trustees – VPAA report – February 2025

- Updates from the Nursing department – Gina Zuniga

Ms. Zuniga is a Peer Reviewer for the Accreditation Commission for Education in Nursing (ACEN). Her first site visit is on February 10<sup>th</sup> at Galveston, Texas with two other ACEN reviewers. Her service as a Peer Reviewer will help her understand the accreditation process better so that she can assist her department in preparation for its review in 2027.

- Updates from Academic Affairs

- A group of faculty (Dr. Hamed (Team leader), Mr. Abdaljalil, Dr. Al-Nouman, Dr. Al-Sharaabi, Dr. Mourhat, Mr. Strahan, Ms. Wang, and Mr. Wiedenmann) attended a two-day workshop in Phoenix, Arizona on January 27-28 organized by HLC. The workshop focused on Academic Program Reviews.
- A group of faculty (Ms. Biebelle (Team leader), Dr. Chappa, Ms. Clements, Dr. Huang, and Dr. McIntosh) attended an online workshop organized by HLC titled "Assessing the General Education Program". The workshop took place over four days on January 16, 17, 23, and 24.

**Human Resources Report - February 2025**  
*Report Generated: February 4, 2025*  
*Submitted by: Steven Gonzales, HR Director*



## Employee Count

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

### ***New Hires***

#### **Name**

Allen, Kordell  
Almanza, Gabryella  
Antiporda, Logan  
Campos, Alana  
DeHoyos, Michael  
Enriquez, Joe  
Kerr, Evelyn  
Lopez, Sammy  
Nicholson, Aiden  
Pennington, Emily  
Peters, Luke  
Salazar, Megan  
Vanden Heuvel, Andrew  
Velasquez, Kristopher  
Villareal, Roman

#### **Job Title**

Bookstore Assistant  
Student hire, Sciences  
Temporary hire, LAC  
Temporary hire, Facilities  
Workforce Trainer  
Cashier  
Math Tutor  
Student hire, Sciences  
Student hire, HSI Grants  
Administrative Assistant, LAC  
Student hire, Technology Services and Solutions  
Temporary hire, Adult Education  
Adjunct, Astrology  
Adjunct, Digital Media  
Adjunct, Cyber Security

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**Total: 15**

### ***Departures***

#### **Name**

#### **Job Title**

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**Total: 0**

### ***Currently in Interview Process***

#### **Job Title**

Facilities Technician

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**Total: 1**

***Current Vacancies***

**Job Title**

**Faculty:**

Adjunct, Certified Nursing Assistant (CNA)

Adjunct, Surgical Technology

Instructor or Assistant Professor, Electrical Technology

Instructor or Assistant Professor, Health Information Technology

Instructor or Assistant Professor, Mathematics

Instructor or Assistant Professor, Oil & Gas

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**Total: 6**

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**Staff:**

Facilities Technician

MSHA Trainer

Temporary hire, Testing Center

Temporary hire, Adult Education Instructor

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**Total: 4**

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