



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, AUGUST 12, 2024 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 7/8/2024 | ACTION ITEM |
| 6. PUBLIC COMMENTS
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. K BEARDMORE | |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN (<i>attachment</i>) | DISCUSSION |
| 10. OLD BUSINESS | |
| A) CERTIFICATION OF INVENTORY – DR. K VOLPI | DISCUSSION/ACTION |
| B) APPROVAL OF RESOLUTION TO SUPPORT
GENERAL OBLIGATION BOND – DR. K BEARDMORE | DISCUSSION/ACTION |
| 11. NEW BUSINESS | |
| A) APPROVE HEALTH CLINIC FEE SCHEDULE –
DR. C BYERS/DR. K VOLPI/DR. K BEARDMORE | DISCUSSION/ACTION |
| B) MONTHLY FINANCIAL REPORT – DR. K VOLPI | DISCUSSION/ACTION |
| C) APPROVE QUARTERLY FINANCIAL CERTIFICATION – DR. K VOLPI | DISCUSSION/ACTION |
| D) PRESIDENTIAL EMPLOYMENT EXTENSION
AGREEMENT – DR. K BEARDMORE | DISCUSSION/ACTION |
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS | |
| A) DR. EFFROSYNI SEITARIDOU, VP-ACADEMIC AFFAIRS | |
| B) DR. KARLA VOLPI, EXECUTIVE VP/VP-BUSINESS & FINANCE | |
| C) JUANITA GARCIA, VP-STUDENT AFFAIRS | |
| D) DR. MONTY HARRIS, VP-WORKFORCE DEVELOPMENT &
COMMUNITY ENGAGEMENT | DISCUSSION |

- | | |
|--|--------------------|
| 13. HR DIRECTOR'S UPDATE-STEVEN GONZALES (<i>attachment</i>) | 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 (9-9-2024) | 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 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: 7/8/24
 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 Members absent: Mark Cage, Tiffany Frintz

- 1) **Call to Order** (Board Secretary Sarah Bowman, presiding) Time: 6:00 pm
 2) **Pledge of Allegiance**
 3) **Establish Quorum – Roll Call**
 4) **Approve Agenda**
 Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**
 Bowman, Elkins, and Murrill voted to approve the agenda.
 5) **Approval of minutes from the previous meeting – 6/10/2024**
 Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**
 Bowman, Elkins, and Murrill all voted in favor of the motion to approve the minutes.
 6) **Public Comments:** Norbert Rempe thanked the Trustees for moving Public Comments to the head of the agenda; criticized the college and the Trustees for a recent article in the Carlsbad Local mourning the passing of Carol Thomas; and asked what are the policies that govern the health clinic specifically in regard to abortion.
 7) **Student Government Representative: None**
 8) **General Counsel: Lane Martin (via Zoom)**– Nothing to report.
 9) **SENM general status report: Dr. Kevin Beardmore**
 A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Dr. Beardmore met with the Phi Theta Kappa Leadership Team who were hosting the PTK Regional Lead to plan for SENMC to host the September Regional Meeting; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** on June 20, with Dr. Monty Harris met with Matt Clark, Workforce Development Manager, National Center for Construction Education and Research; also with Dr. M. Harris met with Vivek Nadig on June 27 about the rollout of the Wellsite software at SENMC; **Goal 3 (Community Engagement and Economic Enrichment)** met (with Dr. Mickey Best and Misty McCormack) with representatives from the WIPP chapter of the United Steel Workers, including a visiting training lead from Pittsburgh on June 10; welcomed a leadership training class from WIPP to campus on June 17; attended the Carlsbad Rotary on June 19 and 26; attended the Carlsbad Department of Development annual dinner on June 20; presented on the Future of the USDOE and SENMC Partnership at the US Department of Energy National Transuranic Programs User Group meeting in Albuquerque on June 25; and attended the mayor’s Fourth of July Sponsor dinner on July 3; **Goal 4 (Building, Facilities, and College Foundation)** received approval for the Library Family Study room from the New Mexico Higher Education Department Capital Outlay Committee on June

12; and **Goal 5 (Independence of SENMC)** accepted the final report of the Higher Learning Commission (HLC) Focus Visit Team on June 27 – the team has recommended a monitoring report on Criterion 5.B. due on July 27, 2026. This report should bring closure with the external auditors of the FY23 and FY24 financial audits. It should also address a formal multi-year strategic enrollment plan that can help identify recruitment and retention efforts, and provide an update on progress with the Trades x Technologies building construction; during the past weekend Dr. Beardmore received notice of SENMC’s acceptance to the HLC Assessment Academy; and received the initial topline report of the Great Colleges to Work For survey that was conducted in March; finally, rooftop units and cranes are arriving on campus to begin the HVAC work on the Main Building. Dr. Beardmore also presented graphs with the latest enrollment/headcount as well as full-time equivalent students (credit hours). Data prior to the middle of June 2023 was unreliable because the college was just getting started with Anthology, so it has been excluded from the report. Figures are very close this year to what they were at this same time last year. Troubles with FAFSA are affecting enrollment nationwide. The graph showing applications is also holding steady. The report from the Higher Education Department showing fall final enrollment and full-time equivalent data indicates SENMC had a 19% drop. This was anticipated because of the loss of the swirl students. Dr. Beardmore added that enrollment figures vary widely across the state with some schools also showing drops and others experiencing good years.

- 10) Old Business: Certification of Inventory – Dr. K Volpi** – Dr. Volpi explained that the full inventory list includes items previously approved for sale. The Trustees did not receive a copy of the full list and did not want to certify the inventory without it.

Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**

Bowman, Elkins, and Murrill voted in favor of the motion to table the certification of inventory until the August meeting.

11) New Business

A) Monthly Financial Report – Dr. K Volpi (via Zoom) Dr. Volpi reviewed the financial reports for May 2024. She explained that the deposits do not reflect monies collected in May. The Accounts Receivable Aging report indicates that many of the accounts are older than they should be. The AR Clerk has been making calls and collected approximately \$30K. She also explained the current accounts balance is negative because students often pay for their classes when they register but the college does not recognize the revenue until the census date (the third Friday after classes begin). These reports do not require action from the Trustees.

B) SENMC Foundation Board report – Dr. K Beardmore & Jordan Millican - Jordan Millican is responsible for coordinating the Foundation’s activities. At the request of SENMC Board of Trustees Chair Tiffany Frintz she took the Trustees through the process of establishing the Foundation Board and completing all the required documentation and filings. The Foundation Board has selected a bank (Carlsbad National Bank) and a donor platform (Foundant) to assist with fundraising campaigns and provide other support (donations, accounting, communications, and reports. SENMC Counsel Lane Martin has reviewed the Foundant agreement. They need Ms. Frintz’s signature on the state application for the non-profit organization. Dr. Beardmore added that the Foundation is expected to pay a required amount for the General Obligation bond campaign and the funds cannot come from state monies. There are two donors lined up, one to pay the \$6,000 assessment for the GO Bond campaign and the other to make sure the Foundation meets its required minimum for the account.

C) Approval of Resolution to Support General Obligation Bond – Dr. K. Beardmore

Dr. Beardmore presented a draft resolution in support of the General Obligation bond for higher education.

Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**

Bowman, Elkins, and Murrill voted in favor of the motion to table this action until the August meeting.

D) President’s Contract (Dr. K. Beardmore)

Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**

Bowman, Elkins, and Murrill voted in favor of the motion to approve a 6% increase to the president’s compensation effective January 1, 2024, and a 3% increase effective July 1, 2024. These increases are consistent with those received by SENMC staff.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou began by thanking the college and the community for the warm welcome she has received. She reported that the College Day event held in April had 250 participants from Artesia Junior High School. The feedback from a small sample of students indicates the event increased the likelihood of attending college. Students also suggested that future events include more information about careers, the admission process, and campus life, as well as more engaging activities. The report from the Nursing program is currently a 100% pass rate on the NCLEX examination. There are 30 freshman students entering the Nursing program in the fall and there are 17 continuing 3rd semester students. Finally, the data from the 2023-2024 National Council of State Boards of Nursing (NCSBN) NCLEX Program report shows that the SENMC ADN Nursing program is ranked #1 across all three areas, not only in the state but also in the country. The EMT Program will see improvements in certificates and degree pathways in 2024-2025. Additionally, the Carlsbad Fire Department has approached the college for a meeting to discuss further development of the EMT and Fire Science programs. A purchase through Grant Services/HSI has provided SENMC with equipment for anticipated wildland fire courses.
- B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** Nothing to report.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia began by acknowledging members of the Ferrilli team that were in attendance. They are on campus this week to work on stabilization, automation, and workflow. The newly remodeled area in Admissions has created space for Dual Credit and advising personnel as well as a transfer center for students. This remodel was completed with assistance from Grants Services.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris thanked the Trustees for approving the purchase of Radiologic Control equipment last month. He said he spoke to David Porter of Porter House, Inc. today and they will be ready to teach in the fall. Community Education had more than 200 kids in its summer classes and approximately 40 participants in the adult classes. By the end of July, they anticipate surpassing last year’s numbers; the Community Garden project has been approved and they are seeking assistance from the City, hoping for a donated plot of land; they are continuing to offer Professional Development classes until the REC Center reopens. Workforce will start Pre-Apprentice Electrical Training classes on Monday and will soon have another train the trainer session for MSHA instructors; there has been no response from the state regarding third-party CDL testing; OASIS (Online Assisted Skills Instruction System) is live. The link can be found on the Workforce page on the SENMC website; the application for accreditation with NCCER (National Center for Construction Education and Research) has been approved. This will provide access to resources developed by industry including curriculum and teaching resources; Workforce is currently searching for full-time electrical and oil and gas instructors;

and miner training continues-mostly contractors working for the potash mines.

13) HR Report: Lucy Reyes, HR Coordinator: The SENMC employee count is at 238 as of July 2, 2024. Ms. Reyes introduced Kristal Allen, newly hired Achievements Coordinator. There are currently five staff vacancies and one faculty vacancy. July 2024's Employee of the Month is Jessica Johnson, Assistant Professor of Nursing.

14) Employee representative comments (optional)

A) **Faculty: Zane Biebelle-** None.

B) **Administrative Staff:** – None.

C) **Classified Staff:** Maria Quintana introduced herself as the new president for the Classified Staff. Antonietta Trujillo is the new vice president.

15) Board comments:

Ned Elkins took a moment to reiterate the regard he has for Carol Thomas and said he celebrates her passion. Sarah Bowman thanked Ned and echoed his comments. She offered congratulations to Jessica Johnson and thanked everybody that had been involved in the Community Garden project. She also thanked members of the Ferrilli team for attending the meeting.

16) Announcement of next regular board meeting:

Date: August 12, 2024 **Time:** 6:00 pm **Place:** SENMC Room 153

17) Adjournment – Board Secretary Sarah Bowman adjourned the meeting at 7:14 pm.

Approved

Sarah Bowman, Secretary

Date

SENMC STRATEGIC PLAN (2022-2025)

Updates for August 2024 in blue

Goal 1: Diversity and Commitment

Met with Gage Garza (Centro STEM Promoter) and Ezequiel Pena (Ascender Promoter), student leaders from our HSI Grant Services team, for an interview about the future of SENMC, July 8
Held an Open Forum for campus, July 24
Met with a facilitator from The Leadership Challenge about a Leadership Development series at SENMC for 2024-2025, July 29
Met with the Classified Staff to discuss the Great Colleges to Work For 2024 results, August 5

Goal 2: Enrollment, Retention, and Graduation/Completion

Met with Anthology's "Voice of the Customer" team, July 23
Met with the Parking Lot Party (scheduled for August 19) Planning Team, August 1
Met (with Dr. Frosso Seitaridou and Dr. Sandra Florez) with Roy Thomas, Director of Diagnostic Imaging, and Khush Ghadiali, Director of Public Relations, Artesia General Hospital, about the potential for a Radiography program at SENMC, August 8 (follow up to July 31 meeting)

Goal 3: Community Engagement and Economic Enrichment

Published my latest newspaper/website article: "Family Time" (early-mid July)
Met (along with Dr. Seitaridou, Robert Trautner, and Dr. Mickey Best) with Carlsbad Fire Department to plan for a training and education partnership, July 9
Presented the economic impact of SENMC & a construction update, Carlsbad City Council, July 9
Met with Becca Myers of Coterra to discuss Oil & Gas training and programming plans, July 10
Met with Eric Spencer, Carlsbad Municipal Schools Assistant Superintendent, July 23
Met (along with Dr. Seitaridou and Ms. Villa) with Sarah Jones, Carlsbad Library Director, July 24
Volunteered at the Assistant League's Operation School Bell, July 24
Met with Mike Antiporda, Carlsbad Community Foundation, July 25
Met (along with Dr. Seitaridou, Samantha Villa, and Misty McCormack) with the Permian Basin Literacy Coalition to discuss expanding adult education, July 25
Attended the Permian Basin Association of Pipeliners Scholarship Dinner in Midland, July 25
Attended Carlsbad Rotary, July 31 and August 7
Attended the WIPP Community Forum and Open House, July 30
Visited the Carlsbad HS Performing Arts Center construction site, July 31
Met with Shannon Johnson of the Cal Ripkin Sr. Foundation to discuss hosting their STEM Teacher Training event next summer, August 1
Attended the Carlsbad Department of Development Board meeting, August 1
Met with Representative Gabe Vasquez and Somos un Pueblo Unido to discuss adult education and the transition of students to high demand careers at SENMC, August 6
Visited (w/ Dr. Seitaridou) the Carlsbad Environmental Monitoring and Research Center, Aug 7

Goal 4: Building, Facilities, and College Foundation

Met with Nine Degrees, Engineers, and City of Carlsbad Water/Sewer about the Trades x Technologies Building, August 1
Presented the renovation of the Main Building to the New Mexico Department of Education Capital Outlay Committee (Summer Hearing), at NMSU-Alamogordo, August 6

Goal 5: Independence of SENMC

Met with Dr. Harriette Scott, Southern Regional Education Board (strategic planning), July 10



Southeast New Mexico College
Procurement Services and Risk Management
Inventory Certification

SUMMARY ORG: Southeast New Mexico College

DEPT: Physical Plant and Maintenance

DATE:

SUBMITTED BY: _____

TO: Whom it may concern:

I CERTIFY THAT THE 2023-2024 INVENTORY FOR THE ABOVE DEPARTMENT IS COMPLETE AND CORRECT. ALL ITEMS ARE IN USE OR AVAILABLE FOR USE. ALL EXCEPTIONS TO TI-IIS STATEMENT HAVE BEEN PROCESSED WITH INVENTORY CHANGE REPORTS (ICR) OR OTHER REQUIRED PAPERWORK. ALL INVENTORY HAS BEEN SIGHTED AND SCANNED BY SOMEONE OTHER THAN THE CUSTODIAN.

INVENTORY RESULTS

Number of items on original inventory list: 706

Number of items scanned: 706

ICRs processed: _____

Value of Missing items: _____ (Net book: _____)

ICR Detail:

Missing: _____	Surplus: _____	Stolen: _____
Unavailable: _____	Disposed: _____	Cannibalized: _____
Traded In: _____	External Transfer: _____	Returned: _____
Destroyed: _____		

Note: Missing items must be accompanied by attachment detailing last know location and, if known, circumstances that may explain why the items cannot be currently located. Inventory results are correct as of the date shown and may be different if items were later transferred.

Antonieta Trujillo
Property Contract Person

Antonieta Trujillo
Property Contract Person Signature

7-3-24
Date

Gary Roper
Department Head

Gary Roper
Department Head Signature

7-3-24
Date

KARLA VOLPI
Vice President, Dean, or Director

Karla Volpi
Vice President, Dean, or Director

7-3-2024
Date

No Delegation of signature is allowed. Missing items will be reported to the Board of Trustees.



Southeast New Mexico College
1500 University Drive
Carlsbad, NM 88220
(575) 234-9200, Fax: (575) 234-9262

Board of Trustees

A RESOLUTION IN SUPPORT OF GENERAL OBLIGATION BOND 3 FOR HIGHER EDUCATION ON NOVEMBER 5, 2024.

WHEREAS Higher Education General Obligation bonds come before the voters in the state of New Mexico every other year; and

WHEREAS these bonds are a proven and accepted method of funding bricks and mortar projects throughout the state; and

WHEREAS this November New Mexico voters will have an opportunity to pass GO Bond 3 for Higher Education in the amount of \$215 million in support of more than 25 projects statewide; and

WHEREAS these funds will benefit the students of New Mexico’s colleges, universities, and specialty schools, providing them with the resources they need to be successful; and

WHEREAS there are no tax increases associated with these bonds; and

WHEREAS GO Bond 3, if passed, will contribute \$5 million to the construction of the Trades x Technologies Building at Southeast New Mexico College; and

WHEREAS this will infuse \$5 million into the Carlsbad economy; and

WHEREAS it will attract and retain a skilled workforce that will help grow the local economy; and
WHEREAS it will help recruit new students to the college, who, once graduated, are highly likely to remain in the community

BE IT RESOLVED, that the Board of Trustees of Southeast New Mexico College support a vote of yes on GO Bond 3 on the statewide ballot this November.

ADOPTED and APPROVED on this 12th day of August, 2024 by the undersigned:

Chair-Board of Trustees

Secretary-Board of Trustees

ered employees from “interfering with or affecting” the result of an election by using their official authority or influence; soliciting political contributions from public employees; or running for office.

a. Political interference

The Law - 5 U.S.C. Section 1502(a)

A State or local officer or employee may not...

(1) use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

Commentary

State and local government officials and employees “whose principal employment is in connection with an activity which is financed in whole or in part” with federal loans or grants are required to comply both with state law and with the federal Hatch Act. See Section 1501(4). Public employees covered by this Act are prohibited from “interfering with or affecting” the result of an election by using their official authority or influence. This applies to any election, partisan or not. Officials should not be misled into thinking that only crimes such as vote tampering are prohibited. Any attempt by a covered state or local government officer or employee to affect the result of an election is illegal.

Example 1:

A state environmental official is working late on a federally funded Superfund project that is being used to support half his salary. His paycheck comes from the state agency that employs him, however. A friend and big supporter of his agency, who is running for city council, rushes in. He is on his way to a

candidate forum but has almost run out of campaign flyers to distribute. He asks to use the office copier machine to run off more flyers, which the official permits. This conduct—using office paper and copier services to aid his friend’s campaign -- may violate the federal Hatch Act. It also violates the GCA’s prohibition against using property belonging to the state agency for other than authorized purposes. See Part VI.C, above.

Example 2:

The director of the department overseeing building code enforcement for a city is told by the mayor’s secretary to ask the local building industry for campaign contributions. The city has a sizable grant from the U.S. Department of Housing and Urban Development to strengthen its code enforcement capacities, but the official’s own salary is paid entirely from City funds. Nevertheless, if the director’s principal employment is in connection with the federally financed code enforcement program, the director’s solicitation of campaign donations would likely violate the Hatch Act.

Example 3:

An officer in the food inspection section within the same department described in the previous example leaves flyers supporting the mayor’s reelection at each restaurant he inspects. Unlike the department’s code enforcement section, the food inspection section receives no federal funding. The officer’s actions during business hours are questionable, but they do not violate the federal Hatch Act. The employee is not covered by the Act because he exercises no functions in connection with the federally funded project, even though he works for a department that receives federal funds.

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:

1st _____ 2nd _____ 3rd _____ 4th _____ 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.

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

(Name) President **Date**

(Name) Chief Financial Officer **Date**

SOUTHEAST NEW MEXICO COLLEGE PRESIDENTIAL EMPLOYMENT EXTENSION AGREEMENT

THIS EXTENSION AGREEMENT is to the Southeast College Presidential Employment Agreement dated October 18, 2022, and is by and between the Southeast New Mexico College Board of Trustees (“the Trustees”) and Southeast New Mexico College President Kevin Beardmore, Ed.D (“Dr. Beardmore”).

WHEREAS the purpose of this Extension Agreement is to extend the term of Dr. Beardmore’s employment and provide an adjustment to Dr. Beardmore’s salary and compensation.

NOW THEREFORE, the Parties hereby agree to the following terms and conditions which shall become effective upon Dr. Beardmore’s and the Trustees’ approval.

- A. The initial term of employment under the Southeast College Presidential Employment Agreement dated October 18, 2022, shall be for two years commencing on January 1, 2023, and terminating on December 31, 2024. On December 31, 2024, Dr. Beardmore’s employment shall be extended for an additional three-year period until December 31, 2027. If by the end of the second year of the Employment Period (December 31, 2026) the Board wishes to retain Beardmore as President, the Board will offer Beardmore an extension of employment for an additional term. The additional term will be determined at the time of the offer of extension of employment. A new employment contract may also be entered into at the time of the extension of employment.
- B. Dr. Beardmore’s annual salary of Two-Hundred Thousand Dollars (\$200,000.00) shall be increased by 6% retroactive January 1, 2024, with an additional 3% increase effective July 1, 2024. Dr. Beardmore’s salary shall remain payable bi-monthly in accordance with standard College practices. All such salary, and any performance or extension bonuses, if any, shall be subject to the customary withholding tax, social security tax and other employment taxes as may be required by the State of New Mexico, any of its political subdivisions or the federal government. Such salary will be reviewed annually following the evaluation by the Board and may be adjusted upward at the discretion of the Board. Any adjustments shall be in conjunction and consistent with the results of annual evaluations provided for in this Agreement. Any changes to the President's salary or compensation will occur only through a contract amendment authorized by the Board.
- C. All other terms and conditions of the Southeast College Presidential Employment Agreement dated October 18, 2022, shall remain in full force and effect excepting

Paragraphs Ten (10) and Twelve (12) as all relocation housing and expenses have been fully performed by the Parties and are no longer applicable.

BY SIGNING BELOW each Party hereto declares and warrants he/she/it has fully read this Agreement; was given reasonable opportunity to have this Agreement reviewed by independent counsel prior to signing; was provided reasonable opportunity to discuss questions or concerns regarding the terms of this Agreement with independent counsel; and that the Party intends to be contractually bound by the terms, conditions, duties, and obligations contained herein. Furthermore, Dr. Beardmore acknowledges the Lane T. Martin and the Martin, Dugan and Martin Law Firm are the legal advisors for the College and Board and are not his attorneys for purposes of him reviewing and entering into this Agreement. Dr. Beardmore acknowledges and agrees that he is not relying upon any advice or statements made by Lane T. Martin and the Martin, Dugan and Martin Law Firm, in entering into this Agreement; and that he has been given the opportunity to have an attorney of his selection review and advise him regarding this Agreement prior to signing. ACKNOWLEDGED and AGREED:

KEVIN BEARDMORE, Ed. D

Date:

TIFFANY FRINTZ, Chairman Board of Trustees
Southeast New Mexico College

Date:

August 12, 2024
BoT – VPAA report

- Updates from the Vocational, Energy and Manufacturing department – Talal Abdaljalil

The department opened two full-time positions:

- 1) Instructor or Assistant Professor of Electrical Technology
- 2) Instructor or Assistant Professor of Oil & Gas Technology

The opening date for applications was 07/11/2024 and the closing date was 8/11/2024. We will soon start looking at the applicants.

- Updates from the Math department – Pradip Aryal

Dr. Aryal assisted the Educational Testing Service (ETS) by grading AP Calculus tests (~2,500 tests which amount to ~70 hours of grading). This was a valuable experience in learning how to create and implement rubrics, which can be used at SENMC for math courses of all levels.

Drs. Aryal and Zhao taught in the Summer Bridge Academy Program in July. The program had ~60 participating students

- Updates from the SENMC Fire Science/EMT department – Robert Trautner

Mr. Trautner has completed another taskbook for the National Wildland Coordinating Group during his last assignment. For the past three years he has been working on his Medical Unit Leader position as a trainee. His training has been approved by the Southwest Complex Incident Management Team 3 (CIMT3) and now it will be sent up to the regional office for review.

In collaboration with the Carlsbad Fire Department (CFD), there will be new courses in the Fall 2024 schedule for the CFD cadet class to complete EMT Basic and EMT Intermediate programs. There is also a new unit available to facilitate storage of the fire equipment.

- Updates from the SENMC Nursing Department – Dianne Hardin:

NCLEX – National Council Licensure EXamination

NCLEX Update: There were 14 graduates in May 2024. At the time of the previous report, only 10 students had passed. Now we know that all 14 have taken their NCLEX

examination and everyone has passed! We have a 100% pass-rate for the second year in a row.

As mentioned in the previous report, for the FALL 2024 semester, the department has a total of 30 incoming freshman students: 26 new and 4 readmissions. There are 17 continuing 3rd semester students. Faculty are preparing for the semester and are ready to help facilitate these students as they continue and start their nursing pathway.

We are very proud of the Nursing department's student and faculty who ensure students are prepared for their examination and to enter the workforce with support of the SENMC administration and the Board of Trustees.

Workforce Development / Community Ed Report to the Board of Trustees

8/12/24

COMMUNITY ED

The fall schedule will be out this week. We have 6 kids camps, and 12 adult classes focused on academic growth, hobbies and skill. Our kids' camps will continue on Mondays when children are released early from school.

Additionally, we have continued to offer professional development for the REC Center and will offer beginning Excel and Intermediate Excel to SIMCO.

WORKFORCE

A Community Round Table with Congressman Gabe Vasquez was held on Tuesday, August 6. The topic of discussion was Workforce Development and Adult Education for Immigrant Families. Strategies for overcoming language and financial barriers included funding for non-credit workforce programs and Integrated Education and Training (IET) Programs. IET programs combine adult basic education or ESL instruction with workforce preparation activities and training to not only help participants improve their basic skills or English language proficiency, but also help them advance in their educational or career paths. Misty McCormack, Adult Education Director, Dr. Effrosyni Seitaridou, VPAA, and I were on the panel with Congressman Vasquez, Cynthia Hull, District Director for Congressman Vasquez' State Office, and Marcela Diaz, of Somos Un Pueblo Unido. Somos Un Pueblo Unido members gave testimony of their experiences and asked questions. Somos, founded in 1995, is a statewide community-based and immigrant-led organization that promotes worker and racial justice.

With an active membership of 2,500 people in eight counties, Somos :

- Offers community education about rights and remedies
- Forges leadership opportunities for immigrants and low-wage workers
- Provides legal services to wage theft victims and initiates impact litigation to defend worker's rights
- Engages Latinos in the political and electoral process
- Leads and supports grassroots campaigns for local and national policies that strengthen our communities

The Pre-Apprentice Electrical training program graduated 8 on Friday, August 8th.



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We will offer an evening course on campus for Radiation Control Technician training to start during Fall semester. Classes will be held from 6-10 pm Monday through Friday.

Active now: State Workforce funds will subsidize CDL and RCT training with a Workforce Course Fee Assistance program that covers 95% of the course fee for Eddy County residents.

The state MVD office has committed to a meeting this week to discuss establishing SENMC as a third-party CDL testing site.

Human Resources Report - August 2024

Report Generated: August 7, 2024

Submitted by: Steven Gonzales, HR Director

Employee Count

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

Total: 240

New Hires

Name

Beardmore, Elias
Best, Seth
King, Sloan
Seitaridou, Effrosyni

Job Title

Temporary staff, Human Resources
Temporary staff, ICT
Admissions Advisor
Vice President of Academic Affairs

Total: 4

Departures

Name

Nguyen, Alena
Salazar, Megan

Job Title

Accounts Payable Clerk
Temporary staff, Adult Education

Total: 2

Currently in Interview Process

Job Title

Instructor or Assistant Professor of Allied Health Dual Credit
Instructor or Assistant Professor, Business

Total: 2

Current Vacancies

Job Title

Faculty:

Adjunct Instructor - EMT
Instructor or Assistant Professor of Allied Health Dual Credit
Instructor or Assistant Professor, Business
Instructor or Assistant Professor, Electrical Technology
Instructor or Assistant Professor, Oil & Gas

Total: 5

Staff:

Accounts Payable Clerk

Administrative Assistant, Health Clinic

Facilities Technician

Radiological Controls Technician Trainer

Technology Support Technician

Tutors, Math - PT/FT

Workforce Trainer

Total: 7
