



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

**AGENDA**  
**MEETING OF THE BOARD OF TRUSTEES**  
**SOUTHEAST NEW MEXICO COLLEGE**  
**MONDAY, DECEMBER 9, 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 11/11/2024   | 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. KEVIN BEARDMORE  |                    |
| A) UPDATE ON 2022-2025 STRATEGIC PLAN ( <i>attachment</i> )  | DISCUSSION         |
| 10. OLD BUSINESS   |                    |
| 11. NEW BUSINESS   |                    |
| A) WATER WELL AND EASEMENT AGREEMENT WITH BANK FOR LIGHT TRUST PROPERTY – DR. BEARDMORE                                | DISCUSSION/ACTION  |
| B) REVIEW LEGISLATIVE PRIORITIES - DR. BEARDMORE   | DISCUSSION/ACTION  |
| C) UPDATE OF 2025-30 STRATEGIC PLAN PROCESS – DR. BEARDMORE  | DISCUSSION/ACTION  |
| D) FERRILLI UPDATE – DR. BEARDMORE/DR. VOLPI   | DISCUSSION         |
| E) MONTHLY FINANCIAL REPORT – DR. VOLPI  | DISCUSSION         |
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS   |                    |
| A) DR. EFFROSYNI SEITARIDOU, VP-ACADEMIC AFFAIRS   |                    |
| B) DR. KARLA VOLPI, 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
  - 15. BOARD COMMENTS
  - 16. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING (**1-13-2025**)
  - 17. ADJOURNMENT
- DISCUSSION  
BOARD CHAIR FRINTZ  
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: 11/11/24

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:  Chair, Tiffany Frintz  
 Member, Bill Murrill  
 Member, Mark Cage

Type of Meeting:

Regular  Work

Special

Secretary, Sarah Bowman

Member, Ned Elkins

Board Member(s) absent: Mark Cage

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

Board Chair Tiffany Frintz asked for a moment of silence to honor veterans.

4) **Approve Agenda**

Motion: **Ned Elkins** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

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

5) **Approval of minutes from the previous meeting – 10/14/2024**

Motion: **Sarah Bowman** Second: **Ned Elkins** Nays: **0** Abstain: **1**

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

6) **Public Comments:** None

7) **Student Government Representative:** None

8) **General Counsel:** **Lane Martin** – unable to attend but had previously informed Dr. Beardmore that he had nothing to report.

9) **SENM general status report:** **Dr. Kevin Beardmore**

**Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** held an Open Forum for campus on October 23; provided welcome and remarks at the SENMC Employee Appreciation luncheon at the Pecos River Conference Center on November 1; hosted breakfast at the Carlsbad Department of Development meeting on November 7 and SREB heard ideas on strategic planning; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** met with the SENMC Higher Learning Commission Assessment Academy Team after their return from the October Roundtable in Illinois, October 23; provided opening remarks at the SENMC Assessment Day, November 8; **Goal 3 (Community Engagement and Economic Enrichment)** met, along with Dr. Monty Harris, with Laurie Bevins and Vanessa Lechon of the US Department of Energy to review progress on the five-year, \$11.7 million grant, October 25; published my latest newspaper/website article: “A Vision for 2030,” October 29; welcomed 6<sup>th</sup> Grade Girls “Exploring the Possibilities” STEM workshop day at SENMC, sponsored by the American Association of University Women, November 1; met, along with Robert Trautner, Fire Science Coordinator, and Dr. Frosso Seitaridou, with the Fire Departments from Carlsbad and Artesia, November 5; attended the Carlsbad Department of Development Board meeting, November 7; met with Texas A&M Extension Office about partnership opportunities, November 9; **Goal 4 (Building, Facilities, and College Foundation)** answered questions on GO Bond 3 and the Trades x Technologies Building at the Carlsbad Municipal Schools Board meeting (and the Board voted in favor of a resolution supporting GO Bond 3), October 15; attended the Coterra Retreat for Educators in Houston, Texas, October 16-18; helped lead the SENMC Foundation Board meeting, where a soft launch for an initial campaign was planned, October 29; attended the Permian Resources Meet and Greet at the Carlsbad Country Club, October 30; participated in Halloweenooza hosted at SENMC, with

hundreds of prospective students (in the 2030s) and their parents visiting, October 31; attended the Grand Opening of the SENMC Health Clinic, November 4; delivered GO Bond 3 and Trades x Technologies Building signs around the community, “repaired” signs after weather events, and picked up all signs known to me, October through November 6 (by the way, 57% of Eddy County voters were in favor of Bond 3); and **Goal 5 (Independence of SENMC)** Coordinated, with Andrea Dodson, the Strategic Planning Day led by the Southern Regional Education Board, November 7.

- A) **Health Clinic Report - Candace Byers, DNP:** after an introduction by Dr. Beardmore, Dr. Byers spoke briefly about the newly opened SENMC Health Clinic. She said she is now able to see patients and thanked the Board of Trustees and SENMC for their support. She added the clinic has been granted a temporary license for 120 days. Before an annual license will be issued there will need to be an inspection, and the clinic will need to have seen four patients. She added that she and clinic staff (two employees) are excited to assist the firefighter cadets in learning to draw blood.
- B) **Grant Report – Rocio Espinoza:** Ms. Espinoza is teaching this evening, so Dr. Beardmore shared her report (*see attachment*) of current grant activity at Southeast New Mexico College.

#### 10) Old Business:

- A) **Ferrilli Contract – Dr. K Beardmore:** The college has selected option (C), with some changes to the anti-solicitation language that have been reviewed and approved by Counsel, Lane Martin.  
Motion: **Ned Elkins** Second: **Sarah Bowman** Nays: **0** Abstain: **0**  
**Frintz, Murrill, Elkins, and Bowman** voted in favor of the motion to accept Option C.
- B) **Lobbyist Procurement - Dr. K Beardmore:** Dr. Beardmore shared an independent contractor agreement from Minority Strategies, LLC (who made a presentation to the Board at its October meeting). He wondered if the Board wanted to move forward with this contract or seek other proposals. Trustee Ned Elkins stated he would like to see who else is out there. Dr. Beardmore said they will begin the search process.
- C) **Auditor Selection - Dr. K Beardmore:** Dr. Beardmore provided summaries of the proposals SENMC received from two different companies. After some discussion they decided to move forward with the recommendation made by Drs. Beardmore and Volpi at the October 14 meeting. They have selected Jaramillo Accounting Group out of Albuquerque. They will do the audit for fiscal year 2023-2024.  
Motion: **Ned Elkins** Second: **Sarah Bowman** Nays: **0** Abstain: **0**  
**Frintz, Murrill, Elkins, and Bowman** voted in favor of the motion to approve the auditor selection based on the Administration’s recommendation.

#### 11) New Business

- A) **Capital Projects List – Dr. K Beardmore:** Dr. Beardmore updated the Capital Projects lists (*see attachment*) based on results of the November 5 election and degree of progress on previously approved projects. The HVAC installation is finished, and the project is 95% complete. All that remains of this project is the programming. The construction phase of the building access project is also completed; programming for lockdown situations is pending. The updated capital projects list included providing dates for starting some proposed projects, among them a project to create campus access along Western Way. Dr. Beardmore said a dining hall project could be eligible for state funding and there is also a possibility of constructing a new Early College High School building.  
Motion: **Sarah Bowman** Second: **Bill Murrill** Nays: **0** Abstain: **0**  
**Frintz, Murrill, Elkins, and Bowman** voted in favor of adopting the new capital projects list.
- B) **Monthly Financial Report – Dr. K Volpi (via Zoom)** Before Dr. Volpi presented her report Dr. Beardmore clarified for the Trustees that at his direction, the income statement and balance sheets presented last month were for the purpose of reviewing the format of the report, so that when they had a chance to see the real thing they were not talking about the formatting. Dr. Volpi reviewed the financial reports for September 2024. These included copies of bank statements and various graphs. She then presented the September 30, 2024 financial statement and balance sheet created in the

format that was reviewed at the October Board of Trustees meeting. She clarified that the \$7MM Work in Progress (WIP) item on the balance sheet is the HVAC program.

Dr. Volpi has added the Ferrilli stabilization dashboard report to her monthly report. This is a snapshot of the progress they are making toward stabilization of various programs.

- C) **Quarterly Financial Certification – Dr. K Volpi (via Zoom):** Dr. Volpi presented the first quarter 2025 financial actions report for the Trustees to review and approve for signing to send to the state.

Motion: **Ned Elkins** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

**Frintz, Murrill, Elkins, and Bowman** voted in favor of approving the quarterly certification.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou presented a report with updates from five areas: Dr. Karima Mourhat (Social Sciences) collaborated with the Carlsbad Police Department to introduce students to new AI tools in use in the department.

Library Services (Samantha Villa) report that construction of the family study room is going well and appears to be on track. Additionally, Library Services were approved for an Early Childhood Center grant which will pay for most of the furnishings and supplies for the family study room.

In the Fire Science/EMT Department (Robert Trautner) the eight-week CFD EMT Basic class finished with five students testing for the National Registry EMT exam with an 80% success rate. The national standard for first-time success in 2023 was just 64%. The eight-week Advanced EMT courses expect testing to begin in January 2025.

Rick Wiedenmann (Natural Sciences and Engineering) took his Environmental Science class to the Pecos River to collect and analyze water samples. This data is part of the 15<sup>th</sup> Annual Rio Research Roundup, an international research project involving students monitoring water quality along the Rio Grande watershed from Colorado, New Mexico, Texas, and four Mexican states.

Mr. Wiedenmann has been invited to attend an NSF grant-funded workshop in June 2025 to cover techniques using CRISPR (genetic editing). The grant will provide for the needed equipment in the SENMC biology lab and be used in the classes on cellular and molecular biology.

The New Mexico State Police requested Mr. Wiedenmann’s assistance in rescuing people from the recent flooding in Roswell, New Mexico. He and adjunct instructor Hoyt Maciain along with other search and rescue team members assisted in rescues and took people to the shelter at the Sheriff’s Office.

The HLC Assessment Academy Team attended a Roundtable in St. Charles, Illinois in October. The team’s purpose over the next four years is to support SENMC in improving and consolidating its assessment efforts and creating a culture of assessment throughout the campus. The team will lead various campus events starting with a faculty day of reflection on assessment on January 13, 2025.

- B) **Dr. Karla Volpi, VP of Business and Finance:** Dr. Volpi (via Zoom) reported that they have not been able to engage anybody to auction items that have been approved for disposal because the items are too old to be valuable. She said the only recourse is to throw them away as the college is not allowed to donate these things. Trustee Sarah Brown asked about recycling and offered to give Dr. Volpi names of places that offered recycling services. Dr. Volpi said she would check with the state to find out if this is permissible.

Dr. Volpi took this opportunity to report on her husband and thank everybody for their patience and support these past nine months, saying the college has been a “bastion of normalcy.”

- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia could not participate in the meeting, so Dr. Beardmore reported on her behalf – spring registration is underway.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that the Community Education classes are going strong with great participation and positive feedback from the community. In spring they are planning a lineup of Spring Break camps for the kids, as well as some new adult classes. The spring schedule is set to be released in February 2025. In Workforce news, 5DT will be on campus this week to continue work on the simulators.

Dr. Harris, and instructors Fernando Santana and Dennis Blood visited Gillette College (Wyoming) to see their MSHA training which is funded by a state MSHA grant. They have offered to share their resources and SENMC plans to collaborate on developing underground training scenarios because most of the mines they train for are surface mines.

A new CDL class started today with another prepared to start as soon as this one finishes. Dr. Harris said the course fee assistance program appears to be making a difference in increasing enrollment in the program. The Course Fee Assistance program has been expanded to other SENMC programs that result in a license or industry recognized credential. Dr. Harris will meet later this week with Zaira Safar of the state Workforce Connection office to discuss how they can work together. There is a possibility that the state can pick up the remaining 5% of the course fees that SENMC's program does not cover.

Several people on campus have access to the NCCER resources and are finding that the curricula are comprehensive and will be useful in developing programs.

**13) HR Report: Steven Gonzales, HR Director:** The SENMC employee count is at 249 as of November 5, 2024. Mr. Gonzales introduced Deanna Ybarra, a new Human Resources representative. There are currently three faculty vacancies and ten staff vacancies. November 2024's Employee of the Month is Darlene Williams, Custodial Worker, Senior.

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

A) **Faculty:** Zane Biebelle shared that they are planning an event for the first week of December, an SENMC Pop Up Course Boutique (the theme is bubbles). The idea is to make people aware of the spring course offerings that are not required classes. There will be food and prizes and students will receive tickets from the instructors they visit. She said if this is successful they may expand it to the high school students. She added that this idea came from the Honors Conference she attended two weeks ago.

Rick Wiedenmann invited people to attend a presentation on Saturday, November 16 by a researcher from Texas A&M University who has been monitoring air quality in Loving, New Mexico, and nearby areas. The presentation will include a question-and-answer session and refreshments.

B) **Administrative Staff:** None

C) **Classified Staff:** Maria Quintana, Classified Staff president, reported that Grant Services was the winner of the Halloween door decorating contest with its "Beetlejuice" theme. The staff received a traveling trophy and \$100. Classified staff are currently organizing the annual Thanksgiving potluck.

**15) Board comments:**

Sarah Bowman took a moment to say happy veteran's day and remember her father's legacy of 22 years in the Air Force. He passed away last December. Ned Elkins said he has always focused on the institutional progress and how proud they are as a Board of everybody (and what they've done). He said there have been a lot of comments recently about how important the college is to this community. "The community is noticing what you do." Tiffany Frintz echoed Dr. Elkins comments and said it seems people are waking up to what the potential is here. She wished everyone a happy holiday season and thanked everyone for attending.

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

**Date:** December 9, 2024 **Time:** 6:00 pm **Place:** SENMC Room 153

**17) Adjournment** – Board Chair Tiffany Frintz adjourned the meeting at 7:14 pm.

**Approved**

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Sarah Bowman, Secretary

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Date

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

Updates for December 2024 in blue

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

Met with Faculty about the potential SENMC Sick Leave Bank, November 20  
Met Administrative Staff Council about the potential SENMC Sick Leave Bank, December 2  
Held an Open Forum for campus, December 2  
Met with the Diversity Committee about potential new initiatives, December 5

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

Met with Service Skills about potential soft skills training software, November 21  
Visited New Mexico Tech, where Dr. Frosso Seitaridou, Jerry Brian, and I were hosted by the Provost and had the opportunity to meet with graduate student researchers, faculty, the Dean of Engineering, and the Director and Assistant Director of the Petroleum Recovery Research Center, and numerous faculty and graduate research students, November 22

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

Met with Kevin Phillips, Penasco Services LLC, about the need for lease operator training, November 12  
Met with the SENMC Business and Information Technology Citizen's Professional Advisory Council, November 13  
Hosted Justin Dombroski and Shankar Annamalai from ChampionX, to discuss future programming options and the Trades x Technologies Building, November 14  
Visited Armstrong Energy in Roswell where Jerry Brian and I met with Ken Alpers and discussed the plans for Oil & Gas Technologies at SENMC, November 14  
Attended a discussion between Former Secretary of State Condoleezza Rice and former Secretary of Commerce Don Evans on education, hosted by the Permian Strategic Partnership in Midland, November 15  
Attended a presentation at SENMC about air quality in Eddy County by Texas A&M Associate Professor of Atmospheric Sciences, Dr. Gunnar Schade, November 16  
Participated in the Carlsbad Department of Development Membership Committee meeting, November 18  
Attended the Carlsbad Current-Argus Ribbon Cutting, November 19  
Met with Carey Thibodeau, Carlsbad Automation Supervisor for Expanse Electrical Co., about plans for Instrumentation training at SENMC, November 20  
Attended Carlsbad Rotary, November 20 and December 4  
Attended the Carlsbad Department of Development Board meeting, December 5  
Attended the Journey to Literacy event, in Artesia, December 5  
Attended the Eddy County IGNITE Launch (inmate education initiative), December 5

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

Received access to the American Petroleum Institute Standards, November 11  
Attended the Ribbon Cutting Ceremony for the Pecos High School (TX) Career and Technical Education Building, December 4

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

Made arrangements for, with Andrea Dodson, the first Mountain Lion Leadership Seminar, held November 25 and 26



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### **Board of Trustee – VPAA report – December 2024**

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

Last month's report mentioned that four out of five students passed the National Registry EMT exam at the SENMC Testing Center. The fifth student was able to pass the exam on their second attempt, resulting in 100% pass rate for our students. Taking the exam here on our campus was also a new treat.

The department also partnered with the Learning Technology Center for an EMT Prep Camp held on December 5, 2024 for all students preparing for the National Registry EMT testing. The CFD 8-week EMT Intermediate class tested at ENMU-Roswell on their skills on December 6 and 7.

- Updates from the Health Clinic – Candace Byers

The Health Clinic has now seen enough patients to request our final inspection, and that inspection is pending. It is an unannounced inspection, so there is no timeline in place as of now.

- Updates from the English, Communication, Fine Arts, and Digital Media department – Jonathan Wilson

Dr. Wilson was selected by The Alliance for Hispanic Serving Institution Educators (AHSIE) to review proposals for the 17th Annual AHSIE Best Practices Conference.



## Human Resources Report - December 2024

Report Generated: December 3, 2024

Submitted by: Steven Gonzales, HR Director



## Employee Count

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

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**Total: 227**

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## New Hires

### Name

Cardona, Miguel  
Franco, Yvette  
Helmer, Ryan  
Moran, Delia  
Quintana, Ryan  
Sotelo, Ingrid

### Job Title

Student hire, HSI Grants  
Instructor, Allied Health Dual Credit  
Wellness Coordinator  
Administrative Program Coordinator  
Temporary hire, Bookstore  
Temporary hire, LTC

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**Total: 6**

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## Departures

### Name

Sanchez, Marina

### Job Title

Program Coordinator, Adult Education

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**Total: 1**

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## Currently in Interview Process

### Job Title

Administrative Assistant, LAC  
Cashier  
Instructor or Assistant Professor, Mathematics  
Multimedia Specialist  
Workforce Trainer

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**Total: 5**

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***Current Vacancies***

**Job Title**

**Faculty:**

Adjunct, Surgical Technology  
Instructor or Assistant Professor, Electrical Technology  
Instructor or Assistant Professor, Health Information Technology (HIT)  
Instructor or Assistant Professor, Mathematics  
Instructor or Assistant Professor, Oil & Gas

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**Total: 5**

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**Staff:**

Administrative Assistant, LAC  
Cashier  
Facilities Technician  
Multimedia Specialist  
Online Learning Specialist  
Radiological Controls Technician Trainer  
Temporary, Testing Center  
Temporary, Adult Education Instructor  
Tutors, Math - PT/FT  
Workforce Trainer

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**Total: 10**

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