

BOARD OF TRUSTEES MEETING MINUTES

Date: 1/8/24

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 Members absent: None

1) Call to Order

Time: 6:00 pm

2) Pledge of Allegiance

3) Establish Quorum – Roll Call

4) Approve Agenda

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

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

5) Approval of minutes from the previous meeting – 12/11/2023

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

Bowman, Frintz, Elkins, and Murrill all voted in favor of the motion to approve the minutes. **Cage** abstained from voting.

6) Public Comments: None

7) Student Government Representative: None

8) General Counsel: **Lane Martin** – (via Zoom). Lane Martin said he did not have any updates but would speak under New Business.

9) SENMC general status report: **Dr. Kevin Beardmore** (*Attachment A*)

- A) **Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Held an Open Forum for campus on November 30, 2023; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Published most recent newspaper article, “Changing of the Guard”, announced the updated and realigned academic department list, received approval from the department chairs for a new, expanded responsibilities and compensation plan, and hired a Spanish professor to begin teaching online Spanish classes in the spring and in-person Spanish and Education classes in Fall 2024; **Goal 3 (Community Engagement and Economic Enrichment)** Attended the Legislative Finance Committee Higher Education hearing on December 13, met with Nicholas Arledge, CEO of Carlsbad Medical Center, regarding the potential for a new Radiography Technology program, attended the Mayor’s Lt. Governor Morales Meet and Greet Breakfast, and attended the Carlsbad Hall of Fame induction for John and Julia Heaton; **Goal 4 (Building, Facilities, and College Foundation)** met with a representative from a sign design company; and **Goal 5 (Independence of SENMC)** notified the Higher Learning Commission (HLC) of the termination of the Memorandum of Understanding (MOU) between SENMC and New Mexico State University (NMSU), scheduled the HLC Focused Visit for April 29-30, 2024, reviewed the draft HLC report and submitted corrections to errors of fact, and hosted the signing of the final Settlement and Release from NMSU by Dr. Ned Z. Elkins, Board of

Trustees Chair, on December 18.

Dr. Beardmore then shared information from the Legislative Finance Committee (LFC). The first report ([Attachment B](#)) which included information about "Other Revenue" (not Tuition and Fees) explained that two-year colleges receive 47 percent of their I&G (Instruction and General) revenue through local property taxes. In FY23 (fiscal year) SENMC received \$45 million or \$79,000 per student. The statewide average is \$5,400 per student. Dr. Beardmore noted that the difference is a result of oil and gas revenues.

The next section of the report includes the LFC's recommendation for a graduation rate goal of 35 percent for two-year colleges. Dr. Beardmore said that requiring a First-Year Experience course would likely help boost a college's graduation rate because a school can auto graduate students who have passed this course-they won't have to apply for graduation. Page 106 ([Attachment C](#)) of the LFC's report is a graph showing a 10-year history of Tuition and Fee Increases. The following page ([Attachment D](#)) lists tuition and fees for the 2023-2024 academic year. Southeast New Mexico College is the lowest in the state. The next graph ([Attachment E](#)) displays Local Mill Levies. The totals include Residential, Non-Residential, and Oil & Gas revenues. For SENMC oil and gas revenues make up about 80-90 percent of the total. The graph on LFC report page 108 ([Attachment F](#)) shows Institutional Balances for 2022-2023. SENMC's balance is \$116,762,898 compared to New Mexico Junior College's \$223,688,213. Dr. Beardmore reminded the Trustees that NMJC's millage is from all of Lea County whereas SENMC's comes only from Carlsbad. The next graph, page 109 ([Attachment G](#)) of the LFC report lists Full-Time Equivalent Student Enrollment. For purposes of the report full-time equals 15 credit-hours. Southeast New Mexico College's enrollment dropped as expected when it separated from NMSU. The enrollment figure for Fall 2023 is SENMC's new baseline. The chart ([Attachment H](#)) showing Certificates and Degrees Awarded indicates a decline for the most recent period; however, the College's graduation rate improved to 29 percent. The final chart ([Attachment I](#)) lists the FY25 Higher Education I&G Funding formula. Dr. Beardmore commented that the LFC recommendation is more equitable than the HED recommendation across all schools.

10) Old Business:

A) Election of Board of Trustees Secretary

Mark Cage nominated Sarah Bowman for Secretary of the Board of Trustees. **Bill Murrill** seconded the nomination. **Bowman, Cage, Elkins, Frintz, and Murrill** voted in favor of the nomination.

11) New Business

A) SENMC Foundation Organizational Documents - Dr. K Beardmore

Dr. Beardmore thanked Lane Martin for his work in drafting the Articles of Incorporation and Bylaws of the Southeast New Mexico College Foundation, Inc., and the Agreement between the Board of Trustees of Southeast New Mexico College and Southeast New Mexico College Foundation. Dr. Beardmore highlighted the powers given to the Board of Trustees in the Articles of Incorporation and discussed the selection of directors for the Foundation Board as outlined in the Bylaws. The Bylaws specify that the President of the College will be an *ex-officio*, non-voting member of the Foundation Board. The Bylaws also provide directions for regular Board meetings and give authority to the Board of Trustees of SENMC to dissolve the Foundation Board. Dr. Beardmore then reviewed the Agreement between the Board of Trustees of SENMC and the Southeast New Mexico College Foundation, noting that any changes to the Foundation's Bylaws must be approved by SENMC's Board of Trustees.

Foundation Board meetings are not subject to the Open Meetings Act.

Lane Martin recommended that the Trustees review the documents, then at a later meeting elect the

initial Foundation Board and send the Articles of Incorporation to be filed with the Secretary of State. The Trustees agreed to review the Foundation documents and decided they would vote on them at the next regular Board of Trustees meeting in February. Dr. Beardmore is authorized to invite people to be directors on the Foundation Board for consideration by the Trustees.

Motion to table the adoption of the Foundation Board Bylaws until the February meeting of the Board of Trustees.

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

Bowman, Cage, Frintz, Elkins, and Murrill all voted in favor of the motion.

- B) **SENMC Sign Design – K. Beardmore** Dr. Beardmore explained that he and Marketing Director Sky Soto had reviewed a recently submitted design for a sign to go on the land located at 3500 Seven Rivers Highway but have asked for new drawings. He said that for consistency he would like to use elements of the Trades x Technologies Building design in the sign.

- C) **Trades x Technologies Building Elevation Design – K. Beardmore**

Michael Bluth of Nine Degrees Architecture + Design, Inc. gave a PowerPoint presentation of the updated building design that included site analysis, a site plan, colored floor plans of the upper and lower levels, and exterior perspectives. Mr. Bluth explained the updated design was created with ties back to the campus's Main Building through the use of color matching, leaning walls, and horizontal lines. The building will include labs with indoor and outdoor work areas and an outdoor area on the second level that had been requested by WIPP (Waste Isolation Pilot Plant). The design also includes contingencies for an eventual Phase 2 expansion.

Motion: **Ned Elkins** Second: **Mark Cage** Nays: **0** Abstain: **0**

Bowman, Cage, Elkins, Frintz, and Murrill voted in favor of the motion to approve the design presented by Michael Bluth.

With the approval of the Trustees, Dr. Beardmore has a single page, double-sided document that describes the Capital Outlay Request General Obligation Bond to fund the Trades x Technologies (T²) Building. It provides details and photos of the proposed building and information about program and curriculum opportunities associated with the Trades x Technologies Building. This document will be useful when approaching people about funding this project. Disbursement of funds is anticipated in FY25. [\(Attachment J\)](#)

- D) **Schedule Annual Board of Trustees Training – K Beardmore**

When the New Mexico Higher Education Department (NMHED) made its visit to SENMC in September one of the representatives offered to conduct the annual training for the Board of Trustees. Dr. Beardmore asked the Trustees for available dates so the training could be scheduled. They agreed to an April training date, before the HLC visit scheduled for April 29-30. Dr. Beardmore will contact NMHED to schedule the training.

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

- A) **Dr. Mickey Best, Interim VP of Academic Affairs:** [\(Attachment K\)](#) Dr. Best reported that he will be attending the HLC annual conference in April. He plans to attend sessions detailing the updates to Substantive Change (changes that may need prior HLC approval) guidelines. The Spring term will start on January 17. The schedule currently has 291 course sections with a near 60/40 Full-time faculty/adjunct teaching ratio. The faculty-to-student ratio is undetermined pending census day enrollment reporting.
- B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** Dr. Volpi reported that in February she hopes to provide an example of the "budget report" (an internal report) that is given to budget managers. She will also have the regular quarterly financial certification. She confirmed that the funds expected from NMSU as a final settlement had been received. Dr. Volpi explained that because both the 2022

and 2023 audits are late the institution is on Enhanced Fiscal Oversight and the HED is allowed to withhold 10 percent of the College's state allocation. She added that the auditors said they would contact her next week to set up a meeting to discuss the audit. Dr. Ned Elkins offered to contact the auditors' supervisor to try to speed up the work process. Dr. Beardmore added that the HLC draft report cites the lack of an audit.

Candace Byers, a Nurse Practitioner, has been hired as the Director of the campus health clinic. She will start on April 1.

Gary Martinez will start working on January 16 as the Director of Construction and Special Projects. Dr. Volpi said the parking lot looks good despite missing the deadline of being finished by the start of spring classes. She does not have an estimated open date, yet.

- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia said they are registering students for spring classes that start on January 17. Orientation will be on January 10 and 11. They are also planning Welcome Week activities and developing resources both on-campus and in the community to assist students. They are also updating and customizing the website and Admissions Director Joshua Adamowich is working with various departments for presentations. She acknowledged the work the Financial Aid office has been doing to learn the new system. She said the manual process has been intensive but has assisted in the staff's understanding of the automated system. Ms. Garcia added that Annette Garcia (Financial Aid) was instrumental in figuring out the manual process and the Financial Aid office awarded more than \$113,000 for Fall 2023.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that the Human Resources office is conducting final reference checks for a Grant Director, and he is working with them to develop a full-time Instructor position. The position of Director of Workforce Development will be reopened.

- 13) **HR Report: Steven Gonzales, HR Director - (Attachment L)** The SENMC employee count is at 258 since the last report. There are currently 3 faculty vacancies and 3 staff vacancies. The Anthology HR and Payroll programs will be active this week. The applicant tracking system should be operational at the end of January. The Employee of the Month for January 2024 is Ms. Annette Garcia, Financial Aid Advisor.

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

- A) **Faculty: Zane Biebelle** - Nothing to report.
B) **Administrative Staff:** None
C) **Classified Staff:** None

15) **Board comments:**

Tiffany Frintz welcomed everybody back and thanked them for attending the meeting. Sarah Bowman said it is a privilege to have been elected Secretary of the Board of Trustees.

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

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

17) **Adjournment – Chair Tiffany Frintz** adjourned the meeting at 7:28 pm.

Approved

Sarah Bowman 3/11/24
Sarah Bowman, Secretary Date