

BOARD OF TRUSTEES MEETING MINUTES

Date: 1/9/23

Time: 6:00 pm

Session Location: SENMC RM 153

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members present:

☒ Chairman, Ned Elkins

☒ Secretary, Tiffany Frintz

☒ Member, Bill Murrill

☒ Member, Mark Cage

☒ Member, Sarah Bowman (via Zoom)

Board Members absent: N/A

1) Call to Order

Time: 6:00 pm

2) Pledge of Allegiance

3) Establish Quorum – Roll Call

4) Approval of minutes from the previous meetings – 12/12/22 and Special Meeting on 11/17/22

The minutes were not included in the Board packet for review prior to the meeting so on a motion by Tiffany Frintz and seconded by Sarah Bowman the Board unanimously voted to table this item until its February meeting.

5) General Counsel: Lane Martin stated that he had nothing to present.

6) SENMC general status report: Dr. Kevin Beardmore began his report by thanking the Board for selecting him, saying it's been a great four days! He reported on the following: 1) The President's Welcome has been posted to Facebook and social media. 2) He has met with all his direct reports and vice-presidents. 3) Dr. Beardmore has a top ten list of current projects including the new building, the DOE grant, comparing last fall to this fall applicant and enrollment counts, meeting all the SENMC employees, determining Key Performance Indicators (KPI), weekly open forums for operational transparency, and preparing for the HLC (Higher Learning Commission) reaccreditation visit scheduled for October. New items will be added as current projects are completed. 4) He has met with several key stakeholders. 6) The Carlsbad Community Foundation is hosting an MLK Banquet this Friday (January 13th). SENMC has a table and Dr. Beardmore invited the Board members to attend. 7) With the Board's approval he would like to invite new employees to attend the meal that precedes the Board meeting and offer comp time to those that are hourly employees. He'd also like to take a group photo following Board meetings. This is an opportunity to record and recognize those who attend the meetings. (Tonight there are 32 including Board members).

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

Dr. Karla Volpi: 1) FACILITIES - The State had provided funds for the parking lot project. Little of the \$1.5MM has been spent and the State wants to take back the money. We've been working with a local firm (Constructors) to get a quote. Karla is completing a form that she'll need for a meeting with the State on January 19th. 2) Follow up on the HVAC Project. Met with Ameresco who have said they probably cannot give us the savings we need to be able to pay for this project. Karla had anticipated this but explained that SENMC had to perform its due diligence as requested by the state. Ameresco will be out on the 24th to look at things again and if they find what they suspect they will write a report that we can take to the State. 3) SENMC had a book buy-back in December. They did not have the volume they had hoped to see, possibly because it hadn't been done in a couple of years, and it didn't get as much exposure as it should have gotten. But this is a good

program for a couple of reasons: (1) students get some money back and (2) SENMC can build a used-book inventory that it can sell. Additionally, because SENMC selected the MBS system to run the bookstore if a book comes back that the instructor is no longer using we can still buy it back so long as another school in the MBS system is using that book. 3) FINANCE - they're continuing to work with Anthology, this week working specifically on HR and Finance. 4) ICT - Representatives from Anthology (Nancy Matanic and Josh Portnoy) presented a brief demo of the registration system from both the student side and the back-office side. Josh thanked everybody who's been working on this- going live in 10 months is quite an accomplishment and he is proud to be part of it. This process usually takes 18-24 months. Nancy said the go live date for HR and Payroll has been pushed back to January 2024. Registration is scheduled to go live on February 20th. This will allow the processing of Financial Aid. Students and courses are already in the system. The project team has done a lot of testing and things are on track. Student status will be updated next, followed by end-user access and training. Automating the financial aid process will happen after the go live date. Finance has a similar process and is expected to go live in July. They have just started working on HR and Payroll, working toward the new go live date of January 2024. 5) Dr. Jenny Giron from Ferrilli confirmed the network replacement scheduled to happen during the break is complete. New fiber replacement was completed in November, then wired and wireless network in December. They're now working with the laptop depots to change domains from PECOS to SENMC. She said the next critical piece is the security of SENMC resources-they are going to start pushing security policies through the governance process. Chairman Elkins relayed a question about Title IV status in this process and Juanita Garcia explained that Diana is working closely with the regional representative and anticipates having it by the time it is needed.

Juanita Garcia, VP of Student Affairs: 1) Enrollment is currently up 13.7%. Classes don't start until January 18th and she expects to see a greater increase by the time of the census date (the 3rd Friday after the start of the term). 2) They are working with Anthology on the portal (student-interfacing side) as well as Student Information Systems. 3) Courseleaf was on campus to help develop the catalog in preparation for the fall semester. 4) A recruiter was hired just before the winter break.

Dr. Monty Harris: 1) Representatives from Nine Degrees Architecture & Design (Cesar and Michael) have visited campuses in Midland and Odessa, Texas, and this morning saw the CTECH building in Hobbs to get ideas for designing the new building. They are expected to present a report at the next Board meeting sharing what they've learned and how it can be applied to SENMC's new building. The Board-established committee (once finalized) will also visit these campuses. 2) The DOE Grant application was submitted on time but they want additional information. Monty is working on this. He said The Grant Plant is also providing assistance in gathering the additional information. 3) Monty met with a company that provides training programs for the DOE. They have many things already in place and offer a lot of diversity. He is continuing to explore what kind of assistance the company can provide. 4) He is excited to report that they're building a team for Workforce Development. In addition to Monty there is also Maria Quintana from Community Education and Jennah McKinley who has just joined SENMC as the Workforce and Community Education Director. They are looking for a Workforce Training Coordinator.

- 8) **Pre-Surgical Technology Certificate:** Dr. Andrew Nwanne presented a request for approval to offer a program for students to earn certificates in pre-surgical technology. He shared the program outline and explained that this program is designed to ensure students complete the prerequisites and general education courses needed before they can apply for the Associate of Applied Science Surgical Technology program. He did caution that earning this certificate does NOT guarantee acceptance into the AAS Surgical Technology program. When Chairman Elkins inquired about this Dr. Nwanne explained that GPA requirements also need to be met.

Motion to Approve: Tiffany Frintz

Second: Mark Cage

Nays: -0-

- 9) **Pre-Nursing Certificate:** Dr. Nwanne also presented a request for approval to offer a pre-nursing certification program. It is designed to ensure that students take the courses they need to be able to apply for the

Associate Degree in Nursing program. Additionally, it will allow students to complete the New Mexico Common Core General Education courses that are also required for consideration of acceptance into the nursing program. Like the pre-surgical technology certificate, completion of the pre-nursing program does not guarantee access to the nursing program.

Motion to Approve: Tiffany Frintz

Second: Mark Cage

Nays: -0-

- 10) **Steven Gonzales, HR Director:** He presented board members with his report and shared the following: Staffing report – 212 headcount (12 new hires since the last report), introductions of new hires present. There are currently nine faculty and 6 staff vacancies. Interviews are in progress for 6 of these open positions. Carol Boyd, Testing Coordinator, is the January 2023 employee of the month. Steven also mentioned that Bridget from Ferrilli is working with HR this week.
- 11) **Employee representative comments (optional)**
- a. **Administrative:**
Ron Morales is the new president of the Administrative Committee. The committee is working on identifying its purpose and improving the quality of work life for the Administrative staff.
 - b. **Faculty:**
Zane Biebelle, Faculty Senate President: Faculty report on January 12th and she is looking forward to a new semester. Focus this term is on completing the faculty handbook.
 - c. **Classified:**
Judi Cox-Tindol: The annual Festivus gathering was held on December 20th. Judi added she's looking forward to the new year and planning things to do for the hourly classified staff.
 - d. **Student Govt:** Student government president Hayley Navarrette and vice-president Sierra Gomez reported briefly on activities planned for the start of the spring term. There'll be an Orientation event on January 17th from 4-6 pm hosted by the Grants department and additional welcome events on Wednesday and Thursday (January 18th and 19th.) Students are brainstorming for Welcome Week activities the week of January 23rd including a Welcome Back Breakfast on Monday (January 23rd), along with starting a passport activity sponsored by the Grants department, Taco Tuesday (January 24th) in the Tutoring Center and a financial literacy workshop on Wednesday (January 25th). On Thursday (January 26th) will be the College Cookout and Clubs Recruitment from 4-6 pm in the gym and on Friday (January 27th) they'll do the drawing for the passport activity.
- 12) **College & Community Committee:** This group will meet via Zoom this Thursday (January 12th).
- 13) **Public Comments: Norbert Rempe** – 1) Welcome Dr. Beardmore 2) Scolded the Trustees for not going to the website to read the minutes from the previous meeting, 3) Suggested that future agendas include an action item to approve the agenda. 4) Inquired about the status of the Building Committee and its members 5) Followed-up on the feasibility study that Dr. Volpi asked about at a previous meeting and asked if it will be posted on the website 6) Believes that for the Board to get input from the public the members need to respond to the public 7) Said the website contact information for Board members "sucks" and told Chair Elkins that if he is not going to respond to email messages then he needs to provide a phone number 8) suggested the word "uncertainty" regarding schedules (for Anthology project) is a more appropriate word than "risk". 9) Kudos to Dr. Beardmore for sharing his resume and cover letter from his application
Lane Martin: There is a lot of pressure to respond to public comments. He said the Open Meetings Act is the reason he discourages responses to public comments because the item might not be on the agenda. He pointed out that SENMC's policy gives members of the public the option of requesting that an item be placed on the agenda
- 14) **Board comments:** Frintz wished everybody a happy new year and thanked them for attending the meeting. She also welcomed Dr. Beardmore and other new employees, and thanked all the employees for the work they do every day. Cage also welcomed Dr. Beardmore and other new employees and offered congratulations to employee of the month Carol Boyd. He added that he was blessed to have been part of a Caveman Strong

event, an annual event that recognizes members of the community, law enforcement and emergency services personnel, and high school students. He is excited to see how 2023 will progress and expressed confidence in the Anthology and Ferrilli teams and the employees of SENMC. Bowman echoed Frintz and Cage's comments, welcoming Dr. Beardmore and congratulating Carol Boyd. Elkins shared the sentiments voiced by Frintz, Cage, and Bowman, adding that he's proud to have everyone here and thanked everybody for coming.

15) Announcement of next regular board meeting:

Date: February 13, 2023 **Time:** 6:00 pm **Place:** SENNC Room 153

16) Adjournment – Chairman Ned Elkins adjourned the meeting at 7:30 pm.

Approved



Tiffany Frintz, Secretary

3/27/23
Date

Pre-Nursing Certificate of Completion 31 credit hours

This certificate is designed for students who intend to apply for the Associate Degree in Nursing program. The Pre-Nursing Certificate of Completion is designed to guide pre-nursing students through the pre-requisites for the Associate of Nursing and at the same time completing the NM Common Core General Education courses, which must be completed for consideration of acceptance into the program. Completion of all core courses prior to entering the program will allow the student to focus and make the nursing courses the priority.

Completion of the Pre-Nursing Certificate qualifies a student to apply to the Nursing program but does not guarantee admission nor can it be used for gainful employment.

First Year Pre-Requisites

Fall Semester I	Credits
CHEM 1120G - Introduction to Chemistry Lecture and Lab	4
BIOL 2210 - Human Anatomy & Physiology I for the Health Sciences	4
NA 101 – Nursing Assistant Theory and Lab	6
Total Credits	14

Spring Semester I	Credits
BIOL 2225 - Human Anatomy & Physiology II	4
Area 1: Communications: ENGL 1110G Composition (Recommended)	4
Area IV: Social/Behavioral Sciences Course: CEPY 1120 G Human Growth and Behavior	3
Area II: Mathematics MATH 1130G Survey of Mathematics Or MATH 1220G College Algebra	3
Total Credits	14

Summer Semester 1.	
Gen Education Elective Course – Any “G” course, except Area III ^{1, 2} PSYC 1110G Introduction to Psychology	3
Total Credits	3
Total Certificate Credit Hours	31

It is strongly recommended that all Pre-Nursing students meet with Academic Advisors for course scheduling and program information.

All courses that are part of the nursing curriculum must have a grade of “C” or better to receive credit. Courses with less than a “C” will need to be repeated to receive credit toward the Associate Degree in Nursing. Courses may be “in progress” at the time of application but must be completed prior to starting the program.

It is strongly recommended that BIOL 2210, BIOL 2225, and CHEM 1120G be taken within 5 years of application to the program. Science courses cannot be taken more than twice (excluding withdrawals).

Pre-Surgical Technology Program Certificate of Completion 28-29 credit hours

This certificate is designed for students who intend to apply for the Associate of Applied Science Surgical Technology program. The Pre-Surgical Technology Program certificate will provide students the required coursework for prerequisites and general education, which must be completed for consideration of acceptance into the **Associate of Pre-Surgical Technology program.**

Completion of the Pre-Surgical Technology Certificate qualifies a student to apply to the Surgical Technology program but does not guarantee admission nor can it be used for gainful employment. Courses may be "in progress" at the time of application but must be completed prior to starting the program.

First Year

Fall Semester I		Credits
Gen Ed Course	One course from either Area I, II, IV, V or VI ^{1, 2}	3-4
CHEM 1120G OR CHEM 1215G (Gen Ed Elective)	Introduction to Chemistry Lecture and Lab OR General Chemistry I Lecture and Lab	4
BIOL 2210	Human Anatomy & Physiology I for Health Sciences	4
HIT 150	Introduction to Medical Terminology	3
Total Credits		14-15

Spring Semester I		Credits
Gen Ed Course	One course from either Area I, II, IV, V or VI ^{1, 2}	3
Gen Ed Course	One course from either Area I, II, IV, V or VI ^{1, 2}	3
BIOL 2225	Human Anatomy & Physiology II	4
BIOL 2310	Microbiology	3
BIOL 2310L	Microbiology Lab	1
Total Credits		14
Total Certificate Credit Hours		28-29