

BOARD OF TRUSTEES MEETING MINUTES

Date: 12/12/22

Time: 6:00 pm

Session Location: SENMC RM 153

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members present:

- ☒ Chairman, Ned Elkins
- ☒ Member, Bill Murrill
- ☒ Member, Sarah Bowman

- ☒ Secretary, Tiffany Frintz
- ☒ Member, Mark Cage

Board Members absent: N/A

1) **Call to Order and Pledge of Allegiance**

Time: 6:00 pm

2) **Establish Quorum – Roll Call**

3) **Approval of minutes from the previous meeting – 11/14/22**

Motioned: Tiffany Frintz

Seconded: Bill Murrill

Nays: 0

Abstain: 2

4) **Nine Degrees Architecture & Design:** Executive commented that they are ready and willing to work on the project. Planning on-site visits from the resources that we received and will have information available for the next board meeting. **Elkins** requested that Monty provide information on the Odessa College to the architects. The architect stated that a Feasibility Study was provided in hard and electronic copy to SENMC. **Volpi** inquired about a copy of the Study on the SENMC website and architects encouraged this for more leads for the project. **Elkins** stated that a review of the current contract with the architect will be completed to verify changes needed.

5) **Ferrilli Technology Security Updates** – Mr. Mallory reported on the following: 1) ICT project – Establishes a baseline on policies and board-approved emails and policy framework, 2) Gramm-Leah-Bliley Act (GLBA) financial privacy rule, protection of financial data, safeguards rule, security practices and risk assessments, and, 3) Network Infrastructure Replacement started before Thanksgiving.

6) **General Counsel: Lane Martin** stated that he does not have any topics for the board in open session.

7) **SENMC general status report: Dr. Nwanne** reported on the following: 1) Higher Education (Colleges and Universities) in New Mexico joint legislative priorities for the New Mexico Legislative session starting in January. 2) The effort of Rep. Brown to sponsor a bill that will allow SENMC to participate in the ERB Alternative Retirement Plan. Dr. Nwanne thanked SENMC Faculty, Staff, and Administration for the recognition he received.

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

Dr. Monty Harris: Discussed progress in U.S. DOE grant application process and working with the Grant Plant contractor. WIPP Training Implementation Matrix (TIM) has been received. Meetings are scheduled for the grant application. WIPP has Radiation Physics and Control training program curriculum, and underground miner training is a deliverable towards the end of the contract. Will be meeting this week with simulator manufacturers for quotes. Simulators increase safety and productivity. Equipment operators do the job training without the exposure to hazard. It was confirmed that CDL drivers are needed and simulators are available. The Mayor's committee is getting involved with this project.

Dr. Karla Volpi: Reported on the following: 1) Anthology meetings and testing the process, Kudos to Student Services, single tuition code must be broken down for reporting purposes.

- 9) **Steven Gonzales:** Handed out report to board members and reported on the following: Staffing report – 200 headcount, new hire introductions, 11 new hires since last report, reported on open positions, nine faculty, four staff, recruitment efforts advertising in NM Nurse, Ft. Bliss job fair, January new hires, and Samantha Villa is the December 2022 employee of the month. Elkins asked if these are existing or created positions. Gonzales reported they are all existing positions.
- 10) **Employee representative comments (optional)**
- a. **Administrative:**
Rebecca Silva reported a teleworking policy is in progress and should be ready for presentation in February. Currently holding elections for a Chair and a Secretary for the Administrative Committee.
 - b. **Faculty:**
Zane Biebelle: Reported on the following: Loud Creation event and kudos to student who worked on the volumes and kudos for the employee appreciation lunch.
Rick Wiedenmann: Reported on animals on campus policy proposal submitted due to animals is prohibited and SENMC has functions that include animals. STEAM day is planned for April 2023 and if this policy is not changed or approved by then, asked Board to consider a waiver. Elkins stated that we need Legal Counsel and can work on it.
 - c. **Classified:**
Judi Cox-Tindol: Reported on our Thanksgiving Potluck and Holiday Door Decoration competition.
Student Govt: Students are brainstorming for Welcome Week in January the week of the 23rd and giveaways will be reported next month. Elkins requested that the students come and report in person.
- 11) **Board discussion of the formation of vocational trades building committee and possible selection of committee members:** Elkins reported that we are placing this agenda item back on this agenda and we held a meeting on the 17th of December. Elkins wants the committee with no less than 20 members is recommended, administration is tasked as a SENMC leadership member, and the following is recommended: college administration, strong financial college (Dr. Volpi), staff representation, Board of Trustees, Elkins and Murrill, city of Carlsbad, Eddy County, U.S. DOE admin and training, three representatives from Gas and Oil, two representatives from the potash mines, representatives from the Carlsbad High School, two to three community members, the architect, not naming anyone and they need to have the right expertise. Elkins asked a week or so ago to look into whether the Open Meeting Act (OMA) would apply to building committee. Elkins believed the OMA has application to the Committee because the Committee is merely advisory, does not consist of a quorum of trustees, and does not have any policy making ability. It is designed to explore options for the building and make recommendations to the Board. The recommendations are not binding and in no manner will limit the options of the Board. Frintz motioned approval for this advisory committee and Cage seconded. No nays.
- 12) **Ned Elkins:** College & Community Committee report Elkins stated that no meeting has been held since Heaton left the community. Ingram stated that he wants to participate and will start in January with the committee meetings.
- 13) **Public Comments: Norbert Rempe** – Commented on procedural items – 1) At the end of the agenda, board packet should be needs to be changed to "is available to the public", 2) Follow the board packets on the internet. 3) Repeat that we need to update the Board contact information, as well as, list the budget information. 4) Rempe believes that the Board policy that the Board cannot discuss public comment is self-imposed. 5) Part of agenda should include the Board's accomplishments and report on the activities.
- 14) **Board in closed session at 7:15 p.m.** All board members voted that the Board be in closed session to discuss personnel matters.
- 15) **Legal Counsel:** Martin commented that in his opinion, that Board members can attend meetings by telephone or zoom for all meetings.

16) **Reconvene into open session: 7:30 p.m.** Elkins stated that no decision was made for a senior administrative position VP vocational and workforce training – We discussed what this position should consist of and Elkins opened this for discussion. Frintz motioned to create the senior position of VP of Workforce Development and Community Engagement and appoint Dr. Monty Harris as Interim. Cage seconded the motion. Dr. Nwanne recommended that the position begin on January 4th, 2023. All Board members voted yes and no nays were cast.

17) **Board comments:** Cage commented that Legislative Conference for NM Counties and he is President Elect, and will be President next year. This may aid SENMC in working with the National Association of Counties and the National Association of Sheriff's Office Conference. Bowman reminded everyone to be safe and healthy during this flu season. Frintz commented Happy Holidays and congrats to the staff for the first independent semester. Elkins commented for everyone to have a great holiday season. Frintz stated that the next Board meeting is scheduled for January 9th at 6 p.m. Elkins stated that the March Board meeting is tentatively set for March 20th.

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

Date: Jan. 9, 2023

Time: 6:00 pm

Place: SENNC Room 153

19) **Adjournment - Ned Elkins:** Meeting adjourned

Chairman adjourned at 7:43 pm

Approved



Tiffany Frintz, Secretary

3/27/23

Date