

BOARD OF TRUSTEES MEETING MINUTES

Date: 2/10/25

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:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Establish Quorum – Roll Call
- 4) Approve Agenda

Time: 6:00 pm

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

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

- 5) Approval of minutes from the previous meeting – 1/13/2025

Motion: Sarah Bowman Second: Mark Cage Nays: 0 Abstain: 1

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

- 6) Public Comments: None
- 7) Student Government Representative: None
- 8) General Counsel: Lane Martin (via Zoom) – Nothing to report.
- 9) SENMC general status report: Dr. Kevin Beardmore

Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Marched in the Carlsbad Rev. Martin Luther King, Jr. Day event, January 20; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** presented the SENMC attributes to FYEX 1111 class, January 29; announced changing in reporting for the Registrar's Office, Business Affairs, and Student Affairs; held a Campus Forum on January 30; **Goal 3 (Community Engagement and Economic Enrichment)** met, along with Dr. Monty Harris, with Vanessa Lechon, Laurie Bevins, and Dr. Kirk McDaniel from the US Department of Energy, on the USDOE grant, January 16; published latest newspaper/website article: "Ready to be Resolute," January 21; reported for jury duty at Eddy County Court House, January 21 and February 4; met with James Johns and Jolene Beaty, WIPP Organizational Development Team, about the new SIMCO President's Leadership Program that will be hosted by SEBNC, January 23; attended Carlsbad Rotary on January 22 and 29, and on February 5; attended the Eddy County Legislative Reception in Santa Fe on January 27; attended the WIPP Legislative Breakfast in Santa Fe on January 28; attended the Ribbon Cutting for Artesia Public Schools Career Center One on January 30; attended the Carlsbad Department of Development Board meeting on February 6; volunteered at Rotary's Pancake Day on February 7; **Goal 4 (Building, Facilities, and College Foundation)** discussed funding of the Pecos High School (TX) Career and Technical Education Building with Pecos Schools Superintendent Brent Jaco on January 8; met (virtually) with Jonny Heins of Permian Resources and Brian Woodard of Mewbourne about progress on and advocacy for the Trades x Technologies Building, January 24; Dr. Beardmore took a moment to thank them for their work on that and help in pushing the conversation forward and looking at possibilities for funding from their organizations and others; and **Goal 5 (Independence of SENMC)** attended (virtually) the New Mexico

Higher Education Secretary's Legislative Updates on January 30 and February 6; and attended the New Mexico Legislative Budget and Accountability Hearing and Higher Education Budget Hearing, House Appropriations and Finance Committee on February 7.

Dr. Beardmore took a moment to address SENMC Board Policy on investments. The former president of New Mexico Tech is suing the university over how the school's funds were invested in a local bank, and not all were FDIC-insured. This is not the case with SENMC funds, but he wanted the Trustees to see the policy in case they receive questions from members of the community.

- 10) Old Business:** Last fall the college put out an RFP (Request for Proposal) for lobbyist services. Based on the first page of the RFP no proposals were received by the deadline. However, another page of the RFP showed a later deadline and one proposal was received based on that deadline. The reason for the two deadlines is unknown. Dr. Beardmore assured the Board that all future RFPs will list a response deadline on the cover page only. He said the purpose of an RFP is to see what the competition is and provide perspective. The proposal received is not substantially different from information previously presented to the Board. Trustees said they wanted more time to review the proposal and indicated disappointment that there had not been more interest. Dr. Beardmore said he wants to make sure that future ads will be published in Santa Fe and Ned Elkins agreed that the college should advertise in the northern part of the state.

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

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of giving Dr. Beardmore the time and flexibility to start the process again.

11) New Business

- A) Trades x Technologies Building Update – Dr. K Beardmore:** Bill Murrill and Ned Elkins met with Gary Martinez and Dr. Beardmore this afternoon to review the details of the RFP for the Trades x Technologies building. Minor changes were noted, and consultant Glen Haubold is going to double check some things. Trustees will be able to take this draft and have the time until the next board meeting to review it. The goal is to pursue approval in March. College counsel Lane Martin advised that they should be very careful in awarding any bid. He said he can advise as needed to guide any Trustees who may need to recuse themselves. No action was taken on this item.

- B) Use of The Registry to find candidates for Interim VP of Business & Finance – Dr. K Beardmore:** Dr. Karla Volpi has accepted the position as Dean of Business and Finance. This position works remotely and does not have supervision of the bookstore, health care, maintenance and facilities. It does allow the college to have continuity of operations and retain Dr. Volpi's expertise. Southeast New Mexico College is looking for an interim, on-site, vice president for Business and Finance. Dr. Beardmore's plan is to keep the interim until the college makes its report to the HLC (Higher Learning Commission) in July 2026. This also aligns well with the best time to conduct a search in Higher Education which is to have a July 1 start time. He is looking for a candidate with experience as a chief business officer at a small community college. The initial advertisement resulted in a single candidate. Dr. Beardmore has readvertised with a higher salary (\$210,000) and has also reached out to colleagues for their recommendations. He said he already has five prospects separate from the Registry candidate. The cost of using The Registry is 33% of the salary offered.

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

Bowman, Cage, Elkins, Murrill, and Frintz voted unanimously to allow Dr. Beardmore to use The Registry to find candidates for the position of interim VP of Business & Finance.

- C) **Monthly Financial Report – Dr. K Beardmore:** Dr. Beardmore shared the reports and notes provided by Dr. Volpi. Accounts Receivable decreased by \$30K, mostly in the over 60-over 90 categories, suggesting that collection efforts are bearing fruit. Financial statements continue to be a work in progress but this time there is a comparison on the income statement with the year-to-date and budgeting variance.
- D) **Quarterly Financial Certification – Dr. K Beardmore:** Dr. Beardmore presented the quarterly 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-**
Bowman, Cage, Elkins, Murrill, and Frintz voted unanimously to approve the quarterly financial certification.
- E) **SREB Report – Dr. K Beardmore/Dr. Harriette Scott:** Dr. Scott of the Southern Regional Education Board provided an update of the work they've done since visiting the campus and the community in August and conducting surveys and meeting with focus groups when they were here in November. She shared several of the strengths of the college as noted by various members of the focus groups, as well as growth opportunities. Dr. Scott introduced one of her colleagues, Dr. Kathy Palmer, who explained that a strategic plan should be inspirational and outline a way to track progress. It should also be a working document that can be tweaked. Dr. Scott explained that they used SREB's student success framework and a framework developed by its counterpart, Western Interstate Commission on Higher Education, along with the information gathered from the campus and community to create a list of six priorities that they will move into next steps and come back in March with a presentation of goals. Elisa Jaden, Project Manager, explained that next steps will include developing strategies to meet the goals, identifying key performance indicators, establishing timelines, identifying resources, and making recommendations of strategies for board approval.
- F) **Establish a Facilities Naming Committee – Dr. K Beardmore:** Dr. Beardmore shared some guidelines that can be used to establish a committee for naming campus facilities. The Trustees are in favor of representation that includes members from the Board of Trustees as well as from the SENMC Foundation Board. Dr. Elkins added that faculty and staff also need to be represented. Dr. Beardmore would be on the committee in an advisory role-he would not vote.
 Motion: **Sarah Bowman** Second: **Ned Elkins** Nays: **-0-** Abstain: **-0-**
Bowman, Cage, Elkins, Murrill, and Frintz unanimously voted in favor of creating a naming committee with two members from the Board of Trustees, one member from the SENMC Foundation Board, and one representative each from faculty, administrative staff, classified staff, and student government.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Beardmore shared Dr. Seitaridou's report because she is in Santa Fe for the Senate Finance Committee meeting. Professor of Nursing, Gina Zuniga is a Peer Reviewer for the Accreditation Commission for Education in Nursing (ACEN). Her service as a peer reviewer will help her understand the accreditation process better so that she can assist her department in preparing for its review in 2027.
 A team of faculty lead by Dr. Jalal Hamedi attended an HLC-organized conference in Phoenix, Arizona that focused on Academic Program Reviews. Another team of faculty, led by Ms. Zane Biebelle attended an online workshop also organized by the HLC titled “Assessing the General Education Program”.
- B) **Business and Finance:** Nothing to report.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia joined via Zoom to present her report. Spring 2025 enrollment has approximately 400 more students that spring 2024. They are seeing an increase

in continuing students and in first-time freshmen, Early College High School, and transfer students. Spring welcome week has been renamed "Spirit Week" and moved to the second week of the term so activities don't interfere with the first week of classes. The Registrar's Office, which is moving under the Academic Affairs umbrella, is working on the 25-26 catalog and have updated most of the programs to include the FYEX (First Year Experience) courses. They are reviewing a list of courses that were in the catalog but have not been taught at this campus. They will meet with Department Chairs and the VPAA to discuss removal of these courses. Department Chairs are working on their Summer/Fall 2024 schedules.

Student Services has received a food pantry grant for \$5,000 from ECMC (Education Corporation Management Company). It also provides for emergency aid and information on financial literacy. Ms. Garcia and Director of Financial Aid, Diana Campos are part of a basic needs consortium with state of New Mexico. They will be collaborating with groups on campus to identify different needs students have and resources for them so that students can focus on their studies and stay in school.

There are two vacancies in Student Affairs because employees have moved to other jobs on campus.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Community Education classes started last week. He said they have had a fantastic turn out so far and are especially excited about the new line-dancing class. They had a meeting with Lifehouse and set up a new partnership to provide professional development opportunities for their staff and clients. They are continuing to work with the City of Carlsbad to finalize plans for Microsoft Office training for their employees. The goal is to provide them with hands-on learning opportunities that will enhance their workplace efficiency and digital skills.

Workforce reports that the 5DT team is on campus until February 14 to continue to work on simulators. The tractor-trailer simulator is functional-call Monty for a test drive. The plan to meet with their Department of Energy contact this week and provide a demonstration. Simulator operator training is planned for next week. Dr. Harris is looking at creating a position that is a shared position of instructor and supervisor of the simulator center.

As of February 1, SENMC has entered into an agreement with Artesia Truck Driving School to sponsor CDL training in northern Eddy County.

Radiological Control Tech (RCT) training will begin campus on March 3 with a math boot camp, followed by the RTC classes two weeks later. The schedule will be Monday through Friday evenings until the end of June. They have also scheduled some public question and answer sessions regarding this program. For a limited time, the Course Fee Assistance program will cover 100% of the program fee. They are also planning internship opportunities for this program.

Wellsite LMS (the lease operator education platform) will soon be offered to the public. Fee information is available on the Workforce webpage. It will be offered to local high school programs at no charge.

The Workforce and Community Education team met with administrators from Artesia schools.

Workforce is pledged to continue to collaborate to make things available for their school district.

Members of the Workforce team attended a networking breakfast for the Delaware basin Association of Pipeliners and took the opportunity to talk to the group about the developing Oil and Gas program as well as the safety training they offer.

They are in the early planning stages for a safety program to be held in the fall.

- E) **Tymon Mattosko, CIO:** He started last week and said most of the time has been spent in knowledge transfer with Gretchen Parrish. He's also met with many people. He said he will have content to report next month.

13) **HR Report: Steven Gonzales, HR Director:** Mr. Gonzales said that as of February 4 the SENMC employee count is 248 employees. This includes full-time, part-time, temporary, and student employees. He introduced three new employees, Kordell Allen, Bookstore Assistant; Emily Pennigton, Administrative Assistant, LAC; and Evelyn Kerr, Math tutor . There are currently six faculty and four staff vacancies. February 2025's Employee of the Month is Sheena Linney, Instructor of Welding.

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

A) **Faculty: Zane Biebelle** reported that the HLC Assessment academy hosted its first major event, a Day of Reflection, on January 13. Dr. Chappa is organizing testing-it will include approximately 90 students in seven classes. Zane says they get good information from this.

Rick Wiedenmann announced RiverBlitz and Science Bowl, both on March 1. Southeast New Mexico College has been involved with RiverBlitz for 25 years. The Science Bowl is sponsored by SIMCO and will feature high school students from southeastern New Mexico and west Texas.

B) **Administrative Staff:** Johnny Chandler, Administrative Staff president said the group is figuring out how it can help the college and the community.

C) **Classified Staff:** None

15) **Board comments:**

Dr. Ned Elkins said he appreciates the SREB group coming out here. He also recognized senior administration from Ferrilli who were present and thanked them all for attending. We appreciate your support. Mark Cage recognized Councilman Eddie Rodriguez for his regular attendance at these meetings. He thanked Dr. Beardmore for his efforts with the financial reports. He also thanked the travelers for attending tonight's meeting. Sarah Bowman echoed her colleagues' comments and added she is looking forward to RiverBlitz and the Science Bowl again this year. Tiffany Frintz thanked people for traveling and helping the college stay on track and welcomed Tymon and the other new employees present at the meeting. She concluded by saying how proud she is of everybody and thanked everybody for coming to the meeting.

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

Date: March 10, 2025 **Time:** 6:00 pm **Place:** SENMC Room 153

17) **Adjournment** – Board Chair Tiffany Frintz adjourned the meeting at 7:30 pm.

Approved



Sarah Bowman, Secretary

03/10/2025

Date