

BOARD OF TRUSTEES MEETING MINUTES

Date: 4/14/25

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 (via Zoom)
☒ 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**

4) **Approve Agenda**

Motion: **Ned Elkins**

Second: **Bill Murrill**

Nays: **0**

Abstain: **0**

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

5) **Approval of minutes from the previous meeting – 3/10/2025**

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0**

Abstain: **1**

Bowman, Murrill, and Frintz approved the minutes. **Elkins** abstained from voting.

6) **Public Comments:** None

7) **Student Government Representative:** Ava Calderon, Chief Clerk of Student Government shared a list of some of the things Student Government has done recently, which include sponsoring funds for the E-Sports Club, for its monthly pizza and game night. They have also sponsored funds for the Hispanic Serving Association Club, purchased items for graduates such as PTK stoles, honor cords, and graduation gifts. They have sponsored funds for the Student Nursing Association activities and events. They are planning an Easter Egg hunt in the courtyard on April 17 and are getting ready to elect officers for the next academic year. Ciara Gillard, President of SENMC's PTK chapter, said they have just returned from Catalyst, their yearly international conference where Ms. April Addington (Assistant Professor of Math and Chair of the Mathematics department) was inducted into the Alumni Hall of Honor. Ms. Gillard then asked PTK members present at the meeting to stand and be recognized for the club's achievement as a top 100 chapter, internationally, out of 1300 chapters.

8) **General Counsel:** – Did not attend.

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

- A) **Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Published latest newspaper/website article: "World Flicks and Food", March 19; attended the SENMC Women's History Month "High Tea" celebration, March 20; and attended SENMC's signature event, Taste of Culture on April 10; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** spoke with Jack Drooger, Workforce Training, Hagerstown Community College, about providing technical training to National Park Service in the western region, March 11; handed out prizes awarded at the SENMC STEAM Expo sponsored by ConocoPhillips on March 20; and met with Carlsbad Municipal Schools

(Dr. Gerry Washburn, Jason Hightower, Stacy Verdin, and Dianne Joop) about partnering to provide Theatre and Culinary Arts programming, April 2; **Goal 3 (Community Engagement and Economic Enrichment)** met with Chad Ingram and Jeannie Watson at the Carlsbad Chamber of Commerce to advise on their strategic planning efforts, March 11; attended Carlsbad Rotary on March 12 and April 2; attended the Carlsbad Fire Cadet graduation on March 30; attended the Carlsbad Department of Development Board meeting on April 3; and discussed potential Nursing Program part-time track development with the Board of Dr. Amanda Ryan's facility, Mayor Rick Lopez, and City Administrator Wendy Austin on April 10; **Goal 4 (Building, Facilities, and College Foundation)** presented on the Trades x Technologies Building to the Permian Strategic Partnership (PSP) Workforce Committee on March 18; met with Nicholas Arledge, CEO of Carlsbad Medical Center, on March 19, about their support as Title Sponsor for the SENMC Foundation Funding our Future Gala; on March 27, 28, and 31, secured four \$5,000 sponsorships (Perman Resources, CNB, Coterra, and Chevron) for the SENMC Foundation Gala, additional sponsors since then include Intrepid, Kodiak, NMOGA, and NMMA; worked with ExxonMobil to finalize a \$25,000 Gala sponsorship and donation, April 1; joined Foundation Board member Aaron Irving on Artesia Radio (Good morning Artesia) to promote the Gala, April 8; presented on the Trades x Technologies Building to the PSP Management Committee and to the NM Higher Education Department Capital Outlay Committee in Santa Fe on April 9; and **Goal 5 (Independence of SENMC)** hosted a visit by the Higher Learning Commission to add Carlsbad High School as an additional location (Automotive Technology program), March 19; met with Executive Team, College Council, and the Steering Committee to rollout the expansion of the Steering Committee in the college's new strategic planning process, March 31 and April 2 and 4; and led four Strategic Planning Focus Groups-one for each of the new 2025-2030 Strategic Plan goals on March 31, April 1, 7, and 8.

Dr. Beardmore offered a look at the first draft of the strategic plan ahead of the May meeting. He said it might change a little by then, but it is well-based on the SREB work and what came out of focus groups. There are still opportunities for people to step forward and add to the plan.

The Naming Committee convened today. They plan to operate by consensus and there will not be a record of the minutes of their meetings because of the sensitivity of the discussions. The current focus is on naming new or renovated buildings. Dr. Beardmore said that because of this there probably will not be another Naming Committee meeting until more work is done on campus.

- B) **T-Squared RFP: Dr. Kevin Beardmore** – Dr. Beardmore said the current draft of the T² RFP could be out as early as next Monday. The due date for proposal submissions would be June 26.
- C) **Interim VPBF Search: Dr. Kevin Beardmore** – Another candidate has withdrawn from consideration. The position is still being advertised, as well as the full-time position, but it might be fall before the position is filled.

10) Old Business:

- A) **Lobbyist RFP** – In March, Trustees received Lobbyist proposals to review. They have decided not to continue this for now and will revisit this issue at the appropriate time.

11) New Business

- A) **Tuition & Fees for 2025-2026 – Dr. K Beardmore:** Dr. Beardmore explained that branch campuses tend to have higher out-of-state tuition rates. SENMC's out-of-state tuition is much higher than that of New Mexico Junior College. He said SENMC will one day be in competition with NMJC for students and he thinks it is time to bring SENMC's tuition in line with what people expect to see from an independent college as opposed to a branch campus. He is proposing reducing the out-of-state tuition from its current rate of \$167 to a competitive rate of \$95, plus a \$5 required fee for the Health Clinic. This would make SENMC's out-of-state tuition rate just a little higher than NMJC's rate. This rate change will cost the college approximately \$21,700.

Motion: **Ned Elkins**

Second: **Bill Murrill**

Nays: **0**

Abstain: **0**

Bowman, Elkins, Murrill, and Frintz voted in favor of this tuition adjustment.

- B) Approval of 2024-2025 Budget Adjustment Requests (BAR) – Dr. K Beardmore:** Budget Adjustment Requests must be submitted to the state. In Unrestricted Funds, revenue increased by \$19MM because of oil and gas revenues. The college was unable to collect an appropriation of \$600K because CRI had not completed its audit. This resulted in a decrease in the category Renewal and Replacement. On the expenditures side, Instruction and General is reduced by \$1.8MM primarily because of the difficulty in attracting qualified applicants to the college's open positions. The increase in Internal Service Department expenses reflects ongoing upgrades and can also be seen in the FY 26 budget. The opening of the Health Clinic produced increased expenses in Auxiliary Enterprises including the hiring of two part-time staff and replacing outdated supplies. The largest increase in spending was in Capital Outlay and Renewal and Replacement and includes added costs to the Family Library Room because collapsed sewer pipes damaged other areas of the college. Additionally, the HVAC, Energy Performance Contract, and Parking Lot Project were or will be completed-some of these had been budgeted in prior years. A new security project has been started and some of it will also be seen in the FY 26 budget, along with a comprehensive Facilities Master Plan, scheduled to be completed in the next fiscal year.

The net of these changes still allowed the college to transfer funds into Capital Outlay reserves in preparation for building the new Trades x Technologies building to house Workforce programs. There are also adjustments to the Restricted Funds. Revenue increased through drawing down on federal and state funds, specifically the Department of Energy grant for equipment for the Simulation room, and financial aid. The state has said in future the college should budget what it really anticipates spending. SENMC budgets conservatively and used NET financial aid, (after stipend payout) instead of GROSS financial aid. Additionally, state work force money was treated as scholarship dollars and is reflected in the state scholarship figure in the estimated actuals.

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

Bowman, Elkins, Murrill, and Frintz voted in favor of approving the 2024-25 BARs as presented.

- C) 2025-2026 Budget – Dr. K Beardmore:** Dr. Beardmore presented the 2025-26 budget.

Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**

Bowman, Elkins, Murrill, and Frintz voted in favor of approving the 2025-26 budget as presented.

- D) Approval to Purchase a Camera System – T Mattoszeko:** A quote from Millenium for a campus-wide camera system lists an installation cost of approximately \$225K and an annual subscription cost of \$27K. The Trustees agreed that safety is paramount and expressed concerns about tracking people's movement on campus.

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

Bowman, Elkins, and Frintz voted to approve the purchase. **Bill Murrill** voted against the motion to approve.

- E) Approval to Purchase Document Management System – T Mattoszeko:** Mr. Mattoszeko explained that he would like to get a document management system that will tie-in to Anthology and several other systems. He estimates an initial cost of \$120,000 with an annual cost of \$60,000. This is already in the budget approved for 2025-2026 but they are still evaluating systems and expect proposals within the next two weeks. No action was taken on this item.

- F) Fire Alarm Replacement – Dr. K Beardmore:** Based on a quote from Johnson Controls (a highly recommended company and on the state's CES list) it will cost close to \$750,000 to replace the fire alarm system. The college would be able to tie this into the T² building. This system can also tie into the phone system and save money on telephone replacement. If this is approved tonight the project can be submitted to Capital Outlay, possibly to be heard at its May meeting, but probably not until June. The buildings would not all be done at the same time, and this project could be synchronized with the camera installation to help minimize construction.

The Trustees had concerns about the cost of the project and added language that if the cost exceeds the quote by more than 10% the project will be presented to the Board again.

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

Bowman, Elkins, Murril, and Frintz voted to approve moving forward to submit the fire alarm system replacement project to the Capital Outlay Committee with the condition that the Board is consulted again if the cost exceeds the estimate by more than 10%.

- G) **Disposal of Surplus Property – Dr. Kevin Beardmore:** A list of items valued at \$5,000 or less had been sent to Trustees to review ahead of this meeting. Dr. Beardmore said most won't even make auction. The welders on the list have already been sold to Carlsbad schools for \$2,000.

Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **0**

Bowman, Elkins, Murril, and Frintz voted to approve disposing of the surplus property on the list that was presented.

- H) **Monthly Financial Report – Dr. K Beardmore:** Dr. Beardmore reviewed the reports and notes provided by Dr. Volpi. The income statement and balance sheet (February 2025) show year-to-date expenditures of \$15.6 million two-thirds of the way through the fiscal year with a budget of \$27.1 million.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou congratulated PTK and the team's success at PTK Catalyst 2025. She also congratulated April Addington on receiving the Alumni Hall of Honor award. Audrie Rayroux (Nursing Instructor) has earned her MSN with an Advanced Practice RN (APRN) degree. She has also passed her Certified Nurse Practitioner exam. She will be leaving SENMC at the end of the term and working as a Nurse Practitioner. Mickey Best, Amy Dewey, Narmin Ghalichi, Karima Mourhat, and Frosso Seitaridou attended the HLC Annual Conference in Chicago April 5-8.

- B) **Business and Finance:** No additional reports.

- C) **Juanita Garcia, VP of Student Affairs:** Ferrilli was on campus the last week of March working with Marketing, Admissions, and Recruiting for prospective undergraduate and dual credit students. There is a new Admissions Advisor. All the advisors will have completed their certifications in LifeBound coaching by the end of this month. The Dual Credit team is busy with registration, actively supporting Early College High school conferences, attending various recruitment events and building relationships with the local schools.

They are in the planning phase for the implementation of EAB Navigate, a case management tool that integrates with Anthology and CANVAS. Features of this system include an early alert system, automated alerts and messaging, appointments and surveys, and faculty progress reports, among others. The One System Admissions Application through Anthology allows students in non-credit/non degree programs such as Workforce and Community Education, Adult Education and ESL to be issued a student ID and SENMC email address. This will enable SENMC to send out emergency notifications and track students on campus at any time. They are in Anthology testing with Ferrilli and the Registrar's Office on micro credentialing and the ability to document skills on official transcripts. Student Services continue to hold weekly stabilization meetings with Ferrilli. Diana Campos, Dean of Student Affairs, and Juanita hold weekly transition meetings in preparation for Juanita's retirement next month.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that the spring break classes offered through Community Education had more than 30 students; they are getting ready to release the Summer 2025 schedule and are excited to offer even more classes, including a free reading program for kids in July. They have started offering soft skills training to the community and local businesses. Workforce held a planning meeting for a safety conference in September. The objective is to build safety as a culture in the region. The Student of the Month luncheon at Carlsbad Rotary Club on March 19 included a presentation on drone soccer.

On March 20 Dr. Harris gave a presentation on drone soccer at the Boys & Girls Club board meeting. He said the club is enthusiastic about participating and the Carlsbad and Loving school districts and the Carlsbad home school group have also expressed interest. The team also distributed information on programs and drone soccer at the STEAM Expo held on the SENMC campus.

The team toured CEMRC on March 25 and on April 1 Jerry Brian participated in a meeting of the New Mexico Produced Water Research Consortium Technology Testing and Evaluation Working group. They have two Dean of Workforce candidates coming to campus this week; they are also looking at an MSHA Training instructor-the focus would be on MSHA training for WIPP employees.

- E) **Tymon Mattoszko, CIO:** Mr. Mattoszko reported they have created a Data Governance and Technology Taskforce. Members are discussing how the college classifies data and defining baselines for other departments. They also want to establish which technology is best for students. TSS will coordinate technology purchases so all the devices are compatible. Cybersecurity training will be offered to all employees. He is hoping to roll out multi-factor authorization in the fall. The HelpDesk is being fine-tuned. The phone system will be upgraded/replaced in the fall and a new payment system should be ready in June or July.

- 13) **HR Report: Steven Gonzales, HR Director:** Mr. Gonzales said that as of April 8 the SENMC employee count is 263 employees. This includes full-time, part-time, temporary, and student employees. There are currently seven faculty and seven staff vacancies. April 2025's Employee of the Month is Erick Dominguez, STEM Program Manager.

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

- A) **Faculty: Zane Biebelle** reported that the Mountain Lion Teaching award recipient will be announced at the faculty meeting next week; another pop-up boutique, "Return of the Bubbles" is scheduled for April 29 and 30; the Cliffs Honors symposium, where the honors students will show their work, will be on May 1 from 6-7 pm; there will be a General Education assessment workshop on May 2.
- B) **Administrative Staff:** Candace Byers, Director of the SENMC Health Clinic announced that the Health Clinic has been approved for final licensure.
- C) **Classified Staff:** No report.

15) **Board comments:**


Ned Elkins missed his first Board meeting in almost three and a half years last month and said it is good to be back. Bill Murrill had no comment and Sarah Bowman said she is happy to see the progress we're making and complimented everybody on a great job. Tiffany noted that they covered a lot of terrain this evening and thanked everyone for sticking it out. She said she loves the vision for a part-time Nursing program.

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

Date: May 12, 2025 **Time:** 6:00 pm **Place:** SENNC Room 153

- 17) **Adjournment** – Board Chair Tiffany Frintz adjourned the meeting at 8:07 pm.

Approved


Sarah Bowman, Secretary

05/12/2025
Date