

BOARD OF TRUSTEES MEETING MINUTES

Date: 5/13/24

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

- Chair, Tiffany Frintz Secretary, Sarah Bowman
 Member, Bill Murrill (via Zoom) Member, Ned Elkins
 Member, Mark Cage

Type of Meeting:

- Regular Work
 Special

Board Members absent: Mark Cage

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

Time: 6:00 pm

Sarah Bowman motioned to amend the agenda by moving item #13 (HR Director's Update) to item #6 and renumbering the remaining items.

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

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

- 5) Approval of minutes from the previous meeting – 4/8/2024

Motion: **Sarah Bowman** Second: **Bill Murrill** Nays: **0** Abstain: **0**

Bowman, Frintz, Elkins, and Murrill all voted in favor of the motion to approve the minutes.

- 6) **HR Report: Steven Gonzales, HR Director:** The SENMC employee count is at 267 as of May 7, 2024. Mr. Gonzales introduced Candace Byers, newly hired Health Clinic Nurse Practitioner. There are currently two faculty vacancies and four staff vacancies. May 2024's Employee of the Month is Juanita Fierro, Library Assistant. Mr. Gonzales also took a moment to recognize Dr. David McIntosh, the December 2023 Employee of the Month, who had not been able to attend a Board meeting since receiving the honor prior to this evening.

- 7) **Public Comments: None**

- 8) **Student Government Representative:** Dr. Raven Anderson (PTK Advisor) reported on Phi Theta Kappa's trip to Orlando, Florida in April to participate in the organization's international convention. Following the convention, Dr. Anderson and Tessa Folks, president of SENMC's PTK chapter traveled to Louisville, Kentucky for the American Association of Community College's convention where Tessa was recognized as a New Century Transfer Pathway Scholar for 2024 and received a scholarship of \$2,250. On May 9, Tessa was recognized of one of 60 recipients of the Cooke Undergraduate Transfer Scholarship, an award worth up to \$55,000 per year to complete her undergraduate degree at a four-year institution. Tessa presented Dr. Kevin Beardmore with a medallion recognizing him as one of 20 PTK Paragon President Award winners. The award recognizes new college presidents for their outstanding support of student success.

- 9) **General Counsel: Lane Martin (via Zoom)**– Nothing to report.

- 10) **SENMC general status report: Dr. Kevin Beardmore**

- A) **Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** The Diversity Committee hosted Taste of Culture on April 11 with more than 500 community members in attendance along with several college and community volunteers; held the annual Poetry and Jazz

Celebration in the SENMC Courtyard featuring more than a dozen performances; Dr. Beardmore held an Open Forum for campus on April 24; attended the Pan-Asian Culture Celebration and Book Signing event (featuring SENMC's own Mika Himel) on April 29; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Dr. Beardmore led the meeting of the Dual Credit Workgroup on April 12; led the first Spring Assessment Day on April 26; provided introductory remarks at the Phi Theta Kappa Induction Ceremony on April 27; met with Early College High School in preparation for new Early College first-year class of 70 students in Fall 2024 on May 3; participated in the Carlsbad Municipal Schools Strategic Planning/Profile of Student Success session on May 7; **Goal 3 (Community Engagement and Economic Enrichment)** presented the Trades x Technologies Building at Friday Focus (as the featured speaker) on April 12; accepted the opportunity to host the Legislative Finance Committee June 11-13; hosted the New Mexico Higher Education Department training for Board members on April 23; presented on the Future of the USDOE and SENMC Partnership at the US Department of energy Carlsbad Field Office Workshop on April 25; assisted at the SENMC booth at the Carlsbad Eddy County Relay for Life on May 3; hosted American Civil Liberties Union tour (with Board Secretary Sarah Bowman) on May 6; attended the Carlsbad Medical Center State of the Hospital event on May 9; **Goal 4 (Building, Facilities, and College Foundation)** received approval by the NMHED Capital Outlay Committee for the Mall Storage Lease on April 19 and the Energy Savings Performance Contract on May 8; and **Goal 5 (Independence of SENMC)** attended the Higher Learning Commission (HLC) Annual Conference on April 14; hosted the HLC Focused Visit Team on April 29-30.

Dr. Beardmore announced that SENMC had graduated 109 students on Friday, May 10 and pinned 14 nurses on Saturday, May 11.

Dr. Beardmore reviewed the tuition schedule that was in place when he arrived in January 2023 (no fees listed) and compared it to an updated tuition and fees schedule, explaining that this is all-inclusive except for fees in some of the nursing and nurse aide classes. This was offered in preparation for the coming budget adjustment request. He added that salaries are higher because the College is filling out its Workforce Development unit and hiring other positions as it completes its transition to Anthology.

Dr. Beardmore also reviewed the faculty salary schedule and offered the Carlsbad Municipal Schools' (CMS) schedule to provide context. The College's schedule has lower starting and ending salaries but SENMC faculty will hit the top of the salary schedule in 15 years rather than the 30 years that it takes with CMS. The SENMC faculty salary schedule for 2024-2025 will include a \$1,000 increment plus 2% increase. The staff schedule has a parallel construction that also includes the \$1,000 increment plus 2%. Dr. Beardmore explained that the new salary schedule with market adjustments for nursing has allowed the college to hire a full staff for the nursing program. They are anticipating 30 new nursing students in the fall.

11) **Old Business:** None

12) **New Business**

A) **Main Building renovations-Phase 1 - Dr. K Beardmore & 9 Degrees Architecture + Design (Cesar Molina and Michael Bluth)** Dr. Beardmore introduced the project by explaining that the original plan had been broken up into phases. This first phase is designed to address safety and ADA issues that have been designated as the focus for the Capital Outlay summer hearings. For SENMC to be considered at the hearings the plans need to be submitted by June 3. Michael Bluth explained that Phase 1 will primarily be work on the infrastructure that provides access to the building. This will include an ADA-compliant ramp, upgrading the existing elevator and installing a new elevator. They also plan to create a corridor next to the current gym space that will allow access to other areas of

the building without disrupting activities inside the gym. This new layout should also provide a more centralized location for the security officer's station.

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

Bowman, Frintz, Elkins, and Murrill all voted in favor of the motion to approve submitting the Main Building renovation plans for the Capital Outlay projects summer hearing.

- B) Audit report – Dr. K Volpi & Carr, Riggs, & Ingram, LLC (AJ Bowers)** Mr. Bowers presented the 2022 audit report.

Dr. Elkins expressed concern that the college is just getting the 2022 audit and inquired if the 2023 audit will take less time. Mr. Bowers explained they have not started the 2023 audit yet and said it will still be a challenge to get information. He said one reason for the delay was a question about whether or not the contract would be continued. Dr. Volpi indicated that she believed that only the 2023 Accounts Receivable will be a problem for the 2023 audit. The Trustees and Mr. Bowers agreed that both sides need to maintain communication during the audit process. Mr. Lane Martin, Counsel of record for Southeast New Mexico College shared correspondence from Mr. Roberts of Carr, Riggs, & Ingram (CRI) indicating he anticipates the challenges of the 2022 audit to continue in 2023. Mr. Bowers added that there is an audit contract in place but there is no engagement letter. He said they will be seeking an amendment to the fee for 2023 because of the amount of work required to complete the audit. Dr. Volpi reminded the Board that if the fee exceeds \$60K the project will need to go out for bid. Mr. Bowers said he will check the paperwork and will let Dr. Beardmore know by the end of the week what the fee amount will be.

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

Bowman, Frintz, and Elkins voted in favor of the motion to acknowledge receipt and presentation of the 2022 audit report. **Murrill** abstained from voting.

- C) Budget Adjustment Request (BAR) – Dr. K. Volpi**

Dr. Volpi explained that budgets must be accepted by the Board of Trustees before they can be submitted to the state. The revenue side of the revised budget of Unrestricted Funds shows a decrease in tuition and fees and increases in both local appropriations and other sources. Auxiliary revenue because of Bookstore sales is also up. Expenses are up because of salaries, travel to conferences (in part because the travel allowance increased from \$1,750 per employee per year to \$3,000 per employee per year), additional software, and additional Ferrilli services. Investment in a redundant Internet connection and upgrades to the door locks and security system also contributed to the increase in expenses.

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

Bowman, Frintz, Elkins, and Murrill voted in favor of the motion to approve the budget adjustment request as presented.

- D) Approval of Quarterly Financial Certification (K Volpi)**

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

Bowman, Frintz, Elkins, and Murrill voted in favor of the motion to approve the quarterly financial certification.

- E) Approval of 2024-2025 Budget – Dr. K. Volpi & Dr. K. Beardmore** Dr. Volpi said there will be a slight increase in the tuition and fees budgets and also increased appropriations although the number is still lower than what she expects to receive.

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

Bowman, Frintz, Elkins, and Murrill voted in favor of the motion to approve the 2024-2025 budget as presented.

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

- A) **Dr. Mickey Best, Interim VP of Academic Affairs:** Dr. Best reported that Dr. Luis Anchondo presented an article at the 22nd International Symposium of Medieval and Early Modern Literature earlier this month; there are eight faculty seeking promotion and two interested in promotion and tenure; the Welding faculty have reviewed and proposed adopting the Lincoln Electric and National Coalition of Certification Centers (LEEPs-NC3) curriculum – this curriculum bolsters what the College is already doing.
- B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** Nothing to report.
- C) **Juanita Garcia, VP of Student Affairs:** Nothing to report.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that Community Education is offering a full schedule of summer classes featuring 14 programs tailored for children. Among the offerings are 8 camps including the College's annual Inspired by Science camp. Each camp will last 1-2 weeks. There will also be 12 specialized classes for adults. In response to the shutdown of the REC Center the Community Education Program has initiated a series of professional development sessions designed to enhance the skill sets of the REC employees at no cost to the employees. Community Education director Maria Quintana has met with ConocoPhillips representatives and is planning to deliver professional training to 70 employees. Workforce is waiting for the state to schedule a meeting to discuss third-party testing requirements; Pre-Apprentice Electrical Training graduated four students on April 19; finalizing details to launch an Online Assisted Skills Instruction System (OASIS) on the website .

14) Employee representative comments (optional)

- A) **Faculty: Zane Biebelle-** None.
- B) **Administrative Staff:** – None.
- C) **Classified Staff:** None

15) Board comments:

Sarah Bowman offered congratulations to all the graduates and to Tessa Folks. Bill Murrill mentioned an electrical apprenticeship program offered by the state-Dr. Harris will research. Chair Frintz reminded the Executive Team that they are authorized to do what they need to for the audit.

16) Announcement of next regular board meeting:

Date: June 10, 2024 **Time:** 6:00 pm **Place:** SENMC Room 153

17) Adjournment – Chair Tiffany Frintz adjourned the meeting at 8:00 pm.

Approved

Sarah Bowman
Sarah Bowman, Secretary

6/10/24
Date