

BOARD OF TRUSTEES MEETING MINUTES

Date: 7/10/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

☒ Chairman, Ned Elkins

☒ Member, Bill Murrill (via Zoom)

☒ Secretary, Tiffany Frintz

☒ Member, Sarah Bowman

Type of Meeting:

☒ Regular ☐ Work

☐ Special

Board Members absent: Member, Mark Cage

1) **Call to Order**

Time: 6:01 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 6/12/2023**

Motion: **Ned Elkins**

Second: **Tiffany Frintz**

Nays: **0**

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

5) **Public Comments:** Cathrynn Brown reported she met with Dr. Beardmore recently and is excited to see the plans for the Trades x Technology building. She is starting to see the promise of the college and is impressed and grateful for the work.

6) **General Counsel: Lane Martin** – No Report.

7) **SEPMC general status report: Dr. Kevin Beardmore**

- A) **Updates on 2022-2025 Strategic Plan** – Dr. Beardmore reviewed the strategic plan approved in September 2022 and highlighted events and activities relevant to achieving planned goals. He also added a fifth goal for the purposes of reporting to the Board, the Independence of SENMC. Subsequent reports will focus on progress toward the several goals of the strategic plan.

8) **Old Business**

None

9) **New Business**

- A) **Approve Annual Open Meetings Notice - Dr. K Beardmore** – Section 10-15-1 (D) of the Open Meetings Act requires Southeast New Mexico College to determine annually what constitutes reasonable notice of its public meetings. The language of the resolution is from an example found in the Open Meetings Act Compliance Guide provided by the Office of the New Mexico Attorney General. General Counsel Lane Martin added the Disclaimer that is Paragraph 10.

Motion to accept the Annual Open Meetings Notice with the paragraph added by Counsel Lane Martin.

Motion: **Sarah Bowman**

Second: **Tiffany Frintz**

Nays: **0**

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

B) Approve Policy Updates – Dr. K Beardmore

Dr. Beardmore explained the proposed policy changes. General Counsel Lane Martin reviewed the proposed changes prior to their approval by the College Council. Mr. Martin suggested some word changes in Section A Policy 400 IV.a.viii, ix, and xi. Board members expressed concerns about Section D Policy 200 and Policy 600. After additional discussion, the Board voted on a motion to approve the policy updates with the withdrawal of Section D Policy 200 and Policy 600, and the edits recommend by Lane Martin.

Motion: **Tiffany Frintz**

Second: **Sarah Bowman**

Nays: **0**

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

C) Approve HVAC Project – Dr. K Beardmore/Dr. Karla Volpi

Dr. Beardmore explained that he wants approval on this project now because AMERESCO's energy program and the HVAC replacement of the rooftop units dates are scheduled and this needs to get to the New Mexico Higher Education Department by August 14th, the date of the next Board meeting. The estimated cost of the project is \$4MM. Motion to approve this project pending final bid that is due at the end of July.

Motion: **Sarah Bowman** Second: **Tiffany Frintz**

Nays: **0**

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

D) Land Purchase – Dr. K Beardmore

Dr. Beardmore reported that SENMC has the opportunity to place under contract a parcel of land (3.19 acres) located at 3500 Seven Rivers Highway, pending Board approval. Submission to NMHED is due by August 14th. The purchase price is \$725K. He said SENMC will purchase the survey and research done for the entity that previously had this land under contract. The cost is \$5,500. The Phase 1 Environmental Assessment is pending, along with other documentation required when purchasing land. Southeast New Mexico College will be working with Dunagan and Associates to complete this process. In response to a question from Bill Murrill, Dr. Beardmore explained that the money to purchase the land will come from the college's resources, nothing will be financed. The action tonight is only to secure the property without any specifics as to how it may be used. Motion to approve continuing the venture to purchase the land located at 3500 Seven Rivers Highway, Carlsbad, New Mexico.

Motion: **Tiffany Frintz**

Second: **Sarah Bowman**

Nays: **0**

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

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

A) **Dr. Kevin Beardmore, Acting VP of Academic Affairs:** reported that this will be his last meeting as Acting VPAA. Dr. Mickey Best will be here as Interim VPAA starting August 1st. He will stay in the role at least through June 30th but possibly July 31st depending on the results of the VPAA search that will be launched in January 2024.

B) **Juanita Garcia, VP of Student Affairs:** report presented by Dr. Kevin Beardmore who took the opportunity to introduce Dr. Narmin Ghalichi (Institutional Research). Working with Dr. Bright Borkorm, previous Director of Institutional Analysis, Dr. Ghalichi created graphs showing headcount and application figures from Fall 2022 to Fall 2023. Dr. Beardmore explained the huge jump in the headcount in August 2022 was a result of dual credit students. He said he would like to have this report at every Board meeting.

Dr. Beardmore then introduced his newly appointed Executive Vice President, Dr. Karla Volpi.

- C) **Dr. Karla Volpi, EVP of Business and Finance** – Dr. Volpi started with a brief show and tell of the latest items for the bookstore. Some are available for purchase now but there are two hoodies that will not be available until the fall. She reported that the two author events netted approximately \$1,200 in sales. She added that she would like to coordinate with the Humanities Department to put on a book festival next year. Finance went live last week, and new entries are going into the Anthology system. About a dozen people are going to the Anthology conference next week. Dr. Volpi described the last three weeks with the broken air conditioning as abysmal but reported that things are starting to work again.

In response to a query by Ned Elkins Dr. Volpi said there are no concerns about being where we want to be in the fall. She did say there are still two major things to complete for Anthology; REACH, which should be finished by August, and the payroll suite which needs to switch from ADP to ERP. That is expected to be completed by January 2024.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** The MSHA New Miner Training program continues to yield positive results. Area businesses and sub-contractors have taken advantage of CPR and First-Aid training. They are offering H₂S Safety training courses in both English and Spanish. Workforce Director Jennah McKinley traveled to Lackawanna College (PA) in collaboration with Coterra to visit their petroleum and natural gas program facilities. They have offered their curriculum and support to help SENMC develop workforce and academic programs in this field.

Community Education had more than 100 students in its "Inspired by Science" program and 25 students successfully completed the inaugural Youth Police Academy in collaboration with the Carlsbad Police Department.

Nine Degrees Architecture + Design sent a team to take measurements and pictures of the existing space in the mall.

The Broadcast Media Program Manager position is currently open for applications.

The projected award date for the DOE Grant is mid-August.

- 11) **HR Report: Steven Gonzales, HR Director** – The SENMC employee count is at 225 with four new employees joining since the last report. There are currently 5 faculty vacancies and 8 staff vacancies. Interviews are underway for Instructors or Assistant Professors in Communications, Computer Science, and Nursing, a Lab Coordinator, and a Learning Experience Manager for Online courses. The Employee of the Month for July 2023 is Rebecca Silva.

12) **Employee representative comments (optional)**

- A) **Faculty:** None
- B) **Administrative Staff:** None
- C) **Classified Staff:** None
- D) **Student Govt:** None

- 13) **Board comments:** Congratulations to Dr. Karla Volpi on her appointment as Executive Vice President and Rebecca Silva on being selected Employee of the Month. Welcome to Dr. Narmin Ghalichi and thank you to Representative Cathrynn Brown for attending this meeting. Happy to see an increase in enrollment. Also pleased with the collaboration between Workforce and the community. Excited by the possibility of purchasing land. Thanks to the faculty and staff for all they do.

14) Announcement of next regular board meeting:

Date: August 14, 2023

Time: 6:00 pm

Place: SENNC Room 153

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

Approved



Tiffany Frintz, Secretary

8/14/23
Date