

BOARD OF TRUSTEES MEETING MINUTES

Date: 9/11/23

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

☒ Chairman, Ned Elkins

☒ Member, Bill Murrill

☒ Member, Mark Cage (via Zoom)

Type of Meeting:

☒ Regular ☐ Work

☐ Special

☒ Secretary, Tiffany Frintz

☒ Member, Sarah Bowman (via Zoom)

Board Members absent: None

1) **Call to Order**

Time: 6:08 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approval of minutes from the previous meeting – 8/14/2023**

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0**

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

5) **Public Comments: None**

6) **Student Government Representative**

Judi Cox-Tindol, Student Development & Activities Advisor, presented some of the student government representatives to introduce themselves. They are Megan Robinson, Vice President; Chloe Milton, Treasurer; and Ray Ray Olivas, Publicity Coordinator. Chairman Elkins welcomed these leaders and encouraged them to attend Board meetings when they can.

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

8) **SENMC general status report: Dr. Kevin Beardmore**

A) **Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Dr. Beardmore has the survey results on the fall Kickoff events. He noted that the feedback is positive.

Goal 2 (Enrollment, Retention, and Graduation/Completion) The latest enrollment report graphs show the expected increase in dual credit students for the fall term; Dr. Beardmore's most recent article, "Another Transformation Begins" has been published in the newspaper and on SENMC's website.

Goal 3 (Community Engagement & Economic Enrichment) Skillpoint Alliance will provide a free pre-apprentice electrical class at SENMC from September 18th through October 12th (8 am-3 pm, Monday through Friday).

Goal 4 (Building, Facilities, and College Foundation) Submitted capital projects to be considered at the September 13th New Mexico Higher Education Department Capital Outlay Board meeting (HVAC replacement project and purchase of property located at 3500 Seven Rivers in Carlsbad). The Trades x Technologies Building has been submitted for General Obligation Bond consideration; and **Goal 5 (Independence of SENMC)** – SENMC started the fall semester independent of New Mexico State University.

On August 24th SENMC received approval to offer federal financial aid and has been issued its own financial aid school code. The college will be ready to award fall aid as soon as the summer is closed. A Mock Review team was on campus on September 7-8 to meet with faculty and others to discuss what can be expected when the Higher Learning Commission (HLC) site team makes its visit October 30-31. Dr. Beardmore thanked

everybody that attended those meetings. He also asked the Trustees to hold October 30 for a lunch meeting with the HLC team. Representatives from the New Mexico Higher Education Department will be on campus on September 20. Dr. Beardmore announced common office hours from 8 am-5:30 pm Mon-Thurs and 8 am-noon on Friday will begin on October 1. He explained that this will provide consistent office hours across the campus and will also reduce the work week to 38 hours. The rate for hourly full-time staff will increase by 5.27%. There will be no effective change in weekly pay. Dr. Beardmore read a tribute to Iris Hartsock, recognizing her as the honorary Employee of the Month. Iris was one of the college's full-time employees who taught health sciences and the Nursing Assistant course at Carlsbad High School. She passed away unexpectedly just after this school year began. Iris had custody of her granddaughter who would have been eligible for Southeast New Mexico College's dependent benefit of attending SENMC tuition-free if she elected to attend school here. This benefit is being extended to Iris's granddaughter so she can take advantage of it in the future. Dr. Beardmore will send a letter advising her of this benefit.

9) Old Business

- A) **Capital Outlay Projects Approved 7-10-2023** – Dr. Beardmore reported that the HVAC Replacement project and the purchase of land at 3500 Seven Rivers projects was submitted to the New Mexico Higher Education Department Capital Outlay Committee on August 14 and the HVAC project is on the Committee's project agenda for September 13. The property purchase needs some additional documentation from the Taxation and Revenue Department so it could be October or November before the Committee can consider this project. Dr. Beardmore will ask the seller about extending the contract.

Motion to recommit to these previously approved projects:

Motion: **Mark Cage**

Second: **Sarah Bowman**

Nays: **0**

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

10) New Business

- A) **Approve Policy Updates - Dr. K Beardmore** – Dr. Beardmore presented proposed changes to Section C-Human Resources-Policy 2300-Benefits – Part 6: HOLIDAYS and Part 8: ANNUAL LEAVE. The proposed changes replace "forty (40)" with "thirty-eight (38)" so that the policy is consistent with the adoption on October 1, 2023, of a 38-hour work week for full-time regular staff employees. General Counsel Lane Martin has reviewed these changes, and they have been approved by the College Council.

Motion to approve the updates to Section C, Policy 2300 Parts 6 and 8:

Motion: **Sarah Bowman**

Second: **Mark Cage**

Nays: **0**

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

- B) **Approve Separation of SENMC from NMSU** – Dr. Beardmore explained that the Higher Learning Commission need a final report before approving SENMC's request for a Change of Control. He has drafted a letter to send to NMSU advising termination of the Memorandum of Understanding between the schools signed in March 2022.

Motion for the finalization of the separation of SENMC from New Mexico State University pending Higher Learning Commission approval of the submission of an update of our Change of Control application.

Motion: **Tiffany Frintz**

Second: **Mark Cage**

Nays: **0**

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

- C) **Financial Reports – Dr. Karla Volpi** – Dr. Volpi presented the quarterly statement of soundness for the Trustees to approve before sending to the state. The statement is signed by Board Chairman Ned Elkins. Future quarterly statements will need to be presented and signed during the November, February, May, and August Board of Trustees meetings.

She said SENMC did go live with Finance in Anthology as of July 1 and going forward they are in a much better reporting platform. Accounts Receivable, property values, and capital assets are not currently listed because the audit listing the values is not available. Complete financials will not be available until the audit is complete.

Dr. Volpi reviewed the activity for 2022-2023 which shows Cash at nearly \$110 million as of June 30, 2023. This is up from \$77 million the previous year. Receivables from NMSU are expected to be about \$1.8 million and Accounts Payable were \$142,000. At the close of 2022 the Receivables were approximately \$1.4 million and Payables about \$412,000. Assets are increasing and the liabilities are decreasing. Additionally, the college has no long-term debt.

Exhibit 2-Summary of Instruction and General. Revenues total \$51,649,520. Expenditures show \$5,307,622 for Instruction and \$5,927,812 for Institutional Support. Dr. Volpi explained this is high because it includes costs related to the transition (equipment, contracts with Anthology and Ferrilli). She said this figure will remain high in the coming year but will then start to drop going forward. Transfers total \$38,902,995 for Capital Outlay and Renewal & Replacement. The College is retaining almost \$6 million in operating funds.

Exhibit 1-Summary of Current and Plant Funds. On the Revenue side Auxiliary Enterprises was budgeted at \$50,000. Actual revenue is \$113,000, most of which is from the bookstore (~\$95,000). Under Expenditures there is amount in excess of \$500,000. Dr. Volpi explained this includes salary and benefits for ICT. Her plan going forward is to distribute that among the other exhibits listed in the report because it is an operating expense and needs to be distributed across there. It includes PCs and software used campus wide.

Motion to approve the financial reports and the quarterly reports to the New Mexico Higher Education Department as presented.

Motion: **Tiffany Frintz**

Second: **Bill Murrill**

Nays: **0**

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

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

A) Dr. Mickey Best, Interim VP of Academic Affairs:

Allied Health – the new Department Chair and leaders in Carlsbad Municipal Schools are working together to ensure student progress in the Dual Credit Allied Health program.

Additionally, Dual Credit processes are under review to ensure the program is growing and parents and students have a wide range of areas of program choice.

Nursing – NCLEX introduced a new test in April 2023. The spring graduating class was the first to undergo this new generation test and had a 100% pass rate! The minimum pass rate established by the National Council of State Boards of Nursing (NCSBN) is 80%. The college's ACEN (Accreditation Commission for Education in Nursing) accreditation is good through 2027.

Southeast New Mexico College and the Carlsbad Public Library hosted a robotic STEM event on August 26. Seventy students ranging in age from 3-13 years attended and participated.

Criminal Justice – made application to the American Criminal Justice Association (ACJA). Student members may submit to a national clearinghouse for potential scholarships supporting their pursuit of a Criminal Justice degree. information and digital literacy. Five faculty members are eligible to pursue promotion and tenure this year.

- B) **Dr. Karla Volpi, EVP of Business and Finance:** Nothing additional to report.
- C) **Juanita Garcia, VP of Student Affairs:** Dr. Beardmore presented the Enrollment reports during his Strategic Plan update.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** 1) Dr. Harris introduced David Porter of Porter House, LLC. Rad Con Tech training in partnership with Porter House will begin September 18. 2) Skillpoint Alliance will conduct its 4-week pre-apprentice electrical training program from Monday, September 18 through Friday, October 13; 3) MSHA annual refresher training for WIPP is ready to start in October; 4) Johnny Chandler has been hired as the Broadcast Media Program Manager; 5) The Community Education Spring Schedule is nearly ready for publication. 6) A Project Coordinator position is being created for the DOE Grant; 7) Accounts have been established to receive grant distributions. 8) The mall buildout is in the hands of the architects; 9) Monty is waiting for the MOU for the CDL Training Program.

12) HR Report: Steven Gonzales, HR Director – The SENMC employee count is at 242 since the last report. Four new faculty were introduced, Alexis Clements, Kevin Daily, Sandra Florez, and Charity Goldsby. There are currently 4 faculty vacancies and 5 staff vacancies. Employees started receiving email today informing them of the trainings they need to complete. The online training courses are provided by Vector Solutions. Human Resources anticipates January 2024 as its Anthology Go Live date. The Employee of the Month for September 2023 is Armando Montez, Administrative Assistant in the Learning Assistance Center.

13) Employee representative comments (optional)

- A) **Faculty:** Zane Biebelle, Faculty Senate President thanked Dr. Beardmore for the tribute to Iris Hartsock. Focus areas for the Faculty Senate are travel procedures and faculty evaluations.
- B) **Administrative Staff:** Ron Morales reported that the Administrative Staff discussed COVID protocols and Karla Volpi took a moment to explain that SENMC will continue to follow established guidelines. Planning has started for the annual Employee Appreciation event. Ron said he appreciated the opportunity to meet with the Mock Review team last week.
- C) **Classified Staff:** None

14) Board comments:

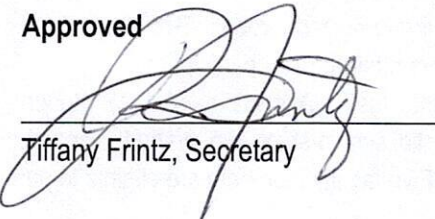
One Trustee commented that on this anniversary of 9/11 they are reminded of the unity of this country and the unity that SENMC is developing and thanked everybody that's put in so much effort. Other Trustees echoed sentiments about 9/11. The Trustees said they are proud of how things are going at SENMC and are pleased to hear positive comments every day. They are excited to see growth in campus leadership and shared governance in action. Ned Elkins said he is honored to be part of this Board and its inaugural chairman. He thanked David Porter, and Edward Rodriguez, mayor pro-tem, and his wife, Therese for attending the meeting.

15) Announcement of next regular board meeting:

Date: October 9, 2023 **Time:** 6:00 pm **Place:** SENMC Room 153

16) Adjournment – Chairman Ned Elkins adjourned the meeting at 7:41 pm.

Approved


Tiffany Frintz, Secretary

10/9/23
Date