

BOARD OF TRUSTEES MEETING MINUTES

Date: 9/9/24

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: Sarah Bowman

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: Mark Cage

Second: **Ned Elkins**

Nays: **0**

Abstain: **0**

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

5) **Approval of minutes from the previous meeting – 8/12/2024**

Motion: **Ned Elkins**

Second: **Bill Murrill**

Nays: **0**

Abstain: **0**

The motion to approve the minutes was approved.

6) **Public Comments:** Norbert Rempe stated (incorrectly) that his question about the policies governing the health clinic specifically with regard to abortion had not been included in the July 10, 2024 meeting minutes. Now he has presented questions in writing. Mr. Rempe typed a list of four yes, or no questions, and two follow-up questions which he distributed to the Trustees, Dr. Beardmore, and the “notetaker”. He went on to say that he would like a public response to his questions.

7) **Student Government Representative:** Student Government President Joel Barrett stated they have been busy and just finished their welcome week activities. A welcome week satisfaction survey was sent to students this morning. The Hispanic Student Alliance (HSA) Club has just been established on campus. This week they are working with HSI Grant Services to host activities celebrating Hispanic Serving Institutions Awareness Week.

Phi Theta Kappa (PTK) sent 104 invitations and already have two acceptances. The college project (murals in the health clinic) was completed during the summer. After the report is written they will earn another star. Their Honors in Action project is studying food insecurity on the SENMC campus.

Student government will hold a special election. They have two candidates for the office of Chief Clerk and one for Treasurer. There were 16 students at the last meeting (only 6 are required for a club).

8) **General Counsel: Lane Martin (via Zoom)**– Nothing to report. Lane said he believes all is in order at the moment.

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

Before presenting his monthly update of activities related to the strategic plan Dr. Beardmore offered a condensed version of his convocation (Kickoff Days) address. He introduced the college mascot, Eddy the Mountain Lion, who joined the audience members and Trustees for a group photo. Some of the items Dr. Beardmore spoke of in his address were the reports due to the Higher Learning Commission (HLC) in July

2026; the Graduate Growth (aka Enrollment Management) Plan; new academic programs; new grants; the newly launched Honors program; and the SENMC Graduate Guarantee. He also mentioned that construction has started on the Family Study Room in the library.

Dr. Beardmore took this opportunity to introduce Dr. Mickey Best in his new role as Director of Skills, Knowledge, and Transfer. He will help build the skills library. This position crosses over both Workforce and academics and the website is already under construction showing exactly what SENMC is guaranteeing.

A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) addressed the faculty and staff at Convocation on August 14; assisted with the coordination of Kickoff Week events including presentations, department meetings, committee meetings, and trainings (Aug 14-16); hosted (led by Human Resources) the Academic Kickoff Event at Carlsbad Mini-Golf for employees and their families on August 15; attended a screening of Dr. Martin Luther King, Jr.'s "I Have a Dream" speech on August 25; and held an Open Forum for campus on August 29; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** on August 19, participated in the SENMC Parking Lot Party and Open House; in three sections of FYEX 1111, presented on the SENMC Attributes and the most in-demand attributes according to employers (August 28-29); **Goal 3 (Community Engagement and Economic Enrichment)** published most recent newspaper/website article, "Preparing for the Fall" on August 26; met, along with Kaity Parent, Director of NM Jobs for America's Graduates, to plan for a summer event in June 2025, hosted by SENMC; met with Becca Myers of Coterra and Dr. Jill Murray of Lackawanna College to discuss Oil and Gas training and programming plans (August 28); on September 4, attended the US Dept. of Energy Breakfast with Deputy Secretary David Turk and Office of Environmental Management Senior Advisor Candice Robertson, presented on GO Bond 3 and updates on SENMC at the Carlsbad Rotary, and hosted Meghan Mooney of Mewbourne Oil and provided a campus tour; presented the economic impact of SENMC and construction update to the Carlsbad Department of Development on September 5; **Goal 4 (Building, Facilities, and College Foundation)** presented, with ENMU-Roswell (Eastern New Mexico University), on the higher education capital projects for GO Bond 3 at the Artesia Rotary Club on August 20; led the SENMC Foundation Board meeting on August 27. The Foundation has already received more than \$19,000 in donations; Dr. Mickey Best is absent tonight because he is representing SENMC at the Artesia School Board meeting; and **Goal 5 (Independence of SENMC)** met with Nine Degrees to review the full blueprints for the Trades x Technologies Building and began discussions about room-by-room equipment needs; assisted (led by Dr. Seitaridou) with the submission to the Higher Learning Commission of Carlsbad High School as an off-site location.

B) Enrollment Report – Dr. Beardmore shared information current as of this morning that the headcount is more than 200 students higher than this time last year and is also higher (at 1480) than the final number last year. He credited all the faculty and staff, especially Juanita Garcia's team.

10) Old Business: None

11) New Business

A) Monthly Financial Report – Dr. K Volpi (via Zoom) Dr. Volpi reviewed the financial reports for June 2024. She explained that the graph represents June collections received in July. The graphs and the accompanying Mill Levy Collections report are for the fiscal year that ended on June 30, 2024. The bank statements she presented were for activity in July 2024. Dr. Volpi added that the graphs indicate the College has been tracking pretty consistently but Mill Levy revenue is a little bit down from last year.

B) Ferrilli Contract – Dr. K Volpi (via Zoom) Dr. Volpi hopes to have a contract to present in October. Tonight, she offered an overview of the things that are still in progress and why a new contract is needed. She said there are many things still to be done and stabilized. She shared a pie chart and

line graph that showed Ferrilli support by functional area, with the line graph breaking it down over the past three fiscal years (2021-22; 2022-23; and 2023-24). She said she wanted the Trustees to see where Ferrilli's time has been spent, along with why and when. She explained that infrastructure was high because they rebuilt the entire system and payroll is high because it has been implemented twice, once (right at the start) with ADP and again with Anthology. One proposal is that Ferrilli take a more hands-on approach to the IT Department. Another thing that Ferrilli offers is a 24-hour help desk that would be available to students as well as to faculty and staff.

- C) Create new position (VP of IT) – Dr. K Volpi/Dr. K Beardmore** Dr. Beardmore explained that this discussion is coming up now because the Ferrilli contract is coming up and Dr. Volpi is exploring the idea of a larger Ferrilli presence as part of the IT team. There are currently two vacant positions (Tech Support) in the IT Department and the proposed System Administrator position still has not been filled. Additionally, both Ferrilli and Anthology have recommended that the College should have someone in charge of the enterprise systems because in the long run it will all be self-administered. He said if changes are going to be made to IT, now is the time to do it. Many schools do have a member of the executive team who is responsible for information technology. Dr. Beardmore said this would provide the College the opportunity to pull in more expertise from out in the field and help direct SENMC as an independent college. He said he thinks it is a good investment in the future because when you have somebody that is here and in charge and invested in this college they are more likely to build a team that will stick around. Dr. Beardmore shared a draft of the job description for a vice president of information technology that he has also shared with the IT Department (and the SENMC campus). He said the college's size and Ferrilli's presence are reasons why the position may not be needed. But advertising for the position and seeing if there is someone who might be able to do the job could be useful in deciding next steps with Ferrilli.

Bill Murrill commented that he would like to see more faculty hired and use them to fill in the gaps in the IT Department. Ned Elkins was concerned that the college was considering expanding its reliance on Ferrilli and adding an IT position and wondered what the trade-off is. Dr. Volpi explained there are some things that the college needs from Ferrilli, such as system security, because the college does not have the people to address and meet those needs. She also said the college's insurance cost related to this is reduced because Ferrilli is responsible for the system security.

Tiffany Frintz asked about the contract and Dr. Volpi told her that the college is running out of hours on the contract but does not yet know what the new options will be. She added that she doesn't think the new contract hours will be the same because the college is transitioning from project-based management to "on-going service". Ms. Frintz said more information is needed. She asked, cost-wise, what is best for the college. Dr. Elkins wanted to know how much the college could reduce Ferrilli's hours if a VP of IT is hired. He said the college needs to minimize its long-term dependence on outside help. Dr. Volpi said she sees the role of Ferrilli dwindling. Dr. Elkins added that he would like the new contract to designate those items that are a continuation of standing things up and those that are operational. Dr. Volpi said she wants the contract to have options.

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

Frintz, Cage, Elkins, and Murrill voted in favor of the motion to table this until next time.

- D) Approve Policy Changes – Dr. K. Beardmore** presented a change to policy Section C-Human Resources-Policy Number 900 (see attached) as recommended by the College Council.

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

Frintz, Cage, Elkins, and Murrill voted in favor of the motion to approve the recommended change to policy Section C-Human Resources-Policy Number 900. Dr. Beardmore also presented the College Council's recommendation of policy Section D-Business Services and Finances-Policy 100. This policy would allow the President to designate (if deemed necessary) a Director-level or higher staff

member with authorization to sign checks for lawful expenditures incurred on behalf of SENMC. Dr. Elkins said he would want to see that designation in writing.

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

Frintz, Cage, Elkins, and Murrill voted in favor of the motion to approve policy Section D- Business Services and Finances-Policy 100.

- E) **Approve Sign Design-Dr. K. Beardmore** presented revised designs for a sign. One design includes video, the other does not. Trustee Frantz liked the video option, but Trustees Murrill, Cage, and Elkins did not agree. Dr. Elkins commented that a video sign is expensive to maintain. Additionally, the sign without the video is shorter and would not catch power lines. The Trustees agreed to move forward with a sign that rests on a stone base and does not have video.

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

Frintz, Cage, Elkins, and Murrill voted in favor of the motion to move forward with the sign design.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou presented a report with updates from three academic areas: Jon Strahan, from the Business and Information Technology department was excited to announce that Dr. Raven Anderson has accepted a faculty position in that department. Cindy Wang (Education and Foreign Language) led two students from the Early Childhood Education program to attend a Zero to Three Conference in Long Beach, California. She and the students will present their conference findings at the upcoming Professional Development day. The Fire Science/EMT department update from Robert Trautner shared that an MOU (Memorandum of Understanding) has been signed with ENMU-Roswell to continue SENMC’s EMT programs. Additionally, a partnership with Carlsbad Fire Department and SENMC has provided another MOU with ENMU-R to provide accelerated EMT Basic and Advanced EMT programs to approved entities such as the Carlsbad Fire Department and Eddy County Fire Services. Also, the cadets worked with Candace Byers, DNP, Director of the SENMC Health Clinic, to provide flu shots to the campus community on September 4.
- B) **Dr. Karla Volpi, VP of Business and Finance:** Dr. Volpi will be on campus during the week of September 16-20.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia was absent but asked Dr. Beardmore to congratulate and thank her team for the enrollment results.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that Community Education fall classes have started and they’ve had a fantastic turnout! Kid’s Camps will start on Monday, September 16. They have a variety of new classes focused on seasonal activities and skill development. Two business owners are new instructors this year. Workforce is expecting delivery of the first simulator components the week of October 1. Updates to the space in the Main building are received and the project will begin soon. Instructor training by 5DT is scheduled to begin on October 14. They are still waiting on a decision to designate SENMC as a third-party CDL testing site. They have seen an increase in enrollment in the CDL program because of the Course Fee Assistance offered by SENMC. The U.S. Department of Energy has invited a four-member team from SENMC to be guests at an MSHA refresher training at Colorado School of Mines on September 17. They have also scheduled a tour of the research mine near the campus.

A one-day training, Railroad 101 Awareness Event will take place on October 8, 9, and 10. Experts from the railroad industry will demonstrate how railroad emergencies are handled. There is no cost to attend and a continental breakfast and lunch will be provided. Please preregister at www.transcaer.com. Event sponsors include BNSF Railway, Union Pacific, and Graymar Environmental.

13) HR Report: Steven Gonzales, HR Director: Mr. Gonzales was not available and the report was presented by Ms. Lucy Reyes, Human Resource Coordinator. The SENMC employee count is at 239 as of September 4, 2024. Ten people have been hired in the past month. There are currently three faculty vacancies and seven staff vacancies. September 2024's Employee of the Month is Frankie Miller, Bookstore Director.

14) Employee representative comments (optional)

A) **Faculty: Zane Biebelle** - Ms. Biebelle reported that the Faculty Senate will meet on Monday, September 16. She said the priorities for the year include adjunct promotion, faculty evaluations and upward evaluations, as well as the need for minute takers in meetings, and consider standardizing committee meeting times.

Ms. Biebelle has at least three students that are interested in Honors contracts and are working with their instructors to create them. She has asked Dr. Beardmore to talk to the Honors First Year Experience students about leadership.

B) **Administrative Staff:** – No report.

C) **Classified Staff: Maria Quintana** – Ms. Quintana reported that the Classified Staff held a meeting on August 5 to introduce officers and meet new staff members. They'll meet again on September 11 and plan to discuss preparations for fall activities.

15) Board comments:

Ned Elkins said this was a good meeting and he can't wait until October. Mark Cage had no comment and Bill Murrill announced he will not be attending the October meeting. Board Chair Tiffany Frintz thanked everyone for attending and said she appreciated the feedback.

16) Announcement of next regular board meeting:

Date: October 14, 2024 **Time:** 6:00 pm **Place:** SENMC Room 153

17) Adjournment – Board Chair Tiffany Frintz adjourned the meeting at 7:32 pm.

Approved

Sarah Bowman, Secretary

Date