

BOARD OF TRUSTEES MEETING MINUTES

Date: 3/10/25

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

Chair, Tiffany Frintz

Member, Bill Murrill (via Zoom)

Member, Mark Cage

Type of Meeting:

Regular Work

Special

Secretary, Sarah Bowman

Member, Ned Elkins

Board Member(s) absent: Ned Elkins

1) **Call to Order**

Time: 6:02 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Mark Cage**

Second: **Sarah Bowman**

Nays: **0**

Abstain: **0**

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

5) **Approval of minutes from the previous meeting – 2/10/2025**

Motion: **Mark Cage**

Second: **Sarah Bowman**

Nays: **0**

Abstain: **0**

Bowman, Cage, Murrill, and Frintz voted to approve the minutes.

6) **Public Comments:** None

7) **Student Government Representative:** Ciara Gillard spoke about the recent Phi Theta Kappa (PTK) spring regional conference held in Los Lunas, New Mexico. Southeast New Mexico College's chapter, Alpha Rho Xi came away from the statewide conference with 12 awards as follows: Distinguished Chapter Member-Charles Beardmore; Distinguished Chapter Officer Team-Elijah Cisneros, Ciara Gillard, Anet Lira, Jordan Medina, Kiely Medina, and Lorena Salinas; Distinguished Chapter Officer-Ciara Gillard and Kiely Medina; Five Star Chapter Plan Award-Five Star Level; and Honors in Action Chapter Award: Theme 6-Stories of Persistence, Resilience, Healing, and Sorrow; College Project Award: A Journey of Unity, Health and Service-The Beautification of SENMC's Health Clinic. The Advisor Awards included the Horizon Award to Dr. Raven Anderson and Dr. David McIntosh; Paragon Award for Advisors with less than four years of service-Dr. Raven Anderson; Most Distinguished Chapter Officer Team-Dr. Raven Anderson and Dr. David McIntosh; and Most Distinguished Chapter-Alpha Rho Xi Chapter.

Dr. Raven Anderson explained that this is the first time in 13 years that this chapter has been a 5 Star Chapter.

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

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

Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Presented an update to the SENMC Faculty on Department Chair responsibilities, the strategic plan, the Student Bill of Rights and Responsibilities, half credit for outside full-time teaching on the salary schedule, and succession management on February 19; attended the Black History Month Celebration hosted at SENMC in partnership with the NAACP of Carlsbad on February 20; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** held a campus forum on February 26; organized a meeting of all involved in the College's first-year experience requirement, March 4; **Goal 3 (Community Engagement and Economic**

Enrichment) reported for jury duty at Eddy County Court House on February 12 and 28; met, along with Dr. Monty Harris, with Laurie Bevins from the US Department of Energy, regarding the USDOE grant, February 12; attended the City of Carlsbad Comprehensive Plan Community meeting on February 13; published latest newspaper/website article: "Accountable for AI," February 18; welcomed the Delaware Basin Association of Pipeliners luncheon attendees to SENMC, February 20; presented to and provided a tour of SENMC to Leadership Carlsbad participants on February 21; volunteered at RiverBlitz as part of the SENMC team on March 1, attended the US Department of Energy Science Bowl, hosted at SENMC, on March 1; met with Mark Bollinger, US Department of Energy Carlsbad Field Office Manager on March 3; attended Carlsbad Rotary on February 12, 19, 26, and on March 5; attended the Carlsbad Department of Development Board meeting on March 6; met with Dr. Kirk McDaniel, US Department of Energy on March 6; **Goal 4 (Building, Facilities, and College Foundation)** worked with Nine Degrees on the Campus Master Plan, February 12; presented and reported at the SENMC Foundation Board meeting on February 25; met with Nine Degrees about finalizing changes after the 95% completion of design plans were received for the Trades x Technologies Building, February 25; attended the SENMC Foundation Events Subcommittee meeting at SENMC on March 5; and **Goal 5 (Independence of SENMC)** activities can be found on the attached list. Dr. Beardmore next directed the Trustees' attention to the line graphs showing headcount for fall 24 compared to fall 23 and spring 25 compared to spring 24. The line graphs on the following page show comparisons for Full-Time Equivalent students during those same periods. Also included in the packet is a chart listing the enrollment in all the classes offered by SENMC for fall 24 and spring 25.

10) Old Business:

A) **Lobbyist RFP** – Proposals were due at noon on March 7. Because of the limited response to the previous RFP, SENMC chose to advertise in the Santa Fe newspaper. Dr. Beardmore also found an official list of lobbyists and emailed all with email addresses in New Mexico (463). The college received seven proposals, and the Trustees were given copies of each to review for action at the April board meeting. Dr. Beardmore said ideally this would start at the beginning of summer.

B) **T² RFP** - Dr. Beardmore had provided it last month but there have been changes made since then (mostly formatting and typos). He said they would be most interested in the evaluation criteria on page 14 of the RFP because the values for "Similar Project Experience" and "Composition of Project Team" have changed allowing points for local contractors.

Motion: **Mark Cage** Second: **Sarah Bowman** Nays: **0** Abstain: **1**

Bowman, Cage, and Frintz voted in favor of approving this RFP pending approval by Lane Martin. **Bill Murrill** abstained from voting.

C) **Interim VP of Business & Finance Search** – Dr. Beardmore and Dr. Volpi interviewed three applicants. Two withdrew from consideration and nothing more has been heard from the third candidate. Dr. Beardmore plans to go forward with advertising for the full-time regular position with a start date of August 1.

11) New Business

A) **SENMC Strategic Plan – Dr. K Beardmore:** Appearing via Zoom, Dr. Harriette Scott of the Southern Regional Education Board (SREB) presented a plan that was developed based on suggestions received during a visit to the campus in February 2025. Dr. Beardmore explained that he is asking for the Board to adopt this as the framework for the college's strategic plan for 2025-2030. The team will then customize this framework for SENMC and make sure it covers everything we want. Dr. Beardmore will present that "fleshed out" version at the May Board meeting. Dr. Scott was joined online by Elisa Jaden. Dr. Cathy Palmer appeared at the meeting in person. The team used SENMC's mission, vision, and values to guide them in establishing four priority goals: to 1) Serve More Students; 2) Engage and Welcome the Community; 3) Increase Learning and Efficiency; and 4) Promote Success for All. Board Secretary Sarah Bowman said she was excited to see the concept of a middle school math outreach and Chair Tiffany Frintz thanked the team for prioritizing and listening to the community.

Motion: **Sarah Bowman** Second: **Mark Cage** Nays: **0** Abstain: **0**

Bowman, Cage, Murrill, and Frintz voted in favor of adopting this plan as a framework.

Dr. Beardmore added that he couldn't ask for a better team to work with and said there will be a much more detailed plan in May.

- B) Board Policy Changes – Dr. K Beardmore:** Dr. Beardmore presented a proposal that sections of the Board policy that refer to Vice President(s) be changed to refer to Chief Officer(s), instead. This will allow the College to have a succession plan and create the flexibility to designate deans to act as the chief officer rather than trying to find a Vice President. Dr. Beardmore added that in some cases having a Dean in charge will work just fine. Both Lane Martin and the College Council have reviewed these proposals, and the College Council added language that any Chief Officer designation is subject to review by the College Council which may raise concerns to the Board. This concern would then become an agenda item for a closed session at the next Board meeting. The College Council does not have approval over these decisions.

Motion: **Mark Cage** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

Bowman, Cage, Murrill, and Frintz voted in favor of approving the Board policy changes as presented.

Dr. Beardmore also presented a new Board policy (Section G-Facilities Management and Security-Policy 300-Honorary Naming of Facilities, Collections, Programs, and Endowments).

Motion: **Mark Cage** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

Bowman, Cage, Murrill, and Frintz voted in favor of approving the naming policy as presented. The first meeting of the facilities naming committee will be on Monday, April 14 at 4:30 pm.

- C) Monthly Financial Report – Dr. K Beardmore:** Dr. Beardmore reviewed the reports and notes provided by Dr. Volpi. He explained the financial aid account and payroll are showing small balances because they have been paid out. He took a moment to highlight some items on the Mil Levy collections report, specifically, the total local levy received in December 2024 was \$13MM. This includes a little more than \$7.1MM in oil and gas and \$5.8MM in residential and non-residential assessments. The line and bar graphs for total mil levy indicate that year-to-date for December shows the college right on track or even a bit ahead. Dr. Beardmore then reviewed the income statement and balance sheet noting that revenues are doing well and at seven months into the fiscal year the college has spent less than half of its operating budget. The budget for 2025-2026 will be presented at the April meeting. Dr. Beardmore told the trustees that the budget will include expected federal funding as well as the funding the college will need to have if federal money does not come through. Mark Cage said these reports included a lot of the information he had been requesting. He said he would like to see where the college is supposed to be versus where it is, as well as where the college was at this time last year.

- D) Approval of New Mexico Higher Education Department Capital Outlay Committee**

Submission – Dr. K Beardmore: This is for approval of the Trades x Technologies Building. Dr. Beardmore explained that a project this size (\$45.9MM) may need the approval of this group.

Motion: **Mark Cage** Second: **Sarah Bowman** Nays: **0** Abstain: **1**

Bowman, Cage, and Frintz voted in favor of moving forward with this project. **Bill Murrill** abstained from voting.

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

- A) Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou reported that Ethni Florez, Krystal L. Jefferson, and Jordan S. Medina were chosen to represent SENMC on the PTK 2025 All-New Mexico Academic Team. They were selected in recognition of scholarly achievements of students enrolled in New Mexico's community and junior colleges and received their awards at Higher Ed Day held in Santa Fe on February 25. Dr. Jonathan Wilson, Zane Biebelle, Dr. Eduardo Chappa, Dr. Jalal Hamedi, Dr. Bobby Huang, and Talal Abdaljalil attended the New Mexico Higher Education Assessment and Retention Conference (NMHEAR). Dr. Wilson, Assistant Professor of English, is now part of the Dual Credit Council for the state.

Dr. David McIntosh, Assistant Professor of History, has been invited by the City of Carlsbad to attend the New Mexico Historic Preservation Conference as a member of its Historic Preservation Advisory Board. He attended the annual conference of the American Association of Colleges and Universities in February. He learned about AI technology and where leaders in academia see this technology taking higher education in the coming years.

Dr. Yiqun “Bobby” Huang, Assistant Professor of Chemistry participated in the New Mexico Curriculum and Articulation meeting and also attended the NMHEAR Conference. Dr. Jamil Al-Nouman, Professor of Engineering and Physics, provided a robotic vehicle created by his students for a demonstration at the Science Bowl on March 1. Sammy Lopez, a pre-nursing student and Anatomy and Physiology lab assistant helped staff the Science and Engineering table at the Science Bowl. Rick Wiedenmann, Professor of Biology and Environmental Science, and Chair of the Natural Sciences and Engineering Department organized and led a group of volunteers for RiverBlitz on March 1. Dr. John Vacca, Professor of Education, and Chair of the Department of Education and Foreign Languages attended an online workshop over four days in February, organized by the Higher Learning Commission (HLC).

- B) **Business and Finance:** Dr. Beardmore shared a handout (Disposition of obsolete, worn-out, or unusable tangible personal property) that spells out the rules for the disposal of public property. If something is valued at less than \$5,000 and is worn out, unusable, or obsolete, the college can dispose of it. Items that are obsolete for instructional purposes (i.e., a welder) at the college but not obsolete as a welder are also addressed in the code.
- 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 registration for Community Education classes is going well, and the Children’s Spring Break camps are filling quickly. He said they are finalizing the summer schedule and are committed to expanding their offerings and creating meaningful learning experiences for the community. They will begin offering monthly training for Lifehouse, providing sessions on soft skills development, computer skills, resume building and stress relief workshops.
Workforce has shown the Simulation Lab to several groups including members of the Delaware Basin Pipeliners Association where they met on the SENMC campus on February 20, and on February 21 to the Director of University of Arizona’s San Xavier Mining Laboratory, James Werner, who presented a collaboration opportunity, and the Carlsbad Leadership group. Dr. Harris and the MSHA instructors were guests at the state Mining Safety Board meeting on February 27. Dr. Harris and Jerry Brian attended a virtual meeting of the New Mexico Produced Water Research Consortium/Technology Testing and Evaluation Working Group on March 4. Dr. Harris said membership in this consortium is vital to the success of the produced water aspect of SENMC’s Oil and Gas program. They traveled to Midland, Texas to attend the 2025 Permian Basin Water in Energy Conference. Dr. Harris said they were able to make some key industry connections regarding produced water and made it known that SENMC will play a key role in addressing these challenges.
- E) **Tymon Mattoszko, CIO:** Mr. Mattoszko invited Gretchen Parrish to make a report this evening. She is back on campus for a few days. Gretchen announced that Technology Services and Solutions (formerly IT) is now fully staffed and took a moment to introduce Avanthika (Avi) Alladurgam, Application Support Specialist. Staff for the new Help Desk which went live on March 3, are working remotely. Ms. Parrish explained that the Help Desk staff handle tickets via email, phone, or through the portal for people with SENMC accounts. The Help Desk is currently available from 7 am to 9 pm and includes weekends. In the next few weeks, they expect it to be available 24/7. Tymon has been working with executive consultants to develop a technology plan-it should follow along with the strategic plan. They are continuing to work to improve and expand the Anthology implementation.

13) **HR Report: Steven Gonzales, HR Director:** Mr. Gonzales said that as of March 4 the SENMC employee count is 254 employees. This includes full-time, part-time, temporary, and student employees. He specifically mentioned two who have moved into new positions, Lori Byers, Senior Manager, Technology Services and Solutions, and Diana Campos, Dean of Student Affairs. There are currently seven faculty and six staff vacancies. March 2025's Employee of the Month is Marty Banks, Senior Grant Administrative Specialist.

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

A) **Faculty: Zane Biebelle** had nothing to report but invited colleagues to share news from their areas. Jon Strahan, Assistant Advisor to PTK and Department Chair, Business, congratulated the PTK members on their awards saying the group is "just fantastic." He added that the advisor awards presented to Dr. Raven Anderson and Dr. David McIntosh are well deserved.

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

C) **Classified Staff:** No report.

15) **Board comments:**

Mark Cage thanked Dr. Beardmore and Dr. Volpi for providing more financial information and congratulated PTK saying it is nice to be recognized. He said he appreciates everyone that shows up for these meetings. Sarah Bowman echoed Mark's comments and thanked Gretchen Parrish and Dr. Cathy Palmer for attending the meeting. She announced there will be a Health Fair at Carlsbad Medical Center on April 8 from 3:30-6:30 pm. There will be health screenings and information about health resources in the community. Bill Murrill commented that he had had difficulty hearing the Board members speak. Tiffany encouraged people to let them know if they are having trouble hearing. She also echoed the sentiments of her fellow trustees and thanked everybody for attending and welcomed Avi and the strategic planning team from SREB. She said she loves that the strategic plan is focused on students.

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

Date: April 14, 2025 **Time:** 6:00 pm **Place:** SENMC Room 153

17) **Adjournment** – Board Chair Tiffany Frintz adjourned the meeting at 7:31 pm.

Approved

Sarah Bowman, Secretary

Date