

BOARD OF TRUSTEES MEETING MINUTES

Date: 8/12/24

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 Members absent: Sarah Bowman, Mark Cage

1) **Call to Order**

Time: 6:01 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

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

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

5) **Approval of minutes from the previous meeting – 7/8/2024**

Motion: **Ned Elkins** Second: **Bill Murrill** Nays: **0** Abstain: **1**

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

6) **Public Comments:** None

7) **Student Government Representative:** Newly elected Student Government President Joel Barrett introduced himself and talked about some of the goals of student government. They have been working with Marketing to develop a bookmark with a QR code that will lead students to the Student Handbook and other information on the website. Mr. Barrett also presented an overview of the Welcome Week activity schedule.

8) **General Counsel: Lane Martin (Dr. Kevin Beardmore for Lane Martin)**– Nothing to report.

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

A) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) On July 8, Dr. Beardmore met with student leaders from the HSI Grant Services team for an interview about the future of SENMC. He held an Open Forum for the campus community on July 24; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** on August 8, with Dr. Frosso Seitaridou and Dr. Sandra Florez, met with Roy Thomas, Director of Diagnostic Imaging, and Khush Ghadiali, Director of Public Relations, Artesia General Hospital, about the potential for a Radiography program at SENMC (this was a follow up to a meeting on July 8); **Goal 3 (Community Engagement and Economic Enrichment)** published most recent newspaper/website article, “Family Time” in July; met, along with Dr. Seitaridou, Robert Trautner, and Dr. Mickey Best, with Carlsbad Fire Department to plan for a training and education partnership; presented the economic impact of SENMC and a construction update at Carlsbad City Council on July 9; met with Becca Myers of Coterra to discuss Oil and Gas training and programming plans; met, along with Dr. Seitaridou and Samantha Villa, with Sarah Jones, Carlsbad Library Director; volunteered at the Assistance League’s Operation School Bell on July 24; met, along with Dr. Seitaridou, Ms. Villa, and Misty McCormack, with the Permian Basin Literary Coalition to discuss expanding Adult Education; attended the Permian Basin

Association of Pipeliners Scholarship Dinner in Midland on July 25; attended Carlsbad Rotary on July 31 and August 7; attended the WIPP Community Forum and Open House on July 30; met with Shannon Johnson of the Cal Ripkin Sr. Foundation to discuss hosting their STEM Teacher Training event next summer; attended the Carlsbad Department of Development Board meeting on August 1; **Goal 4 (Building, Facilities, and College Foundation)** met with Nine Degrees, Engineers, and City of Carlsbad Water/Sewer about the Trades x Technologies Building on August 1; presented the renovation of the Main Building to the New Mexico Department of Education Capital Outlay Committee (Summer Hearing) at NMSU-Alamogordo on August 6; and **Goal 5 (Independence of SENMC)** nothing to report.

10) Old Business:

- A) Certification of Inventory – Dr. K Volpi** – The Trustees were provided copies of the inventory master list prior to the meeting. Mr. Murrill questioned why the certification report did not include mention of missing, traded, or destroyed items. Dr. Volpi explained what the previous process for tracking inventory had been and said that that will not be the process going forward.

Motion: **Ned Elkins** Second: **Tiffany Frintz** Nays: **1** Abstain: **0**

Elkins and Frintz voted in favor of the motion to certify the inventory. **Murrill** voted against the motion.

- B) Approve Resolution to Support GO Bond #3 – Dr. K Beardmore** presented a draft resolution in support of the General Obligation bond for higher education. He also directed the Trustees' attention to the GO Bond brochure that included a list of projects to be funded by the bond. Mr. Murrill questioned the "no tax rate increase." After some explanation Chair Tiffany Frintz called for a motion on the resolution. Ned Elkins made the motion, seconded by Bill Murrill.

Motion: **Ned Elkins** Second: **Bill Murrill** (with reservation) Nays: **0** Abstain: **0**

Frintz, Elkins, and Murrill voted in favor of the motion to endorse the GO Bond resolution.

11) New Business

- A) Approve Health Clinic Fee Schedule – Drs. Byers, Volpi, & Beardmore** – Dr. Beardmore reviewed the proposed Health Clinic fee schedule and explained that the intention had been to make it as simple as possible. He stressed that the clinic is for the use of SENMC employees and students. The charge to employees will be \$5 per visit. Students will be charged zero dollars for their visits because the Executive Team is proposing a \$5 per credit hour mandatory student fee per semester. This will be a general nature fee. Any tests that the clinic provides will be charged at cost (per the price list provided by the lab). Dual Credit students do not pay any tuition and fees so they will not be charged the health clinic fee, and they will not be eligible for these services at zero dollars. They will be eligible only if their parents "opt-in." Dual Credit students may opt in at any time during the semester.

Dr. Beardmore added that the clinic will not be open on the first day of classes because the college needs to provide detailed floor plans marked with fire exits. SENMC will not charge the fee in the fall if the clinic is not open at the start of the fall term.

Candace Byers, DNP, explained that "point of care" testing, (someone goes to the clinic and gets a test result immediately such as throat swabs, COVID, urinalysis, flu tests, pregnancy tests) is completed at no charge. If a complete blood count is sent to Lab Corp (because the clinic cannot run that test) the patient pays the clinic, and the clinic pays the lab.

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

Frintz, Elkins, and Murrill voted in favor of the motion to approve the Health Clinic fee schedule.

- B) Monthly Financial Report – Dr. K Volpi (via Zoom)** Dr. Volpi reviewed the financial reports for June 2024. She said they are tracking a little bit less this year than last year and have made some ground on their collections, including accounts greater than 120 days, but "have a ways to go".

C) Approve Quarterly Financial Certification – Dr. K Volpi

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

Frintz, Elkins, and Murrill voted in favor of the motion to approve the quarterly financial certification with an edit to a typographical error.

D) Presidential Employment Extension Agreement – Dr. K. Beardmore presented an agreement that extends his employment through December 31, 2027 and increases his annual salary by 6%, retroactive to January 1, 2024, and increases his salary an additional 3% effective July 1, 2024.

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

Frintz, Elkins, and Murrill voted in favor of the motion to approve the terms of Dr. Beardmore's employment extension agreement.

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 four departments. The Vocational, Energy, and Manufacturing department has opened positions for an instructor or assistant professor of Electrical Technology and for Oil & Gas Technology; Dr. Pradip Aryal assisted the Educational Testing Service (ETS) by grading approximately 2,500 AP Calculus tests. This experience can guide SENMC in the creation and implementation of rubrics for Math courses of all levels. Working in collaboration with the Carlsbad Fire Department there will be new courses this fall for the CFD cadet class to complete EMT Basic and EMT Intermediate programs. Fire Science/EMT Department Chair Robert Trautner has been working on his Medical Unit Leader position as a trainee. This training has been approved by the Southwest Complex Incident Management Team 3 and it will be sent to the regional office for review; and all 14 graduates of the Nursing program have passed their NCLEX (National Council Licensure Examination). For the second year in a row, SENMC has a 100% pass rate.

B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** Nothing additional to report.

C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia invited the Ferrilli representatives that were present to introduce themselves. She thanked them for being here and said they love the support they're getting. She said it is an exciting time at the college. This is the first semester that Dual Credit students will be using the Anthology system with Reach. They have about 400 applications and one of the Dual Credit Advisors is going to the schools and working with the counselors to help with application and registration. This is the first semester that these students will be able to register online. They have built registration relationships for each area high school which allows them to isolate courses to a particular school so when students register they can see only the courses that are available as part of the dual credit agreement at their school and the SENMC campus courses they are eligible to take.

They have completed the degree planning audit tool but will wait until after the census date (September 6) to go live because Financial Aid is doing automation testing. She added that they need to watch the timing on refreshes so they do not interfere with other processes.

Ms. Garcia took a moment to introduce a new Admissions Advisor, Sloan King.

Student Services is holding its Orientation event on August 19 from 4-5 pm.

D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that Community Education has 6 kids' camps scheduled for the fall, and 12 adult classes focused on academic growth, hobbies, and skill. Kids' camps will continue on Mondays when children are released from school early. They are continuing to offer professional development at the REC Center and will offer beginning and Intermediate Excel to SIMCO.

Workforce and Adult Education hosted a Community Roundtable with Congressman Gabe Vasquez to discuss workforce development and adult education for immigrant families. They talked about strategies for overcoming language and financial barriers that included funding for non-credit

workforce programs and Integrated Education and Training (IET) Programs. These programs combine basic education and ESL instruction with workforce preparation to help participants improve basic skills and English language proficiency while helping them advance in their career or educational paths. Dr. Harris added that the Congressman said he is impressed with what they are doing.

The Pre-Apprentice Electrical training program graduated eight students on August 8. An evening course for Radiation Control Technician (RCT) training will start this fall. Trustee Bill Murrill asked if SENMC can partner with another community college for (electrical) apprenticeship classes. This would be an opportunity to show those students what other programs are available here.

Effective now, state workforce funds will subsidize CDL and RCT training with a Workforce Course Assistance program that covers 95% of the course fee for Eddy County residents. The state MVD office has committed to a meeting to discuss establishing SENMC as a third-party CDL testing site. A site visit is part of the process.

13) HR Report: Steven Gonzales, HR Director: The SENMC employee count is at 240 as of August 7, 2024. Mr. Gonzales said there are four new employees this month and took a moment to officially welcome Dr. Effrosyni “Frosso” Seitaridou, Vice President of Academic Affairs. There are currently seven staff vacancies and five faculty vacancies. Mr. Gonzales invited the trustees to participate in an Academic Kickoff Event scheduled for Thursday, August 15 from 5:30-7:30 pm. There will be miniature golf, light refreshments, and door prizes. All SENMC employees and their families are welcome to attend. August 2024’s Employee of the Month is Andrea Dodson, Executive Assistant to the President.

14) Employee representative comments (optional)

- A) **Faculty: Zane Biebelle** - Ms. Biebelle presented the Trustees with giant sunglasses-part of the theme for the college’s Open House and Parking Lot party scheduled for Monday, August 19 from 5-7 pm. Academic department representatives and representatives from other departments will be available to talk about their programs and services. Student Services will be there to assist students with registration and help people with the application process. There will also be games and food.
- B) **Administrative Staff:** – No report.
- C) **Classified Staff:** – No report.

15) Board comments:

Trustee Bill Murrill stated the board members had each received an anonymous letter that does not pertain to them. He asked Dr. Beardmore to prepare a response addressed to the Board so there is a record that the trustees had brought the letter to his attention. Trustee Ned Elkins said this is an exciting time (at the college) and he loves the enthusiasm. Board Chair Tiffany Frintz agreed saying the excitement is palpable. She said she plans to attend the Open House and wear her giant sunglasses.

16) Announcement of next regular board meeting:

Date: September 9, 2024 **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