

BOARD OF TRUSTEES MEETING MINUTES

Date: 1/13/25

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:

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Sarah Bowman** Second: **Mark Cage**

Nays: **0**

Abstain: **0**

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

5) **Approval of minutes from the previous meeting – 12/9/2024**

Motion: **Ned Elkins**

Second: **Sarah Bowman**

Nays: **0**

Abstain: **1**

Bowman, Murrill, Frintz, and Elkins voted to approve the minutes. **Cage** abstained from voting.

6) **Public Comments:** None

7) **Student Government Representative: Ciara Gillard, Phi Theta Kappa president** – Ciara reported that the PTK Club added 33 new members in 2024; the group has finished its college project of painting accent walls and murals in the Health Clinic; sponsored relief drives for victims of the fires in Ruidoso and flooding in Roswell, sending seven and three truckloads respectively. Seven people have been nominated for international awards and three students were nominated for All State awards. The group's Honors in Action project focused on food insecurity at the community college level. It sponsored a food drive and partnered with Packs for Hunger to deliver the food donations. It also received a \$1,000 grant from the Mellon Foundation with which it purchased branded reusable tote bags ahead of the coming plastic bag ban. Southeast New Mexico College matched the tote bag donation for a total of 1,000 bags. Ciara said Packs for Hunger has committed to adding SENMC students to their program. For the first time in 13 years SENMC's chapter of PTK has earned 5 Star Status. Ciara thanked the chapter members, Dr. Raven Anderson, Dr. David McIntosh, and Southeast New Mexico College for giving PTK a chance to make a difference on campus and in the community.

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

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

Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Met with the eighth and final Promotion and Tenure candidate to be considered by the Board of Trustees later this evening, December 16; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** on December 16 met with potential instructor for soft skills coursework; **Goal 3 (Community Engagement and Economic Enrichment)** accepted invitation from the City of Carlsbad to serve on the Comprehensive Plan Steering Committee, December 10; met (virtually) with Vanessa Lechon, Laurie Blevins, and Dr. Kirk McDaniel from the US

Department of Energy, and Ted Sherry, SIMCO Vice President and Performance Improvement Manager, regarding future MSHA training for WIPP employees, December 12; published latest newspaper/website article: "And the Survey Says," on December 17 (see attached SENMC Strategic Plan (2022-2025) for survey results; paid respects at Mayor Dale Janeway's visitation service on January 2; **Goal 4 (Building, Facilities, and College Foundation)** received Permission to Operate from Xcel Energy regarding metering of electricity from our solar panel installation project, December 17; and **Goal 5 (Independence of SENMC)** met (virtually) with Ferrilli Chief Information Office candidate on December 10; attended the New Mexico Legislative Finance Committee's Higher Education meeting in Santa Fe (all college presidents in attendance), which included a presentation from Higher Education Secretary Stephanie Rodriguez, December 11; attended (virtually) the New Mexico Higher Education Department meeting with National Center for Higher Education Management Systems on the higher education finance study that will be released soon, December 17; made arrangements for, with Andrea Dodson, the Mountain Lion Leadership Seminar, held January 9 and 10.

Dr. Beardmore thanked the Promotion and Tenure Committee and specifically chairman Dr. Eduardo Chappa for its work and finishing ahead of schedule. He shared an email he received regarding an MSHA training course for WIPP. He provided some information about the new CIO, Tymon Mattoszko, who will start in February and then read the list of the participants in the first two sessions of the Mountain Lion Leadership seminar-they are Dr. Raven Anderson, Assistant Professor of Business; Della Bedingfield, Director, Small Business Development Center; Zane Biebelle, Professor of English, Faculty Senate President; Johnny Chandler, Broadcast Media Program Manager; Andrea Dodson, Executive Assistant; Teddi Garcia, Dual Credit Advisor; Jeannie Nichols, Student Program Coordinator; Maria Quintana, Community Education Coordinator; Jade Ramirez, Enrollment Manager; Sky Soto, Director, Marketing and Publications; Dr. Pradip Aryal, Professor of Mathematics; Dr. Candace Byers, Director, SENMC Health Clinic; Raymond Dominguez, Title V Activity Manager; Rocio Espinoza, Director, Grant Services; Rebecca Jones, Instructor, Nursing; Luz Moreno, Director, Learning Technology Center; Dr. Karima Mourhat, Assistant Professor, Criminal Justice; Evelyn Saldana, Financial Aid Staff; Dr. Frosso Seitaridou, Vice President of Academic Affairs; Rebecca Silva, Director of Finance; Antonietta Trujillo, Maintenance and Operations; and Dr. Jonathan Wilson, Assistant Professor, English. Dr. Beardmore said he is very proud that they invested their time in this. Finally, Dr. Beardmore directed attention to the results of the strategic planning survey. The top two rankings went to childcare on campus and a dining hall.

10) Old Business: None

11) New Business

A) Capital Projects Update – Gary Martinez: They are about 75% done with the design for the Trades x Technologies Building. Architects and engineers on still on site doing research on soils and surveying and making sure we are not impeding on someone else's property. He expects this project will be ready to put out for bid by March 15. They have elected to use the RFP process. This will allow them to select who they want rather than having to take the lowest bid. The RFP documents express consideration for local contractors first. The Main Building entry way/Welcome Center project is 50% complete. Mr. Martinez anticipates starting these projects in June or July and says they will take 18-24 months to complete. The Library Study Room should be ready in another week.

The Energy Savings Performance contract (HVAC upgrades and solar parking) is close to completion. The arrays are built, and they are waiting for Xcel Energy and the contractor to coordinate the connection. The access control project is complete-all the locks on campus have been changed to wireless control. The campus can be locked down in an emergency. Dr. Beardmore added that there will be a drill later this month to test this. Mark Cage said law enforcement personnel will need access in lockdown situations.

B) Trades x Technologies Building Update – Gary Martinez: Mr. Martinez said they will work ahead to connect IT and security to the new building. Dr. Beardmore said he wants Ned Elkins and Bill Murrill who had been on the Building Committee to be included in discussions before the RFP goes out. He expects this to happen before the February 10 Board of Trustees meeting.

- C) **Sign on Highway – Dr. K Beardmore:** A proposal from an Albuquerque company quoted a price of less than \$50K to build and install a sign according to a previously approved design. The quote does not include permit fees and other city costs. It also does not include electricity to light the sign. The time frame for construction is not known.

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

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of moving forward with the sign.

- D) **Selection of Lobbyist – Dr. K Beardmore:** Dr. Beardmore reported that this was a failed search as nothing was submitted within the time frame. He said the college could advertise again but recommends not taking any further action because the legislative session starts in eight days.
- E) **Monthly Financial Report – Dr. K Volpi (via Zoom)** Dr. Volpi started by apologizing for her physical absence from the meeting. She had intended to attend in person. Her new plan is to be in Carlsbad for the April Board meeting. She reviewed the graphs associated with the financial reports and said the college is a little bit ahead of where it was last year. Looking at the income statement and balance sheet she observed that the college is spending a lot in capital improvements. Dr. Volpi said she has been able to run budget reports, and the Business Office will distribute them to departments this week. After a brief review of the stabilization reports she invited Glenn Trammel (Ferrilli) to make some introductions. Glenn introduced Gretchen Parrish who is acting as Interim Chief Information Officer (CIO) at SENMC. She has been on campus since before the winter break. He added that she has done some great work organizing staffing. He then introduced Tymon Mattoszko who will assume the permanent CIO position in February. They have a candidate to interview for an entry level tech/business analyst position. Lisa Edwards will start full time as Applications Director in February. She will be working remotely.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou's report included updates from the Business and Information Technology department and the Nursing department who reported that they have met with their respective Citizens Program Advisory Committees. They indicated they were able to have thoughtful discussions about how SENMC can better address their needs. Dr. Jonathan Wilson, from the English, Communication, Fine Arts, and Digital Media department was featured in the winter edition of *Focus: Beyond the Bell: Navigating Life After High School*.
Dr. Seitaridou reported that the HLC (Higher Learning Commission) Assessment Academy team organized its first event called Day of Reflection on Teaching and Learning, held earlier today. She said 22 faculty participated in the event which included a presentation by HLC Assessment Academy scholar Dr. Susan Murphy and a panel discussion led by the Humanities department. The event concluded with bingo games and prizes. They will send a survey to the participants to gather feedback that will assist them in planning future events.
- B) **Dr. Karla Volpi, VP of Business and Finance:** Nothing to report.
- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia said the light at the end of the tunnel is getting brighter. They are more comfortable with the systems that are in place and the help they are getting. She said things are going smoothly, effectively, and efficiently. She said they are getting a better understanding of the system and learning how to make it work for SENMC. Ms. Garcia said enrollment and registration are going on now. Students are able to self-register using the Anthology portal known as the Lion's Den. She said she has heard from students commenting that they can't find a class for which they want to register. She explained that the system has been designed to show the students only the courses that are part of their degree plan. Courses not in their degree plan are

designated as extra courses. This gives Student Affairs staff the opportunity to have conversations with the students about how long these extra courses could delay them from completing their program and how it might affect their transcripts or financial aid.

Course scheduling has been easier and there was a high turnout of faculty reporting grades on time. Ms. Garcia added that many colleges and universities still struggle with that. Financial Aid automation also went well. Enrollment reports as of January 10 showed almost 200 more students registered than last year at this time.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that the spring schedule is out, and they have already started enrolling for the upcoming classes. There are 21 classes in the spring schedule, 7 designed for children aged 4 and up and the rest for adults. They expect the spring break camps to be comparable to last year with enrollment of 15-20 kids.

The Community Education Program, assisted by Samantha Villa is offering free technology classes for senior citizens this week. There will be both morning and evening sessions to accommodate everyone. At the end of the month they will offer a Microsoft Office training for the city.

Dr. Harris added that the focus this year is on professional development, and they hope to bring back the "Lunch and Learn" sessions that had previously been offered to faculty and staff.

Workforce reports that the 5DT team will be back on campus from February 3 to February 14 to continue work on the simulators. They will also train some of the Workforce trainers on system operations.

They met with the Carlsbad Department of Development on December 19 and presented what they are working on and agreed to keep communicating as more programs are established.

Michael DeHoyos joined the team on January 6 as an OSHA Instructor.

Workforce met with the principal and some staff at Loving High School to explore offering OSHA and MSHA training to junior and senior students as an extension of their career programs.

Radiological Control Tech (RCT) training will start with a Math Boot Camp on March 3 followed by the RCT classes two weeks later. The schedule will be Monday through Friday evenings until the end of June. Interested Eddy County residents can contact Workforce about the Course Fee Assistance program. For a limited time, this assistance program will cover 100% of the program fee.

They will meet with Wellsite LMS later this week to discuss implementation of Lease Operator training and how this resource can be offered to high school programs.

- 13) **HR Report: Steven Gonzales, HR Director:** Mr. Gonzales said that as of January 7 the SENMC employee count is 239 employees. This includes full-time, part-time, temporary, and student employees. He introduced one of two new employees, Dania Moran, Dreamer Coordinator. There are currently six faculty and six staff vacancies. Human Resources has been working on a performance evaluation platform since October. Several staff have tested the program and provided feedback. Mr. Gonzales will meet with Dr. Beardmore to get approval for the program. He is hoping to go live with this in February. January 2025's Employee of the Month is Merdia (Merdi) Theragood, Associate Registrar.

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

- A) **Faculty: Zane Biebelle** reported that Faculty Senate met today to discuss a proposal from Dr. Raven Anderson to select a student of the month. Students would be nominated by faculty and faculty senate will evaluate the nominations and make the selection. This will shine a light on students doing exemplary work and is also a way to motivate faculty. Ms. Biebelle will take the proposal to Drs. Beardmore and Seitaridou for review and approval and hopes to be able to introduce this in September.

Aside from this her focus for this semester is faculty evaluations.

B) **Administrative Staff:** Johnny Chandler, Administrative Staff president announced that the next meeting for the administrative staff will be on January 22.

C) **Classified Staff:** None

15) Closed Session – Consideration of application(s) for Promotion/Tenure

Motion: **Mark Cage** Second: **Sarah Bowman** Nay: **-0-** Abstain: **-0-**

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of the motion to go into a closed session at 7:01 pm. The discussion will be limited to consideration of applications for promotion/tenure.

The Trustees returned to the public meeting room at 7:36 pm.

Motion: **Mark Cage** Second: **Ned Elkins** Nay: **-0-** Abstain: **-0-**

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of the motion to reconvene the open meeting.

16) Board comments:

Bill Murrill observed that with all the money spent on technology he has not had a complete Zoom meeting yet. Tiffany said she has been assured that new equipment was delivered and everything should be in full swing next meeting. Sarah Bowman took a moment to recognize Merdi and her selection as Employee of the Month and congratulate Ciara for “hitting it out of the park” with PTK. Mark Cage expressed his desire to memorialize Mayor Dale Janeway and all his effort in making this college happen. He suggested appointing a committee to do this. Dr. Ned Elkins proposed not waiting and suggested that perhaps the Instructional Center could be renamed to honor Mayor Janeway. There needs to be some research into this because the Instructional building may already have been named. An alternative may be to rename the Main Building. Tiffany Frintz thanked everybody for coming to the meeting.

17) Announcement of next regular board meeting:

Date: February 10, 2025 **Time:** 6:00 pm **Place:** SENMC Room 153

18) Adjournment – Board Chair Tiffany Frintz adjourned the meeting at 7:42 pm.

Approved

Sarah Bowman, Secretary

Date