

BOARD OF TRUSTEES MEETING MINUTES

Date: 12/9/24

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 (via Zoom)
 Member, Ned Elkins

Board Member(s) absent: Mark Cage

1) **Call to Order**

Time: 6:03 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Ned Elkins** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

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

5) **Approval of minutes from the previous meeting – 11/11/2024**

Motion: **Sarah Bowman** Second: **Bill Murrill** Nays: **0** Abstain: **0**

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

6) **Public Comments:** None

7) **Student Government Representative: Judi Cox, Advisor** – Judi reported that Student Government is partnering with Ray Anaya’s Christmas Anonymous, and the angels are almost ready for adoption. They are also making plans for Welcome week in January.

8) **General Counsel: Lane Martin** – Lane said he has been drafting a quit-claim deed for a pending real estate transaction involving the donation of a small piece of property adjacent to college-owned land. He expects this transaction will be completed soon.

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

Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment) Met with Faculty about the potential SENMC Sick Leave Bank, November 20; Met Administrative Staff Council about the potential SENMC Sick Leave Bank, December 2; Held an Open Forum for campus, December 2; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Visited New Mexico Tech, where Dr. Frosso Seitaridou, Jerry Brian, and I were hosted by the Provost and had the opportunity to meet with graduate student researchers, faculty, the Dean of Engineering, and the Director and Assistant Director of the Petroleum Recovery Research Center, and numerous faculty and graduate research students, November 22; **Goal 3 (Community Engagement and Economic Enrichment)** Met with Kevin Phillips, Penasco Services LLC, about the need for lease operator training, November 12; Met with the SENMC Business and Information Technology Citizen's Professional Advisory Council, November 13; Hosted Justin Dombroski and Shankar Annamalai from ChampionX, to discuss future programming options and the Trades x Technologies Building, November 14; Visited Armstrong Energy in Roswell where Jerry Brian and I met with Ken Alpers and discussed the plans for Oil & Gas Technologies at SENMC, November 14; Attended a discussion between Former Secretary of State Condoleezza Rice and former Secretary of Commerce Don Evans on education, hosted by the Permian Strategic Partnership in Midland, November 15; Attended a presentation at SENMC about air quality in Eddy County by Texas A&M Associate Professor of Atmospheric Sciences, Dr. Gunnar Schade, November 16; Attended the Carlsbad Current-Argus Ribbon Cutting, November 19; Met with Carey Thibodeau, Carlsbad

Automation Supervisor for Expanse Electrical Co., about plans for Instrumentation training at SENMC, November 20; Attended Carlsbad Rotary, November 20 and December 4; Attended the Carlsbad Department of Development Board meeting, December 5; Attended the Journey to Literacy event, in Artesia, December 5; Attended the Eddy County IGNITE Launch (inmate education initiative), December 5; **Goal 4 (Building, Facilities, and College Foundation)** Received access to the American Petroleum Institute Standards, November 11; Attended the Ribbon Cutting Ceremony for the Pecos High School (TX) Career and Technical Education Building, December 4); and **Goal 5 (Independence of SENMC)** Made arrangements for, with Andrea Dodson, the first Mountain Lion Leadership Seminar, held November 25 and 26.

Dr. Beardmore shared a graph showing New Mexico Postsecondary Census Enrollment Trends for Fall 2015-2024. He said SENMC is up a little from last year and doing about as expected.

He has received a jury summons and could be called to serve sometime between January and April 2025. Finally, Dr. Beardmore announced that Ms. Juanita Garcia, Vice President of Student Affairs has given a letter announcing her intention to retire on June 1, 2025.

10) Old Business: None

11) New Business

- A) Water Well & Easement Agreement – Dr. K Beardmore:** Dr. Beardmore has received the appraisal on the Light trust property which is adjacent to land owned by the College. The bank wants an agreement between SENMC and the Light Trust for IRS purposes. Dr. Beardmore asked the Board for approval to move forward with the agreement.

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

Frintz, Murrill, Elkins, and Bowman voted in favor of moving forward with the agreement, subject to legal review and approval.

- B) Review Legislative Priorities– Dr. K Beardmore:** The RFP for a lobbyist is out and will close right before the Winter Break. Selection will be completed in early January and Dr. Beardmore will update the Trustees at the January board meeting. Last year SENMC focused on funding for the Trades x Technologies Building. Dr. Beardmore said this year there are several potential projects that legislators could choose to sponsor including an SENMC license plate; program start-up funding for Radiologic Control, Environmental Technology, Waste Handling, or Cybersecurity; renovations to the Main Building; an Environmental Chemistry lab; a dining hall; or securing additional adjacent property.

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

Bowman, Elkins, Murrill, and Frantz voted in favor of endorsing the legislative priorities outlined by Dr. Beardmore.

- C) Strategic Plan 2025-2030 Timeline – Dr. K Beardmore:** The Southern Regional Education Board (SREB) is assisting SENMC with developing this plan. The survey has closed, and Dr. Beardmore has received reports. He said he needs time to organize the data so he can present it in January. The SREB will have a draft for review prior to the February Board of Trustees meeting which they will attend. They are also planning to have a workshop the day of the board meeting. The goal is to get feedback and make sure they are on the right track. No Board action is required tonight.

- D) Ferrilli Update – Glenn Trammel (Ferrilli):** Glenn Trammel reported that Ferrilli have been busy vetting candidates for the Chief Information Officer (CIO) role at SENMC. An internal candidate, Gretchen Parrish, is filling the position as interim and will help layout a road map for moving forward. A candidate for the permanent position will be on campus to interview tomorrow. Glenn also reported that they have had very productive meetings with Anthology over the past couple of weeks.

- E) Monthly Financial Report – Dr. K Volpi (via Zoom)** Dr. Volpi reviewed the graphs associated with the financial reports and said the college is keeping on track with last year. She said the negative revenue in tuition and fees on the income statement is because of tuition waivers after the census date. Dr. Volpi explained that the WIP (Work in Progress) total of \$8MM on the balance sheet is a valuation and will not change as projects are completed.

Dr. Volpi said she expects to attend the January board meeting in person.

Dr. Elkins asked Dr. Volpi and Juanita Garcia if they anticipate problems they cannot navigate. They both responded in the negative, but Dr. Volpi added that she does not expect to be able to generate a complete report with the touch of button, in six months, but possibly within a year. She said she is confident in the data, but she needs to take the numbers and put them where they belong. Dr. Beardmore added that he had heard from Anthology last week regarding some concerns he had shared and feels like we are being heard.

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 areas: In the Fire Science/EMT Department (Robert Trautner) 100% pass rate of students testing for the National Registry EMT exam. The department partnered with the Learning Technology Center (LTC) for an EMT Prep camp ahead of National registry EMT testing on December 6 and 7. All the students passed their tests.

The SENMC Health Clinic has now seen enough patients to request its final inspection. This inspection will not be announced so there is no timeline in place as of now.

Dr. Jonathan Wilson, Assistant Professor of English, has been selected by the Alliance for Hispanic Serving Institution Educators (ASHIE) to review proposals for the 17th Annual ASHIE Best Practices Conference.

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

- C) **Juanita Garcia, VP of Student Affairs:** Ms. Garcia reported that they are continuing to work on stabilization. They have weekly meetings and tickets are getting resolved. She said they are seeing progress. She said she is not sure if she is confident yet in using the reports. The Registrar’s office has started implementing the catalog with Coursedog. The tentative go live date is May 14. Spring registration continues. They are running calling campaigns to current students, people who have started applications, and people who have completed applications but not registered for classes.

Ms. Garcia reported that the Financial Aid closed out 2024 with a zero balance.

Four of the staff in Student Services participated in the Mountain Lion Leadership challenge held on November 25 and 26. More are scheduled to participate in the session scheduled for January 2025.

All Student Services staff are or will be attending Life Bound Training Success Coaching. The training will enhance communications and provide coaching strategies to help students transition to college more effectively and connect with staff and campus resources. Ms. Garcia added that the focus from now to May is on team building.

- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that the fall Community Education classes have concluded, and they have received great feedback. The spring schedule includes seven Spring Break Camps for kids and fourteen adult classes.

In January they will offer two sessions of Microsoft Office training for employees of the City of Carlsbad (approximately 40 people). Samantha Villa, Librarian, and Maria Quintana, Director of Community Education, will be offering five free technology classes for senior citizens. They will cover computer basics and internet safety.

The next pod casting classes will start on March 4. Based on student feedback, each session will be increased from 60 minutes to 90 minutes.

Workforce reports that 5DT will be on campus after the first of the year to continue work on the simulators. Cabs are expected to begin arriving around the middle of this month.

Phoenix Truck Driving Institute (PTDI) has increased the course fee for CDL. Workforce is working on an addendum that acknowledges funding from the Course Fee Assistance program. The original agreement specifies that Southeast New Mexico College will provide licensure testing but SENMC is

still waiting for the state of New Mexico to approve it as a testing site.

Mewbourne Oil hosted the Workforce and Community Ed team on tours of a pulling site and a drill rig. Dr. Harris thanked Meghan Mooney and Bradley Bishop for arranging the tours. He said Mewbourne employees have volunteered to have a presence on campus for SENMC's Oil & Gas program.

Workforce are meeting with local high schools to explore offering OSHA and MSHA training to their junior and senior students as an extension of their career programs. Dr. Harris said job applicants with these credentials have the potential to reduce employers' training expenses and reduce the time between hiring and working in the field.

13) HR Report: Steven Gonzales, HR Director: Mr. Gonzales was not at the meeting and Dr. Beardmore gave the report. The SENMC employee count is 227 as of December 3, 2024. There are currently five faculty vacancies and ten staff vacancies. December 2024's Employee of the Month is Dr. Jalal Hamedi, Professor of Sociology/Psychology.

14) Employee representative comments (optional)

A) **Faculty:** Zane Biebelle reported the Pop-Up Course Boutique was a great success. She thanked Robert Trautner and his cadets for their help in setting up and decorating. She said she and Kristal Allen, Achievement Coordinator, collaborated on putting together this event. She added that they are planning to make this a bigger event in the spring.

B) **Administrative Staff:** None

C) **Classified Staff:** None

15) Board comments:

Dr. Ned Elkins asked Dr. Beardmore to let him know how his conversation with the state goes. Neither Sarah Bowman nor Bill Murrill had any comments. Tiffany Frintz thanked everybody for coming to the meeting and welcomed Gretchen Parrish, Interim CIO to SENMC.

16) Announcement of next regular board meeting:

Date: January 13, 2025 **Time:** 6:00 pm **Place:** SENMC Room 153

17) Adjournment – Board Chair Tiffany Frintz adjourned the meeting at 7:08 pm.

Approved

Sarah Bowman, Secretary

Date