

BOARD OF TRUSTEES MEETING MINUTES

Date: 11/10/25

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: Mark Cage

1) **Call to Order**

Time: 6:00 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Motion: **Ned Elkins**

Second: **Sarah Bowman**

Nays: **0**

Abstain: **0**

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

5) **Approval of minutes from the previous meeting – 10/13/2025**

Motion: **Sarah Bowman**

Second: **Ned Elkins**

Nays: **0**

Abstain: **1**

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

6) **Public Comments:** None

7) **Student Government Representative:** None

8) **General Counsel:** – Lane Martin (via Zoom) reported he had had a productive meeting with Dr. Beardmore and representatives from the DOE to discuss legal concerns related to MSHA training.

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

A) **Report on 2025-2030 Strategic Plan – Goal 1 (Serve More Students)** Served as Eddy the Mountain Lion at the Fire Prevention Week event (Friday visit by Carlsbad Municipal Schools Kindergarteners) at Walter Gerrells Center on October 17; visited with Trick or Treaters at the Hallowpalooza event on October 30; met, together with incoming Board of Trustees Chair Sarah Bowman, Trustee Dr. Ned Elkins, and Dr. Frosso Seitaridou, with New Mexico State University President Valerio Ferme, Interim Provost Lakshmi Reddi, Interim Dean of Engineering David Jáuregui, and CEMRC Director Dr. Lambis Papelis, for lunch and an afternoon meeting on November 4; **Goal 2 (Welcome and Engage the Community)** published latest newspaper/website article: “The Same, Except For”; met with Board of Trustees member Bill Murrill and Corey Bock of Bock Electric on October 15; on October 22 met, along with Chris Spaulding and Dr. Monty Harris, with James Cobb of the United Steelworkers Local 9477 and Noah Ledesma from USW International regarding grant and partnership opportunities, attended the Permian Resources Carlsbad Office ribbon cutting, and attended the Mayor’s Energy Summit Sponsor dinner; provided the closing presentation at the Mayor’s Energy Summit, “The Future of Trades x Technologies at SENMC” on October 23; facilitated the SENMC Foundation Board meeting on October 28; interviewed for the Permian Strategic partnership Podcast in Midland, October 29; attended the Educational Partnership of the Permian Basin Leadership Summit in Odessa on October 30; attended the Carlsbad Department of Development Board meeting, November 6; attended the WIPP Public Forum hosted at SENMC on

November 6; assisted with the Carlsbad Rotary Adopt-a-Highway cleanup (collecting nine bags of trash) on November 8; **Goal 3 (Increase Learning and Efficiency)** met with external evaluators for the college's Hispanic Serving Institutions grants, October 14; attended the joint meeting of the Council of University Presidents, New Mexico Association of Community Colleges, and New Mexico Independent Community Colleges, in Santa Fe, October 16; met with the Workforce and Grants and Special Projects teams about joint operations, October 31; met with Board of Trustees Chair Tiffany Frintz and incoming Chair Sarah Bowman on October 31; and **Goal 4 (Promote Success for All)** held a campus forum on November 3; congratulated Dr. Ned Elkins on his re-election and Lee White on his election to the Board of Trustees, November 5.

- B) Dr. Beardmore then reviewed the Board policy addressing vacancies in the membership of the Board, a situation that will occur when Board Chair Tiffany Frintz closes the sale of her house later this month. Trustee member Dr. Ned Elkins asked if Tiffany Frintz could be involved in selecting her replacement to the Board of Trustees. College Counsel Lane Martin said he will research this and come back with an answer. Dr. Beardmore also addressed the policy requiring that the Board meet on the first day that the college is back from its Winter Break for the purpose of swearing in Board members. This would be a special meeting.
- C) Dr. Beardmore has received the filed quit-claim deed for the property previously held by the Light Trust and reported that he has mailed copies of the filed documents along with a thank you letter to Sidney Light-Vulgamore.
- D) In recognition of Veterans Day on November 11, Dr. Beardmore took a moment to thank Trustee members Bill Murrill and Mark Cage for their military service.

10) **Old Business:** None

11) **New Business**

- A) **Approve plan for Early Childhood Ed Center portable unit: Dr. K Beardmore** – Dr. Beardmore presented an estimate from Modular Solutions, Ltd. (part of CES) for a floor plan and scope of work. Including optional upgrades, contingency and bond fees, and tax, the estimate is more than \$975,000. Electrical and plumbing costs are also excluded from the estimate. He said that \$400,000 in grant money has been earmarked for this project. Operating expenditures, including instructor salaries, are estimated at \$500,000 annually. Dr. Beardmore expects to present a floor plan and operating budget at the December Board of Trustees meeting. He is hoping to know by next month if Carlsbad Municipal Schools will be able to provide food service for the Early Childhood Ed Center. Dr. Beardmore explained that SENMC is paying a premium to use its space well - a pre-built unit will not suit the college's needs. No action was taken on this.
- B) **Approve plans for Western Way entrance: Dr. K Beardmore** – Waiting for final pricing from the contractor so there is nothing to act on tonight.
- C) **Accept planetarium equipment from Carlsbad High School for STEPS Academy: Dr. K Beardmore** – Trustee Dr. Ned Elkins is interested in having the planetarium on the SENMC campus and Dr. Beardmore said it makes sense for it to be part of the STEPS Academy. He has correspondence from Carlsbad Schools Superintendent Dr. Gerry Washburn indicating they are open to moving the planetarium to SENMC.

Motion: **Ned Elkins**

Second: **Sarah Bowman**

Nay: 0 Abstain: 0

Bowman, Elkins, Murrill, and Frintz voted to approve a motion to accept the planetarium equipment if it is offered. The motion passed.

- D) **Approve investments recommendation for reserve fund balance: Carolyn Kasdorf** – Ms. Kasdorf, Interim Vice President for Business and Finance presented a proposal recommending the establishing of a dedicated investment reserve fund of \$125 million to be allocated to PFM Asset Management (\$75 million) and CNB Bank (\$50 million). Both offer investment strategies focused on conservative fixed income portfolios, aligned with the college's objectives of capital preservation, liquidity, and moderate yield enhancement. The investment objectives include preserving capital and maintaining adequate liquidity to meet the institution's needs; generating returns more than short-term

yields through conservative fixed income investments; diversifying the college's investment exposure; and aligning with the college's fiduciary responsibilities and investment policy guidelines. Ms. Kasdorf explained that SENMC currently earns approximately \$700,000 per year and establishing a dedicated investment reserve fund as presented could see earnings of more than \$4 million per year.

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

Bowman, Elkins, Murrill, and Frintz unanimously voted to approve the investments recommendation as it was presented.

E) Monthly Financial Report: Carolyn Kasdorf – Carolyn Kasdorf, Interim Vice President for Business and Finance, presented financial reports for the period ending September 30, 2025.

F) Quarterly Financial Report: Carolyn Kasdorf – Ms. Kasdorf presented the quarterly financial actions report and quarterly certification for approval.

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

Bowman, Elkins, Murrill, and Frintz voted to approve the quarterly certification.

G) Approve Selection of Compensation Study Provider – Dr. David McIntosh – Dr. McIntosh presented a report from the committee that reviewed six proposals to provide a compensation study for Southeast New Mexico College and its recommendation that SENMC engage CBIZ Benefits & Insurance Services, Inc. d/b/a CBIZ Compensation Consulting for this project. CBIZ plans to attend the December Board of Trustees meeting, and its study will include surveys, interviews, and onsite meetings. The goal is to have final results in April with the hope of voting in May to accept the company's recommendations for salary adjustments with the understanding that no employee's compensation would be reduced as a result of this study. The cost is \$148,150 and includes rewriting job descriptions. The anticipated start date for new compensation would be July 2026 for staff and August 2026 for faculty.

Dr. Elkins wondered why the Board had not heard about this previously and added that the Trustees had addressed salaries when SENMC separated from NMSU. Dr. Beardmore acknowledged the work already done by the Board and added that he had worked with faculty to develop a faculty salary schedule based on degrees and years of experience which resulted in significant changes to their salaries. He explained that no such thing has happened for staff. Staff have received across the board increases (percentagewise) but that does not solve inequities based on positions and duties. Dr. Beardmore also reminded the Trustees that this item is a part of the strategic plan.

Motion: **Ned Elkins** Second: **Sarah Bowman** Nay: **1** Abstain: **0**

Bowman, Elkins, and Frintz voted in favor of the motion to hire CBIZ to complete a compensation study. **Murrill** voted against the motion.

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 SENMC's pass rate on the National Council Licensure Examination (NCLEX) is 100% although the first-time test take pass rate is 93%. The fall 2025 sophomore nursing students are receiving wonderful feedback from staff and patients at Carlsbad Medical Center where they are doing their clinicals. The Nursing faculty are preparing for their upcoming ACEN visit, scheduled for spring 2027. The department is developing a part-time nursing track and planning for upcoming rules changes by the Board of Nursing. The Allied Health department's Phlebotomy program has been awarded approximately \$2,500 to cover travel to clinical sites and National Center for Competency Testing (NCCT) exam fees. Artesia High School has launched a Health Occupations Students of America (HOSA) – Future Health Professionals chapter.

Dr. Huang organized and led a symposium titled "Curriculum Development and Learning Outcomes Assessment of Science and Engineering Courses". Both he and Mr. Rick Wiedenmann presented

their assessment practices. Faculty from University of New Mexico, UNM-Valencia, Eastern New Mexico University, New Mexico State University-Dona Ana, and SENMC attended the event. Dr. Huang and Mr. Wiedenmann also set up a display table at the Inspired by Science STEM Experience event held at the National Cave and Karst Research Institute and gave presentations at the Fall Forum on Professional Development. Mr. Wiedenmann and his Environmental Science class participated in the Rio Research Roundup, an international research project sponsored by the Rio Grande International Studies Center. One of Mr. Wiedenmann's Environmental Sciences students joined him at the Odessa College Energy Day, an event that is part of the partnership with the Lawrence Livermore National Lab. Dr. Aslani co-authored a paper, "Nano nickel oxide adsorbent: Synthesis, characterization, uranium adsorption, and molecular dynamics approach", that has been published at the journal *Progress in Nuclear Energy*.

Drs. Eduardo Chappa and Jalal Hamed, and Mr. Talal Abdaljalil were invited to serve as judges for undergraduate student research posters at the NMSU 2025 New Mexico Alliance for Minority Participation (NM AMP) Student Research Conference. This annual event is aimed at promoting minority student success in STEM.

- B) **Carolyn Kasdorf, Interim VP-Business and Finance:** Ms. Kasdorf reported that the audit of FY24 is still on track to be completed by the end of December.
- C) **Diana Campos, Dean of Student Affairs:** Ms. Campos said there are 48 students enrolled for spring 2026. She explained that Dual Credit and Early College students were unable to enroll because of computer issues at Carlsbad schools. She said academic advisors were busy attending conferences last month and Financial Aid advisors are preparing to attend a state conference in Albuquerque.
- D) **Chris Spaulding, Interim VP of Workforce Development and Community Engagement:** Mr. Spaulding said he has implemented cross-coverage between personnel to create depth for positions. Related to this, he said he also needed someone as his "second" and has named Misty McCormack to that role. He attended the El Paso Community College Excavation Safety Festival to get ideas for SENMC's Safety Conference next year. In Work-based Learning they held a successful Apprenticeship Expo with the goal of implementing Electrical Journeyman Apprenticeship by August 2026. In response to a query by Trustee Bill Murrill, Mr. Spaulding said they are not going through the state for Electrical Apprenticeship but with IEC (Independent Electrical Contractors), an independent company based in Las Cruces. He said he will check with IEC to verify that the state will recognize the program at SENMC. The Workforce Safety Department has started a partnership with Mosaic and now provides MSHA training for all new Mosaic employees. They are also partnering with the American Heart Association for improved First Aid/CPR and AED training offerings. The Workforce Partnerships team attended the Energy Summit and the Energy Summit Sponsorship Dinner, partnered with Union Pacific and BNSF to conduct a successful Railroad 101 training for the second year, attended the Department of Workforce Solutions Energy Workforce Convention, co-moderated the Carlsbad Local and Women for a Better Carlsbad Candidate Forum, met with Permian Strategic Partnership to discuss expanding CDL program capacity and had an initial meeting with the director of Odessa College's CDL program, recruited the safety manager at Kyvek to help with the project subcommittee, and met with the Department of Workforce Solutions Eastern Region representatives to discuss job opportunities.

Adult Education and Allied Health will be implementing SENMC's first Integrated Education and Training program starting in fall 2026 with a Certified Nursing Assistant (CNA) cohort. This will allow students to be enrolled in an ESL course while completing CNA certification. Community Education reported great participation in its fall classes. They collaborated with HSI to host a pumpkin painting event and had 160 people register.

- E) **Tymon Mattoszko, CIO:** Mr. Mattoszko reported that Document management (SoftDocs) discovery

work sessions are in progress, EAB Navigate launch of phase 1 is complete-including on-site training, Coursera syllabus is live and they are working on integration with Canvas, pilot tablet upgrade is in progress, and the new computer lab is finished. Other projects include implementation of Single Application (including Workforce, Adult and Community education) and Maxient (a program used primarily for Title IX). They are evaluating replacements for Watermark (student course evaluation), payment system (Transact) kickoff calls are complete, and implementation will begin in early December. They are evaluating vendors to replace the emergency warning system, as of this morning they have expanded the wireless coverage of JSS, and also this morning, hand-delivered laptops to the high school following their recent cybersecurity incident.

- 13) HR Report: Steven Gonzales, HR Director:** The employee count for SENMC as of November 5 is 283 employees. This includes full-time, part-time, temporary, and student employees. Mr. Gonzales introduced Madison Murillo, Library Specialist, and Abhiram Kumbala, Network Engineer, two of eleven new employees. There are currently nine faculty and nine staff vacancies. November 2025's Employee of the Month is Lori Byers, Senior Manager, Technology Services and Solutions, unofficially known as "The Director of Making It Happen". Mr. Gonzales provided the Trustees with "Save the Date" information for the Employee Appreciation Lunch scheduled for Friday, December 5.

14) Employee representative comments (optional)

- A) **Faculty:** Zane Biebelle thanked the Trustees for the work they have done with regard to compensation (for the faculty) saying it has been transformative. It has helped attract and retain faculty. She also thanked Tiffany Frintz for her time and leadership she has put into SENMC. Ms. Frintz, in turn, thanked Zane for her work. Dianne Hardin also thanked Tiffany for her work and mentioned that the Nursing program has rules changes from the state that will increase the number of clinical hours for the ADN and LPN programs. Program changes must be implemented by January 1, 2027.
- Rick Wiedenmann also thanked Tiffany and the Board for their work. He announced that Zane Biebelle is giving thought to a way that the college could memorialize former student Joel Barrett who passed away one month ago.
- B) **Administrative Staff:** No report
- C) **Classified Staff:** No report

- 15) Executive (Closed) Session:** Pursuant to NMSA 1978 §10-15-1 (H) (&) – pending litigation, the Trustees voted unanimously to go into a closed session at 7:51 pm. Motion for closed session:

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

The Trustees returned from the closed session at 8:24 pm. Motion to reconvene open session:

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

The Trustees voted unanimously to reconvene the open session.

- 16) Discussion/Action of Items from Closed Session:** None

- 17) Board comments:** Sarah Bowman thanked Tiffany for the dedication she has shown to this Board, her leadership and guidance. Ned Elkins agreed that they all feel that way. Bill Murrill had no comment. Tiffany welcomed Madison and Abhiram and congratulated Lori on being named Employee of the Month. She said she loved Tymon's description of her ruthless efficiency and productivity. Tiffany said she is always so humbled to be part of this team and this family and that it has been an honor to serve on this Board. She thanked Bill Murrill for his four years of service to this Board. She also congratulated Ned Elkins on his re-election to the Board.

- 18) Announcement of the next regular board meeting:**

Date: December 8, 2025 **Time:** 6:00 pm **Place:** SENMC Room 153

- 19) Adjournment** – The meeting adjourned at 8:29 pm.

Approved

Sarah Bowman, Secretary

Date

DRAFT