

## BOARD OF TRUSTEES MEETING MINUTES

Date: 12/8/25

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

- ☒ Chair, Sarah Bowman
- ☒ Member, Bill Murrill
- ☒ Member, Mark Cage

Type of Meeting:

☒ Regular ☐ Work  
☐ Special

☐ Secretary, (vacant)  
☒ Member, Ned Elkins

Board Member(s) absent:

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Establish Quorum – Roll Call**
- 4) **Approve Agenda**

Time: 6:01 pm

Motion: **Mark Cage** Second: **Ned Elkins** Nays: **0** Abstain: **0**

**Elkins, Cage, Murrill, and Bowman** voted to approve the agenda as amended.

- 5) **Approval of minutes from the previous meeting – 12/8/2025**

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

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

- 6) **Public Comments:** None
- 7) **Student Government Representative:** None
- 8) **General Counsel:** – Lane Martin (via Zoom) reported that things continue to progress well.
- 9) **SENMCM general status report: Dr. Kevin Beardmore** (*report attached*) Dr. Beardmore took a moment to introduce and welcome Mr. Lee White who has been elected to fill the Board seat for District II. He then proceeded to give his December updates on the 2025-2030 strategic plan.

- A) **Report on 2025-2030 Strategic Plan – Goal 1 (Serve More Students)** Joined Fire Academy, EMT, and Nursing students for an emergency medical demonstration that included a helicopter landing, patient transfer, and departure from campus, November 6; met with Carlsbad Municipal Schools and the Southern Regional Education Board about the Education Pathway development plans for Carlsbad High School, December 2; met with the Request for Qualifications Committee for STEPS Academy architectural services, including Board of Trustees member Dr. Ned Elkins, the architects selected is a partnership between Nine Degrees and Mitchell & Cruze, December 3; met, along with Cindy Wang, Early Childhood Education Program Coordinator, with Shannon Mikesell of the New Mexico Early Childhood Education & Care Department, December 3; **Goal 2 (Welcome and Engage the Community)** attended the Veteran's Day remembrance at the SENMC flagpoles with remarks by Interim VP of Workforce Development and Community Education, Chris Spaulding, November 11; attended the Native American Month Celebration: Alaska Native Cultures & Stories, hosted by the Diversity Committee and the SENMC Library, November 11; attended Carlsbad Rotary, November 12, 19, and December 3; published latest newspaper/website article: "You Are the Judge"; attended the ribbon cutting for Representative Cathrynn Brown's new office at the Eddy County Courthouse, November 24; attended the Carlsbad Medical Center Robotic Surgery Open House, December 2; attended the Carlsbad Department of Development Board meeting, and the Simulator Lab Mobile

Crane Open House event, December 4; **Goal 3 (Increase Learning and Efficiency)** met with the college's auditors from Jaramillo Accounting Group visiting campus on December 3; and **Goal 4 (Promote Success for All)** on November 11, 12, and 13 presented the SENMC attributes (the "Desirable Dozen") to FYEX 1110 classes, including a discussion of the attributes employers seek on a candidate's resume according to the 2025 National Association of Colleges and Employers survey; provided the welcome and opening remarks at the fall 2025 Phi Theta Kappa Induction on November 18; served as host and provided remarks, along with SBDC Director Della Bedingfield, at the Carlsbad ConocoPhillips Small Biz Builder Graduation at SENMC, November 19; provided opening remarks at the SENMC Employee Appreciation Luncheon, also attended by Trustees Bowman and Elkins, on December 5.

The "Desirable Dozen" are curious, attentive, responsible, creative, articulate, flexible, collaborative, proactive, honest, thoughtful, persistent, and humble.

Dr. Beardmore directed the Trustees' attention to an Act relating to state educational institutions that requires all members of boards of regents and other governing boards to complete 10 hours of mandatory training during the first six months of their terms. The Higher Education Department has indicated its intention to have this online training available at the end of the week. Dr. Beardmore will share more information when he has it.

The Legislative Finance Committee met earlier today, and Dr. Beardmore shared its projections on oil and natural gas prices and production over the next five years. He said there is no bad news here.

- B) **Mountain Lion Student of the Month: Dr. R Anderson** – The Mountain Lion Student of the Month recognition is new this academic year. Faculty and staff can nominate students for recognition in September, October, and November of the fall semester and February, March, and April of the spring semester. A Student of the Year will be selected from the six Student of the Month honorees and recognized at the graduation ceremony in May. The students of the month for the fall semester are Elida Sotelo (September), Mariana Moreno (October), and Antonia Robledo (November).

10) **Old Business:** None

11) **New Business**

- A) **Approve plans for Western Way entrance: Dr. K Beardmore** – Constructors, Inc., a member of the CES Consortium, presented its estimate for building a campus entrance at Western Way and repairing the bridge. They are ready to start work in the new year.

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

**Cage, Elkins, Murrill, and Bowman** voted in favor of approving the extension of Western Way and bridge repair by Constructors, Inc at an estimated cost of \$236,270.36.

- B) **Budget proposal daycare/preschool pilot project: Dr. K Beardmore** – Dr. Beardmore told the Trustees that SENMC will use \$400,000 (the balance remaining on a grant that must be spent by September 2026) to continue remodeling rooms on campus rather than to launch a daycare/preschool pilot project, explaining that the cost of a temporary space will be close to one million dollars, and that the Joe Stanley Smith building was not suitable because it does not have sufficient egress points and correcting this would require construction on a building that the college does not own.

- C) **Proposed expansion of Early College: Dr. K Beardmore** – Early College principal Stacy Verdin has expressed interest in expanding Early College. Dr. Beardmore wants the SENMC Trustees to be aware of this so it can be an item for future discussions. He wondered if it might be possible to add classroom space to the dining hall. Board Chair Sarah Bowman commented that it is an interesting thought.

- D) **Presentation by CBIZ Compensation Consulting: Joe Rice** – Joe Rice is the Managing Director at CBIZ and will be the project leader for SENMC's compensation study. His presentation took the Trustees through the steps of the project and let them know what they can expect. CBIZ will begin with a planning meeting and ask employees to complete surveys to help develop job descriptions and design pay structures. The project timeline is approximately six months. Trustees asked questions to

ensure that CBIZ understands the distinction between professional/industrial and academic applications and the specifics of faculty compensation.

Dr. Elkins also wanted to make sure that Mr. Rice understands that southeastern New Mexico is a very unique bubble from an economic standpoint (faculty could take oilfield jobs and make more money there than they would as a faculty member) and takes this regional economic base into account.

Mark Cage emphasized Dr. Elkins' comments, adding that there are struggles at the county and at the college to hire and keep quality people.

In response to a question from Dr. Elkins, Dr. Beardmore explained that the process after CBIZ makes its recommendations will be to share those recommendations with faculty, staff, and the Board of Trustees and then make decisions that will affect the budget.

- E) Resolution for Disposition of Surplus Property: Carolyn Kasdorf** – Interim Vice President of Business and Finance Carolyn Kasdorf presented a resolution for the disposition of surplus property.

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

**Cage, Elkins, Murrill, and Bowman** voted in favor of the resolution.

- F) Monthly Financial Report: Carolyn Kasdorf** – Carolyn Kasdorf, presented financial reports for the period ending October 31, 2025. Per this report SENMC is projecting an additional \$9,585,284 in revenue and \$2,634,672 in expenses (a difference of \$6,950,613) and will be processing budget adjustments to the New Mexico Higher Education Department to account for these projections. Ms. Kasdorf increased the projected interest because the college has moved some of its money to other entities. There will also be budget adjustments for supplies and expenses.

- G) Resolutions recognizing Tiffany Frintz and Bill Murrill: Dr. K Beardmore** – Dr. Beardmore read a resolution recognizing Tiffany Frintz and Bill Murrill for their service to Southeast New Mexico College as Trustees.

Motion: **Mark Cage** Second: **Ned Elkins** Nay: **-1-** Abstain: **-0-**

**Cage, Elkins, and Bowman** voted in favor of the motion to approve the resolutions recognizing Tiffany and Bill. **Murrill** voted against the motion. The College presented Tiffany with a gavel listing the dates of her service as Chair of the Board of Trustees. Dr. Beardmore announced his intention to ask the Naming Committee to recommend naming a meeting room in the new Trades x Technologies Building the Bill Murrill Meeting Room.

- H) Vote to schedule a special meeting to swear in new trustees and elect officers: Dr. K Beardmore** – Southeast New Mexico College's policy manual states that the Board of Trustees will meet on the first day the college is back from winter break (1-5-2026) for the purposes of swearing in any newly elected Board members and the Board selecting from its members a Chair and Secretary. Because the regularly scheduled meeting of the Board is just one week (1-12-2026) after the college returns from break the Board voted to have a special meeting at 5:45 pm on Monday, January 12 for swearing in Trustees and selecting a Chair and secretary.

Motion: **Ned Elkins** Second: **Mark Cage** Nay: **-0-** Abstain: **1**

**Cage, Elkins, and Bowman** voted in favor of the motion. **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 shared a report from the Nursing department of three faculty members that are reaching educational milestones – Arlene Nieto and Rebecca Jones are graduating with their Master of Science in Nursing and Lacey Perkins is graduating with her Bachelor of Science in Nursing. In Allied Health, Artesia High School's HOSA (Health Occupations Students of America) competed at the Regional Leadership Conference in November and earned nine firsts, 4 seconds, and 3 thirds. These students have qualified for the State Leadership Conference where they will compete to attend Nationals this summer.

Dr. Jonathan Wilson, Dean of Teaching and Learning has an article in the Winter 2025 regional edition of Focus magazine, "Oil, Gas, & Agriculture: The Anatomy of Southeast New Mexico".

- B) **Carolyn Kasdorf, Interim VP-Business and Finance:** Ms. Kasdorf reported that the auditors spent two days on campus last week and interviewed people from several departments. She said there is a possibility of six findings in the FY24 audit and there are some findings repeated from FY23. The auditors offered 15 recommendations.

The Business office staff sent letters to all the students that owe money (approximately \$440,000) and have collected approximately \$51,000.

- C) **Diana Campos, Dean of Student Affairs:** Ms. Campos said spring enrollment is up to 399 students as of December 4. Grades will be finalized next week, and Financial Aid is getting ready to run some processes for SAP (Satisfactory Academic Progress) to catch those students who did not meet the requirements for financial aid eligibility. Student Government hosted an "Ugly Sweater" contest last week, organized by October Student of the Month, Mariana Moreno. Student Government is also getting ready for Spirit Week in January.

- D) **Chris Spaulding, Interim VP of Workforce Development and Community Engagement:** Mr. Spaulding said they have secured a new location for the food pantry and are working with Eddy County Health Council for food distribution from the SENMC Training Center. A new DOE Grant MSHA Instructor has been hired. Workforce has partnered with Grant Services for marketing, promoting, and advertising all Workforce Development and Community Engagement events and activities. He added that the staff from HSI Grant Services have been a godsend to Workforce. Work-based Learning has developed a draft four – tier stackable achievement safety program to send to industry. The Workforce Training department has completed its catalog for its spring semester schedule and has trained 20 CEHMM employees using the new Introduction to Oil & Gas curriculum. Workforce Partnerships held an Open House on December 4 for the delivery of the mobile crane. Mr. Spaulding said there were many new people at the Open House. They have had industry project sub-committee meetings for the Trades & Technology for Safety, Mining, and Simulator Lab. The Adult Education department has hired a new full-time ESL and HSE Instructor.

- E) **Tymon Mattoszek, CIO:** Mr. Mattoszek provided an update of the work done by Technology Services & Solutions (TSS) including formalizing and documenting disaster recovery and business continuity procedures; kicking off integration efforts to connect HR, Student, Finance, Payment, and Document Management systems; incorporating Joe Stanley Smith (JSS) as a disaster recovery site; establishing a regular schedule for testing backup and recovery processes; and developing an IT/STEM initiative with Carlsbad Municipal Schools. Mr. Mattoszek also provided a written Anthology report for November 2025 noting the status of current tasks, key accomplishments, and upcoming projects and activities; an employee satisfaction report; and a monthly activity report of Ferrilli consultants.

- 13) **HR Report: Steven Gonzales, HR Director:** The employee count for SENMC as of December 4 is 282 employees. This includes full-time, part-time, temporary, and student employees. Mr. Gonzales introduced Emily Galindo, HR Assistant, one of eight new employees. There are currently ten faculty and eleven staff vacancies. He said there was a good turnout at the Employee Appreciation Lunch on December 5 where employees were given lunch and SENMC-branded jackets and hats. They also presented service awards and recognized employees of the month for this past year. December 2025's Employee of the Month is Deanna Ybarra, HR Representative.

#### 14) Employee representative comments (optional)

- A) **Faculty:** Zane Biebelle thanked Dr. Ned Elkins and Mark Cage for advocating for faculty in the salary study and thanked Bill Murrill for his service to the Board of Trustees.
- B) **Administrative Staff:** No report
- C) **Classified Staff:** No report

**15) Board comments:** Dr. Elkins expressed his appreciation for Bill Murrill and Tiffany Frintz and said what a pleasure it has been to have them.

Mark Cage said he will always advocate for competitive pay for exemplary employees. He added that SENMC molds future citizens and gives people tools to be better people, contributing to society, and feels like the employees should be overcompensated for that; he will always fight to get exceptional pay (for them). He concluded by wishing everyone a wonderful Christmas.

Sarah Bowman wished everyone happy holidays. Bill Murrill had no comment.

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

**Date:** January 12, 2026 **Time:** 6:00 pm **Place:** SENNC Room 153

**17) Adjournment** – The meeting adjourned at 7:51 pm.

**Approved**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date