

BOARD OF TRUSTEES MEETING MINUTES

Date: 6/10/24

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:

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

Time: 6:01 pm

Sarah Bowman motioned to amend the agenda by tabling the action part of #11C (Certification of Inventory) until the next Board of Trustees meeting scheduled for July 8, 2024.

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

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

- 5) Approval of minutes from the previous meeting – 5/13/2024

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

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

- 6) Public Comments: None
- 7) Student Government Representative: None.
- 8) General Counsel: Lane Martin (via Zoom)– Nothing to report.
- 9) SENMC general status report: Dr. Kevin Beardmore

A) **Updates on 2022-2025 Strategic Plan** – Dr. Beardmore began his presentation with a review of the several meetings and activities he participated in both on campus and in the community (see attached). He highlighted some of these meetings including the meeting with the NM Higher Education Department Sustainability Study Workgroup (via Zoom). This group is working with NCHEMS (National Council for Higher Education Management System) which has been hired by the New Mexico Higher Education Department to look at the sustainability of funding for higher education in New Mexico. Dr. Beardmore also met with the cybersecurity lead from USDOE about offering cybersecurity coursework at SENMC. Talks included asking Carlsbad Municipal Schools about dual-credit opportunities. He thanked Sheriff Cage for leading the May 23 flag raising ceremony on campus. Dr. Beardmore attended the statewide General Obligation Bond committee meeting. He explained there is a campaign for this, and colleges and universities are asked to have their Foundations pay a portion of the campaign costs. Southeast New Mexico College will need to wait until the Foundation is funded before it can pay its contribution. More information will be available at a later date. He met with the president of Global Services and Support at Anthology on May 30 and shared his thoughts on where SENMC is with regard to the Anthology rollout. Dr. Beardmore

attended the Hispanic Association of Colleges and Universities' (HACU) CHIPS Act Roundtable discussion in Albuquerque on May 30 which featured Dr. Laurie E Locascio, Under Secretary for Standards and Technology, US Department of Commerce, as well as the Assistant Secretary for the Department of Education. Rocio Espinoza, Director of HSI Grants and Erick Dominguez, STEM Activity Program Manager, were also there representing SENMC. Finally, Dr. Beardmore spent some time at the SENMC table during Cavern Fest on June 8. The strategic plan was presented in a slightly different format in that it was broken down into successes and work in progress. The successes in each area of the strategic plan include: **Goal 1 (Diversity and Commitment)** Leadership feedback instrument piloted; Merit badges for extracurricular activities sponsored by SENMC awarded; Taste of Culture moved to April to coincide with SENMC independence anniversary; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Oil & Gas, Electrical, and Radiation Control Tech faculty positions have been added to the budget for next year; a new one credit hour first year experience course has been approved and will be required for new degree seeking students beginning this fall; new Department Chair responsibilities and compensation plan implemented; and Lead/Liaisons have been established for Dual Credit and Academic Assessment, respectively April Addington and Dr. Eduardo Chappa-he added that he is pleased with what they and the Department Chairs have been able to do so far; **Goal 3 (Community Engagement and Economic Enrichment)** the \$11.7 million US Department of Energy Grant has been implemented; hired a nurse practitioner for the campus Health Clinic; met with all the New Mexico representatives and senators who serve Eddy County April 12; **Goal 4 (Building, Facilities, and College Foundation)** the T² plan was completed and the design phase is underway; Phase 1 of the addition and renovations to the Main Building is now in the planning process; building access (changing locks/repairing doors) project planning is completed; the new parking lot is completed; established the SENMC Foundation and seated its first Board of Directors; and **Goal 5 (Independence of SENMC)** new Fall Kick Off; approval for federal financial aid; new and standardized campus hours; received NM Higher Education Department report with no required follow-ups; Anthology implemented; completed final separation and release from NMSU; Higher Learning Commission Change of Control approved; received HLC accreditation through 2033-2034; completed search for Vice President of Academic Affairs; gentle refresh of the SENMC logo approved; and developed new monthly fiscal reporting that will debut this evening. (*See attachment for complete list including works in progress*).

10) **Old Business:** None

11) **New Business**

A) Health Clinic Policies - Dr. K Beardmore & Candace Byers Dr. Beardmore introduced the Health Clinic policies that have been drafted by Nurse Practitioner Candace Byers, reviewed by College Counsel Lane Martin, and reviewed and approved by the College Council. Ms. Byers explained that some of the policies are required by the Department of Health. She said the clinic will do mostly episodic care, but it is gearing up to do student physicals. The clinic has received a variance from the Department of Health so it will not have to have a licensed physician on call.

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

Bowman, Cage, Elkins, Frintz, and Murrill all voted in favor of the motion to approve the Health Clinic policies as presented.

B) Monthly Financial Report – Dr. K Volpi (via Zoom) Dr. Volpi presented a financial report as of April 2024. She explained there will be a one-month lag in the reports because of the timing of the bank statements and the Board meetings. The report includes summaries of bank account activity and a Receivables Aging statement. Dr. Volpi also provided a list of monthly tax receipts and accompanying graphs.

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

Bowman, Cage, Elkins, Frintz, and Murrill voted in favor of approving the financial report.

C) Certification of Inventory – Dr. K. Volpi

Dr. Volpi explained that the inventory includes assets with values as low as \$1,500. She said they need to verify that they have the assets even if those assets are not listed on the balance sheet. The list Dr. Volpi currently has is through June 2023. She would like to certify through June 2024 (close of the fiscal year) therefore the inventory certification needs to wait until the July Board of Trustees meeting. budgets must be accepted by the Board of Trustees before they can be and upgrades to the door locks and security system also contributed to the increase in expenses.

D) Approval to Dispose of Listed Inventory Items (K Volpi)

Motion: **Ned Elkins** Second: **Mark Cage** Nays: **0** Abstain: **1**

Bowman, Cage, Elkins, and Frintz voted in favor of the motion to dispose of the listed inventory. **Murrill** abstained from voting.

E) Roof Asset Management Program (RAMP) – Gary Martinez presented information about a program for roof maintenance. The quote from Design Roof Services provides for semi-annual preventive maintenance that would include inspections and minor repairs, removal and disposal of debris from gutters, drains, and downspouts, as well as non-hazardous debris and trash typically found on roofs. They would also identify roof leaks and correct those that are in the parameters of preventive maintenance. The total cost of this is \$18,784.95 per year.

Motion: **Ned Elkins** Second: **Mark Cage** Nays: **1** Abstain: **0**

Bowman, Cage, Elkins, and Frintz voted in favor of a motion to approve a one- year contract. **Murrill** voted against the motion.

F) Request to Begin Purchase Process for Radiation Control Technician Training Program-Dr. K Beardmore/Jason O’Connell (Teletrix)/David Porter (Porterhouse, Inc.) Dr. Beardmore introduced Jason O’Connell who came from Pennsylvania to give a presentation about Teletrix and answer questions from the Trustees. Mr. O’Connell explained that Teletrix manufactures simulators for radiologic training and everything is manufactured in-house. He believes the company is a sole source and has submitted a certification letter to that effect. David Porter, of Porter House, Inc., participated via Zoom and recommends Teletrix, saying he has worked with them since the 80s. Trustee Murrill is concerned about the program’s viability. Dr. Beardmore said the college is hoping to partner with others beside WIPP. Mr. O’Connell said many radiologic control technicians are retiring and companies need to get new technicians trained quickly.

Motion: **Mark Cage** Second: **Sarah Bowman** Nays: **1** Abstain: **0**

Bowman, Cage, Elkins, and Frintz voted in favor of the motion to begin the purchase process. **Murrill** voted against the motion.

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

A) Dr. Mickey Best, Interim VP of Academic Affairs: Dr. Best reported that Dr. Luis Anchondo, Assistant Professor of Education and Spanish will have an article published in the academic journal “eHumanista” from the University of California in Santa Barbara. He added that SENMC will be mentioned. EMT/Fire Science Department Director and Assistant Professor Robert Trautner has completed his participation as part of a wildfire Incident Management Team battling the Blue 2 wildfire

in New Mexico.

The Nursing department is fully staffed for the first time in several years. Additionally, Professors Dianne Hardin and Gina Zuniga were selected by the National Council of state boards of nursing to participate in two writing panels to write questions to be submitted for the NCLEX for Practical and Registered Nurse exams, respectively. Dr. Ron Girmus is consulting with Dianne Hardin and Erick Dominguez to plan the Fall 2024 Health Fair.

Dr. Best closed his comments saying his term as Interim Vice President of Academic Affairs will be over at the end of this month, and it has been an honor to serve SENMC in this role. He will remain on campus through the end of July.

- B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** Dr. Volpi read a memorial for Ferrilli representative Carol Thomas. Donations can be made to the Carol Thomas Memorial Scholarship supporting women in technology at Southeast New Mexico College. (thecarolfund.com)
- C) **Juanita Garcia, VP of Student Affairs:** Representatives from Ferrilli will be onsite this week to work with the Business Office and Student Services to stabilize configurations. They are looking at several issues to assess and determine where the problems are. Ms. Garcia said the plan is to analyze and evaluate the system so they can make a plan to address the configuration issues and move forward. Ned Elkins asked Juanita if she is confident that these things can be worked out. She replied affirmatively, saying this is the perfect time to be evaluating the system.
Diana Campos, Director of Financial Aid, reported that more than \$1MM in aid has been awarded this year. It includes Pell Grants, Lottery and Bridge scholarships, and New Mexico Opportunity scholarships.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** No Report.

13) **HR Report: Steven Gonzales, HR Director (via Zoom)** The SENMC employee count as of June 4, 2024 is 230. Mr. Gonzales introduced Yadira Hernandez, the new Title V Ascender Outreach Coordinator. There are five other new employees that were not present at the meeting. There are currently two faculty and seven staff vacancies. The Employee of the Month of June 2024 is Mika Himel, Online Learning Manager. Mika was not at the meeting because she is attending a conference this week.

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

- A) **Faculty: Zane Biebelle-** None.
- B) **Administrative Staff:** – None.
- C) **Classified Staff:** None

15) **Closed Session:**

Pursuant to NMSA 1978 §10-15-1 H (2) – President’s Performance Evaluation per SENMC Board Policy Section B, Policy Number 200, the Trustees voted unanimously to go into closed session. No action will be taken and discussion will be limited to the president’s annual performance evaluation. The closed session began at 7:36 pm.

Motion for Closed Session: **Mark Cage** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

Trustees returned from the closed session at 8:26 pm. Tiffany Frintz reminded everyone that the only things discussed in the closed session were those listed on the agenda. No decisions or policy changes were made.

16) **Reconvene Open Session**

Motion for Open Session: **Mark Cage** Second: **Sarah Bowman** Nays: **0** Abstain: **0**

Bowman, Cage, Elkins, Frintz, and Murrill all voted in favor of reconvening the open meeting.

17) **Board comments:**

Mark Cage said he appreciated everybody. Tiffany Frintz thanked everybody that attended and wished them a wonderful summer.

18) Announcement of next regular board meeting:

Date: July 8, 2024

Time: 6:00 pm

Place: SEPMC Room 153

19) Adjournment – Chair Tiffany Frintz adjourned the meeting at 8:28 pm.

Approved

Sarah Bowman, Secretary

Date

