

BOARD OF TRUSTEES MEETING MINUTES

Date: 8/8/22
Time: 6:00 pm
Location: SENMC RM 153

Type of Meeting:
☒ Regular ☐ Work Session
☐ Special

Board members present: ☒ Chairman, Ned Elkins ☒ Secretary, Tiffany Frintz
☒ Member, Mark Cage ☒ Member, Bill Murrill ☒ Member, Sarah Bowman
(Zoom)

- 1) **Call to Order and Pledge of Allegiance** Time: 6:00 pm
2) **Establish Quorum – Roll Call**
3) **Approval of minutes from previous meeting - 7/11/22**

Motioned: Mrs. Bowman Seconded: Sheriff Cage Nays: 0

4) **General Counsel: Policy Manual discussion**

Explained the policies were submitted to the Board for their review. As time goes on there will need to be modifications. Sheriff Cage asked about a FMLA definition (Section C Policy 1300 II.c) that mentions "covered military members sent to a foreign country". He wants to make sure it includes all military deployments. Mr. Martin ensured he would look into it.

Chairman Elkins asked the counsel for the ballpark percentage of the policy that was adopted from NMSU vs. other; answer was about 70%. Chairman also asked if the Board meeting schedule was updated too, it was.

Sheriff Cage motioned to accept the policy as is.

Motioned: Sheriff Cage Seconded: Secretary Frintz Nays: 0

5) **Dr. Nwanne: SENMC general status report**

Dr. Nwanne began by explaining our Employee of the Month program and listed the employees who have been recognized this year. He explained we want to motivate everyone to go above and beyond. Our goal is to expand the appreciation (parking space). He gave recognition to Dianne Hardin, Director of Nursing, for her work on the grant writing where we received \$573,400.

Explained the academic year begins next week Aug 15 and convocation will be Aug 16. The focus will be the strategic plan. We will refine what was done at the retreat. Will also be working on HLC visit on Oct 30-31 2023. We have 26 members on 5 teams working on it. It will require a lot of writing.

Informed we received a receipt for the capital outlay submission for the HVAC system and also received suggestions for a faster route.

Dr. Nwanne indicated a new state requirement is to provide an enrollment management plan which we will work on. This is due to the declining enrollment numbers throughout the state. We submitted ours and they approved.

The Vocational Trades building is moving along. The survey and ground testing were completed.

We met with the BLM, Dr. Harris will talk about.

We have a mascot! A final survey went out and 90 people voted...Mountain Lion "Eddy the Mountain Lion"

We are currently working on a request for RPSP, they fund industrial maintenance for many years. IT is due soon so we are working on that to receive the funding from the state.

6) **Executive administration staff reports or comments on transition status**

Dr. Harris began with his meeting with BLM. They're interested in our for-credit GIS certificate. We are looking for an instructor and will be up and running this academic year. They also discussed the difficulty finding employees so an idea that came out was holding a job fair for federal employees.

We had our 2nd meeting with WIPP and DOE. From the initial meeting we thought they wanted us to provide a training program for them but at the moment they are looking for a facility to do their own training and possibly move to us training. We've had some difficulty hiring all the positions that we wanted. We did hire 2 English instructors, one Digital Media instructor in Artesia and one Criminal Justice instructor. We are currently interviewing for a business instructor and library assistant. We have

reposted the ad for a local Digital Media instructor, a computer science instructor and an Early Childhood Education instructor. We will soon interview for the Fire Science Director and ENMUR will hire EMT adjuncts. Chairman Elkins stated he had a follow up discussion with DOE and my understanding is that they are interested in us taking over training but initially space is needed. Stated Mr. Heaton is in the process in moving to Santa Fe. We need to think about a successor for the committee.

Mrs. Garcia explained it has been fast paced around here. Enrollment numbers look good even though it is still early, we lock in numbers on census day which is Sept 2. We are at a 6.3% increase. Everyone, even Ferrili, is working together with dual credit and early college being separate. The dualenroll.com launched and everyone was trained. IT has created SENMC emails and access for the dual credit and early college students that are enrolled. LTC has worked hard to help set up the additional CANVAS. Stated we are not cancelling any classes even if they have low enrollment so they get the courses they need. We have a lot of classes filling up and opening new sections. We have an increase in undergraduate first time freshman.

We have Welcome Week activities beginning on the first day of classes, Aug 17. This will help engage and welcome students and they know about the resources on campus. Listed some of the activities planned for the week.

Student Services and Business office have met with Ferrili/Anthology and the staff felt engaged. They had deeper dive discussions. This means the ERP is moving along. We looked at policies and procedures. Some things will change due to us not being part of the system. We got some sneak peek views. They also met with Allied Health for their specific needs. Stated how financial aid is a big component since it drives the processes because of the federal regulations. The Financial Aide Director met with them and talked about the federal regulations, they will be changed automatically. Explained there will be administrative training for the financial aid department. Explained we will have to review the structure of the department and will probably have to hire another person. Stated that our recruiter gave his notice but is only moving departments. The position for Testing Coordinator has been posted. New employees in the advising department, Raven Anderson and Esmeralda Perez are doing amazing. We do have new programs, Accuplacer (our testing). We will phase out of NMSU and move into SENMC Accuplacer. Waiting on Maxient to send contract back to work on the student code of conduct.

Dr. Volpi started with some facility projects going on. The north parking lot was changed to accommodate larger vehicles. There will be continuing renovations on the parking lots. Originally NMSU wanted security cameras everywhere. Instead, we will have a covered parking area. We will still have some security cameras installed. We planned to have solar panels using Grant money. Another piece is that Dr. Al-Nouman will use it for teaching. There are landscaping projects going on-taking out the dead and going to put new pretty stuff. We will need to fix the sprinkler system. ECHS requested a covering for the walkway for their new building, it is open and at a slant which could be a safety issue if wet. Chairman Elkins asked what kind of covering we are looking at. Dr. Volpi stated a few options. Sheriff Cage asked if we had a security analysis and he can help with that. Chairman Elkins asked if we have personnel to watch the security cameras- we have our security guards.

Our bookstore's POS is set up and can take credit card payments which are deposited into SENMC bank account. They have some used books and will be getting more used and new books. She mentioned that we will have digital books available and be able to offer a line of credit to students. Mrs. Bowman said she was asked from a community member out their previous debt, would it affect their attendance here. Short answer is yes.

Secretary Frintz asked if the bookstore has the option to do digital receipts, answer is yes.

Dr. Volpi stated the business office and Anthology conference was overwhelming and talked about the indexes we use and how that is important for them to know and they did not acknowledge at first. The data they were showing us didn't have anything to do with us. We had a meeting to discuss the issues. However they heard what we were saying and received better best practices.

Student will be live in Feb. Finance will be ready in May but go live in July. Type equation here. Chair Elkins asked if it changed any of the benchmarks- no it didn't.

7) Karla Volpi: Finance Report

Dr. Volpi explained the financials and there is good and bad news. Explained the balance sheet looks a little hanky. There are no buildings or fixed assets as we need that information (valuation) from NMSU. Accounts receivable looks negative because Las Cruces is still collecting and we don't have a balance, but that should be resolved soon. Another piece of that is that a check from the county went to NMSU which will be returned to us. Explained that as we take payments they are going into

NMSU accounts. Secretary Frintz asked how long this will go on for...Dr. Volpi explained for however long we are taking payments from students. Explained how the bookstore money goes into our account. Dr. Volpi moved onto the statement of activity or income statement, showed graphics to show how much we've spent and our revenue. April shows a big amount but due to influx of cash from NMSU. Explained the ratio of revenue/expenses is skewed due to restricted and unrestricted funds being together because we haven't received all grants transferred to us. Secretary Frintz asked if grant money is still going to Las Cruces- yes it is and it is being tracked. Dr. Volpi suggested that these financial reports be done quarterly from now on.. She also asked if the financials could not be released to the public; Chairman asked the legal counsel for advice but since we are a public institution it has to be provided if requested. She was advised to put a disclaimer on the document so that the readers know the differences she explained to us. Sheriff Cage asked if the financials in the board packet are provided to the public. Mr. Martin said it does need to be included in the board packet and can be included in the minutes. She mentioned that she's been asked how much it takes to run the college; answer is \$1.7M monthly. As we go through the transition, we will be spending more on salaries and have less major expenses such as the network equip charge. She also updated that Intrify contract was signed and the money has been distributed. The most at risk right now is \$250k. Sheriff Cage made a motion to accept the report as is and move to quarterly reporting.

Motioned: Sheriff Cage Seconded: Mrs. Frintz Nays: 0

8) Ferrilli update

Dr. Volpi went through the Ferrilli update since Ms. Thomas was not there. She listed the accomplishments and other stuff that is in process. Explained they will redo the wired network infrastructure in late Fall 2022.

9) Employee representative comments (optional)

- a. **Faculty:** Professor Biebelle, President of Faculty Senate, explained they are pleased with the policy and all the work that went into it. Acknowledged there are some placed that will be to be changed but that will come with time. Thanked Mr. Martin. Thanked Dr. Chappa, Dr. Vacca and Mr. Wiedenmann for their help. Also thanked Dr. Nwanne. Stated the faculty will be back on contract with 2 days to prepare for the semester. Explained that they need more time especially right now that there are two systems to keep up with. Suggested that moving forward we have more time to prep, stated they need at least a week.
- b. **Administrative:** N/A
- c. **Classified:** N/A
- d. **Student Govt:** N/A

10) Mr. Heaton: College & Community Committee report

Chair Elkins asked if there was anyone from the committee that would like to speak. Explained him and Mr. Heaton had a meeting with head of oil and gas industry. There is a lot potential building these relationships. Stated he will have Mr. Heaton make a recommendation on someone from the committee to head it up.

11) Public Comments

Dr. Chappa, faculty member, mentioned the policy. Read the policy about making a comment at the meeting. Then spoke about the minutes from the June 6 meeting where Mr. McNair made comments that were borderline racist and it has his comments that they were racist when he said "bordered on the line of racism". His second comment was that if the minutes were available before the meeting he could have clarified that at that time.

Mrs. Garcia informed all that the Registrar is looking at previous schedules and roadmaps and is working on the schedule for Fall 2023.

Dr. Nwanne stated he forgot to include the Workforce Development and Community Education on the agenda but wanted to inform the Board that Dr. Harris went to San Juan CC and met with their team. Dr. Harris explained they have done a wonderful job and were welcoming and offered any help. They gave me a tour of their campus. They have excellent facilities. Dr. Nwanne told them what we were interested in (how they finance campus housing and organizational structure) and they had a USB with all of the requested information. Dr. Harris was impressed with their Business building which was on campus but had offices for other entities that would be helpful for small business owners or people just starting. They provide start up and incubators.

They even have a childcare center for their campus and community. This is something that we are really interested in. We have communicated with the hospital about a co-op with us and the schools to provide something. One of the initiatives I want for our campus is Guided Pathways and they have begun implementing and President offered help with resources. It was a productive visit. Chairman Elkins asked if Dr. Harris got a sense that they felt that we would be a threat to them; his answer was no.

12) Board Comments

Chairman Elkins stated that as they cannot reply to public comments the executives can. General faculty issues should be built into the active part of the agenda so they can have exchange.

Mrs. Bowman said today's meeting we learned about the road bumps and working together. Thanked everyone for being patient and teaching them.

Secretary Frintz added that yes it is an educational process. Thanked the administration and faculty. Thanked Karla and Juanita, and thank Monty for continuing his vision from the beginning. Stated that childcare is a big thing since she was a student here. Also said Dr. Nwanne is so sensitive to all of this and thanked him.

Mr. Murrill had no comment.

Sheriff Cage said he is pleased with how things are going. Stated he had apprehension in the beginning but feels there is a spectacular cast and is really excited about Eddy the Mountain Lion. Stated the attorney is doing a great job, learning with us. Chairman Elkins said the board is appreciative. It's great hearing about the childcare and sections expanding. Mentioned that when he attended there were mainly night classes and would like to know how the classes are being scheduled now. He said he has talked to some people that would like to get certification but cannot if they're done during the day. Dr. Nwanne explained that is something they are working on now.

13) Announcement of next Regular Meeting

Date: Sept 12, 2022

Time: 6:00 pm

Place: SENNC Room 153

14) Adjournment

Chairman adjourned at 8:01 pm

Approved


Tiffany Frintz, Secretary

Date

10/10/22