

BOARD OF TRUSTEES MEETING MINUTES

Date: 8/11/25

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 (via Zoom)
☒ 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**

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

- 5) **Approval of minutes from the previous meeting – 7/14/2025**

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

Bowman, Elkins, Cage, and Murrill 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 that he has been working (with Dr. Beardmore) on the contract for the T² building.
- 9) **SENM general status report: Dr. Kevin Beardmore** (*report attached*)

A) **Report on 2025-2030 Strategic Plan – Goal 1 (Serve More Students)** On July 16 provided a welcome to incoming 9th Grade Early College students at their JumpStart orientation; on July 23 attended, with SENMC Welding faculty Chris King and Sheena Linney, the Permian Pipeliners Education Foundation Annual Banquet in Midland, where they accepted a \$14,500 grant; met with Superintendent Darian Jaramillo and Assistant Superintendent Danny Parker of Artesia Public Schools on July 30; attended Ripken Foundation/SIMCO Early College STEM lab ribbon cutting on August 1; presented, along with Board Chair Tiffany Frintz, at the Women for a Better Carlsbad luncheon on August 2; **Goal 2 (Welcome and Engage the Community)** attended Carlsbad Rotary on July 16, 23, and 30 and on August 6; met, along with Dr. Monty Harris, with Dr. Kirk McDaniel and Vanessa Lechon, US Department of Energy on July 16; on July 28 and 30, hosted National Cave and Karst Research Institute Research Scientist candidates and attended the Research Scientist candidate presentations at NCKRI; met with Hayley Klein, Artesia Chamber of Commerce CEO and Eddy County Commissioner on July 30; attended USDOE/SIMCO WIPP Public Forum in Hobbs on July 30; attended the Carlsbad Department of Development Board meeting on August 7; **Goal 3 (Increase Learning and Efficiency)** met, along with Chair Frintz, with A.J. Bowers of CRI for the audit exit conference on July 15; presented the SENMC capital projects list to the New Mexico Higher Education Department Capital Outlay Committee in Las Cruces on July 29; and **Goal 4 (Promote Success for All)** met with Layla Sweet, Mountain Lion Leadership Seminar facilitator on July 31; on

August 1, met with the Mountain Lion Leadership cohort (Kristal Allen, Achievements Coordinator; Brittney Castaneda, Event Coordinator, Grant Services; Amy Dewey, Registrar; Erick Dominguez, STEM Program Manager, Grant Services; Steven Gonzales, HR Director; Tamara Gonzalez, Business Office Manager; Syerra Martinez, Payroll Coordinator; Misty McCormack, Direct of Adult Education; Isaac Morales, PC Support, Sr., Tech Services; Dania Moran Jimenez, Dreamer Coordinator, Grant Services; Delicia Pineda-Vlosich, Accessibility Services; Lisa Ryan, Restricted Funds Manager; Kaitlin Strickland, Administrative Assistant, Health Clinic; Samantha Villa, Director of Library Services; Faculty; Rick Wiedenmann, Professor of Biology; Deana Ybarra, Human Resources; and Carolyn Kasdorf, Interim VP of Business and Finance; held a campus forum on August 7.

10) Old Business: None

11) New Business

- A) Project Committee for T² Building: Dr. K Beardmore** – Dr. Beardmore read the list of 14 community members who have been asked to be part of the project committee as required by the USDOE grant for the Trades x Technologies Building. More members may be added later.

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

Cage, Elkins, Murrill, Frintz, and Bowman voted in favor of accepting the list of Project Committee members presented by Dr. Beardmore.

- B) T² Building Update & Groundbreaking: Dr. K Beardmore** – Dr. Beardmore presented a grant agreement between Southeast New Mexico College and PSP (Permian Strategic Partnership, Inc). The grant is for \$10 million to provide assistance with the construction of the Trades x Technologies Building. The first deliverable of \$4 million is due within 60 days of securing a general contractor (the agreement with Jaynes Corporation was signed on August 11) and establishing a date for breaking ground. Dr. Beardmore proposed Tuesday, September 23 at 11 am for groundbreaking.

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

Cage, Elkins, Murrill, Frintz, and Bowman unanimously approved groundbreaking for the T² Building on Tuesday, September 23 at 11 am. Dr. Beardmore thanked College Counsel Lane Martin and Director for Construction and Special Projects Gary Martinez for their efforts in moving this project forward.

- C) Joe Stanley Smith Building Lease: Kevin Beardmore** – Dr. Beardmore explained the proposed lease between SENMC and Carlsbad Municipal Schools. In brief, it is a three-year agreement for the College to use the Joe Stanley Smith Elementary School building located at 505 Alta Vista Street in Carlsbad. The agreement may be extended for subsequent one-year terms. The cost will be \$5,000 per month. Use of this building will allow SENMC to move out of the mall, provide a place to schedule all-day trainings, and use multiple classrooms for breakout training sessions, as well as providing more space for its Workforce programming. This in turn makes more space available on the SENMC campus for the CMS Early College High School.

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

Cage, Elkins, Murrill, Frintz, and Bowman all voted in favor of accepting this lease agreement. Dr. Beardmore added that SENMC will use the school as a staging area as equipment and materials for T² start to come in. The College will hire security and handle keeping the interior of the building clean. Carlsbad Municipal Schools will continue to maintain the exterior.

- D) Monthly Financial Report: Carolyn Kasdorf** – Carolyn Kasdorf, Interim Vice President for Business and Finance, presented bank statements and other related financial documents as of June 30, 2025. She said the Business Office staff are contacting students with outstanding balances and they are looking at software to develop payment plans. She pointed out that the balance sheet and income statement are unaudited reports and the audited financials will look different.

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

Motion: **Ned Elkins**

Second: **Mark Cage**

Nay: **0**

Abstain: **0**

Cage, Elkins, Murrill, Frintz, and Bowman approved the quarterly certification.

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou announced the launch of the Mountain Lion Cub Care program for the fall semester. The program provides childcare for student parents attending evening classes between 5:30 and 6:45 pm, Monday through Thursday. This program will provide a practicum site for students in the Early Childhood Education program. She also shared news from the Nursing Program-as of August 5, 2025, the NCLEX pass-rate for SENMC Nursing students is 93%.
- B) **Carolyn Kasdorf, Interim VP-Business and Finance:** Ms. Kasdorf presented the audited financial statements for 2023. Going forward she wants to present the monthly financial statements in the same way they would appear in an audit. This will eliminate having to create two sets of reports and by using the same format the audited statements will make sense. She said that doing this will provide continuity and the Trustees can expect to see this starting next month. Ms. Kasdorf and the Business Office staff are actively addressing the 13 findings in this audit and feeling confident there will be fewer findings in 2024 and 2025. She added she is hoping for zero findings in 2026. Ms. Kasdorf then directed the Trustees’ attention to the SENMC Board policy addressing investment and fund balances. She said the college has approximately \$150MM in cash that is earning less than 1%. She is preparing a proposal that would move \$100MM to CDs, Treasury Bills, Treasury Notes, and commercial paper. She said CNB Bank has a wealth management division that could assist the College in setting these up. The Trustees asked about the risks associated with having all the College’s funds in one financial institution and wondered about the expertise of the people working in the wealth management division.
- C) **Diana Campos, Dean of Student Affairs:** Ms. Campos reported that enrollment is up from this same period last year. Student Services hosted a new student orientation on August 11 and saw approximately 40 people. They will have another orientation Tuesday evening (August 12). A meet and greet event for students to meet peer mentors and faculty is scheduled for August 20. They are about to launch EAB Navigate, a program to assist with early alerts for students that are struggling.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris said Community Education completed its Summer Reading program in July. Most of the participants improved 5-10 points from the start of the program to the end. They plan to offer this program again next summer. The fall course schedule will be released next week. It will include four courses for kids and fourteen adult classes.
- In Workforce news, Sole Source letters dated July 23 have been posted on the SENMC website for the supplier of the Drone Soccer bundles. If there are no challenges the purchase, from Drone Sports, Inc., will proceed following the 30-day posting requirement. The Fall Safety Conference will be on August 22 from 7 am to 2 pm. It is sponsored by Devon and TSI Incorporated. Registration is free and lunch will be provided.
- They have completed a study of the mining equipment simulators and determined the need for refinement of the hardware and software to increase functionality and add realism to the scenarios. The Lab Instructor has been working with 5DT to make necessary changes.

The quarterly Minority Serving Institutions Partnership Program (MSIPP) report for the DOE grant has

been completed and submitted.

Dr. Harris reported that he has started work on the Associate of Applied Science Radiation Protection program, a deliverable of the DOE grant. He said the existing radiation protection courses in New Mexico do not incorporate the DOE RCT Training Handbook modules, so it will be necessary to design new courses. They will use guidance for NMHED on course numbering and design.

The fall schedule for RCT training under Porter House is August 25-December 12. Classes meet Monday through Friday from 5-9 pm.

A search is underway for an RCT trainer. This person will allow the College to transition existing non-credit training from Porter House to SENMC Workforce.

The Broadcast Media Program Manager was awarded a \$77,000 grant for Community News Transformation. This is in partnership with the Journalism and Design program at The New School, the New Mexico Local News Fund and the Department of Workforce Solutions. This also comes with two years of curriculum and team-based journalism.

Southeast New Mexico College will host its first Texas Engineering Extension (TEEX) A&M course, OSHA 510 (Occupational Safety and Health Standards for the Construction Industry from September 8-11.

- E) **Tymon Mattoszko, CIO:** Mr. Mattoszko announced the Softdocs rollout is in progress. They are developing a structure for the requisition and purchase process. TSS staff are busy setting up computers all over campus. He said they are encouraging employees to submit tickets even for “non-problems”, as a sort of suggestion box.

- 13) HR Report: Steven Gonzales, HR Director:** The Human Resources department is hosting team building and fun activities Friday morning (August 15) as part of the Academic Kickoff.

The employee count for SENMC as of August 6 is 257 employees. This includes full-time, part-time, temporary, and student employees. Mr. Gonzales introduced two new employees that were present at the meeting, Donna Birchell, Library Assistant, and Dr. Jonathan Wilson who started his duties as Dean of Teaching and Learning on July 1. There are currently four faculty and seven staff vacancies.

August 2025's Employee of the Month is Maria Quintana, Community Education Manager.

- 14) Employee representative comments (optional)**

A) **Faculty:** No report

B) **Administrative Staff:** No report

C) **Classified Staff:** Kristal Allen, newly elected president of the Classified Staff, announced the other Classified Staff officers: Jeannie Nichols, vice president; Antonia Olivas, secretary; and Joe Enriquez, Treasurer.

- 15) Board comments:** Ned Elkins told Carolyn Kasdorf he appreciates what she has already done for the college.

Mark Cage agreed with Dr. Elkins. Saran Bowman said she is proud of the progress the college is making.

Tiffany Frintz thanked everyone for their attendance and encouraged employees to take part in convocation activities. Bill Murrill had no comments.

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

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

- 17) Adjournment** – The meeting adjourned at 6:52 pm.

Approved

Sarah Bowman, Secretary

Date