

**AGENDA**  
**MEETING OF THE BOARD OF TRUSTEES**  
**SOUTHEAST NEW MEXICO COLLEGE**  
**MONDAY, SEPTEMBER 14, 2026 AT 6:00 PM**  
**SOUTHEAST NEW MEXICO COLLEGE, ROOM 153, 1500 UNIVERSITY DRIVE**  
**CARLSBAD, NEW MEXICO 88220**

The subjects and topics to be discussed, considered, and/or acted upon at the above-scheduled meeting are listed herein. Items listed as "Action Items" are anticipated to be acted and voted upon at the meeting. However, the Board may defer discussion, consideration, and/or action on any item listed. Items do not have to be discussed, considered, or acted upon in the order shown in this Agenda. Please be advised that there will be a pre-meeting reception with light refreshments. No public business will be discussed during the reception.

**AGENDA ITEMS**

- |                                                                                                                                                 |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. CALL TO ORDER                                                                                                                                | BOARD CHAIR BOWMAN |
| 2. PLEDGE OF ALLEGIANCE                                                                                                                         | ALL                |
| 3. ESTABLISH QUORUM                                                                                                                             | ROLL CALL          |
| 4. APPROVE AGENDA                                                                                                                               | ACTION ITEM        |
| 5. APPROVAL OF MINUTES FROM 8/10/2026 and SPECIAL MEETING<br>ON 9/2/2026                                                                        | ACTION ITEM        |
| 6. PUBLIC COMMENTS<br>Public Comments shall be limited to three minutes. The Board will not respond to public comments at or during<br>Meeting. |                    |
| 7. STUDENT GOVERNMENT REPRESENTATIVE                                                                                                            | DISCUSSION         |
| 8. GENERAL COUNSEL UPDATES-ATTY. LANE MARTIN                                                                                                    | DISCUSSION         |
| 9. SENMC UPDATES -DR. KEVIN BEARDMORE                                                                                                           |                    |
| A) UPDATE ON 2025-2030 STRATEGIC PLAN ( <i>attachment</i> )                                                                                     | DISCUSSION         |
| 10. OLD BUSINESS                                                                                                                                |                    |
| A) PRESENTATION BY CARLSBAD ROTARY CLUB                                                                                                         | DISCUSSION/ACTION  |
| B) APPROVAL OF PRESIDENT'S CONTRACT                                                                                                             | DISCUSSION/ACTION  |
| 11. NEW BUSINESS                                                                                                                                |                    |
| A) PROPOSAL OF ONLINE COURSE FEE PER CREDIT<br>HOUR and INCREASE OUT-OF-STATE TUITION<br>FOR 2027-28 - K BEARDMORE                              | DISCUSSION/ACTION  |
| B) APPROVE RESEARCH and PUBLIC SERVICE PROGRAM<br>PROPOSAL: AVIATION & UNMANNED AIRCRAFT SYSTEM<br>WORKFORCE TRAINING PROGRAM - C SPAULDING     | DISCUSSION/ACTION  |
| C) APPROVE REMOVAL OF PROGRAMS - Z BIEBELLE                                                                                                     | DISCUSSION/ACTION  |
| D) FACULTY WORKLOAD MANAGEMENT - C KASDORF & Z BIEBELLE                                                                                         | DISCUSSION/ACTION  |
| E) APPROVAL TO ADD REBECCA SILVA TO CNB BANK WEALTH<br>MANAGEMENT ACCOUNT (VIEW ONLY)                                                           | DISCUSSION/ACTION  |
| F) DISPOSAL OF SURPLUS PROPERTY – C KASDORF                                                                                                     | DISCUSSION/ACTION  |
| G) MONTHLY FINANCIAL REPORT - C KASDORF                                                                                                         | DISCUSSION         |

- |                                                                      |                    |
|----------------------------------------------------------------------|--------------------|
| 12. EXECUTIVE ADMINISTRATION STAFF REPORTS OR COMMENTS               |                    |
| A) ZANE BIEBELLE, INTERIM DEAN OF ACADEMIC AFFAIRS                   |                    |
| B) CAROLYN KASDORF, CHIEF BUSINESS & FINANCIAL OFFICER               |                    |
| C) DIANA CAMPOS, DEAN OF STUDENT AFFAIRS                             |                    |
| D) CHRIS SPAULDING, DEAN OF WORKFORCE DEVELOPMENT                    |                    |
| E) TYMON MATTOSZKO, CHIEF INFORMATION OFFICER (CIO)                  | DISCUSSION         |
| 13. HR DIRECTOR'S UPDATE-STEVEN GONZALES ( <i>attachment</i> )       | DISCUSSION         |
| 14. EMPLOYEE REPRESENTATIVE COMMENTS ( <b>OPTIONAL</b> )             |                    |
| A) FACULTY                                                           |                    |
| B) ADMINISTRATIVE STAFF                                              |                    |
| C) CLASSIFIED STAFF                                                  | DISCUSSION         |
| 15. BOARD COMMENTS                                                   |                    |
| 16. ANNOUNCEMENT OF NEXT REGULAR BOARD MEETING ( <b>10-12-2026</b> ) | BOARD CHAIR BOWMAN |
| 17. ADJOURNMENT                                                      | BOARD CHAIR BOWMAN |

Board Packet should be available to the public upon request through Andrea Dodson at [adodson@senmc.edu](mailto:adodson@senmc.edu) or 575-234-9211.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Southeast New Mexico College in Carlsbad, New Mexico at 575-234-9200 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of Southeast New Mexico College if a summary or other type of accessible format is needed.

## BOARD OF TRUSTEES MEETING MINUTES

Date: 8/10/26

Time: 6:00 pm

Type of Meeting:

☒ Regular

☐ Work Session

☐ Special

Location: SENMC RM 153

Board Members present: ☒ Chair, Sarah Bowman  
☒ Member, Lee White  
☐ Member, Mark Cage

☒ Secretary, Ned Elkins  
☒ Member, Jason Shirley

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: **Lee White** Nays: **0** Abstain: **0**

**Elkins, Shirley, White, and Bowman** voted to approve the agenda as presented.

**5) Approval of minutes from the previous meeting – 7/13/2026**

Motion: **Lee White** Second: **Jason Shirley** Nays: **0** Abstain: **0**

**Elkins, Shirley, White, and Bowman** voted to approve the minutes of the July 13, 2026 meeting.

**6) Public Comments:** Norbert Rempe addressed the Board with concerns about plans for a residence hall. He said the planning process has been less than transparent toward the public. He suggested getting funding from private investors rather than using taxpayer money. He said dormitories delay in the transition to adulthood and claimed they basically are institutionalizing people. He suggested as an alternative that students could be housed with local seniors that need help with daily living. He said this would help integrate them into society.

**7) Student Government Representative:** Diana Campos, Dean of Student Affairs, reported that Welcome Week is August 24-27 and Student Government is planning several activities. She said they will soon publish a flyer with details.

**8) General Counsel:** Lane Martin participated via Zoom but had nothing to report. He said he appreciates the opportunity to work with Dr. Beardmore and the administration at the school.

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

**Report on 2025-2030 Strategic Plan – Goal 1 (Serve More Students)** Met with new Early College Principal Rebecca Hicks to discuss potential History and Environmental Science dual credit opportunities for Early College students, July 22; we will be providing History dual credit for the first time; the previous Early College High School principal has moved to the Central Office; Met, along with Gary Martinez, with Jaynes Corporation and Nine Degrees for the Trades x Technologies Building progress report, August 6; **Goal 2 (Welcome and Engage the Community)** Attended a Get Out the Vote Campaign strategy session with local leaders at the Carlsbad

Chamber of Commerce, July 14; some of our electronic billboard time will include support for that after we get past the first day of school; Attended an update on the WIPP New Mexico Environment Department permit for local leaders, July 15; Met, along with Zane Biebel, with Andres Ruiz, Carlsbad Fire Department Training Chief, about partnership plans for the coming academic year, July 15; Attended Carlsbad Rotary, July 15, 22, 29, and August 5; Attended the Voices to Action: Co-Creating Solutions for Student Success community policy workshop led by Future Focused Education and Carlsbad Municipal Schools, July 20; Met with Carlsbad Municipal Schools Theatre Production Partnership lead Dianne Joop, July 20 & 28; Published my latest newspaper/website article: "Under Locke, and Free" July 21; Served as a "Celebrity Reader" at the Mayor's First Annual Read-A-Thon at the Halagueño Arts Park, July 25; Joined Eddy the Mountain Lion as we thanked the City of Carlsbad for the efforts of the Mayor's Higher Education Task Force created in 2020 and updated the City Council on the college's accreditation status, July 28; Attended the WIPP Community Forum, in Hobbs, August 5; Attended the Carlsbad Department of Development Board meeting, along with Trustee Shirley, August 6; Attended the Meet and Greet for CARC, Inc. CEO, Tom Hollis, August 6; Attended the Partners in Heart Health Scholar's Reception, August 7; **Goal 3 (Increase Learning and Efficiency)** Met with Nine Degrees and staff from Student Services, the Library, and the Bookstore about the Main Campus renovation, July 23; Held a Campus Forum, August 3; Presented the Driving Range proposal to the New Mexico Higher Education Department Capital Outlay Committee, in Las Cruces, August 5; we asked for a quarter million dollars in support of that project because we are hoping to secure five times that amount in grant monies. Dr. Beardmore was able to talk about the gift from Permian Strategic Partnership and explain why this is the best investment the state can make because they (the state) will get five times the return on it; Met with owners of property adjacent to campus, August 6; Met with Kids on Campus potential partners, including Youth Development Inc., August 6; and **Goal 4 (Promote Success for All)** Attended the Higher Education General Obligation Bond Campaign meeting, July 23; Participated in the Management & Leadership Workshop for all SENMC supervisors by the Department of Workforce Solutions Workforce Learning and Development Unit, July 30-this was in response to the Great Colleges to Work For survey that showed our supervisors and department chairs just below the national average; Attended the Circus Summer Camp performance at the Administrative and Classified Staff Employee Luncheon, July 30

Dr. Beardmore shared SENMC's updated protocol if law enforcement appears on campus. This document replaces our previous guidance that was specific to ICE (Immigration and Customs Enforcement).

Dr. Beardmore informed the Trustees that candidates for the position of VP of Workforce Development and Community Education will be visiting campus on August 17, 24, 26, and 31 and asked them about their availability to have dinner with at least one candidate. Sarah Bowman and Ned Elkins will join the candidates coming on the 17<sup>th</sup> and 31<sup>st</sup>, Jason Shirley chose August 24<sup>th</sup>, and Lee White will take the meal on August 26<sup>th</sup>.

**10) Old Business: None**

**11) New Business:**

**A) U.S. Secretary of Education Issues Call to Action to University Presidents and Governing Boards: K Beardmore** – Dr. Beardmore shared a letter from the U.S. Secretary of Education, Linda E. McMahon calling on institutions of higher education to rebuild public confidence and trust, commit to rigorous teaching, and national service. He said SENMC will respond to this call, and he will share details as plans are developed.

**B) Initial Discussion-Board Retreat in 2027: K Beardmore** – Dr. Beardmore explained that with two new Board members since January and the expectation of another he believes that this Board needs to do this. He added that he would like to have the retreat before

SENMC's report is due to the Higher Learning Commission. He will start by contacting ACCT to find a leader for the retreat. He proposed holding it on February 8, 2027 (the same day as that month's Board of Trustees meeting) and the Trustees agreed.

- C) Placement of Rotary Sign on Highway Property: K Beardmore** – Dr. Beardmore said a member of Rotary had approached him last week and asked if the club could put a welcome sign (approximately 4' x 8') on SENMC's highway property. Dr. Elkins expressed concern about setting a precedent by allowing any group to post a sign on SENMC property. Jason Shirley wondered about NMDOT approval for a group to place an off-premises sign. The Trustees agreed that they would like a representative from the Rotary Club to make a presentation to the Board before taking any action.

Motion: **Ned Elkins**      Second: **Lee White**      Nay: **0**      Abstain: **0**

**Elkins, Bowman, White, and Shirley** voted unanimously to table this action until the September 14, 2026 Board of Trustees meeting and invite someone from Rotary to come and talk to the Board.

- D) Quarterly Financial Report: C Kasdorf** – Ms. Kasdorf began with an investments report as of June 30, 2026. This is the fourth quarter of the fiscal year, covering April 1, 2026, to June 30, 2026. She said SENMC continues to realize significant gains from its investment strategy implemented in November 2025. During the fourth quarter the investments earned \$1,260,534 in interest. She explained that these fourth quarter earnings exceeded the entire FY2024 interest earnings by more than \$407,000. They exceeded FY25 earnings by \$165,936.

Based on current results the projected FY26 investment income is approximately \$2,067,003. The additional investment income strengthens the College's financial position and provides increased flexibility to support strategic initiatives, institutional priorities, and long-term financial sustainability.

The total market value of the investments is \$167,944, 873 as of June 30, 2026, of which approximately \$90 million is invested with CNB and CNB Wealth Management with \$75,603,151 is invested with PFM.

Ms. Kasdorf also shared graphs and a spreadsheet illustrating the account distributions and the locations of the funds. She then moved on to the Quarterly Certification and asked the Trustees to approve the quarterly financial actions report.

Motion: **Lee White**      Second: **Ned White**      Nay: **0**      Abstain: **0**

**Elkins, Bowman, Shirley, and White** unanimously approved the motion to approve the quarterly certification.

- E) Monthly Financial Report: C Kasdorf** – Ms. Kasdorf started by thanking the Trustees for their continued engagement and support throughout the year. She presented financial statements reflecting the 12-month period ending June 30, 2026. She reminded them that the fiscal year has not been fully closed and several year-end entries remain outstanding. She proposes to move approximately \$13,390,753 to reserves for FY26 but the final transfer amount is subject to the completion of all year-end entries and the annual audit process. She expects to close 2026 with \$197,851,504.

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

- A) Zane Biebelle, Interim Dean of Academic Affairs:** Ms. Biebelle said she is focusing on the start of the school year and working with TSS to make sure classroom technology is ready.

She and Kristal Allen are working on preparations for the CLIFF Scholars Honors Program. The theme this year is “The Year of Curiosity: Where will your curiosity take you?” Zane is also preparing a brief presentation for the Academic Kickoff and getting ready to meet with department heads within the first month of school starting. She added that one of her goals this year is to work on strengthening academic integrity, especially in online courses which she said is a nice synchronicity with the Secretary of Education’s letter. She said she has been working with the Testing Center and doing research about how to be sure that our students are able to demonstrate their learning in our classes.

- B) **Carolyn Kasdorf, Chief Business & Financial Officer:** Ms. Kasdorf reported that they are wrapping up the audit and hope to be done by month-end.

The Health Clinic had its largest monthly utilization in July with 135 patient visits, 7 of which were people from the community; the Clinic is now doing drug testing for Nursing and Allied Health program students. Clinic coordinators Delicia Pineda-Vlosich and Julie Uebel continue “tabling” at the Farmers’ Market every Saturday, handing out water, Health Clinic swag, and pamphlets about our community services. This will continue through the end of the month.

Clinical Coordinator Julie Uebel is teaching the phlebotomy class this Fall and has been certified as a CPR instructor.

- C) **Diana Campos, Dean of Student Affairs:** Diana reported that the Accessibility Services Office is now open full-time. Genio Notes, an accessible software tool designed to help students capture audio, annotate slides, and organize notes, is coming this Fall. It is a companion tool designed for higher education and neurodiverse learners that aids learners in practicing and recording presentations with transcripts and audio playback. Maxient is also going live this Fall. The program is designed to track and manage student conduct, behavioral intervention, academic integrity, and Title IX compliance. The weekly enrollment report as of 7/30/2026 gives a headcount of 617 for Fall 2026 with 97 first-time freshmen.

New Student Orientation is scheduled for Monday, August 17. Students may attend a session at either 9-11:30 am or 4-6:15 pm.

Faculty will now be able to report early alerts using EAB Navigate. Training for this will be held during one of the sessions following convocation.

To help guard against ghost students Student Services will now request government issued ID, copies of Social Security cards, a bill or other proof of identity. Online advising appointments now require cameras to be turned on and possible ID verification.

Summer grades are out and Financial Aid is running end of year processes for Satisfactory Academic Progress (SAP) and Return to Title IV (R2T4). Financial Aid disbursements for Fall 2026 are scheduled for September 9. The next FAFSA workshop will be on Monday, August 24 from 3-5 pm.

Ms. Campos said the VA program at SENMC started with 4 students in Fall 23. As of August 5, 2026, there are 12 veteran students enrolled.

Dr. Raven Anderson attended Student Leadership Challenge in Rhode Island and on August 5-6 conducted (with Candace Byers) a Student Leadership Challenge on campus with 45 students in attendance. The favorite activity was a group task to build a roller coaster. Dr.

Anderson is planning to have another workshop in November.

- D) **Chris Spaulding, Interim VP of Workforce Development and Community Engagement:** **Interim VP's Office** - met, along with Misty McCormack with the NM Rural Workforce Collaborative to discuss bringing NM State grants to the rural College Workforce. Curtis Clough and Lee White are heading the effort; **RCT - received** approval from the Department of Energy for issuance of the DOE Core card and access to the official test bank. This will help SENMC graduates' qualification credentials for employment; **Grant MSHA** - Oscar Colorado continues to instruct WIPP 8-hour MSHA Refresher. We were honored to have Mark Bollinger as one of the students and received high praise from him for the class and for Oscar; **Adult Education** – enrollment for the fall semester is ongoing with 162 enrolled so far. This is on track from the previous year; and **Community Education** – summer Community Education classes are completed. This was our second year to offer the Summer Reading Program-53 children were enrolled with an average attendance of 36 children; Maria Quintana used the \$20,000 Conoco grant to purchase a Kitchen a la Cart mobile teaching kitchen which will allow Community Education to offer hands-on cooking, nutrition, and healthy living education for up to 10 students at a time.
- E) **Tymon Mattoszko, CIO:** Mr. Mattoszko presented an executive summary for June-July 2026. He expanded on Diana Campos's comments about "ghost students" saying they are a big deal for everybody, especially with AI. They are looking at a few systems and platforms that have databases that provide the option of doing verifications of people's addresses.

They have done a lot of work on One Application over the last several months and have added CDL and Radiological Control Technology. The goal is to provide a better applicant experience. One thing they are planning to do is unify the overall request for information. The transact payment system is operational.

Wiring has been done on most of the rooms under renovation. Once the model rooms are ready, they will test them and move forward. They have also installed new equipment in the gym. This equipment will remain after the renovation.

Tymon talked about the Genio transcription software. He said it is focused on education and can assist both students and instructors. It is not just a notetaking software; it can also help with projects by connecting things to each other.

- 13) **HR Report: Steven Gonzales, HR Director:** The employee count for SENMC as of August 5 is 316 employees. This includes full-time, part-time, temporary, and student employees. He recognized Dr. Raven Anderson who was recently named the Director of Accessibility Services, Dr. Jonathan Wilson, Director of Assessment, and Jade Ramirez, Director of Enrollment. He also recognized new employee Logan Antiporda, Math Tutor. There are currently 6 faculty and 13 staff vacancies. The Human Resources department is hosting a team Kickoff event on Friday, August 14 for SENMC faculty and staff. They will start at 8 am with a Continental breakfast and welcome and then present team building activities from 8:30-10:30. The theme is Forward Together: Students First. Team Always.

Finalists for the Vice President of Workforce Development and Community Engagement will be on campus August 17, 24, 26, and 31. You may review their bios on the SENMC website.

August 2026's Employee of the Month is presented in recognition and memory of Seth Best, Tech Support Technician.

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

- A) **Faculty:** No report.
- B) **Administrative Staff:** No report.
- C) **Classified Staff:** Dr. Beardmore explained that Classified Staff chair Brooke Young was unable to be at tonight's meeting but expects to attend in September and give a report.

**15) Executive Session:** pursuant to NMSA 1978 §10-15-1 H (2) (Executive Evaluation) - On a motion made by Jason Shirley and seconded by Lee White the Trustees unanimously voted to go to Executive Session at 7:04 pm.

**16) Reconvene Open Session:** After confirming that the Executive Session was limited to executive evaluation on a motion by Jason Shirley and seconded by Lee White the Trustees unanimously voted to reconvene the open session at 8:17 pm.

**17) Board comments:** Jason Shirley congratulated Lee White on being named Superintendent of the Year. Sarah Bowman extended her condolences to the family of Seth Best and asked for a moment of silence in his memory.

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

**Date:** September 14, 2026      **Time:** 6:00 pm      **Place:** SENMC Room 153

**19) Adjournment** – The meeting adjourned at 8:18 pm.

**Approved**

\_\_\_\_\_  
Dr. Ned Elkins, Secretary

\_\_\_\_\_  
Date

## BOARD OF TRUSTEES MEETING MINUTES

Date: 9/2/26  
Time: 6:00 pm

Type of Meeting:  
☐ Regular  
☐ Work Session  
☒ Special

Location: SENMC RM 153

Board Members present: ☒ Chair, Sarah Bowman  
☒ Member, Lee White  
☒ Member, Mark Cage

☐ Secretary, Ned Elkins  
☒ Member, Jason Shirley

Board Member(s) absent: Ned Elkins

**1) Call to Order**

**Time: 6:04 pm**

**2) Pledge of Allegiance**

**3) Establish Quorum – Roll Call**

**4) Approve Agenda**

Motion: **Lee White** Second: **Mark Cage** Nays: -0- Abstain: -0-

**Shirley, Cage, White, and Bowman** voted to approve the agenda as presented.

**5) Executive Session:** pursuant to NMSA 1978 §10-15-1 H (2) (Executive Evaluation) - On a motion made by **Mark Cage** and seconded by **Lee White** the Trustees unanimously voted to go to Executive Session at 6:06 pm.

**6) Reconvene Open Session:** After confirming that the Executive Session was limited to executive evaluation on a motion by **Mark Cage** and seconded by **Lee White** the Trustees unanimously voted to reconvene the open session at 6:55 pm.

**7) Possible Action on Executive Evaluation:** Because of decisions made during the closed session the Trustees will table this action until the next scheduled Board of Trustees meeting on Monday, September 14.

Motion: **Jason Shirley** Second: **Mark Cage** Nays: -0- Abstain: -0-

**Cage, Shirley, White, and Bowman** voted unanimously to table this action item until the meeting on Monday, September 14.

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

**Date:** September 14, 2026 **Time:** 6:00 pm **Place:** SENMC Room 153

**9) Adjournment** – The meeting adjourned at 6:57 pm.

**Approved**

\_\_\_\_\_  
Dr. Ned Elkins, Secretary

\_\_\_\_\_  
Date

## **SENNC STRATEGIC PLAN (2025-2030)**

Updates for September 2026 in blue

### **Goal 1: Serve More Students**

Met with new Early College Principal Rebecca Hicks to discuss progress on History dual credit for Early College students, August 13  
Met, along with Gary Martinez, with Jaynes Corporation and Nine Degrees for the Trades x Technologies Building progress report, August 20  
Met with Ms. Hicks, Dean Zane Biebelle, Chair Rick Wiedenmann and science instructors about potential Physics dual credit for Early College students, September 1  
Met, along with Zane Biebelle (Academic Affairs) and April Addington (Dual Credit Liaison), with Jason Hightower, Carlsbad HS Principal, and Vickie Beeman, Carlsbad Municipal Schools Assistant Superintendent of School Leadership and Student Services, September 1  
Met with Ms. Hicks to discuss construction plans for this year and next, September 2  
Met, along with Mr. Martinez, with Nine Degrees about T-squared room names, September 2

### **Goal 2: Welcome and Engage the Community**

Published my latest newspaper/website article: "Beyond the Easy Way" August 7  
Attended an update on the WIPP New Mexico Environment Department permit for local leaders, August 10  
Attended, along with Chair Sarah Bowman, a meeting convened by Carlsbad Municipal Schools regarding a partnership to develop a plan for an aquatic center complex, August 13  
Met with Darian Jaramillo, Superintendent of Artesia Public Schools, and Halee Goff, their new Curriculum Director, to discuss our forthcoming Instrumentation, Controls, and Electrical AAS degree program, August 17  
Met with Dr. Joy James-Foster to visit potential rooms for the March 2027 DOE/SIMCO Regional Science Bowl, August 18  
Attended Carlsbad Rotary, August 19 & 26, September 2 & 9  
Facilitated the SENMC Foundation Board meeting, August 25  
Met, along with our Welding and Digital Arts faculty, with Denise Green, Executive Director of Carlsbad Main Street, about partnering on their Neon Alley project, August 25  
Attended the NMOGA in Carlsbad event at Golf Society, September 8  
Met with the National Fitness Campaign and Healthy Campus Grant representative, September 9  
Attended the Carlsbad Economic Development Corporation Board meeting, September 10  
Attended the Q Station Energy Challenge Showcase, in Hobbs, September 10

### **Goal 3: Increase Learning and Efficiency**

Attended the open forums of and met with the four VP of Workforce Development and Community Engagement finalists, August 17, 24, 26, and 31  
Held a Campus Forum, August 31

### **Goal 4: Promote Success for All**

Attended the Meet and Greet event on the first day of classes, including being interviewed by Carlsbad Radio and KCCC 930, August 19  
Presented, along with Chair Bowman and Dr. Elkins, at the Convocation event beginning our three-day Kickoff, August 12  
Welcomed New Student Orientation attendees (morning and evening), August 19

Fall 2026 Kickoff Survey results:

| Kickoff event                                                                       | Rating |
|-------------------------------------------------------------------------------------|--------|
| Wednesday morning - President's Address                                             | 4.90   |
| Wednesday lunch - Food                                                              | 4.19   |
| Wednesday morning - Updates from Chief Officers                                     | 4.33   |
| Wednesday - Message from lunch sponsors - Health Clinic, Marketing/PR, Web Services | 4.38   |
| Wednesday afternoon - CourseDog training                                            | 4.17   |
| Thursday or Friday - Cybersecurity training                                         | 4.53   |
| Thursday morning - Department meetings                                              | 4.33   |
| Thursday morning - EAB Navigate and Early Alert                                     | 3.86   |
| Thursday lunch - Food                                                               | 4.63   |
| Thursday - Message from lunch sponsors - LTC, LAC, and the Library                  | 4.17   |
| Thursday afternoon - Beyond the Benchmark                                           | 4.42   |
| Friday breakfast - Food                                                             | 4.59   |
| Friday - HR Game Day                                                                | 4.82   |
| Friday morning - Budget Dashboards                                                  | 4.63   |

## Southeast New Mexico College

### Tuition and fees for 2026-2027 – **Approved Change April 13, 2026**

| Full-Time Flat Rates (12 to 18 Credits*) |            |               |            |
|------------------------------------------|------------|---------------|------------|
|                                          | Tuition    | Required Fees | Total      |
| Carlsbad Resident                        | \$492.00   | \$156.00      | \$648.00   |
| New Mexico Resident                      | \$648.00   | \$156.00      | \$804.00   |
| Out of State**                           | \$1,044.00 | \$156.00      | \$1,200.00 |

| Part-Time Rates (1 to 11 Credits) |         |               |          |
|-----------------------------------|---------|---------------|----------|
|                                   | Tuition | Required Fees | Total    |
| Carlsbad Resident                 | \$41.00 | \$13.00       | \$54.00  |
| New Mexico Resident               | \$54.00 | \$13.00       | \$67.00  |
| Out of State**                    | \$87.00 | \$13.00       | \$100.00 |

\*Students approved to take more than 18 credit hours will be charged for each additional credit hour.

\*\*Out-of-state students will pay New Mexico resident rates when they are part-time students enrolled for no more than six credit hours in a semester.

Resident, In-District

| 2025-26 ACADEMIC YEAR |                     |
|-----------------------|---------------------|
| Tuition               | \$78.00 / Credit HR |
| Fees                  | \$16.00 / Credit HR |
| Total                 | \$94.00 / Credit HR |

Resident, Out-of-District

| 2025-26 ACADEMIC YEAR |                      |
|-----------------------|----------------------|
| Tuition               | \$85.00 / Credit HR  |
| Fees                  | \$16.00 / Credit HR  |
| Total                 | \$101.00 / Credit HR |

Non-Resident

| 2025-26 ACADEMIC YEAR |                      |
|-----------------------|----------------------|
| Tuition               | \$218.00 / Credit HR |
| Fees                  | \$16.00 / Credit HR  |
| Total                 | \$234.00 / Credit HR |

SOUTHEAST NEW MEXICO COLLEGE

**Board Update — Research & Public Service Project (RPSP) Request**

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NMHED's FY28 RPSP funding supports initiatives that go beyond core instruction — for public service to the broader community. SENMC is requesting Board approval to submit for the **Aviation Workforce Training Program**.

|                                          |                                                                                                                                                                                               |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Request Amount</b><br><b>\$36,900</b> | <b>Funds three new courses:</b> <ul style="list-style-type: none"><li>• Introduction to Aviation</li><li>• Drone Part 107 Test Prep</li><li>• Private Pilot Ground School Test Prep</li></ul> |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Why it matters**

Builds a local aviation training pathway for Eddy County residents — opening doors to flight and drone certification. Funding covers instructor salaries, course materials, and a field trip to the local airport.

**Key points**

- No matching funds required
- Restricted funding — for this approved purpose only; cannot supplement the general budget
- Application due to NMHED by close of business **September 15, 2026**
- Board approval and President's signature are required as part of the submission

**Action Requested:** Board approval to authorize submission of this RPSP request to NMHED.

**Southeast New Mexico College  
Faculty Workload Management  
September 14, 2026**

**Recommended Action:** Approve

## Faculty Workload Management Implementation

Southeast New Mexico College has had access to Faculty Workload Management as part of its existing Anthology system. However, when the College implemented Anthology in 2024, the Faculty Workload Management functionality was not implemented or configured for institutional use. As a result, the College has not been utilizing this functionality to manage and monitor faculty workload.

The College is now prepared to move forward with implementation. To ensure the module is properly configured and integrated with our existing processes, we have engaged Ellucian to provide implementation and consulting services at a cost of approximately **\$107,325**.

Faculty Workload Management provides a centralized and consistent process for calculating, documenting, and monitoring faculty teaching assignments and overall workload. The system can account for factors such as instructional assignments, credit or contact hours, course type, overloads, reassigned or release time, and other workload responsibilities established by the College.

Implementing Faculty Workload Management will allow the College to move away from decentralized or manually maintained workload calculations and establish a more standardized institutional process. It will also provide greater visibility in faculty assignments and help ensure that workload is calculated consistently across academic departments.

From an administrative perspective, Faculty Workload Management can assist the College with:

- Consistent application of faculty workload rules and institutional policies;
- Identification and calculation of regular workload, overloads, and release or reassigned time;
- Improved coordination among Academic Affairs, Human Resources, Payroll, and the Business Office;
- More accurate information supporting faculty compensation and payroll processing;
- Better documentation and audit trails supporting workload and compensation decisions;
- Improved reporting and management oversight of faculty assignments; and
- More effective planning and utilization of faculty resources.

The **\$107,000 implementation cost is not for the purchase of a new Faculty Workload Management system**. Rather, it represents the professional services necessary to configure and implement functionality that is already available within the College's technology environment and integrate it into our institutional processes.

This implementation represents the next step in maximizing the College's existing technology investment while strengthening internal controls, improving consistency, and providing Academic Affairs and administrative departments with a more reliable and transparent process for managing faculty workload.



Business and Finance  
Office of the Dean of Business & Finance  
1500 University Dr  
Carlsbad, NM 88220

Date: September 14, 2026

To: Board of Trustees

From: Carolyn Kasdorf, Chief Financial Officer

Via: Kevin Beardmore, President

Subject: Disposition of Property

Currently, the Property Disposition Committee is required to submit to the Board of Trustees to dispose of obsolete, worn-out, and excess property.

Approval is being requested to dispose of the property listed in the attachment. This list consists of items with the following characteristics:

- The current resale value of the property items is \$30,000 or less. (SB 274)
- The Property item is worn-out, unusable, or obsolete, or is no longer economical or safe for continued use.

The property will not be disposed of in less than thirty (30) days after the State Auditor's office and the Higher Education Department have been notified.

Every property item recommended for disposal with a current resale value of over \$30,000 must:

- Have prior approval from the Board of Trustees

Action Requested: Approval of disposal of obsolete, worn out, and excess property with Board of Trustees approval, subject to the above provision.

|         |              |                                                  |
|---------|--------------|--------------------------------------------------|
| U428175 |              | Mechanical Fabrication Donated Amatrol           |
| U428214 |              | Intermediate Hydraulic Module Donated Amatrol    |
| U428215 |              | Industrial Maintenance Simulator                 |
| U428179 |              | Pneumatic Instrumentation Module                 |
| U428349 |              | Electro Fluid Power Learning System AMATROL      |
| U428176 |              | Hydraulic Instrumentation Module Donated Amatrol |
| U428171 |              | Piping Systems Donated Amatrol                   |
| U428180 |              | Steam Systems                                    |
| U428166 |              | Hydraulic Troubleshoot system                    |
| U428165 |              | Pump Systems Donated Amatrol                     |
| U428184 |              | Vibration Analysis Donated amatrol               |
| U428173 |              | Industrial Maintenance Simulator                 |
| U428169 |              | Analytic Process Control System                  |
| U428168 |              | Thermal Process Control system                   |
| U443111 | 180520 03    | Airconditioning /Heating Learning system #T7082  |
| U438102 |              | Surface Pro                                      |
| No Tag  | C02LK04NF2GC | iMac Display                                     |
| U426927 |              | Laptop                                           |
| U438383 |              | iMac                                             |
| U438193 |              | iMac                                             |
| U428345 |              | IMac display                                     |
| U428342 |              | iMac Display                                     |
| U438235 |              | iMac                                             |
| U438254 |              | Laptop                                           |
| U438139 |              | Laptop                                           |
| U42Y246 |              | Laptop                                           |
| U382362 |              | Apple iMac                                       |
| U425012 |              | iMac                                             |
| U438249 |              | Laptop                                           |

SOUTHEAST NEW MEXICO COLLEGE  
Board of Trustees  
RESOLUTION NO. 2026-005

RESOLUTION OF INTENT TO DISPOSE OF SURPLUS PROPERTY

WHEREAS as required by section 13-6-1 NMSA 1978, the Board of Trustees of Southeast New Mexico College has appointed a Property Disposition Oversight Committee to approve and oversee the disposition of items of obsolete, worn-out, or unusable tangible personal property; and

WHEREAS, this committee has recommended the disposition of various equipment, vehicles, etc., as authorized in Section 13-6-1 NMSA 1978 and the deletion of these items from the Community college inventory:

THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES SOUTHEAST NEW MEXICO COLLEGE:

1. Authorizes the Administration to dispose of and delete from the Community college inventory items including Various Laptops, iMac displays, and Industrial Maintenance Training Simulator items on the attached inventory Disposition.
2. This action shall not be taken until at least thirty (30) days' notice is given to the State Auditor and Higher Education Department as required in Section 13-6-1 NMSA 1978; and

BE IT FURTHER RESOLVED that a copy of this resolution shall become a permanent part of the official minutes of the Board of Trustees and shall be maintained as a public record subject to the Inspection of Public Records Act (Chapter 14, Article 2 NMSA 1978)

ADOPTED AND APPROVED on this 14<sup>th</sup> day of September, 2026.  
Southeast New Mexico College Board of Trustees

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Sarah Bowman, Chair

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Ned Elkins, Secretary

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Mark Cage, Member

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Lee White, Member

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Jason Shirley, Member

**Southeast New Mexico College  
Business Office Reports  
September 14, 2026**

- Business Office Report Narrative
- Business Office Report - Budget to Actual Comparison
- Balance Sheet as of 7/31/2026
- Income Statement as of 7/31/2026

**Recommended Action:** Discussion

**SOUTHEAST NEW MEXICO COLLEGE  
VICE PRESIDENT FOR BUSINESS SERVICES  
MEMORANDUM**

**Date:** September 14, 2026

**To:** SENMC Board of Trustees

**From:** Carolyn Kasdorf, Chief Financial Officer

**Subject:** Business Office Budget Report for the month ending July 31, 2026

**Financial Summary – July 31, 2026**

The Budget-to-Actual Financial Summary provides the Board with a comparison of the College's budgeted revenues and expenditures to actual financial activity through July 31, 2026. Because July represents the first month of the fiscal year, financial activity and projections remain preliminary and should be viewed in that context.

**Understanding the Financial Report**

The report is presented using six primary columns:

1. **Year-to-Date Budget** – Represents the proportion of the annual revised budget that would generally be expected through the reporting period. For the July report, this represents approximately one month of the fiscal year.
2. **Year-to-Date Actual** – Represents the revenues received and expenditures actually incurred and recorded through July 31. Comparing actual activity to the year-to-date budget provides an early indication of whether revenues and expenditures are occurring as anticipated.
3. **Beginning Budget** – Represents the budget originally adopted by the Board for the fiscal year. This column remains unchanged throughout the year and provides a consistent point of reference to the original approved budget.
4. **Revised Budget** – Represents the current operating budget after approved adjustments during the fiscal year. Unlike the Beginning Budget, this column will change as budget adjustments are made to address operational needs, faculty and instructional needs, program changes, or other circumstances that arise throughout the year.
5. **Projection** – Represents the College's current estimate of where revenues and expenditures are expected to end at fiscal year-end. At this early point in the fiscal year, there is insufficient actual activity to reasonably forecast deviations from the revised budget. Therefore, the July projections are equal to the Revised Budget.
6. **Variance** – Represents the difference between the Revised Budget and the projected year-end results. Because the July projections currently equal the Revised Budget, there

are no projected variances at this time. As the fiscal year progresses and additional actual financial information becomes available, projections will be refined and variances will begin to reflect anticipated over- or under-performance.

## **Zero-Based Budget Approach**

The College's budget is presented as a balanced, zero-based budget, meaning total budgeted revenues equal total budgeted expenditures. This approach ensures that all anticipated resources are assigned to an identified institutional purpose within the annual budget.

The year-to-date budget provides a proportional benchmark for evaluating financial activity throughout the year. Actual results are then compared to this benchmark to identify areas where revenues or expenditures may be occurring faster or slower than anticipated. It is important to recognize that not all revenues and expenditures occur evenly throughout the year; therefore, individual categories may vary from the proportional benchmark based on timing.

## **Local Tax Revenue**

One item of particular note in the July financial statements is **Local Tax Revenue**. The absence of local tax revenue in the current fiscal year is expected and is the result of the timing of the State's collection and distribution process rather than a revenue concern.

Local tax distributions are received in arrears. For example, a distribution received by the College in July may relate to business activity that occurred several months earlier and is therefore attributable to the prior fiscal year. Those revenues must be recognized in the appropriate fiscal period rather than simply recorded based on the date the cash is received.

As a result of this timing difference, the Board should not expect to see significant local tax revenue reflected in the new fiscal year's financial statements during the first several months. Local tax revenue attributable to FY2027 is expected to begin appearing in the financial statements around October.

## **Looking Ahead**

July represents only the first month of the fiscal year, and it is therefore too early to draw conclusions regarding year-end financial performance. As additional months of actual activity are recorded, management will continually evaluate revenue and expenditure trends and update the year-end projections accordingly.

Future reports will provide the Board with an increasingly meaningful comparison between budget, actual activity, projected year-end results, and anticipated variances. Significant variances or emerging financial trends will be identified and explained as part of the monthly financial reporting process.

## Financial Statements

The financial statements presented this month encompass activity across three fiscal years: **FY2025, FY2026, and FY2027**. It is important to note that these columns do not represent comparable reporting periods. FY2025 and FY2026 reflect a full year of financial activity, while FY2027 currently reflects only one month of activity through July 31, 2026.

Because prior fiscal years have not yet been fully closed within the financial system, balances remain distributed among the individual fiscal-year columns. To understand the College's total financial position as of July 31, the ending balances reflected in FY2025, FY2026, and FY2027 should be considered together. In other words, the balances across the three fiscal years collectively represent the College's financial position as of the reporting date.

The continued presence of a balance in FY2025 is related to the year-end closing process and should not be interpreted as current-year activity. Once FY2025 is formally closed, the applicable ending balances will roll forward into FY2026. Similarly, as subsequent fiscal years are closed, the appropriate balances will continue to roll forward so that the financial statements ultimately reflect the cumulative balances in the most current fiscal year.

Until those closing processes are completed, the financial statements will continue to display balances across multiple fiscal years. This presentation allows the Board to see the financial activity currently recorded in each fiscal year while recognizing that, for balance sheet purposes, the combined ending balances provide the more complete picture of the College's financial position as of July 31, 2026.

SOUTHEAST NEW MEXICO COLLEGE  
OPERATING REVENUES AND EXPENDITURES BY NATURAL CATEGORIES  
FOR THE MONTH ENDED JULY 31, 2026

|                              | Year-To-Date   |                | Projected Full Year |                |              |          |
|------------------------------|----------------|----------------|---------------------|----------------|--------------|----------|
|                              | Budget         | Actual         | Beginning Budget    | Revised Budget | Projection   | Variance |
| Revenues                     |                |                |                     |                |              |          |
| Tuition and Fees             | \$ 4,040       | \$ 262         | \$ 677,775          | \$ 677,775     | \$ 677,775   | -        |
| State Appropriations         | \$ 483,308     | 500,733        | 6,008,800           | 6,008,800      | 6,008,800    | -        |
| Local Taxes                  | \$ -           | -              | 45,500,000          | 45,500,000     | 45,500,000   | -        |
| Other Source Revenue         | \$ 17,302      | 8,539          | 215,105             | 215,105        | 215,105      |          |
| Auxiliary - Health Clinic    | \$ 8,066       | 438            | 161,315             | 161,315        | 161,315      |          |
| Auxiliary - Bookstore        | \$ 20,108      | 12,465         | 250,000             | 250,000        | 250,000      | -        |
| Interest                     | \$ 180,975     | -              | 2,250,000           | 2,250,000      | 2,250,000    | -        |
| Grants                       | \$ 305,452     | 191            | 3,797,571           | 3,797,571      | 3,797,571    | -        |
| Gifts                        | \$ 12,306      | 40,000         | 153,000             | 153,000        | 153,000      | -        |
| Transfers In                 | \$ 1,800,071   | 14             | 22,379,649          | 22,379,649     | 22,379,649   | -        |
| Total Revenues               | 2,831,628      | 562,642        | 81,393,215          | 81,393,215     | 81,393,215   | -        |
| Expenditures                 |                |                |                     |                |              |          |
| Faculty Salaries             | \$ 360,981     | \$ 248,103     | \$ 4,487,949        | \$ 4,487,949   | \$ 4,487,949 | -        |
| Professional Salaries        | \$ 525,154     | 521,760        | 6,529,056           | 6,529,056      | \$ 6,529,056 | -        |
| Support Staff                | \$ 263,232     | 240,910        | 3,272,673           | 3,272,673      | \$ 3,272,673 | -        |
| Adjunct Salaries             | \$ 76,463      | 11,745         | 950,632             | 950,632        | \$ 950,632   |          |
| Part Time Faculty Salaries   | \$ 55,792      | -              | 693,645             | 693,645        | \$ 693,645   | -        |
| Student Salaries             | \$ 24,372      | 19,095         | 303,005             | 303,005        | 303,005      | -        |
| Workstudy Salaries           | \$ -           | -              | -                   | -              |              |          |
| Other Salaries               | \$ 26,897      | 189,321        | 334,400             | 334,400        | 334,400      | -        |
| Fringes                      | \$ 515,750     | 514,987        | 6,412,133           | 6,412,133      | 6,412,133    | -        |
| Financial Aid Expenses       | \$ 52,779      | (1,532)        | 656,183             | 656,183        | 656,183      | -        |
| Travel and Staff Development | \$ 79,314      | 16,541         | 986,083             | 986,083        | 986,083      | -        |
| Utilities                    | \$ 16,248      | 4,188          | 202,000             | 202,000        | 202,000      | -        |
| Supplies and Expenses        | \$ 914,837     | 518,342        | 11,373,850          | 11,373,850     | 11,373,850   | -        |
| Equipment                    | \$ 374,741     | 11,044         | 4,659,025           | 4,659,025      | 4,659,025    | -        |
| Construction                 | \$ 1,460,102   | 2,441,726      | 18,152,933          | 18,152,933     | 18,152,933   | -        |
| Transfers Out                | \$ -           | -              | 22,379,649          | 22,379,649     | 22,379,649   | -        |
| Total Expenditures           | 4,746,662      | 4,736,229      | 81,393,215          | 81,393,215     | 81,393,215   | -        |
| Net Excess/(Deficit)         | \$ (1,915,034) | \$ (4,173,587) | \$ 0                |                | -            | \$ -     |

**SENNC Balance Sheet**

Southeast New Mexico College

Report Date: 7/31/2026

**Balance Sheet**

|                                                      | 2025                  | 2026                 | 2027                  | Total                 |
|------------------------------------------------------|-----------------------|----------------------|-----------------------|-----------------------|
| <b>Current Assets</b>                                |                       |                      |                       |                       |
| Cash and Cash Equivalents                            | \$151,144,469.16      | \$15,728,309.46      | \$2,833,736.84        | \$169,706,515.46      |
| Short Term Investments                               |                       |                      |                       |                       |
| Receivables (Net of Allowance for Doubtful Accounts) | 186,822.10            | 69,280.78            | (26,099.69)           | \$230,003.19          |
| A/R Other                                            | 10,572,591.83         | (1,769,732.19)       | (7,375,981.53)        | \$1,426,878.11        |
| Interest Receivable                                  |                       |                      |                       |                       |
| Prepaid Expenses                                     | 186,471.74            |                      |                       | \$186,471.74          |
| <b>Total Current Assets</b>                          | <b>162,090,354.83</b> | <b>14,027,858.05</b> | <b>(4,568,344.38)</b> | <b>171,549,868.50</b> |
| <b>Noncurrent Assets</b>                             |                       |                      |                       |                       |
| Other Long Term Investments                          |                       |                      |                       |                       |
| Inventories Bookstore                                | 164,037.00            |                      |                       | 164,037.00            |
| Non Depreciable Capital Assets (Includes CIP)        | 1,846,121.00          | 10,590,363.69        | 2,392,621.39          | 14,829,106.08         |
| Capital Assets                                       | 37,857,427.25         | 6,061.71             |                       | 37,863,488.96         |
| Accumulated Depreciation                             | (4,652,704.46)        | (2,970.15)           |                       | (4,655,674.61)        |
| GASB 87 - Lease (Net of Accumulated Depreciation)    | 65,327.97             |                      |                       | 65,327.97             |
| <b>Total Noncurrent Assets</b>                       | <b>35,280,208.76</b>  | <b>10,593,455.25</b> | <b>2,392,621.39</b>   | <b>48,266,285.40</b>  |
| <b>Total Assets</b>                                  | <b>197,370,563.59</b> | <b>24,621,313.30</b> | <b>(2,175,722.99)</b> | <b>219,816,153.90</b> |
| <b>Deferred Outflows</b>                             |                       |                      |                       |                       |
| Deferred Outflows - Pension Plan                     | 6,680,881.00          |                      |                       | 6,680,881.00          |
| Deferred Outflows - OPEB                             | 5,101,412.00          |                      |                       | 5,101,412.00          |
| <b>Total Deferred Outflows</b>                       | <b>11,782,293.00</b>  |                      |                       | <b>11,782,293.00</b>  |
| <b>Total Assets and Deferred Outflows</b>            | <b>209,152,856.59</b> | <b>24,621,313.30</b> | <b>(2,175,722.99)</b> | <b>231,598,446.90</b> |

|                                                      | 2025                  | 2026                 | 2027                  | Total                 |
|------------------------------------------------------|-----------------------|----------------------|-----------------------|-----------------------|
| <b>Liabilities and Deferred Inflows</b>              |                       |                      |                       |                       |
| <b>Current Liabilities</b>                           |                       |                      |                       |                       |
| Accounts Payable                                     | 3,122,249.36          | (2,080,912.95)       | (634,129.06)          | 407,207.35            |
| Sales Tax Payable                                    | 328.65                | 1,683.56             | 574.32                | 2,586.53              |
| Gift Certificates                                    | 568.75                | 8,721.35             | 163.48                | 9,453.58              |
| Payroll Taxes Payable                                | 113,367.74            |                      |                       | 113,367.74            |
| Benefits Payable                                     | 334,245.26            | 2,723,230.33         | 236,389.87            | 3,293,865.46          |
| Accrued Payroll                                      | 144,074.92            |                      |                       | 144,074.92            |
| Payroll Clearing                                     |                       | (2,004,860.98)       | 1,858.67              | (2,003,002.31)        |
| Compensated Absences - Current                       | 32,233.03             |                      |                       | 32,233.03             |
| Financial Aid Payable                                |                       | 467,408.53           |                       | 467,408.53            |
| Institutional Funds                                  |                       |                      |                       |                       |
| Pension Liability                                    |                       |                      |                       |                       |
| Lease Liability (GASB 87)                            | 58,496.72             |                      |                       | 58,496.72             |
| Deferred Revenue                                     | 232,878.41            | 128,251.47           | (1,722.50)            | 359,407.38            |
| Deposits Payable                                     |                       |                      |                       |                       |
| <b>Total Current Liabilities</b>                     | <b>4,038,442.84</b>   | <b>(756,478.69)</b>  | <b>(396,865.22)</b>   | <b>2,885,098.93</b>   |
| Compensated Absences                                 | 504,984.08            |                      |                       | 504,984.08            |
| SBITA Liability                                      | 50,608.12             |                      |                       | 50,608.12             |
| Lease Liability (GASB 87)                            |                       |                      |                       |                       |
| Pension Liability                                    | 21,992,837.00         |                      |                       | 21,992,837.00         |
| OPEB Liability                                       | 2,985,221.00          |                      |                       | 2,985,221.00          |
| <b>Total Noncurrent Liabilities</b>                  | <b>25,533,650.20</b>  |                      |                       | <b>25,533,650.20</b>  |
| <b>Total Liabilities</b>                             | <b>29,572,093.04</b>  | <b>(756,478.69)</b>  | <b>(396,865.22)</b>   | <b>28,418,749.13</b>  |
| <b>Deferred Inflows of Resources</b>                 |                       |                      |                       |                       |
| Deferred Inflows - Pension                           | 1,291,337.00          |                      |                       | 1,291,337.00          |
| Deferred Inflows - OPEB                              | 2,204,858.00          |                      |                       | 2,204,858.00          |
| <b>Total Deferred Inflows of Resources</b>           | <b>3,496,195.00</b>   |                      |                       | <b>3,496,195.00</b>   |
| Due to / Due from                                    |                       |                      |                       |                       |
| <b>Total Liabilities Including Due to / Due from</b> | <b>33,068,288.04</b>  | <b>(756,478.69)</b>  | <b>(396,865.22)</b>   | <b>31,914,944.13</b>  |
| <b>Net Position</b>                                  | <b>176,084,568.55</b> | <b>25,377,791.99</b> | <b>(1,778,857.77)</b> | <b>199,683,502.77</b> |

## Income Statement

|                                                   | 2025                 | 2026                 | 2027                | Total                |
|---------------------------------------------------|----------------------|----------------------|---------------------|----------------------|
| <b>Operating Revenues</b>                         |                      |                      |                     |                      |
| Tuition                                           | 508,674.50           | 533,665.00           | (617.00)            | 1,041,722.50         |
| Fees                                              | 92,349.80            | 150,597.85           | 878.85              | 243,826.50           |
| Less: Discounts                                   |                      |                      |                     |                      |
| Less: Scholarship Allowance                       |                      |                      |                     |                      |
| <b>Total Tuition &amp; Fees (Net of Discount)</b> | <b>601,024.30</b>    | <b>684,262.85</b>    | <b>261.85</b>       | <b>1,285,549.00</b>  |
| Federal Grants and Contracts                      | 5,239,194.64         | 2,659,297.33         |                     | 7,898,491.97         |
| State Grants and Contracts                        | 614,953.32           | 657,939.32           |                     | 1,272,892.64         |
| Non Government Grants & Contracts                 |                      | 19,297.30            | 1,722.50            | 21,019.80            |
| Sales and Services of Educational Activities      |                      |                      |                     |                      |
| Auxiliary Enterprises                             | 224,272.14           | 387,308.62           | 12,903.11           | 624,483.87           |
| Other Operating Revenues                          | 315,974.98           | 291,820.90           | 10,661.66           | 618,457.54           |
| Transfers In                                      | 1,836,354.30         |                      |                     | 1,836,354.30         |
| <b>Total Operating Revenues</b>                   | <b>8,831,773.68</b>  | <b>4,699,926.32</b>  | <b>25,549.12</b>    | <b>13,557,249.12</b> |
| <b>Expenditures</b>                               |                      |                      |                     |                      |
| Instruction Faculty Salaries                      | 3,905,184.46         | 4,147,000.34         | 259,847.44          | 8,312,032.24         |
| Instruction Staff Salaries                        | 1,826,853.30         | 2,434,625.17         | 327,411.70          | 4,588,890.17         |
| Instruction Benefits                              | 1,913,601.48         | 2,043,295.03         | 202,146.74          | 4,159,043.25         |
| Instruction - Other                               | 5,541,170.03         | 3,504,098.02         | 253,606.49          | 9,298,874.54         |
| <b>Total Instruction Operating Expenses</b>       | <b>13,186,809.27</b> | <b>12,129,018.56</b> | <b>1,043,012.37</b> | <b>26,358,840.20</b> |
| Public Service Salaries                           | 183,463.83           | 197,345.13           | 14,645.26           | 395,454.22           |
| Public Service Benefits                           | 98,830.82            | 122,416.50           | 12,739.60           | 233,986.92           |
| Public Service - Other                            | 24,894.51            | 58,110.31            | 141.75              | 83,146.57            |
| <b>Total Public Service Operating Expenses</b>    | <b>307,189.16</b>    | <b>377,871.94</b>    | <b>27,526.61</b>    | <b>712,587.71</b>    |

|                                                | 2025                   | 2026                   | 2027                  | Total                  |
|------------------------------------------------|------------------------|------------------------|-----------------------|------------------------|
| Academic Support Salaries                      | 1,226,337.51           | 1,870,755.31           | 112,581.38            | 3,209,674.20           |
| Academic Support Benefits                      | 493,592.21             | 798,986.02             | 64,018.27             | 1,356,596.50           |
| Academic Support - Other                       | 302,102.80             | 596,414.10             | 13,041.16             | 911,558.06             |
| <b>Total Academic Support</b>                  | <b>2,022,032.52</b>    | <b>3,266,155.43</b>    | <b>189,640.81</b>     | <b>5,477,828.76</b>    |
| Student Services Salaries                      | 1,497,719.08           | 1,343,310.89           | 126,413.99            | 2,967,443.96           |
| Student Services Benefits                      | 693,242.98             | 579,563.84             | 58,763.70             | 1,331,570.52           |
| Student Services - Other                       | 1,461,116.33           | 616,170.87             | 6,279.09              | 2,083,566.29           |
| <b>Total Student Services</b>                  | <b>3,652,078.39</b>    | <b>2,539,045.60</b>    | <b>191,456.78</b>     | <b>6,382,580.77</b>    |
| Institutional Support Salaries                 | 2,375,360.21           | 2,873,783.32           | 285,061.27            | 5,534,204.80           |
| Institutional Support Benefits                 | 882,713.82             | 1,105,162.16           | 119,859.76            | 2,107,735.74           |
| Institutional Support- Other                   | 11,768,893.42          | 6,397,503.51           | 222,904.50            | 18,389,301.43          |
| <b>Total Institutional Support</b>             | <b>15,026,967.45</b>   | <b>10,376,448.99</b>   | <b>627,825.53</b>     | <b>26,031,241.97</b>   |
| Operation & Maintenance Salaries               | 765,367.51             | 843,530.88             | 69,552.29             | 1,678,450.68           |
| Operation & Maintenance Benefits               | 407,023.67             | 455,287.04             | 45,319.85             | 907,630.56             |
| Operations & Maintenance - Other               | 15,959,371.62          | 3,610,110.54           | 57,528.06             | 19,627,010.22          |
| <b>Total Operating &amp; Maintenance</b>       | <b>17,131,762.80</b>   | <b>4,908,928.46</b>    | <b>172,400.20</b>     | <b>22,213,091.46</b>   |
| <b>Student Aid</b>                             | <b>1,130,746.00</b>    | <b>1,103,121.02</b>    | <b>(1,532.00)</b>     | <b>2,232,335.02</b>    |
| Scholarship & Fellowship Salaries              |                        |                        |                       |                        |
| Scholarship & Fellowship Benefits              |                        |                        |                       |                        |
| Scholarship & Fellowship - Other               |                        |                        |                       |                        |
| <b>Total Scholarship &amp; Fellowship</b>      |                        |                        |                       |                        |
| Auxiliary Enterprises Salaries                 | 320,249.03             | 393,308.10             | 32,856.08             | 746,413.21             |
| Auxiliary Enterprises Benefits                 | 104,040.13             | 144,397.62             | 14,702.60             | 263,140.35             |
| Auxiliary Enterprise - Other                   | 442,893.25             | 457,769.52             | 40,757.66             | 941,420.43             |
| <b>Total Auxiliary Enterprise</b>              | <b>867,182.41</b>      | <b>995,475.24</b>      | <b>88,316.34</b>      | <b>1,950,973.99</b>    |
| Depreciation                                   | 1,737,277.89           |                        |                       | 1,737,277.89           |
| Amortization                                   | 65,328.00              |                        |                       | 65,328.00              |
| <b>Total Operating Expenses</b>                | <b>55,127,373.89</b>   | <b>35,696,065.24</b>   | <b>2,338,646.64</b>   | <b>93,162,085.77</b>   |
| <b>Net Excess (Deficit)</b>                    | <b>(46,295,600.21)</b> | <b>(30,996,138.92)</b> | <b>(2,313,097.52)</b> | <b>(79,604,836.65)</b> |
| Foundation Transfers                           | 11,304.38              | 8,807.51               | 4,961.25              | 25,073.14              |
| <b>Non Operating Revenues (Expenses)</b>       |                        |                        |                       |                        |
| State Appropriations                           | 5,948,652.05           | 5,961,319.07           | 500,733.00            | 12,410,704.12          |
| Local Property Tax Levies                      | 10,749,092.36          | 14,381,430.05          |                       | 25,130,522.41          |
| Oil & Gas Tax Levies                           | 32,677,985.12          | 28,663,508.89          |                       | 61,341,494.01          |
| Federal Grants & Contracts, Non Operating      | 1,126,974.00           | 1,158,551.53           | (1,532.00)            | 2,283,993.53           |
| Gifts                                          | 120,502.58             | 4,121,971.25           | 40,000.00             | 4,282,473.83           |
| Investment Income (Net of Investment Expenses) | 1,093,598.60           | 2,096,093.05           |                       | 3,189,691.65           |
| Capital Assets                                 | 539,830.96             | 3,091.56               |                       | 542,922.52             |
| Other Non-Operating Revenue (Expenses)         | 8,035.87               | (3,226.98)             |                       | 4,808.89               |
| <b>Net Non Operating Revenues (Expenses)</b>   | <b>52,264,671.54</b>   | <b>56,382,738.42</b>   | <b>539,201.00</b>     | <b>109,186,610.96</b>  |
| Increase in Net Position                       |                        |                        |                       |                        |
| <b>Net Position Beginning of the Year</b>      | <b>170,126,801.60</b>  |                        |                       | <b>170,126,801.60</b>  |
| <b>Net Position End of the Year</b>            | <b>176,084,568.55</b>  | <b>25,377,791.99</b>   | <b>(1,778,857.77)</b> | <b>199,683,502.77</b>  |



Southeast New Mexico College  
Nursing Department  
1500 University Drive  
Carlsbad, NM 88220  
575.234.9300, fax: 575.234.9304

September 14, 2026

Updates from the SENMC Nursing Department:

Program Update: We had 17 graduates from the class of 2026 (2024 cohort) on May 15th. Their pinning and capping ceremony was held on Saturday, May 16th at the CHS Performing Arts Center. 16/17 passed their NCLEX on the first attempt for a reported pass rate of 94.1%. The repeater passed on the second attempt, so our ultimate pass rate is 100% overall. All 17 are employed now with 12 who stayed locally at CMC; one at AGH; one to Roswell; two to Texas; and one to Oklahoma.

For the FALL 2026 semester, there are 13 sophomore (3rd semester) moving forward and two readmit students, for a total of 15. There are 29 new freshmen (1st semester) students

The nursing faculty continue working on writing our self-study and required documentation as we prepare for our ACEN accreditation site visit which will occur in the spring of 2027 on March 2nd-4th. We will be asking for support and input from the BoT as well as all faculty and staff campus wide. We cannot do this alone.

Kina Chavez completed her Master's program this May. Please help me congratulate her on this accomplishment.

We hired two new nursing faculty (both locals), Rebeca Dominguez and Lynne McCauley, both joined our team in August. Additional faculty will help with the anticipation of a senior faculty plans for retirement next spring, and another pursuing her APRN as a Nurse Practitioner.

We appreciate the continued support of the SENMC administration and the Board of Trustees. We will continue to work hard to maintain our great nursing program.

Respectfully,

*Dianne Hardin*

Dianne Hardin, MSN, RN  
Professor/Director of Nursing Program

## **Chief Academic Officer Board of Trustees Report September 2026**

I participated in the monthly meeting of the New Mexico Independent Community Colleges Chief Academic Officers.

Along with Dr. Beardmore, I met with our partners at Carlsbad High School and the Early College High School to discuss plans to assist them in their goals.

I submitted the paperwork for the Plutonium Workforce Development Initiative Phase IIIB-Category 1: Radioactive Material and Environment-Ready Technicians and Technologists (Rad-Ready Tech), our grant partnership with NMSU. This is a project that I inherited in its nascent stage, and this program introduces AAS and bachelor's students in PWDI-relevant STEM and skilled trade fields to radioisotopes, nuclear energy, and radioactive materials handling through hands-on lab training, site visits to national labs and industry facilities, and support with internship/job placement and scholarships. It also deepens the NMSU-SENMC partnership to ease cross-training and degree laddering between associate and bachelor's programs in these fields. Amy Anaya has agreed to serve as the Program Manager for the college.

As the Director of Honors, I hosted our Intro to Honors Pizza Party and spoke to twenty potential CLIFF Scholars about the program.

I facilitated the first Bonus Day Workshop for faculty on August 31<sup>st</sup>. This is one of the initiatives I have been most interested in pursuing during my time in this office. The topic was General Education Assessment, and around 12 faculty members attended. We discussed the new Gen Ed Assessment cycle, how to assess critical thinking and personal and social responsibility, and we generated the next session's topic, which will be "Teamwork in the Classroom and Beyond." The purpose of the Bonus Day Workshops is to discuss authentic teaching and learning at SENMC.

We also had a successful first day of the semester and learned a lot to build on for the spring.

## **August 2026 Workforce Development and Community Engagement Updates**

- **Office of Dean of Workforce Development**

1. Chris Spaulding has transitioned to the role of Dean of Workforce Development and is preparing the department for the arrival of Dr Jennifer Schroeder, the new Vice President of Workforce Development and Community Engagement, on November 1, 2026.

- **Grant Writing**

1. Since June 1, 2026, Workforce Grant Writing has secured \$500,360 in new grants.
2. The Carlsbad Community Foundation awarded Southeast New Mexico College \$1,800 in course fee assistance so youth ages 12 and up in our Community Education STEM boot camp can attend free of charge over the next two years.
3. CNM awarded Southeast New Mexico College \$236,686 to modernize its Instrumentation, Controls, and Electrical Technology lab with advanced PLC and VFD training systems, giving students hands-on preparation for careers in the region's energy and industrial workforce.

- **Workforce Training**

1. Oscar Colorado trained more than 50 WIPP employees in Annual Underground Refresher training during August alone, including 13 employees on August 12 and 20 employees each on August 19 and 26.
2. Oz Espinosa trained approximately 70 International Minerals of Carlsbad (IMC) employees through AHA First Aid/CPR and New Miner training. Of those IMC employees, 40 completed AHA First Aid/CPR training.
3. John Oakley trained 7 Carlsbad Fire Department employees in our first Drone Part 107 course.

- **Workforce Partnerships**

1. Johnny Chandler successfully hosted our Second Annual SENMC Safety Conference presented by the Permian Road Safety Coalition
  - 146 confirmed attendees and 16 vendor booths—nearly double last year in both categories.
  - Brought together industry, government, and education for safety presentations, demonstrations, hands-on activities, and an industry safety panel.
  - Secured \$14,000 in sponsorship support, in addition to donated meals and other event support.
2. Johnny Chandler continued work on the SENMC CDL expansion initiative, including a proposed campus training range, equipment, additional instructional capacity, and scholarships.
3. CDL Funding Update: The Permian Strategic Partnership Board is scheduled to make its final funding decision on September 10, allowing SENMC to provide an update prior to the Board of Trustees meeting.

- **Work-Based Learning**

1. The quote for Trainers for the Electrician Apprenticeship Program was accepted from ACT.
2. All classroom supplies and equipment for the NDT program have been received. Curriculum development is underway, with an estimated start date of Jan 2027.

- **Adult Education**

1. Fall enrollment is complete with 182 students currently enrolled in Adult Education, up from 176 at this same time last year.

- **Community Education**

1. The Fall Community Education schedule has officially been released, offering a variety of educational, recreational, and professional development opportunities.
2. Community Education is working with a local homeschool group to offer a Circus Camp every Wednesday throughout September. This unique program provides students with hands-on experience in circus arts, movement, coordination, and performance.

# Southeast New Mexico College

July - August 2026

## Activity Report

PREPARED FOR:

Dr. Beardmoore

IN CORRESPONDANCE TO:

Tymon Mattoszko

Chief Information Officer



# Table of Contents

- 1. CIO Updates.....
- 2. ETS Technical Services.....
- 3. Strategic Partnership Services.....
- 4. Monthly Report.....
- 5. Project Tracking.....
- 6. Employee Satisfaction.....
- 7. Service Desk Trends.....

## CIO Updates

**Last month I said it's been a busy summer. I didn't know any better.**

**Some highlights:**

- 1) We rolled out a server running open-source building management software

This will be built out to monitor the fire alarm system, cameras, access control, HVAC and other systems providing a single pane of glass.

- 2) Last week we installed firmware updates on all network hardware to improve security and stability.

- 3) The main networking room had batteries, power supplies, and power distribution systems replaced. Power delivery is now stable after many electrical storms this year.

- 4) Classroom updates are ongoing. Cabinets have been installed and wiring run in about 20 classrooms and labs.



## ETS & Technical Services

In total, **267.00 service hours** were delivered during this period.

### Key Risks & Controls

**Cybersecurity Operations** – Daily monitoring, incident response, and monthly external vulnerability scanning reduced institutional exposure to cyber threats.

**Infrastructure Stability** – Daily system checks, backup maintenance and restore testing, and Proxmox cluster configuration mitigated operational risk across servers, networking, and virtualization.

**Identity & Access Management** – 1Password tenant remediation, administrative onboarding, and Microsoft Entra integration review strengthened credential controls ahead of institution-wide rollout.

**Help Desk & End-User Support** – Help Desk configuration, report building, and end-user troubleshooting reduced service delays and improved operational readiness.

**Project Governance** – Recurring weekly check-ins, technical reviews, and cross-team planning ensured alignment across ETS, security, and infrastructure initiatives.

### Notable Wins

- ❑ Advanced the **1Password implementation**, including tenant remediation, license validation, IT pilot group training, administrative onboarding, and Microsoft Entra integration review
- ❑ Delivered **onsite cybersecurity awareness training** at Convocation 2026, including revised training materials and certification recognition
- ❑ Progressed **Proxmox cluster configuration** and network build-out, alongside MDF power rework and backup restore testing
- ❑ Advanced **Transact automation** and eRefund script development, with Softdocs implementation and SCIM setup support
- ❑ Strengthened **security governance** through monthly external vulnerability scanning, DLP policy review, firewall configuration review, and phishing investigations

### Individual Activity Detail

#### Barry Lambson (7.00 Hours)

Supported Help Desk operations and marketing service enablement. Activities included the marketing training session and services build, Help Desk configuration and report building, helpdesk scheduling, and weekly status coordination.



## Strategic Partnership Services

In total, **1,030.75 service hours** were delivered during this period. Hours reflect all timecard splits recorded against the SENMC 3-Year Strategic Partnership during the August 2026 reporting cycle.

### Key Risks & Controls

**Executive IT Leadership** – Full-time onsite CIO coverage provided continuous IT governance, decision-making, and institutional continuity across all technology functions.

**Cybersecurity Operations** – Daily monitoring, incident response, phishing reporting, and monthly external vulnerability scanning reduced institutional exposure to cyber threats.

**Identity & Access Management** – 1Password rollout, Active Directory department normalization, and dynamic Entra group provisioning strengthened credential and access controls.

**Finance & Business Office Systems** – Trial balance customization, ACH and NACHA payment file development, cost accounting validation, and budget dashboard delivery improved financial reporting accuracy and control.

**Student Systems & Data Integrity** – Maxient file remediation, fund source configuration validation, and Transact payment and census date testing reduced data and billing error exposure.

**Infrastructure Stability** – Environment monitoring, backup and VMware checks, and Proxmox cluster configuration mitigated operational risk across servers and virtualization.

**Project Governance** – Recurring weekly check-ins, structured work sessions, and cross-team planning ensured alignment across leadership, security, infrastructure, finance, and student systems.

### Notable Wins

- ☐ Sustained **full-time onsite CIO leadership**, delivering 200.00 hours of executive IT coverage and governance during the period
- ☐ Advanced the **1Password implementation**, including tenant remediation, administrative provisioning, Microsoft Entra integration review, and SCORM conversion of training content for Vector delivery
- ☐ Delivered **onsite annual cybersecurity awareness training**, with completion certificates issued to attending personnel institution-wide
- ☐ Progressed **Anthology Finance customization**, including trial balance subledger detail, ACH and NACHA vendor and payroll payment files, and cost accounting testing and validation



**Service Hours Summary**

| <b>Service Area</b>                           | <b>Total Hours</b> |
|-----------------------------------------------|--------------------|
| Student Information & Enterprise Applications | 241.25             |
| Executive IT Leadership                       | 200.00             |
| Program & Engagement Management               | 172.00             |
| Finance & Business Office Systems             | 143.75             |
| Cybersecurity Operations                      | 123.75             |
| Infrastructure, Identity & Systems Support    | 60.00              |
| Admissions & Application Systems              | 38.00              |
| Financial Aid Operations                      | 29.00              |
| Technical Project & Governance                | 21.00              |
| Help Desk & End-User Services                 | 2.00               |
| <b>Total Service Hours</b>                    | <b>1,030.75</b>    |



## **Southeast New Mexico College Monthly Report**

### **SENMC One Application – Executive Project Update**

#### **Production Deployment Summary**

Following several weeks of collaborative User Acceptance Testing (UAT) with the SENMC Admissions, Registrar, and Workforce teams, the One Application solution has been successfully refined based on client feedback and deployed to the **SENMC Production environment**. The project focused on expanding the capabilities of the Education and Training Application while improving the overall applicant experience, strengthening data quality, and further automating the creation of student records and enrollments within Anthology Student. The deployment also included updates to supporting documents, enrollment tasks, routing logic, and School Defined Fields to support SENMC's expanding Workforce and Continuing Education offerings.

#### **Work Completed**

##### **1. Expanded One Application to Support New Workforce Programs**

Based on SENMC's request to expand Workforce offerings, two new qualifying questions were added to the application allowing prospective students to apply directly for newly created program versions.

#### **New Program Versions**

- **Commercial Driver's License (CDL)**
  - New qualifying question:
    - *Are you interested in getting a commercial driver's license?*
  - Automatically maps applicants to:
    - **ET Commercial Driver's License (ET CDL)**
- **Radiation Control Technology**
  - New qualifying question:
    - *Are you interested in becoming a Radiation Control Technician?*
  - Automatically maps applicants to:



- **ET Radiation Control Technology (ET RCT)**

These enhancements allow applicants to be automatically routed into the correct Anthology Student Program Version while reducing manual processing by Admissions staff. The solution also creates the appropriate enrollment, documents, and workflow tasks associated with each new program.

## **2. Automated Program Documentation & Workflow**

To support the new program versions, the following automation was implemented:

### **New Documents**

Commercial Driver's License

- ET CDL Application (ETCDLAPP)

Radiation Control Technology

- ET RCT Application (ETRCTAPP)

### **New Admissions Tasks**

Commercial Driver's License

- ET-New CDL Application (CDLAPP)

Radiation Control Technology

- ET-New RCT Application (RCTAPP)

These enhancements ensure each applicant automatically receives the appropriate directions for documentation and workflow tasks immediately after application submission.

## **3. New School Defined Fields (SDFs)**

To improve data collection and reduce manual follow-up from Workforce and Continuing Education staff, additional School Defined Fields were introduced.

### **Class of Interest**

A new field was added allowing applicants to specify:

**"What class are you interested in taking?"**

This information is stored within Anthology Student, giving staff immediate visibility into the applicant's intended course.



Benefits include:

- Better enrollment planning
- Reduced follow-up communication
- Improved reporting
- Improved Workforce admissions processing

### **Payment Type**

A new Payment Type field was added with options including:

- Self-Pay
- Employer / Agency Sponsored
- Free Course

Capturing payment information during the application allows departments to identify sponsored students earlier and support downstream registration and billing processes.

## **4. International Applicant Support**

The Contact Information section was enhanced to better support international applicants.

### **New Preferred Phone Option**

Applicants can now select:

- Home
- Mobile
- **International**

When **International** is selected:

- An International Phone Number field dynamically appears.
- The International Phone Number is required.
- The information is written to the International Phone School Defined Field within Anthology Student.



This enhancement provides cleaner data collection while improving support for international students and future communication initiatives.

## **5. Enhanced Applicant Experience**

Several usability improvements were delivered following feedback received during User Acceptance Testing.

These improvements include:

- Expanded Workforce program selection.
- Additional applicant information captured during the application.
- Improved conditional logic for contact information.
- Enhanced routing based upon applicant selections.
- Improved automation into Anthology Student.
- Reduced manual processing for Admissions staff.
- Better alignment with Workforce operational processes.

## **6. Testing and Quality Assurance**

Over the course of several weeks, Ferrilli partnered closely with SENMC stakeholders to validate the complete One Application process.

Activities included:

- Internal smoke testing before each release.
- Multiple rounds of User Acceptance Testing (UAT).
- Review and remediation of user-reported findings.
- Validation of routing logic.
- Verification of Program Version creation.
- Validation of duplicate detection logic.
- Verification of document generation.
- Testing of enrollment creation.
- Validation of School Defined Field mappings.
- Production readiness review.



This iterative testing approach significantly improved application stability while ensuring the solution aligned with SENMC's business processes.

### **Key Business Outcomes**

The production deployment delivers significant operational improvements for SENMC:

#### **Admissions**

- Expanded application support for new Workforce programs.
- Reduced manual applicant routing.
- Improved data quality.

#### **Workforce & Continuing Education**

- Captures course interest during application.
- Captures payment intent upfront.
- Supports sponsored training initiatives.

#### **Anthology Student**

- Automated Program Version assignment.
- Automated enrollment creation.
- Automated document generation.
- Automated admissions task creation.
- Improved School Defined Field population.

#### **Applicant Experience**

- Simplified application process.
- Improved contact information handling.
- Better support for international applicants.
- Reduced need for post-submission follow-up.

#### **Current Status**

**Status:** Successfully deployed to the **SENMC Production environment**

**Project Phase:** Production deployment completes following successful UAT and issue remediation.



## Next Steps

- Monitor production usage and application submissions.
- Support post-production stabilization activities.
- Continue collaboration with SENMC on business process optimization for Workforce, Community Education, CEUs, and SBDC application workflows.
- Identify future enhancements based on production feedback and evolving business requirements.

The completed deployment represents a significant milestone for SENMC's One Application initiative, providing a scalable, automated admissions solution that supports multiple Education and Training pathways while improving operational efficiency and the overall applicant experience.

## Student:

- **Ellucian Support Access troubleshooting** – Coordinated with Carolyn to get access for the required members.
- **Business Office meeting** - Coordinated and scheduled census date charge testing (Sept 8) and a trial release for August 6th. Discussed ongoing confusion around third-party invoicing between Anthology Student and finance, backlog since June, and need for Transact integration. Follow-ups include fund source documentation, web security permissions session, Transact payment inquiries, and third-party billing alignment.
- **Transact/ SENMC call** –reviewed payment plan testing, payment allocation, fund source posting issues, GL reconciliation, batch closure automation, check payment posting failures, charge extract concerns, and credit card payment code mapping. Key goals are eliminating manual processes, improving payment allocations, and resolving posting accuracy issues before production stabilization.
- **Fund Source Configuration** – SENMC Team/ Ferrilli reviewed and validated fund source configurations in Anthology Student, clarified business office/financial aid responsibilities, tested payment plans for Transact integration, and discussed policies on student balances. Follow-ups include 1098-T review, GL testing, and EAC coordination.



- **Support call with Lance** - Collaborated with Lance Watson to address multiple technical issues in the Maxient demographics file including incorrect pipe delimiters in permanent address fields, date format mismatches (7/28/2026 vs YYYY-MM-DD requirement), quotation mark artifacts, and undefined value placeholders across student records and others. Identified additional pipes in address and instructed SENMC team to modify the address field to remove the commas.
- **Maxient User Access Request** - Requested Level 5 user access for Avanthika Alladurgam and Kim for further troubleshooting.
- **Transact Work session** – Identified inconsistent payment [lan posting to incorrect enrollments of students. Kim / transact coordinated to diagnose the behavior.
- **Economic Transition Program** – Discussed requirements and processes to funds for new Workforce program. Additional configurations need to be made for Fund source, process to be identified.
- **SENC Weekly Check-in** - IT team covered Coursedog/Outlook integration, Softdocs security groups, campus MDF network cleanup, Teams texting licensing, Postgres VM setup, auto power-on for classroom devices, October consultant visits, NM cybersecurity initiative, and blocking unauthorized software (FileZilla, Shift browser). Follow-ups span network configuration, licensing, and access management tasks.

#### **Finance:**

- **Customized Trial Balance:** Continuing the investigation and development required to incorporate subledger details into the customized trial balance report.
- **Budget Attachments:** Working to enable and test budget attachments within the test environment.
- **Cost Accounting:** Focusing and ongoing work on the document visualization aspects of the proposed solution.
- **Fund Source Configuration:** Participating in working sessions dedicated to fund source configuration.
- **Support Issue:** Check reversal troubleshooting and process meeting with Brooke.
- **Ticket Review:** Ticket review meeting
- **Non-Student** met with Carolyn and Tamara for Customer import file.



- **Settlement Reversal issues:** met with SENMC team for settlement payment and payment reversal.
- **Weekly check in meeting** with Illumina
- **Business office meeting** met with SENMC for Project update.
- **Met with Carolyn to discuss current state of Budget dashboard and remaining fixed asset questions.**

#### **Reach/Sitefinity:**

##### **Request for Information Form:**

- Review new request for information logic.
- Start the build of new form/page in Sitefinity.
- Internal testing of RFI imitated based on logic conditions.

#### **WF/FB:**

- Monitor production usage and application submissions.
- Support post-production stabilization activities.
- Continue collaboration with SENMC on business process optimization for Workforce, Community Education, CEUs, and SBDC application workflows.
- Identify future enhancements based on production feedback and evolving business requirements.
- The completed deployment represents a significant milestone for SENMC's One Application initiative, providing a scalable, automated admissions solution that supports multiple Education and Training pathways while improving operational efficiency and the overall applicant experience.

#### **Decisions Made**

- **Maxient Production Deployment Approved:** Diana Campos approved moving Maxient to production on August 6, enabling SENMC to begin using the incident tracking system for live cases.



- **SFTP File Delivery Method for Maxient:** Agreed to continue using SFTP for Maxient demographic file delivery until an automated API solution is implemented, with Corey Eubank responsible for uploads on a schedule to be determined by Diana Campos.

### Next Steps:

| TASK                                                                                                   | RESPONSIBLE PARTY      | DUE Date    |
|--------------------------------------------------------------------------------------------------------|------------------------|-------------|
| Creating task template from shared SENMC Master calendar - FA                                          | Avi/Kim                | On Hold     |
| Softdocs- requisition and PO process                                                                   | Avi/Kim/ Lisa          | In Progress |
| Name Change process/ currently moving to Neo Ed                                                        | Avi/Kim/ Lisa          | In Progress |
| SMS Campaign creation in EAB                                                                           | Kim/Avi                | TBD         |
| EAB: Student Alert/Case Journeys                                                                       | Charlie/Jade           | In Progress |
| Discovery session Reach replacement with EAB for Application Processing                                | Kim/Avi/Tymon/Lisa     | On Hold     |
| Audit permissions and roles for Faculty                                                                | Avi/ Kim               | In Progress |
| Form Creation for SIS and ERP applications for staff                                                   | Avi/ Kim               | TBD         |
| Schedule working session to configure alerts related to current Calendar                               | Kim/Avi                | On Hold     |
| processes and reports - Discovery on cashiering module for Transact related to data views and settings | Kim/Avi/Tymon/transact | In Progress |
| Identify required roles for Pathify and ensure rules are included in Azure                             | Kim/Avi                | On Hold     |



|                                                                                                                                                                     |                          |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------|
| Business Process Documentation has started and will continue to be updated as the project progresses                                                                | Kim/Charlie              | In Progress |
| The registrar's office needs a process built around inactivating enrollments at the end of the Fiscal year                                                          | Kim/Avi/Lisa             | TBD         |
| Identify and configure Agencies and Branches for Third party billing and invoicing / currently Registrar's office, should document process as job aid for reference | Kim/Avi/Lisa             | In Progress |
| Determine BP related to student record for duplicates created                                                                                                       | Kim                      | TBD         |
| Accessibility letters to faculty (Maxient)-configuration                                                                                                            | Kim/Avi/Lisa             | In Progress |
| Create synchronization for Student copy dB (internal) from Ellucian Prod dB (external)                                                                              | Kim/Stephen              | Completed   |
| File format creation and testing for Illumina ebill/erefund process                                                                                                 | Kim/Stephen              | Completed   |
| One Application Updates have been pushed to Production.                                                                                                             | Charlie/SEnMC            | Completed   |
| Billing method configuration user guide documentation                                                                                                               | Avi                      | In Progress |
| WSC Audit for Business office staff role permissions                                                                                                                | Kim/Avi                  | In Progress |
| One Password Training Rollout                                                                                                                                       | Kolade/Avi               | In Progress |
| Upload corrected Maxient demographics file addressing permanent address pipe delimiters, date formats, and undefined value placeholders                             | Lisa/Aayush/Avi/Kimberly | In Progress |
| Financial Aid Term Association for NDS/Work Force                                                                                                                   | Bri                      | In Progress |



|                                                                                                                               |             |             |
|-------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| SENNC GL # Code Update                                                                                                        | Lisa        | In Progress |
| Sys Load for Library system (Opals)                                                                                           | Avi/ Aayush | Completed   |
| Accommodation Configuration issue/<br>Permissions for Delicia                                                                 | Avi         | Completed   |
| Schedule meeting to discuss SK<br>Fund/Scholarship configuration in Finance and<br>Anthology Student for Transact integration | Kim/Avi     | Completed   |
| Determine optimal Maxient file upload frequency<br>(daily vs. census-based) with Registrar's Office<br>and Student Affairs    | Kim/Avi     | In progress |
| Working on Everbridge Employee and Student<br>upload file                                                                     | Avi/ Corey  | Completed   |
| Maxient Student Complaint and Grievance Form                                                                                  | Avi         | TBD         |
| View on Student Disability status                                                                                             | Avi         | In Progress |
| Student Fund source configuration process<br>documentation                                                                    | Kim         | In progress |

### Upcoming Project Priorities and Activities to Advance the Project

- Finalize SK Fund/Scholarship configuration across Finance, Anthology Student, and Transact systems to enable scholarship processing. **(part of Transact Implementation)**
- Continue Encoura Connect evaluation discussions following Thursday demonstration and Tuesday online seminar.
- Address Workforce application configuration challenges including term structure, program version management, and Financial Aid term association.
- Monitor Transact production payment processing to ensure stable integration with Anthology Student.



- Support Maxient adoption and troubleshoot any data synchronization issues as SENMC begins creating live cases.
- Document Maxient file generation and upload procedures
- Document policy and security audit review.
- NEO Ed Onboarding process implementation



| Item # | Product           | Module                      | Process / Description                                                    | Status                 |
|--------|-------------------|-----------------------------|--------------------------------------------------------------------------|------------------------|
| 1      | Anthology         | Reach                       | Single Application                                                       | Completed              |
| 2      | SmartEval         | Academics                   | Replace Watermark with SmartEval - end of term course assessments        | In Progress            |
| 3      | Anthology Finance |                             | General Finance Support                                                  | In Progress            |
| 4      | EAB Navigate      |                             | EAB Navigate                                                             | In Progress            |
| 5      | FHP               |                             | New employee onboarding process                                          | Completed              |
| 6      | SoftDocs          |                             | SoftDocs                                                                 | In Progress            |
| 7      | Maxient           |                             | Maxient                                                                  | In Progress            |
| 8      | Transact          |                             | Transact                                                                 | In Progress            |
| 9      | Pathify           |                             | Master calendar of SENMC reporting deadlines & reminders through Pathify | On Hold                |
| 10     | Anthology Student |                             | Anthology testing plan/procedure for upgrades/patches                    | In Progress            |
| 11     | Alma              |                             | SIS Load for Library                                                     | In Progress            |
| 12     | Coursedog         |                             | Coursedog - Assessment Management Frosso/Amy                             | In Progress            |
| 13     | Anthology         | Contact Manager             | Bad address solution                                                     | In Progress            |
| 14     | Anthology         | Financial Aid               | FA Support                                                               | In Progress            |
| 15     | Anthology Student | Student Accounts            | Chart of account GL updates                                              | In Progress            |
| 16     | Anthology Student | Finance                     | Tuition/fees reconciliation training                                     | In Progress            |
| 17     | Coursedog         |                             | Room reservations for campus events in Coursedog                         | Completed              |
| 18     | Anthology Student |                             | 26.0 Student Upgrade enhancements                                        | Completed<br>3/19/2026 |
| 19     | Anthology Finance |                             | PowerBI dashboard for trial balance                                      | In Progress            |
| 20     | Anthology Finance |                             | Positive Pay                                                             | Completed              |
| 21     | FHP               |                             | HR Reporting requirements                                                | Completed              |
| 22     | Anthology Finance |                             | AR Account Receivable - non-student payment training                     | In Progress            |
| 23     | Anthology DB      | SQL/ BI                     | Institutional Research Reporting support                                 | In Progress            |
| 24     | EAB Navigate      |                             | SMS Campaigns                                                            | On Hold                |
| 25     | Anthology Student | Business Office             | Custom Registration Bill updates                                         | Completed<br>3/17/2026 |
| 26     | Anthology Student |                             | Refresh from PROD to TEST (REACH, Student, Finance)- When?               | Not Started            |
| 27     | Anthology Finance | Business Office             | Demonstration of PO approval process & WF, document attachment           | Completed<br>3/11/2026 |
| 28     | Anthology Student |                             | WSC Audit                                                                | In Progress            |
| 29     | Anthology Student | All                         | Document Policy Security/Expansion                                       | In Progress            |
| 31     | NeoED             | HR                          | NeoEd Discovery & Implementation                                         | Completed              |
| 31     | Anthology Student | Academics                   | Degree Pathway configuration                                             | Completed              |
| 32     | Anthology Student | General                     | SENMC Student ID Photos                                                  | In Progress            |
| 33     | Finance           | Finance                     | Direct Deposit (ACH) for Vendors                                         | In Progress            |
| 34     | Anthology Student | Student Accounts            | Direct Deposit (ACH) for Students                                        | In Progress            |
| 35     | Finance           | Finance                     | Direct Deposit (ACH) for Employees                                       | In Progress            |
| 36     | Other             | Other                       | Sample form for students to request ACH for payments                     | In Progress            |
| 37     | Other             | Other                       | 1Password                                                                | Completed              |
| 38     | Other             | Other                       | Opals - Library Management System                                        | In Progress            |
| 39     | Other             | Other                       | Everbridge                                                               | In Progress            |
| 40     | Anthology Student | Faculty WorkLoad Management |                                                                          |                        |

# Service Desk Trends

Generated Date: 10-09-2026

Report data time zone:

Date Range: between 2026-07-24 12:00:00 AM - 2026-08-16 11:59:00 PM + 3 Additional filters.

Provides insights about ticket load and service desk performance



# Employee Satisfaction

Generated Date: 10-09-2026

Report data time zone:

Date Range: between 2026-07-24 12:00:00 AM - 2026-08-16 11:59:00 PM + 3 Additional filters.

Provides insights on employees’ satisfaction with service delivery

 Date Range :  
2026-07-24 12:00:00 AM - 2026-08-16 11:59:00 PM

Survey Sentiment

Agent Group

Requester Location

Employee Satisfaction

 **100%**  
happy

 **0%**  
neutral

 **0%**  
unhappy

21 responses received

Employee Satisfaction - Trend

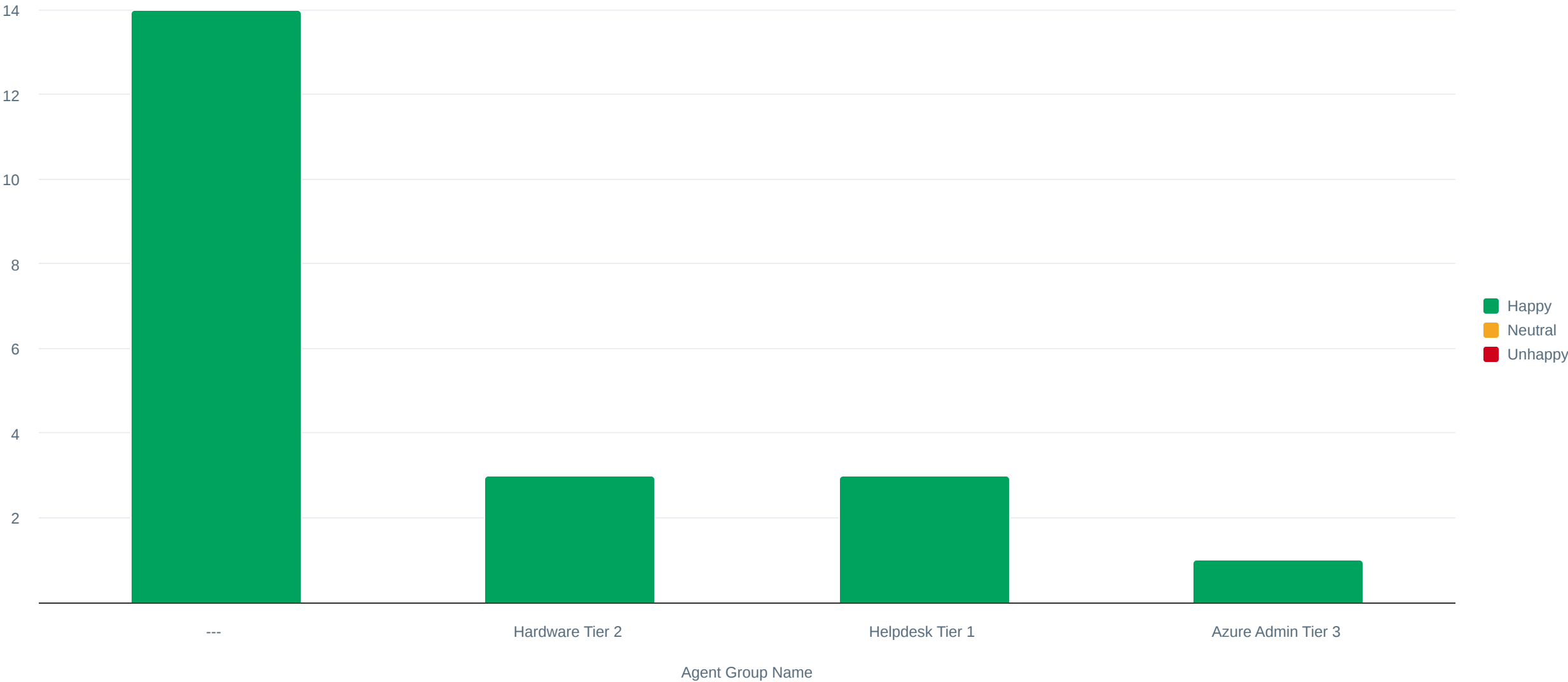


Survey Sent Vs Response Received

Tickets with Survey Sent  
**153** ▼ 6.71%

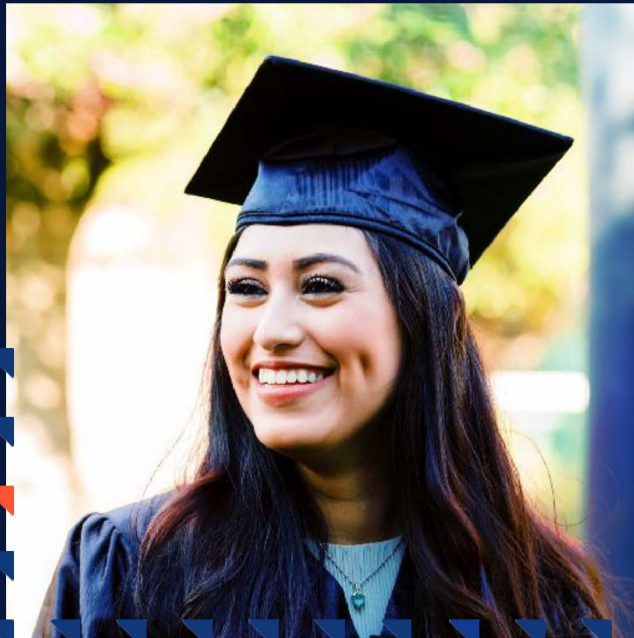
Total Responses Received  
**21** ▼ 27.59%

Employee Satisfaction by Agent Group



# Outcomes Over Tech

Ferrilli follows the outcome. Many firms can provide IT support. Fewer have the vision, capability, and knowledge to see the big picture: how the right technology can accelerate a path to true transformation and success.



Report Generated: September 3, 2026  
Submitted by: Steven Gonzales, HR Director



## Employee Count

*\*Includes Full-Time, Part-Time, Temporary and Student*

### New Hires

#### Name

Aldahl, Shana  
Baca, Kristel  
Dade, Lewis  
Dhliwayo, Vanzal  
Dominguez, Rebeca  
Domingez, Stephanie  
Fuentez, Nicole  
Hernandez, Alejandra  
Hess-Martin, Jennifer  
Joop, Dianne  
McCauley, Dianna  
Melvin, Elena  
Parsons, Michael  
Perez, Crucita  
Ramirez, Alyssa  
Ramos, Marilyn  
Roacho, Melody  
Rowell, Jasper  
Roychowdhury, Lakshmi  
Savig, Berndt  
Silva, Stephanie  
Ybarra, Deanna

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**Total: 321**

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#### Job Title

Adjunct, Social Work  
Temporary Staff, HSI Grants  
Instructor of Oil & Gas  
Instructor of Information Technology  
Instructor of Nursing  
Temporary Staff, HSI Grants  
HR Coordinator - Recruitment and Training  
Adjunct, Nursing  
Adjunct, Education  
Adjunct, Theatre  
Assistant Professor of Nursing  
Dual Credit Instructor  
Library Assistant  
Instructor of Welding  
Instructor of Allied Health  
Student Worker  
Temporary Staff, HSI Grants  
Instructor of Electrical Technology  
Instructor of Mathematics  
Adjunct, Fine Arts  
Payroll Coordinator  
HR Manager

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**Total: 22**

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## ***Departures***

### **Name**

Galvan, Laurie  
Linney, Shenna  
Roper, Gary

### **Job Title**

Assistant Professor of Nursing  
Instructor of Welding  
Director of Facilities

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**Total: 3**

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## ***Currently in Interview Process***

### **Job Title**

Director of Allied Health  
Instructor or Assistant Professor of Allied Health Dual Credit Tenure Track  
Team Assistant, Bookstore

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**Total: 3**

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## ***Current Vacancies***

### **Job Title**

#### **Faculty:**

Adjunct, Nursing Assistant Clinical Instructor  
Adjunct, Phlebotomy  
Instructor or Assistant Professor of Allied Health Dual Credit Tenure Track

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**Total: 3**

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#### **Staff:**

Director of the Allied Health Department  
Facilities Technician  
General Safety Instructor  
MSHA Instructor  
Part-Time Instructor, Electrician Apprentice RTI (NCCER)  
Temporary Desalination Maintenance Technician  
Temporary General Safety Instructor  
Temporary Production Assistant  
Temporary Project Management Professional Instructor  
Temporary Radiological Control Technician Trainer

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**Total: 10**

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