

BOARD OF TRUSTEES MEETING MINUTES

Date: 2/12/24

Time: 6:00 pm

Session Location: SENMC RM 153

Type of Meeting:

☒ Regular ☐ Work

☐ Special

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

Board Members absent: None

1) **Call to Order**

Time: 6:01 pm

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

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

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

5) **Approval of minutes from the previous meeting – 1/8/2024**

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

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

6) **Public Comments: None**

7) **Student Government Representative:** Vanessa Vargas, Student Government President, and Ray Ray Olivas, Publicity Coordinator for Student Government. Welcome Week activities the week of January 22; participating in plans for a Black History Month event on February 22. The NAACP will be on hand with information-they are trying to start a chapter on campus. Student Government is also partnering with Grants Services to host a movie night, date TBD.

Dr. Raven Anderson, advisor for Phi Theta Kappa, reported on behalf of PTK President Tessa Folks who, with Evelyn Saldana, is in Santa Fe to receive PTK New Mexico All State Scholar awards. PTK is organizing some fundraising activities to pay for members to go to the annual conference in Orlando in April. They've also partnered with Johnny Chandler (KCCC 930 AM) who is doing a fundraising drive on his website. Dr. David McIntosh and Dr. Anderson are taking four students to PTK's New Mexico Leadership Conference in Ruidoso on February 23-24.

Dr. Anderson shared that Dr. Beardmore had been selected to receive the Phi Theta Kappa Paragon Award for New Presidents.

8) **General Counsel: Lane Martin** – (via Zoom). Lane Martin said he did not have any updates.

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

A) **HLC Accreditation Update**

Dr. Beardmore has received the Higher Learning Commission's report on its site visit to the SENMC campus last October. The conclusion is that SENMC meets the Criteria for Accreditation. As was expected, the College has been moved to a Standard Pathway and will be reviewed again in five years. Three criteria were "met with concerns". These include 4.B., 5.B., and 5.C. The HLC recommends monitoring reports for 4.B. and 5.C., due in July 2026. A focused visit is scheduled for

April 29-30, 2024, to address 5.B.

- B) Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Dr. Beardmore attended the MLK Scholarship Banquet on January 12 and the MLK Service at Carlsbad First Presbyterian Church on January 14. He also walked in the MLK March and attended the presentations in MLK Park on January 15. Held an Open Forum for campus on January 24; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Delivered welcomes at spring Orientation events and participated in the Carlsbad Municipal Schools Teacher Education Pathway kickoff on January 22; **Goal 3 (Community Engagement and Economic Enrichment)** Attended Carlsbad Department of Development Board meetings on January 4 and February 8, Cooked at the Rotary Pancake Breakfast on February 10, joined Jason Shirley in meeting with Representatives Cathrynn Brown and Jim Townsend, and Senators Steve McCutcheon and Ron Griggs on January 17, went to Santa Fe and attended the House Appropriations & Finance Committee Higher Education hearing and the Senate Finance Committee Higher Education hearing. Dr. Beardmore was introduced and recognized at both hearings. On January 26 he met with Representative Jimmy Mason and also had a meeting with Lt. Governor Morales during which he shared the plans for the Trades x Technologies Building. Dr. Beardmore attended the Eddy County Legislative Reception in Santa Fe on January 30 and the WIPP Legislative Breakfast on January 31. He also met with Senator David Gallegos. Back in Carlsbad he met with representatives from Coterra Energy; **Goal 4 (Building, Facilities, and College Foundation)** finalized the slate of six candidates for the SENMC Foundation; and **Goal 5 (Independence of SENMC)** received the report from the HLC's October 2023 site visit and received confirmation of the members of the site team for the April 2024 HLC focused visit.

C) Lightcast Economic Impact Study

This report used data from FY2021-22 to determine the economic value of an SENMC education. Dr. Beardmore explained that this report is a baseline as fiscal year 2021-22 is when SENMC separated from New Mexico State University. He will share this report with Rotary in March.

10) Old Business:

A) Approve Design for Sign on 3500 Seven Rivers Property

Dr. Beardmore reported that employee feedback on the sign design was evenly split. He said the comments included wanting something more distinctive. Dr. Beardmore would like to get more public comment on the sign. The Trustees had questions and wondered about getting additional design mock-ups by the time of the March meeting.

Motion: Bill Murrill Second: Mark Cage Nays: 0 Abstain: 0

Bowman, Cage, Elkins, Frintz, and Murrill voted in favor of the motion to table this action item.

B) Approve Adoption of SENMC Foundation Organizational Documents

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

Bowman, Cage, Elkins, Frintz, and Murrill voted in favor of adopting the organizational documents for the SENMC Foundation.

11) New Business

A) Approve SENMC Foundation Board of Directors - Dr. K Beardmore

Dr. Beardmore presented six people for consideration as Directors of the SENMC Foundation Board, Missi Currier, Chair; Chad Ingram, Treasurer; Ekta Bhakta, Secretary; W. Aaron Irving, Anthony Foreman, and Jason Shirley.

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

Bowman, Cage, Elkins, Frintz, and Murrill all voted in favor of the motion to accept the slate of officers presented by Dr. Beardmore.

B) Approve Quarterly Financial Certification – Dr. K Volpi

The audit reports are not ready yet. Members of the Board of Trustees will reach out to the auditing firm to move this forward. Attorney Lane Martin suggested calling the State Auditor's Office to make a report.

Dr. Volpi used information from a preliminary income statement dated November 30, 2023, to make her presentation and request approval of the certification of the quarterly financial actions report for the second quarter.

Motion: Mark Cage Second: Bill Murrill Nays: 0 Abstain: 0

Bowman, Cage, Elkins, Frintz, and Murrill voted in favor of the motion to approve the quarterly financial certification.

C) Approve Policy Updates – K. Beardmore

Dr. Beardmore presented two policy changes reviewed by Lane Martin, Counsel for SENMC and recommended by the members of the College Council. The first were housekeeping items in Section A-General Provisions-Policy Number 400-Board of Trustees and Meetings of Board. These included striking the section dealing with staggered terms for the initially elected Trustees; adding the word "vote" to Section A, II, d.; and adding a clause to Section A, III, i. 6. that will allow the Chair to designate another Trustee to sign documents or contracts in the absence of the Chair. The second item was the addition of a new policy to Section C-Human Resources-Policy Number 2300-Benefits. This newly created Part 9 establishes Bereavement Leave for Employees of Southeast New Mexico College.

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

Bowman, Cage, Elkins, Frintz, and Murrill voted in favor of the motion to approve the changes and addition to the policy.

D) Consider SREB Partnership for Strategic Planning – Dr. K Beardmore

Dr. Beardmore presented a proposal from the Southern Regional Education Board (SREB) to partner with SENMC to create a strategic plan. Service would begin July 1, 2024, and conclude March 30, 2025. Dr. Beardmore would be SENMC's point of contact working with the SREB project manager. The budget summary for this project is \$58,630 and includes travel. SREB would provide quarterly invoices based on services delivered at the time. The Board agreed that because the HLC mentioned strategic planning in its report that it is a good idea to spend the money. Additionally, working with a third party would add legitimacy to the new strategic plan.

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

Bowman, Cage, Elkins, Frintz, and Murrill voted in favor of the motion to accept the proposal for partnership between SREB and SENMC.

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

- A) **Dr. Mickey Best, Interim VP of Academic Affairs:** Dr. Beardmore gave the Academic Affairs report because Dr. Best was in Santa Fe for Higher Education Day and Phi Theta Kappa awards on February 13. The Criminal Justice lab was established in Fall 2023 and is at capacity with 12 students. Professor Gina Zuniga was selected to write questions for the National Council of State Boards of Nursing. Dr. Jonathan Wilson will represent SENMC at the annual conference of the Society for Applied Anthropology in March 2024. He will be presenting at and chairing a panel – "Diversity and Inclusion at the Crossroads of State Intervention in Higher Education". Dr. John Fry has published a lyric essay in the online literary journal, "Last Syllable". He has five other poems that have been accepted for publication in "Waxwing", "Puerto del Sol" and "La Revista de Embarcadero". The Learning Technology Center staff have developed two training sessions on studying for and

taking the EMT test; the LTC is partnering with several faculty members to intertwine their classes with the technical services provided to students.

- B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** The parking lot is approximately 90% complete and the road should be open by the end of the month. The team is finalizing the scope of the access control project. Some areas of the campus will still have physical, metal keys. The Library Family Room project is going out for RFP. It also needs to go to the Higher Education Department. CDL classes will be starting at the mall. It will take about \$5,000 to make the bathrooms at the mall usable. The College had a meeting with Nine Degrees to determine staging for the T² Building. The HVAC equipment has been ordered. Looking for a possible June delivery date. Representatives from Ferrilli are on campus for IT work. Dr. Volpi and bookstore manager Frankie Miller will soon be going to Savannah for their annual buying trip for the bookstore. Dr. Volpi provided an update on the Health Clinic. The newly hired nurse practitioner will arrive in April but the clinic may not be ready for patients then. It needs to be licensed.
- C) **Juanita Garcia, VP of Student Affairs:** Dual credit enrollment has increased more than 200 students since last year. Enrollment is still in progress for the mini semester that starts in March. Ms. Garcia says they are making changes to their processes and scheduling appointments. The Admissions Team is working with Grants Services for recruitment events. They have started sending electronic transcripts and are configuring an analytic tool that will give more control over the reporting system. She said 74 students graduated in 2023 and she anticipates a 10% increase in 2024. Financial Aid is working toward automated email communications with students.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris is working with 5th Dimension Technologies to purchase simulators. He said there has been positive feedback to the online demonstrations. He has a proposal he received from 5th Dimension Technologies that he will send to the Trustees to review. He'd like this to be an agenda item for the March Board of Trustees meeting. Dr. Harris said the proposal is based on the needs assessment the company made after talking to stakeholders.
- A CDL class is scheduled to start on February 19. The Phoenix Truck Driving Institute is responsible for recruitment. David Porter of Porter House is refining the Radiation Control Technician training for WIPP. He is also looking into a waste handler training program for WIPP. Workforce instructors will be attending Mosaic MSHA training so they can customize refresher training for their employees. Dr. Harris added that Intrepid Potash has also reached out and they are re-establishing these relationships.
- 13) **HR Report: Steven Gonzales, HR Director:** The SENMC employee count is at 265 as of February 6, 2024. Steven introduced two newly hired employees who were present at the meeting, Dr. Waheeb Al-Sharaabi, Assistant Professor of Computer Science, and Gary Martinez, Director of Construction and Special Projects. There are currently 4 faculty vacancies and 4 staff vacancies. The VPAA Search Committee has 33 applications to review. Steven said the goal is to announce finalists by the first of May. February 2024's Employee of the Month is Mr. Humberto "Ron" Morales, Title V Adelante Program Manager. The Human Resources department is participating in the Carlsbad Department of Development Job Fair on February 27.
- 14) **Employee representative comments (optional)**
- A) **Faculty: Zane Biebelle-** Nothing to report.
- B) **Administrative Staff:** Dr. Raven Anderson announced the new officers for the Administrative Staff, Chair, Dr. Raven Anderson; Vice-Chair, Ms. Della Bedingfield; and Secretary, Mr. Jonathan Rocha.
- C) **Classified Staff:** None

15) Board comments:


Members of the Ferrilli team were invited to introduce themselves.

16) Announcement of next regular board meeting:

Date: March 11, 2024 **Time:** 6:00 pm **Place:** SENNC Room 153

17) Adjournment – Chair Tiffany Frintz adjourned the meeting at 8:21 pm.

Approved



Sarah Bowman, Secretary

3/11/24

Date