

BOARD OF TRUSTEES MEETING MINUTES

Date: 4/8/24

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present: Chair, Tiffany Frintz
 Member, Bill Murrill
 Member, Mark Cage

Type of Meeting:

Regular Work

Special

Secretary, Sarah Bowman (via Zoom)
 Member, Ned Elkins

Board Members absent: None

1) **Call to Order**

Time: 6:00 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 – 3/11/2024**

Motion: **Sarah Bowman** Second: **Mark Cage** 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:** Judi Cox-Tindol (Student Government Advisor) and Megan Robinson, Vice President for Student Government reported that Student Government will be purchase stoles as a gift to the 2024 graduates. Campaigning has started for the 2024-2025 Student Government officers.

8) **General Counsel: Lane Martin (via Zoom)**– Nothing to report.

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

A) **Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Dr. Beardmore’s latest newspaper/website article “A World of Difference” has been published. It included an invitation to Taste of Culture scheduled for 5-7 pm on April 11; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** Dr. Beardmore participated in the Carlsbad Municipal Schools Strategic Planning/Profile of Student Success session on March 19; **Goal 3 (Community Engagement and Economic Enrichment)** Met with Jobs for America’s Graduates New Mexico Executive Director Kaity Parent and Board Member Toni Balzano about opportunities for collaboration; hosted Carlsbad Municipal Schools Superintendent Dr. Gerry Washburn for his presentation on the mail-in Bond Election; presented to Leadership Carlsbad and conducted a campus tour; with Dr. Ned Elkins and Dr. Monty Harris hosted a discussion with eight representatives from Los Alamos National Laboratory; met with the New Mexico leadership team of Goodwill Industries; attended celebration events for the Waste Isolation Pilot Plant (both on-site and at the Carlsbad Events Center); attended “Taking the Pentagon to the People” at the New Mexico State University main campus in Las Cruces where SENMC was recognized by the New Mexico Higher Education Department Secretary, Stephanie Rodriguez; hosted the Permian Energy Lab event at SENMC (one of two in the Permian Basin); visited the Pre-K program at Midland College; and attended the Fourth Annual Education

Partnership of the Permian Basin Summit in Midland, Texas; **Goal 4 (Building, Facilities, and College Foundation)** met with the architects contracted by Nine Degrees who will be developing the first SENMC Master Plan; met with Gary Martinez and the on-site manager for the HVAC project Kick-Off meeting; visited the Nine Degrees office in Sunland Park, New Mexico; and **Goal 5 (Independence of SENMC)** submitted report to the Higher Learning Commission Focused Visit Team in advance of the site visit scheduled for April 29-30.

The Site Team have requested a lunch with the Board of Trustees on April 29. Dr. Beardmore asked the Trustees to advise whether or not they can attend and asked for lunch orders.

Trustees are also asked to be available from 1-3 pm on Tuesday, April 23 for training from the New Mexico Higher Education Department.

Vice President of Academic Affairs candidate on-campus interviews start on April 9 and will conclude on April 16.

Dr. Beardmore updated the Trustees on a recent budget discussion and the decision not to increase tuition. Further, he advised that a notice from the Secretary of Higher Education is urging against tuition increases.

10) Old Business:

A) Gentle Refresh of College Logo-Dr. K Beardmore

Dr. Beardmore presented the new logo design. It includes adjusting the kerning between the letters, moving the building outline to start above the "N" instead of the "M," extending "Southeast New Mexico College" underneath the logo so it is the same length as the logo, and removing "EST 1950". Additionally, the new design was presented using the current colors and the proposed new colors. These new colors were selected because they provide the proper contrast between a true copper and a true turquoise. Dr. Beardmore said if approved the college will not start paying money to switch everything; SENMC will start using it on all future items and bringing back the sign discussion.

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

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of the motion.

B) Recognize Khush Ghadiali-Dr. K Beardmore

Dr. Beardmore read a letter expressing gratitude and appreciation to Khush Ghadiali for his pro bono work in creating Southeast New Mexico College's logo and thanking him for his continued support of the college.

11) New Business

A) Capital Outlay Projects - Dr. K Beardmore

Dr. Beardmore presented the following projects for discussion/action:

- 1) **Water well and easement to well property (K Beardmore)** – These items were discussed last month and now Dr. Beardmore is asking the Board of Trustees to authorize the College to pursue securing this property which is still in the hands of the Light Trust.

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

Bowman, Cage, Elkins, Murrill, and Frintz all voted in favor of the motion to pursue securing the water well property.

- 2) **Simulators (M Harris and 5DT)** – Dr. Monty Harris introduced Paul Olckers and David Sherwood of Fifth Dimension Technologies (5TD). They are participating via Zoom and will answer questions the Trustees may have based on the proposal Dr. Harris shared with them previously. They are proposing simulators for seven machines. All the simulator cabs are universal and can be used on any of the sim bases. The proposal also includes a three-year support plan. The total cost including shipping is \$3,154,000MM.

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

Bowman, Cage, Elkins, and Frintz all voted in favor of the motion to move forward with the

5DT proposal as presented. **Bill Murrill voted against the motion.**

- 3) **Building access (K Volpi and G Martinez)** – Dr. Beardmore explained that the building access project was first presented to the Board in March 2023 and was written into the list of Capital Projects in October 2023. Tonight, they are prepared to share details of this project. Gary Martinez said they want a stand-alone system with no ties to NMSU or any other entity. There is outdated hardware that needs to be repaired before it can be changed out. Dr. Karla Volpi explained that one of the issues is the use of metal keys for most of the locks. If a key is lost the lock must be rekeyed which is expensive. Additionally, not all the electronic locks work. She said instructors do not always have the appropriate keys for the classrooms they are using. With an electronic system the instructors' keys could be reprogrammed as room assignments change. An electronic system as already been installed in the Allied Health building.

Motion: Sarah Bowman Second: Mark Cage Nays: **1** Abstain: **0**
Bowman, Cage, Elkins, and Frintz all voted in favor of the motion to purchase the new building access system as proposed by Millennium. **Bill Murrill voted against the motion.**

- 4) **Energy performance updates (K Volpi, G Martinez, G Haubold, and Ameresco)** - Dr. Volpi introduced Daniel Hunter from Ameresco to present an overview of the second phase of the ESPC (Energy Savings Performance Contract) Project Summary. The first phase was the HVAC scheduled to begin on April 22, 2023. The projects include lighting improvements, condenser evaporative cooling, building envelope improvements, high efficiency transformer replacements for all the transformers on campus, and solar covered parking in the West Lot. The goals of this project are to reduce energy consumption, address deferred maintenance backlogs in buildings, ensure that the useful life of the equipment installed is greater than the project payback period, provide "Covered Parking Solar" for SENMC staff and students, guarantee savings of all the projects, and provide a turnkey solution and a robust O&M plan.

Motion: Sarah Bowman Second: Mark Cage Nays: **0** Abstain: **1**
Bowman, Cage, Elkins, and Frintz all voted in favor of the motion to continue the next phase of the Energy Performance Update. **Bill Murrill abstained from voting.**

B) Monthly Financial Update – Dr. K. Volpi

Dr. Volpi explained that Anthology had demonstrated an ability to generate many kinds of reports and provided assurance that it would be able to produce statements that conformed to the reporting model used by the State of New Mexico. However, there are no "canned" financial statements-the financial statements must be customized. Dr. Volpi can retrieve data, but it needs to be entered in Access or Excel to create reports. Additionally, she has not received a balance sheet from the audit and therefore could not create a balance sheet because she could not confirm that the numbers were correct. She said they are close to completing the 2022 audit at which time she will be able to give the Board of Trustees a full set of financial statements. She added that it will probably take some time to develop the forms, but this will give the Trustees the chance to look at them and decide if they like the format and the level of detail included in the reports. Dr. Volpi said she will have budgets, quarterlies, and the 2022 audit next month.

C) Service Proposal-Additional Surveys & Utility Investigations (K Volpi and G Martinez)

As the college moves forward with construction projects and other building plans it is important to

know what the campus infrastructure looks like (utilities, location of sewer lines, etc.). It is also important to know the location of the college property's boundaries. Nine Degrees Architecture + Design, Inc. will complete the survey which is expected to take two to three months.

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

Bowman, Cage, Elkins, Frintz, and Murrill all voted in favor of the motion to approve the service proposal as presented.

D) Courshedog – (J Garcia and A Dewey)

Juanita Garcia presented a proposal to purchase software from Courshedog. Currently they are using software that assists with scheduling and room utilization. Other products available through Courshedog will allow them to streamline their processes. Courshedog already has integration with Anthology. Registrar Amy Dewey explained they are already using the Academic and Event scheduling module. Courshedog has a catalog and handbooks, and can handle curriculum changes, too. Syllabi can also be handled in Courshedog, and past syllabi can be archived.

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

Bowman, Cage, Elkins, and Frintz voted in favor of the motion to continue to use Courseleaf to the end of its contract and pick up the added elements of Courshedog and go for the three-year deal to be signed by the 15th to get the \$114,000 discount.

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

- A) **Dr. Mickey Best, Interim VP of Academic Affairs:** Dr. Best congratulated Mika Himel, Online Learning Manager, for the publication of her book, "The Nomad Girl"; Charity Goldsby, lead faculty member in Surgical Technology shared with Dr. Best that SENMC had applied for and received a grant of \$3,000 from the Carlsbad Community Foundation. It will be used to offset the costs of the Spring and Summer 2024 clinical rotations; March's Public Safety Expo included 390 hours of instruction; 2024 NISOD (National Institute for Staff and Organizational Development) Excellence Award presented to Luz Moreno (Director of the Learning Technology Center) and Saul Navarette (Classroom Media Technologist).
- B) **Dr. Karla Volpi, EVP, VP of Business and Finance:** Nothing to report.
- C) **Juanita Garcia, VP of Student Affairs:** Registration for Summer and Fall 2024 is underway; Early College High School registration started April 8; they are hiring a student temporary worker (Joel Barrett) to assist with recruitment; an Administrative Assistant for the Registrar's Office will start on April 16; Juanita Garcia, Amy Dewey, and Dr. Narmin Ghalichi, IR Coordinator, will be attending the annual HLC Conference April 13-16; Ferrilli will be on campus soon to work on degree-planning audits; Financial Aid just returned from a state financial aid training; they are currently working on marketing campaigns and Ferrilli will return in June to work with marketing, recruitment, and Admissions on a CRM (Customer Relationship Management); construction in the Admissions Office is tentatively scheduled to begin in June.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that Community Education had 50 participants in the Spring Break camps and thanked Grants Services for providing student workers to assist during those camps; the summer catalog will focus on STEM and class offerings will include "Inspired by Science", computer coding, and artificial intelligence; Workforce has another start date for the CDL program and will soon begin using the driving range at the mall; people are asking for evening and weekend CDL classes; they are still waiting on the state to determine third-party testing requirements for CDL; close to launching an online learning platform for skilled trades; signed an authorized learning partner agreement with RV Technical Institute; declared a failed search for the position of Workforce and Community Education Director; productive meeting with the leadership from Los Alamos National Labs and Dr. Harris sees a bright future working with them; the first pre-apprentice electrical training started on April 1.

13) **HR Report: Steven Gonzales, HR Director: (report given by K Beardmore)** The SENMC employee count is at 276 as of April 3, 2024. There are currently 4 faculty vacancies and 5 staff vacancies. April 2024's Employee of the Month is Diana Campos, Director of Financial Aid.

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

A) **Faculty: Zane Biebelle-** Zane distributed pens representing the SENMC Cliff's Honor program which will begin in the fall. Ms. Biebelle will serve as the Director of the Honors Program. The faculty have chosen the recipient of the first SENMC Mountain Lion Pride Teaching Excellence Award but will announce the winner at a later date.

B) **Administrative Staff:** – None.

C) **Classified Staff:** None

15) **Board comments:**

Trustees commented on the evening's financial expenditures and expressed excitement about the investment in the College's future. Chair Frintz thanked everybody for coming to the meeting.

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

Date: May 13, 2024 **Time:** 6:00 pm **Place:** SENMC Room 153

17) **Adjournment – Chair Tiffany Frintz** adjourned the meeting at 8:20 pm.

Approved

Sarah Bowman, Secretary

Date