

BOARD OF TRUSTEES MEETING MINUTES

Date: 5/12/25

Time: 6:00 pm

Session Location: SENMC RM 153

Board Members present:

☒ Chair, Tiffany Frintz

☒ Member, Bill Murrill (via Zoom)

☒ Member, Mark Cage

Type of Meeting:

☒ Regular ☐ Work

☐ Special

☒ Secretary, Sarah Bowman (via Zoom)

☒ Member, Ned Elkins

Board Member(s) absent:

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Establish Quorum – Roll Call**

4) **Approve Agenda**

Time: 6:02 pm

Motion: **Mark Cage**

Second: **Ned Elkins**

Nays: **0**

Abstain: **0**

Bowman, Cage, Elkins, Murrill, and Frintz voted to approve the agenda with an amendment by Dr. Kevin Beardmore to reorder items "C" and "D" in New Business so the monthly financial reports would be heard before the quarterly financial report.

5) **Approval of minutes from the previous meeting – 4/14/2025**

Motion: **Ned Elkins**

Second: **Sarah Bowman**

Nays: **0**

Abstain: **1**

Bowman, Elkins, Murrill, and Frintz approved the minutes. **Cage** abstained from voting.

6) **Public Comments:** None

7) **Student Government Representative:** None

8) **General Counsel:** – No report

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

- A) **Updates on 2022-2025 Strategic Plan – Goal 1 (Diversity and Commitment)** Established Planet Fitness partnership providing free access for full-time regular SENMC employees; held a campus forum on April 17; published latest newspaper/website article: "Magical May Moments", April 28; visited the Administrative Staff meeting regarding the use of Room 255 as an employee break room, April 30; **Goal 2 (Enrollment, Retention, and Graduation/Completion)** provided closing remarks for Artesia HS Ninth Grade visit on April 23; provided a welcome at the Phi Theta Kappa induction ceremony on April 23; visited Pop-Up Course Boutique 2: Return of the Bubble, April 30; visited with students at the CLIFF Scholars Honors Symposium, May 1; presided over the SENMC 2025 commencement ceremony (98 graduates walked across the stage), May 9; attended the SENMC Nursing pinning ceremony (14 students) on May 10; **Goal 3 (Community Engagement and Economic Enrichment)** interviewed for Mewbourne Oil Company promotional video on April 15; represented SENMC at the Carlsbad visit by Leadership New Mexico, April 15; attended the Carlsbad Department of Development Membership Committee meeting on April 16; attended Carlsbad Rotary on April 16, 23, 30 and May 7; led an activity and discussion on creativity at the WIPP President's Leadership Program on April 24; hosted a visit by the educational Partnership of the Permian Basin leadership team, April 24; met (along with Dr. Monty Harris) with US Department of Energy and SIMCO representatives about hosting training beginning this summer, April 24; attended the City of

Carlsbad Master Community Plan Committee meeting on April 25; provided public comment (update on Rad Tech training) at the WIPP Community Forum on April 30; attended the Carlsbad Department of Development Board meeting on May 1; attended the City of Carlsbad recognition of Nurse's Day, May 1; assisted at the SENMC Relay for Life table, May 2 provided remarks at the Rotary Scholars' Dinner, May 7; served as maître d at the SENMC Foundation Gala on May 8; **Goal 4 (Building, Facilities, and College Foundation)** facilitated the SENMC Foundation Board meeting, April 22; attended the SENMC Library Family Study Room Ribbon Cutting, May 12; and **Goal 5 (Independence of SENMC)** met with auditors from CRI regarding the college's 2022-2023 audit, April 29; presented the 2025-2030 Strategic Plan to the expanded Steering Committee, May 9.

10) **Old Business:** None

11) **New Business**

- A) Final 2025-2030 Strategic Plan: Dr. K Beardmore** (*attached*) Dr. Beardmore presented the five-year strategic plan that had been approved by the Steering Committee. He explained that years four and five don't have much in them now, but as plans move forward things will be added. The projects in the plan are built around the goals previously presented by the SREB. Various projects in the plan are designated as part of the academic plan or graduate growth (aka Enrollment Management) as required by the Higher Education Department or the Higher Learning Commission. Dr. Beardmore also reviewed the 12 prime measures included in the strategic plan. He took a moment to thank the faculty and staff – he said their participation in the Focus groups exceeded his expectations and he is impressed with how much time they spent giving ideas, listening to each other, and thinking about how to make this happen. He said he is very proud.

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

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of approving the strategic plan as it was presented.

- B) Capital Projects Outlay Update: Dr. K Beardmore** (*attached*) Dr. Beardmore provided updates on the projects included in the list since it was approved in November 2024. No major projects have been added. The cost estimate on the Trades x Technologies Building stands at \$45.9MM. He is proposing that the Main Building entryway and Welcome Center project be submitted to the state as one of the College's options for the Fall 2026 ballot. He recommends waiting until the T² Building is completed before moving forward with the Main Building renovation, citing space concerns. Dr. Beardmore also recommended submitting two more projects to the Higher Education Department Capital Outlay Committee for consideration – an on-campus dining hall, and an Early Childhood/Community Education Center. SENMC will commit \$5MM from reserves to fund the Early Childhood Education Center contingent upon raising \$5MM. The Library Family Study Room will be removed from the capital Projects list because it has been completed and the ribbon cutting took place earlier this evening.

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

Bowman, Cage, Elkins, Murrill, and Frintz voted in favor of submitting the Main Building renovation, Dining Hall, and Early Childhood/Community Education Center projects to the Higher Education Department Capital Outlay Committee this summer.

- C) Monthly Financial Report – Dr. K Beardmore** Dr. Beardmore reviewed the reports and notes on the financial reports as provided by Dr. Volpi. He pointed out that the mil levy collections for February 2025 are consistent with the amounts collected both last year and in February 2023. He then reviewed the income statement and balance sheet for March 2025. The Total Revenues variance shows the college is still tracking far ahead of its budget. Operating expenses are at two-thirds of the budgeted amount three quarters of the way through the year.

- D) Quarterly Financial Report – Dr. K Beardmore:** Dr. Beardmore presented the quarterly financial

actions report for the Trustees to review and approve for signing to send to the state.

Motion: **Mark Cage**

Second: **Ned Elkins**

Nays: **0**

Abstain: **0**

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

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

- A) **Dr. Effrosyni “Frosso” Seitaridou, VP of Academic Affairs:** Dr. Seitaridou shared updates from several departments. The Business and Information Technology department met with its Citizens Program Advisory Committee (CPAC). The department updated the community stakeholders about program changes made to address the community’s needs and receive feedback about next steps. The Nursing department reported that there are more than 35 applicants for the Fall 2025 program and just 24 available spots. Professor Zane Biebelle organized a second Pop-Up Course Boutique that was held April 29 and 30. Many students showed up to talk to instructors about summer and fall courses, and to try to win prizes. Professor Biebelle organized the CLIFF Scholars Honors Symposium on May 1. Six CLIFF scholars participated, showing their work to 25 family members and friends. She also led the “Assessing the General Education Program” workshop attended by 11 faculty members on May 2. Assistant Professor Alexis Clements prepared a video about using Canvas outcomes for assessment purposes which was shared with the attendees. The HLC Assessment Academy Team met with its mentor for the First Year Mentor Check-In. They discussed successes and challenges as well as next steps for opening communications with stakeholders and making their efforts sustainable.
- B) **Business and Finance:** No additional reports.
- C) **Diana Campos, Dean of Student Affairs:** Ms. Campos reported she is moving to her new office in the Student Services suite, and she is taking more meetings in her role as Dean of Student Affairs. She said being able to announce the students’ names at graduation was a neat experience. Ms. Campos attended the New Mexico Higher Education Department summit on April 28-29. She attended a dinner with Higher Education Secretary Stephanie M. Rodriguez and Lt. Governor Howie Morales.
- D) **Dr. Monty Harris, VP of Workforce Development and Community Engagement:** Dr. Harris reported that the Community Education summer schedule will begin on June 2 and will include 11 kids’ camps and 13 adult classes. The programs bringing in the most kids this summer are Inspired By Science (100 students) and the New Mexico Public Education Literacy program with a potential for 80 students. Maria Quintana has been promoted to the position of Community Education Manager. The search for a Dean of Workforce and Community Education was declared a failed search so they opted for internal advancement and named Johnny Chandler Director of Workforce Partnerships. On April 29 they had a meeting for the fall safety conference and have another meeting planned for this week. Jerry Brian (Oil & Gas faculty) was in Albuquerque to attend the launch of the New Mexico Comprehensive Energy Transition Strategy hosted by the New Mexico Department of Energy, Minerals, and Natural Resources. Mr. Brian and Dr. Harris attended a virtual meeting of the New Mexico Produced Water Research Consortium technology Testing and Evaluation working group. Jose Bautista is traveling to Aiken, South Carolina to gather information about Aiken Tech’s collaboration on apprenticeships with the Savannah River site. Dr. Harris wants to see how that will fit in with building SENMC’s pipeline of employees and training with SIMCO and the WIPP site. MSHA refresher training will take place on campus. Stephanie Vera of Porter House, Inc. is on campus this week conducting Q&A sessions for the public RTC program.
- E) **Tymon Mattoszek, CIO: (via Zoom)** Mr. Mattoszek reported that The Data Governance Task Force, now known as Data Force, has had several meetings and done lots of brainstorming. They have

established a baseline and will spend the summer reviewing data governance policies from other colleges and universities. They hope to have a draft policy in October. TTS continues to evaluate document management systems for record maintenance and managing workflows. They are also working on the CourseDog rollout, and it is moving very well.

Two people from Ferrilli will be on campus at the end of May to fine-tune REACH.

Cybersecurity training is scheduled for the week of convocation.

SchoolDude has been replaced. Now work orders will now be combined with the same system used for ticketing. The single application process is also moving along well.

- 13) **HR Report: Steven Gonzales, HR Director:** Mr. Gonzales reported that as of May 7 the SENMC employee count is 267 employees. This includes full-time, part-time, temporary, and student employees. There are currently seven faculty and seven staff vacancies. He introduced a new employee, Brooke Young, Accounts Payable Coordinator. May 2025's Employee of the Month is Kristal Allen, Achievements Coordinator.

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

A) **Faculty:** No report

B) **Administrative Staff:** Johnny Chandler, Administrative Staff president announced the Administrative Staff will not meet in May. Its next meeting will be on the fourth Wednesday in June. They are planning a joint meeting/cookout with Classified Staff in July.

C) **Classified Staff:** No report.

15) **Executive (Closed) Session:**

Pursuant to NMSA 1978 §10-15-1 H (7) (meetings subject to attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant), the Trustees voted unanimously to go into closed session. The closed session began at 7:18 pm

Motion for Closed Session: **Mark Cage** Second: **Ned Elkins** Nays: 0 Abstain: 0

The Trustees returned from the closed session at 8:09 pm.

The open session was then reconvened.

Motion for Open Session: **Mark Cage** Second: **Ned Elkins** Nays: 0 Abstain: 0

Bowman, Cage, Elkins, Frintz, and Murrill voted unanimously in favor of reconvening the open session.

16) **Board comments:**

Mark Cage said he appreciates everybody. Ned Elkins said he enjoyed graduation-it's always a pleasure. Sarah Bowman said graduation was "a hoot", and Bill Murrill had no comment. Tiffany Frintz echoed that celebrating graduation is a highlight and added that she had enjoyed the Gala event on May 8.

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

Date: June 9, 2025 **Time:** 6:00 pm **Place:** SENMC Room 153

- 18) **Adjournment** – Board Chair Tiffany Frintz adjourned the meeting at 8:12 pm.

Approved

Sarah Bowman, Secretary

Date