

BOARD OF TRUSTEES MEETING MINUTES

Date: 10/10/22
Time: 6:00 pm

Type of Meeting:
☒ Regular ☐ Work

Session

Location: SENMC RM 153

☐ Special

Board members present:
☒ Chairman, Ned Elkins
☒ Member, Mark Cage

☒ Secretary, Tiffany Frintz
☒ Member, Sarah Bowman

Board members absent:
☐ Member, Bill Murrill

- 1) Call to Order and Pledge of Allegiance
- 2) Establish Quorum – Roll Call
- 3) Approval of minutes from the previous meeting – 9/12/22

Time: 6:00 pm

Motioned: Sarah Bowman Seconded: Tiffany Frintz Nays: 0

- 4) **Presentation:** Nine Degrees Personnel provided an update on the Vocational Building and the Schematic Phase Design
- 5) **General Counsel:** Lane Martin stated that the SENMC is an official National Association of College and University Attorneys member. The agenda has a "closed" session that is not required for today's meeting.
- 6) **Dr. Nwanne: SENMC general status report:** Announcement that the employee of the month is Tamara Gonzalez (Fiscal Assistant – Business Office). Commended all staff and appreciation for their hard work. Commended Grant Services for an excellent job and extension of a Science, Technology, Engineering, and Mathematics (STEM) grant to its 7th year. Grant Services also hired a "Transfer" staff member. The clinic is offering a Flu & Omicron booster, which is available for students, employees, and the public. Marketing activities include a trick-or-treat event, a Zombie Walk in honor of David Redford, and the Taste of Culture event. A review of SENMC signage on the "NM" section and highway signage are in progress. Update on Strategic Plan addition to include measurable accomplishments, assessments, and yearly evaluation of the Plan was mentioned. The capital outlay request that included repairs to the HVAC system was not awarded to SENMC. Dr. Nwanne's inquired about the final decision. This request was for \$2.7M and he was informed that only 60% of the applicants received the monies. In addition, a template was provided for future capital outlay requests. Research for Public Service Project was presented to Higher Education Development (HED) Capital Outlay Committee for Nursing Expansion Program and the Manufacturing Sector Department Project for SENMC. The new HED funding formula is changing by October 19, 2022.
- 7) **Executive administration staff reports or comments:**
Dr. Karla Volpi: The clinic is offering the Flu & Omicron booster to students and the public; however, the public must show an insurance card. The Anthology system will be here in January 2023. We are working with Ameresco regarding the Energy Assessment (EA) contract. We are adding solar panels and the 7th-year STEM grant will pay for them. Steven Gonzales, the new HR Director (HRD) was introduced. In addition, the HRD will have a place on the future agenda and will be introducing the employee of the month.
- 8) **Steven Gonzales:** The HRD gave his introduction. He stated that in the future, he will provide updates on new employees and the employee of the month.
- 9) **Juanita Garcia:** The College Days event was in a Tailgate setting. We received funding from a company

through an Educational Credit Management Corporation (ECMC) grant that specializes in student retention and student loans. Appreciation to Judy Tindol-Cox for setting up the food pantry and student careers exploration. Raven Anderson is following up with student assistance and success. We also have a Hallopalooza event. Updates on the ERP development, Anthology program, and Conduct package were provided. SENMC's independence has provided us with opportunities such as being able to focus on dual credit enrollment and our goal is to enroll students before December and the next semester. The majority of students are enrolled in the new system creating efficiency. In addition, improvement in case management advisement and Raven will be trained with an opportunity for certification.

- 10) **Dr. Monty Harris:** The ambulance and rollover simulators were delivered. Our current vacancies are: Early Child Development Instructor, Computer Science & Business Instructor, Asst. Digital Media, Fire & Science Instructor, EMT, Psychology Adjunct, Director of Inst. Analysis, Facilities Techs., Restricted Funds Tech, HR Admin Asst, Asst. for Pres Ofc, and Training Coordinator. The reorganization of the Workforce Department includes Maria Quintana in a Full-Time position. Workforce is important and meetings were held with Intrepid Potash and Devon Energy regarding entry-level skills. We want to collaborate with them to help with their needs. Dr. Harris will be attending a Workforce conference in Santa Fe on October 17th and a quarterly meeting on the 18th of October.

11) **Employee representative comments (optional)**

a. **Faculty:**

Diane Hardin: Two nursing staff member vacancies

Zane Biebelle: Student Services collaboration on the academic calendar and the 2nd eight weeks starts tomorrow.

b. **Administrative:** None

c. **Classified:**

Judy Tindol-Cox: We are searching for VP of elect. Student government is hosting a community trick-or-treat event with a haunted house and a bouncy house for younger participants. College survival packs were put together for our students and Lakeside meats certs were also provided.

d. **Student Govt:** None

- e. **Jeanie Nichols:** Misty McCormick and Marina Soto have been nominated for the 40 under 40 recipients through the Carlsbad Chamber. A veteran's event will be held on Nov. 11th at 11 a.m. and Sheriff Mark Cage is the guest speaker.

- 12) **Dr. Nwanne:** College & Community Committee report – Chad Ingram is in the process of notifying members.

- 13) **John Heaton:** Appreciation to Mr. Ingram for taking on the leadership of the group. Mayor Janway and John Heaton traveled to D.C. and one of the primary concerns was about the new building. They met with U.S. DOE (Office of Environmental Management (EM1) Senior Advisor Mr. Ike White and EM3 Deputy Secretary, Ms. Nicole Nelsen-Jean. They are very enthused about the college. They informed us that they cannot request capital expenditures and the Office of Management and Budget (OMB) will not authorize them. They will check on how construction was done at the Ft. Smith Project and the Savannah River Project. Another meeting is planned for the end of this week. He stated that the new building is expensive and has a lot of open space. The estimates of \$650-\$750 sq ft need to be considered. There will be a challenge in moving students efficiently through the new facility. We met with the Economic Development Association (EDA) will help fund at 50% and will meet with them about the process. We will need an assessment and there are more possibilities for funding available. Representatives from the U.S. DOE are very enthused about the new building college's new building and training opportunities. He stated that their training facility is antiquated. We will be meeting with them regularly.

- 14) **Public Comments: Norbert Rempe** – The word enthused seems to be the word de Jeux tonight. The word enthused is of Greek origin and means in God. He stated that he believed that it is much abused and was tonight. He commented that there is a self-imposed requirement with the public and trustee's communication.

There is no contact information, number, or email on website. Requested that the Board reconsider this self-imposed requirement.

15) Board Comments:

Tiffany Frintz: Expressed appreciation for their trust in this big decision coming up. Attending the next meeting via Zoom.

Mark Cage: No comment

Ned Elkins: Commendation to staff on the progress that has been made. Mr. Elkins provided a brief follow-up on Mr. Heaton and Janway's trip to D.C. stating that the EM3 representative is coming to Carlsbad in large part to visit this college. The EM3 representative is the exec in charge and manages the repository. We will set up a tour and appreciate your attention and interaction during this visit. EM is amazingly excited about collaborating with this college and the vocational direction of training. Let's keep them enthused.

Sarah Bowman: Expressed appreciation in meeting with Sandia National Labs (SNL) and Mayor Janway. Ms. Bowman is excited about collaborating with the energy partners. She will be attending the Association of Community College Trustees meeting in New York City and she is honored to represent the college and appreciates the opportunity.

Ned Elkins: Ensure that the next Board Meetings are announced/posted. Board Meeting scheduled on October 17th and the 14th of November.

Date: Oct 10, 2022 **Time:** 6:00 pm **Place:** SENNC Room 153

16) Adjournment - Ned Elkins: Meeting adjourned

Chairman adjourned at 7:41 pm

Approved



Tiffany Frintz, Secretary

11/14/22

Date

Southeast New Mexico College
Statement of Activity
 July 2022

Revenue

502100 STATE APPROPRIATIONS	390,625.00
508000 BOOK STORE REVENUE	5.00
508010 Textbook Sales	157.50
508020 Trade Book Sales	166.97
508030 Supplies Sales	165.84
508040 Convenience Sales	436.78
508050 Clothing Sales	1,301.02
508080 Gift Item Sales	950.14
508100 OTHER REVENUE GENERATED	7,511.00
508200 INTEREST INCOME	9,699.75
541200 FEDERAL GRANTS	17,817.57
543700 LOCAL TAX LEVY	2,726,413.95

Total Revenue

\$ 3,155,250.52

Gross Profit

\$ 3,155,250.52

Expenditures

Payroll Expenditures

611100 FACULTY REGULAR	106,540.17
613100 ADMIN SUP REGULAR	135,038.68
614100 EXEMPT REGULAR	191,848.34
618100 STUDENT REGULAR	72.04
618400 STU WORKSTUDY STATE	427.80
619200 OVERTIME	445.40
619300 SUPPLEMENTAL COMPEN\$	617.20
621300 621300 Employee Tuition	1,332.00
611600 Overload Summer	43,083.86
616500 Department Head	1,000.00
619410 Compassionate Leave	909.67
619610 Sick Leave Taken	12,579.70
620100 Employer Social Security	31,290.22
620800 SUI	3,573.14
621000 Annual Leave Pay	25,483.18
621050 Holiday	5,802.16
621400 Employer Medicaid	7,317.87
621910 FRINGE RATE REGULAR	39,201.68
621970 FRINGE RATE STUDENTS	2.70

Total Payroll Expenditures

\$ 606,565.81

722180 AIRFARE-DOMESTIC

306.20

722200 DOMESTIC TRAVEL - NON-TEAM

18,941.56

722205 DOMESTIC TRAVEL - TEAM	-745.48
730200 FUEL AND LUBRICANTS	67.20
731000 OFFICE SUPPLIES	3,975.07
732001 OTHER SUPPLIES	787.64
732090 SUPPLIES LAB/DEMO/EDUCATION	273.54
732100 COMPUTER AND ELECTRONIC SUPPLIES	5,955.05
732810 CLEANING AND JANITORIAL SUPPLIES	1,135.88
732990 OTHER SUPPLIES FEDERAL EXCLUDED	2,636.25
737100 BUSINESS MEALS/FOOD PRODUCTS	4,615.16
739100 BOOKS	25,420.02
740100 FURNITURE AND EQUIPMENT LT 5000	145,883.49
744010 REPAIR AND MAINTENANCE PARTS	67.92
744100 BUILDING R M PARTS	658.72
744110 PAINTING SUPPLIES	381.48
744140 HEATING AND COOLING PARTS	142.80
744500 ELECTRICAL R M PARTS	300.78
750101 COMMUNICATIONS	4,173.70
750201 POSTAGE	200.44
750300 TELEPHONE TELEGRAPH	3,362.13
750380 CELLULAR CALL EXPENSE	5,490.59
750701 ADVERTISING	17,216.12
750790 ADVER FEDERALLY EXCLUDED TV RADIO	1,535.00
753001 RENTAL-OTHER NON BUILDING	200.00
753990 RENTAL FEDERALLY EXCLUDED	289.00
754001 NON-BUILDING RM SERVICES	1,103.94
754100 BUILDING R M SERVICES	6,542.39
754200 MAINTENANCE CONTRACT	32,352.93
755100 UTILITIES ELECTRICITY	21,823.10
755200 UTILITIES FUEL	131.49
755300 UTILITIES WATER	711.02
755400 UTILITIES SEWAGE AND WASTE	1,305.03
760500 SPONSORSHIP	300.00
760610 MEMBERSHIP	27,435.85
760640 MEMBERSHIP-FEDERALLY EXCLUDED	1,335.00
761001 PROFESSIONAL CONTRACTED SERVICES	93,183.41
761010 PEST CONTROL SERVICE	466.11
761100 LEGAL FEES	10,898.58
765010 FREIGHT	262.95
766100 SOFTWARE LT 5000 OR SUBSCRIPTION	353,784.17
770100 MERCHANDISE RESALE	6,047.91
780200 FURN EQUIP GT5000	513,825.21
Total Expenditures	<u>\$ 1,921,345.16</u>
Net Operating Revenue	<u>\$ 1,233,905.36</u>
Net Revenue	<u>\$ 1,233,905.36</u>