

**MINUTES OF THE CAMPUS BUDGET AND PLANNING COMMITTEE MEETING HELD ON NOVEMBER 17, 2016 AT 10AM IN SININGER HALL, ROOM 130A.**

**Committee Members Present:** Dr. Jesus Rivas, Thomasinia Ortiz-Gallegos, Steven Gonzales, Leticia Merrills-Gonzales; Victoria Evans, Dr. Carol Newman (via Zoom), Yvette Wilkes (via Zoom), Max Baca, and Yvonne Quintana.

**Committee Members Absent:** Dr. Denise Montoya

**Approval of the Agenda**

Thomasinia Ortiz-Gallegos made a motion to approve the agenda as presented. Steven Gonzales seconded the motion. Motion carried.

**Introduction**

Max Baca thanked the Committee Members for agreeing to serve on the Committee. Each Committee Member introduced themselves and which group they represented: Dr. Jesus Rivas (Faculty Senate); Dr. Carolyn Newman (Faculty Senate); Thomasinia Ortiz-Gallegos (Centers); Steven Gonzales (Student Senate); Leticia Merrills-Gonzales (Student Senate); Yvette Wilkes (Staff Senate); Victoria Evans (Staff Senate). Dr. Denise Montoya will represent Administration as well as Max Baca (appointed by President Minner).

**Overview - Duties and Responsibilities of the Committee**

Max Baca summarized his role as the VP for Finance and Administration and how it applies to the Committee. Max Baca provided the Committee with their Charge, Duties and Responsibilities (see attached).

**FY17 Budget Overview - Index of Programs**

Max Baca explained the Index of Programs (see attached) and which department falls under each program.

There was discussion on capital outlay funding, revenue bonds, building and renewal and replacement funds, campus life initiative and how they relate to the university expenditures. Mr. Baca also went over the budget exhibits as indicated on the Index of Programs handout.

**FY17 Solvency**

Max Baca informed the Committee that the State has enacted a solvency plan that will affect Highlands University. The Board of Regents approved a tuition increase and was implemented this fall which helped alleviate any employees from being laid off. All positions will be reviewed carefully and the President will make the ultimate decision on hires. A question was raised about the new positions (VP for Strategic Enrollment Management and VP for Advancement, etc.) and it was stated that those positions were in place prior to the solvency. Budgetary decisions will be based on alignment with the Strategic Goals for 2020. The Board of Regents want a programmatic review conducted in the spring. The purpose of the solvency plan is to establish a balanced budget in the State.

Max Baca also explained how revenue is generated per program and expenditures. He mentioned that if the reserves drop below 3%, the University could be put on fiscal watch by the State. According to HLC standards, the University has to maintain a certain balance in reserves.

### **Budget Process**

Max Baca provided the Committee with the NMHU Annual Operating budget Process Fall 2016 (see attachment). The new budget process started in the calendar year; however, the committee was not formed until the Faculty and Staff Senates endorsed the process. The goal of the meetings is to provide transparency and for the Committee Members to share their information with their respective groups.

Max Baca and Dr. Brandon Kempner informed the Committee that the new budget process will allow the administration time to receive budget feedback from the departments which in turn will allow time for the Board of Regents to review the University's priorities and approve the budget for the university before May 1st. Priorities will be based on strategic goals and justifications provided.

### **Questions and Updates from Master Plan Consultants**

There was no update on this agenda item.

### **Persons Wishing to Address the Committee**

Steven Gonzales encouraged students to be out in four years. Max Baca indicated that the University is currently tracking students' progress. He also indicated that more discussions are forthcoming in January.

Sylvia Baca, Director of Facilities Management mentioned that she has drafted a Facilities Policies and Procedures Policy for building renovations and construction over \$1 million. The Higher Learning Commission has requested this policy and will be presented to the Board of Regents for their consideration and approval. The draft policy will be sent to the Committee via email.

### **Next Meeting**

Yvonne Quintana will contact the Committee Members for scheduling the next meeting.

### **Adjournment**

The meeting adjourned at 12:05pm.