

**MINUTES OF THE CAMPUS BUDGET AND PLANNING COMMITTEE MEETING HELD ON October 31, 2018
AT 4:00 PM IN THE STUDENT UNION BUILDING, ROOM 321.**

Committee Members Present: Robert Anaya, Rebekah Peoble, Victoria Evans, Dr. Denise Montoya, Jeffery Martinez, Yvette Wilkes (via zoom), and Max Baca

Committee Members Absent: Dr. Jesus Rivas, Dr. Elaine Rodriguez

Others Present: Dr. Lee Allard, Stephanie Gonzales, Yvonne Quintana

Approval of the Agenda

Victoria made a motion to approve the agenda as presented. Dr. Denise Montoya seconded the motion. Motion carried.

Approval of Minutes - April 2, 2018

Victoria Evans made a motion to accept the minutes of April 2, 2018 as presented. Dr. Denise Montoya seconded the motion. Motion carried.

Recognition of New Members

Max Baca introduced Jeffery Martinez to the Committee. Mr. Martinez was selected as the representative for graduate students. Mr. Martinez is from Albuquerque, New Mexico and is currently in the MBA Program with a concentration in management.

Overview - Duties and Responsibilities of the Committee and Budget Process

Max Baca summarized the duties and responsibilities of the committee members (see attachment A). He indicated that the purpose of the Committee was to provide transparency for HLC and NMHU purposes. He also indicated that for HLC purposes, a budget process was established and is currently being used.

FY19 Budget Overview and Index of Programs

A binder was provided to the Committee members that contained the approved FY19 NMHU Budget. Max Baca briefly explained the Index of Programs (see attachment B) as they scanned through the budget binder. He explained that the Exhibit 1 included the high level view of the budget and expenditures and the rest of the exhibits contained the individual programs broken down by line item. He also referred the Committee to Exhibit 10, page 16, which indicates the reserve fund for the University. It was also noted that the Board of Regents passed a Fiscal Stability Policy on March 1, 2018 to meet one of HLC's requirements of addressing an adequate reserve.

Fiscal Updates for Current Year

Max Baca shared with the Committee that there is an abundance of funds due to the oil and gas prices and he will be requesting money from the legislature. He also mentioned that NMHU needs to build the reserves and if the reserves go below 3%, NMHU may be put on fiscal watch by HLC.

FY20 Budget Process Updates

Max Baca explained that a budget process was put in place in order to meet HLC requirements. The timelines are set for early in the year beginning in April for the following fiscal year. He mentioned that the timelines, president's priorities, templates, strategic planning priorities are on the Finance and Administration webpage. Mr. Baca went over the FY2020 Budget Listening Session (see attachment C)

which he has provided three previous times to the faculty and staff and one specifically to the faculty senate. Mr. Baca mentioned to Rebekah Peoble that he would be willing to go over the presentation with the Student Senate if they would like him to.

HLC Focus Visit Updates

Max Baca reported that NMHU was off probation; however there were three areas that needed attention and they are: Recruitment and Retention, Strategic Planning and Finance. The next focus visit will be in spring of 2020 and will focus on the finance area and will address all concerns related to audit findings. Mr. Baca also indicated that the FY19 and FY20 budgets will be viewed by HLC. Dr. Lee Allard mentioned that the administration is working on various concerns and has formed a committee to review and address those concerns.

Items for Next Meeting

Max Baca suggested that we include tuition and fees funding, structure mandatory increases and build up revenues. He also indicated that he wanted the committee involved in presenting items for discussion at the meetings. Jeffery Martinez expressed concern about the probationary status and faculty salaries. Robert Anaya also asked for additional information on the breakdown on revenues showing how funding is in relationship to enrollment and programs. Max Baca mentioned to the Committee that funding was based on headcount previously; however that was not the case any longer - funding is based on student credit hours. Dr. Denise Montoya included the process for learning and understanding the process for obtaining funding through the legislature. The following items will be discussed at the next meeting: legislative priorities; legislative process; discussion on credit hours; and how credit hours are generated. It was also decided that "Items for Next Meeting" will remain a standing item on future agendas.

Persons Wishing to Address the Committee

No one addressed the Committee.

Next Meeting

The Committee suggested to have the next meeting the Wednesday after Thanksgiving after 2pm.

Adjournment

Mr. Robert Anaya made a motion to adjourn the meeting. Victoria Evans seconded the motion. Motion carried and the meeting was adjourned at 5:00pm.