

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, NM 87701
October 27, 2010 at 9:00 a.m.

1. Call to Order – Chairman Leveo V. Sanchez
2. Roll Call
3. Approval of Agenda for October 27, 2010
4. Approval of the Minutes from September 3, 2010
5. Academic Affairs Report – Dr. Gilbert Rivera
 - a. Fall Enrollment Numbers
 - b. Accreditation Update
6. Student Affairs Report – Ms. Margaret Gonzales
7. Finance and Administration Report – Dr. William Taylor
 - a. Quarterly Report – Action Item
 - b. FY11 Budget Adjustment Request (BAR) – Action Item
 - c. Amendment to Personnel Policy #500 (Employee Classification) – Action Item
 - d. Contract for Turf at Baseball and Softball Fields – Action Item
 - e. Sole Source Contracts
 - f. Request for Proposals (RFP)
 - Bookstore
 - Food Service
8. Faculty Senate Report – Dr. Maureen Romine
9. Staff Advisory Senate Report – Ms. Maxine Salas
10. Student Senate Report – Mr. Randall Brown
11. Graduate Student Senate Report – Mr. Joannes Paulus
12. Persons Wishing to Address the Board
13. President's Report – Dr. James Fries
 - a. Licensing Agreement with Highlands Stable Isotopes – Action Item
 - b. Faculty Handbook Changes – Action Item
 - c. FY11/FY12 Budget
 - d. Enrollment Committee
 - e. NRH LEED Silver Certified
 - f. Golf Course Management
 - g. Administrative Searches
 - h. Capital Projects
 - i. Other
14. Executive Session – (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee; (2) threatened or pending litigation subject to the attorney-client privileges in which the University may become a participant; and (3) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(7)&(8)
15. Naming of Buildings – Action Item
16. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
October 27, 2010**

The New Mexico Highlands University Board of Regents met on October 27, 2010 at the Margaret J. Kennedy Alumni Hall, on the New Mexico Highlands University main campus in Las Vegas, New Mexico. Chairman Sanchez called the meeting to order at 9:00 a.m.

Attendance

Board Members Present: Mr. Leveo V. Sanchez, Ms. Nancy Long, Mr. Jesus L. López, and Mr. Gregory A. Rael. Board Members Absent: Mr. Pete Aguilar was excused.

Administrative Personnel Present: Dr. James Fries, President; Dr. Gilbert Rivera, Vice President for Academic Affairs, Dr. William Taylor, Vice President for Finance & Administration, and Ms. Margaret Gonzales, Interim Dean of Student Affairs.

Others Present: Dr. Maureen Romine, Faculty Senate Chair; Ms. Maxine Salas, Staff Advisory President; Mr. Howard Johnson, ASNMHU Vice President; and Ms. Carolina Martinez, Executive Administrative Assistant; and numerous other individuals in the audience, including faculty, staff, students, community representatives, and media. The Board meeting was broadcast live via instructional television video to the NMHU Rio Rancho Center, and over the KEDP Radio Station.

Approval of Meeting Agenda for October 27, 2010

Regent López moved to approve the October 27, 2010 agenda with the amendment that item #15 Naming of Buildings – Action Item be moved before item #16, Executive Session as to avoid any ambiguity in the naming of building process. Regent Rael seconded the motion. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Approval of the Minutes from September 3, 2010

Regent López moved to approve the minutes from September 3, 2010 as presented. Regent Long seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Academic Affairs Report – Dr. Gilbert Rivera

Vice President Gilbert Rivera summarized his written report (**Attachment A**).

Chairman Sanchez asked for an enrollment head count breakdown. Vice President Rivera reported that in the fall of 2010 the enrollment on the main campus was 2,361 students. The head count for the centers including external programs was 1,394.

Vice President Rivera expects that all program accreditation visits will be successful.

Student Affairs Report – Ms. Margaret Gonzales

Ms. Gonzales summarized her written report (**Attachment B**). President Fries, Regent López, and Regent Rael commended Ms. Gonzales for serving the university and students well as interim Dean of Students.

**Finance & Administration Report – Dr. William Taylor
Quarterly Report – Action Item**

Regent Rael moved for approval of the Quarterly Report as presented (**Attachment C**). Regent Long seconded the motion. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

FY11 Budget Adjustment Request (BAR) – Action Item

Regent López moved for approval of the BAR as presented (**Attachment D**). Regent Long seconded the motion. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Amendment to Personnel Policy #500 (Employee Classification) – Action Item

Regent López raised concerns with section 4.5 of the policy stating that language in the policy should be revised to clarify which employees are the President's direct reports; which employees report directly to the Chief Financial Officer/Academic Office/Dean of Students.

President Fries reported that #500 was revised along with several other personnel policies during the April 28, 2010 Board of Regents meeting. At that time the number of exempt employees was reduced with directors and managers continuing to be exempt employees. President Fries indicated that the university would work with legal counsel on revising the policy.

Regent López moved to table the Amendment to Personnel Policy #500 (Employee Classification) as presented (**Attachment E**). Regent Long seconded the motion. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Contract for Turf at Baseball and Softball Fields – Action Item

Vice President Taylor reported that the artificial turf would serve as a recruiting tool for our champion baseball team and women's softball team. Vice President Taylor informed the Board that the artificial turf is safer for our students to play on and would likely reduce player injuries.

Vice President Taylor stated that Hellas Construction Company has a preapproved state contract through the State Purchasing Department.

Regent Long moved for approval of the purchase of artificial turf for the baseball and softball fields from Hellas Construction for \$645,000 as presented (**Attachment F**). Regent Rael seconded the motion. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Mr. Ed Manzanares, NMHU Athletic Director and Mr. Steve Jones, NMHU Baseball Coach thanked the administration and Board of Regents for supporting the program.

Sole Source Contracts

Vice President Taylor informed the Board that Mr. Michael Saavedra was hired as the new Purchasing Director.

Vice President Taylor presented the sole source items (**Attachment G**):

- Amigos Library Services – \$24,286.17 a non-profit organization offering shared use of a 56 million title database which will provide on-line resources technical assistance and trainings
- Cambridge Educational – \$33,611.71 for ACT materials, assessment reports, and professional development
- Elluminate Inc. – \$30,000 an add-on service to BlackBoard
- Magnetic Measurements LTD – \$37,844 laboratory equipment
- Purchase Power – \$25,000 equipment for the university post office
- Sungard Higher Education Inc. – \$180,513.90 annual maintenance agreement for the SCT Document Management Suite (Banner system)

Request for Proposals (RFP)

Vice President Taylor informed the Board that the university will be advertising two RFP's (**Attachment H**). The ABL food service contract is expiring soon; new food services vendor contract should draw a lot of attention because of the new student union building which is expected to draw in students, faculty, staff and community at large.

The Bookstore is currently run as an auxiliary by university staff. NMHU is one of the last few schools still running its own bookstore in the state. Vice President Taylor informed the Board that most university bookstores are run by companies such as Barnes & Noble. The RFP for the Bookstore has been advertised and proposals are being evaluated.

Faculty Senate Report – Dr. Maureen Romine

Dr. Romine read her written report (**Attachment I**).

Staff Advisory Senate – Ms. Maxine Salas

Ms. Maxine Salas reported that the first Staff Development Week was held the second week in August. The week opened with remarks from President Fries; included a variety of trainings; and ended with a barbeque at La Piedra Grill. Chairman Sanchez asked how many staff members the university has. Ms. Salas responded approximately 400.

Ms. Salas informed the Board that the Staff Senate webpage includes links to the NMHU employee policies to keeps staff members informed of the policies and policy changes.

Student Senate Report – Mr. Randall Brown

Mr. Howard Johnson, ASNMHU Vice President reported that the ASNMHU has held forums to discuss the food services, the possibility of rollover meal plans, and extended meal times for student athletes. Student athletes are unable to make it to meals because of scheduled practices and often are unable to eat. The ASNMHU is involved with the Big Brothers/Big Sisters Program to make a positive impact on the life of young students and encourage them to attend college. The ASNMHU is also looking into other avenues of participating in community service.

Mr. Johnson reported that the students sometimes don't feel respected by university staff and are glad to see that staff received customer service training during Staff Development Week.

Mr. Johnson reported that the ASNMHU is reviewing the ASNMHU Constitution and will be proposing changes soon.

Graduate Student Senate – Mr. Joannes Paulus

No AGS representative was available for the meeting.

Persons Wishing to Address the Board

Chairman Sanchez asked if anyone wanted to address the Board, no one came forward.

President's Report

Licensing Agreement with Highlands Stable Isotopes (HSI) – Action Item

President Fries informed the Board that the HSI is a corporation established under the University Research Park Act and is owned by the university. The licensing agreement is between the university and the HSI.

Regent Rael moved for approval of the Licensing Agreement with Highlands Stable Isotopes as presented (**Attachment J**). Regent López seconded the motion. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Faculty Handbook Changes – Action Item

President Fries stated that the faculty handbook changes come at the recommendation of the Faculty Senate; were voted on and approved by the general faculty; and are recommended by Vice President Rivera.

Regent López moved to approve the Faculty Handbook Changes as presented (**Attachment K**). Regent Rael seconded the motion. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

FY11/FY12 Budget

President Fries reported that the FY11 budget approved by the legislature last spring directed the executive to adjust all operating budgets if there was a shortfall in the revenue projections. The shortfall was approximately \$151 million that led to the 3.2% reductions in most of the state entities operating budgets earlier this year. The latest revenue forecast indicated that there was an additional \$18 million shortfall compared to the revenue projection on which they were prepared, potentially requiring an additional 0.4% adjustment in operating budgets but indications are that the executive will not immediately implement that reduction.

The FY12 budget adjustments are likely as current projections indicate a \$256 million shortfall.

Enrollment Committee

President Fries reported that he is establishing an Enrollment Committee to review scholarships; scholarship award processes; and admission processes.

NHR LEED Silver Certified

The new residence hall received NHR LEED Silver certifications because the university was able to demonstrate a 93% ability to recycle the construction; provide a 50% indoor water savings; and 25% energy savings. President Fries thanked Dekker/Perich/Sabatini and Franken Construction for their work on the project. President Fries announced that NMHU is the first university residence hall to receive LEED Silver certification in the state.

Golf Course Management

President Fries informed the Board that the golf course staff now reports to Mr. Ed Manzanares the NMHU Athletic Director and that the university is in search of a new Golf Pro.

Administrative Searches

President Fries reported that there are over 80 applicants for the Dean of Students position; approximately 30 applications for the Vice President for Finance position; committees for the hiring of a Vice President for Academic Affairs is being formed; the search for a new Police Chief is underway; and searches for a new Upward Bound Director, and Dean for the College of Arts & Sciences will begin soon.

Capital Projects

President Fries reported that the Student Union Building is underway; the Lora Shields Building remodeling is progressing; and the Natatorium remodeling is close to completion.

Other

- The university is working with the IRS and legal counsel to settle the confusion regarding the university's IRS-EIN and NMHU's Phi Kappa Phi EIN number. The university was given a temporary EIN until the issue is resolved.
- NMHU Anthropology faculty hosted an Anthropology conference at the Philmont Ranch. Professors from all over the country were in attendance. Five NMHU students presented papers during the conference.
- President Fries announced the he has hosted meetings with the City of Las Vegas, San Miguel County, and East and West Las Vegas School District representatives to discuss support and improvements in the community.
- NMHU and Luna Community College recently signed an articulation agreement involving the Science, Technology, Engineering, and Math (STEM) Program.
- The bond issues are listed on the back of the voting ballots. Should Bond D pass, Highlands will receive \$7.1 million for the Trolley Building project which will be used to house the Media Arts programs. If Bond D passes it will cost people slightly over \$9.00 for a home valuation of \$100,000. President Fries informed the Board that if people do not vote "Yes" or "No" the vote will not be counted.

Naming of Buildings

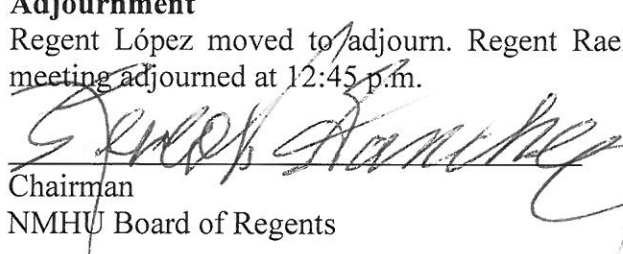
Following a lengthy discussion, Regent Long moved to able the Naming of Buildings item. Regent Rael seconded the motion. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

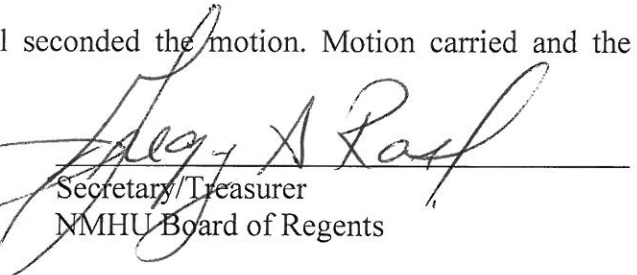
Executive Session – (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee; (2) bargaining strategy preliminary to collective bargaining; (3) threatened or pending litigation subject to attorney-client privileges in which the University may become a participant; and (4) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, 10-15-1 (H)(2)(5)&(8). Regent López moved to enter into executive session for the sole purpose of discussing the items listed. Regent Long seconded. A roll call was taken and voting in favor were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion carried and the Board went into executive session at 12:00 p.m.

Regent Rael moved to come out of executive session into open session. Regent López seconded the motion. Regent Long stated for the record that only those items specified under the executive session item were discussed and that no action was taken. Regents present confirmed. A roll call was taken and voting in favor of coming out of executive session into regular session were: Chairman Sanchez, Regent Long, Regent López, and Regent Rael. Motion carried unanimously and the meeting was called back to order at 12:43 p.m.

Adjournment

Regent López moved to adjourn. Regent Rael seconded the motion. Motion carried and the meeting adjourned at 12:45 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents