

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, NM 87701
January 12, 2011 at 9:00 am

1. Call to Order – Chairman Leveo V. Sanchez
2. Roll Call
3. Approval of Agenda for January 12, 2011
4. Approval of the Minutes from October 20, 2010 and October 27, 2010
5. Vice President for Academic Affairs Report – Dr. Gilbert Rivera
 - a. Santa Fe Community College Learning Center
 - b. New Mexico National Guard
 - c. Enrollment
 - d. Other
6. Dean of Students Report – Ms. Margaret Gonzales
7. Vice President for Finance and Administration Report – Mr. Lawrence Trujillo
 - a. Identity Theft Policy – Action Item
 - b. FY10 Audit Report – Action Item
 - c. Capital Projects Status Report
 - d. Sole Source Contracts
 - e. Other
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 Yimbesalu
12. Persons Wishing to Address the Board
13. President's Report – Dr. James Fries
 - a. Expanded Bandwidth
 - b. Sutin Thayer & Browne Fees
 - c. Commencement Speaker
 - d. Administrative Searches
 - e. Los Alamos National Labs Funding
 - f. STB Funding for Media Arts
 - g. ARRA Funding for SEMOS

- h. Bookstore Management
 - i. Print Shop Closure
 - j. Campus Streets and Master Plan
 - k. Legislative Session (Las Vegas Day – January 20, 2011)
 - l. FY12 Legislative Finance Committee and Department of Finance Budget Proposals
 - m. Academic Amnesty Policy – Action Item
 - n. Employee Classification Policy 500 (Tabled October 27, 2010) – Action Item
 - o. Staff Advisory Senate Constitution – Action Item
 - p. 2011 Board of Regents Meeting Dates – Action Item
 - q. Other
 - r. Recognition of Regents Aguilar and Rael
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. Adjournment

**New Mexico Highlands University
Board of Regents Special Meeting
January 12, 2011**

The New Mexico Highlands University Board of Regents held a special meeting on January 12, 2011 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 9:15 a.m.

Attendance

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

Administrative Personnel Present: Dr. James Fries, President; Dr. Linda LaGrange, Associate Vice President for Academic Affairs, Mr. Lawrence Trujillo, Associate Vice President for Finance & Administration, and Ms. Margaret Gonzales, Interim Dean of Student Affairs.

Others Present: Dr. Maureen Romine, Faculty Senate Chair; Ms. LouAnn Romero, Staff Advisory Senate Secretary; Mr. Kamal Davis, AGSNMHU President Pro-Temp; and Ms. Carolina Martínez, 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.

President Fries introduced Ms. Caitlin Diefendorf, an eighth grader at Memorial Middle School who is job shadowing him as part of her School to Year Career Program.

President Fries announced that Vice President Dr. William Taylor has stepped down from his position as Vice President for Finance & Administration and is returning to the School of Business as a full-time faculty. President Fries presented Dr. Taylor with an award of appreciation for his hard work while serving as Vice President.

Dr. Taylor stated that it was a pleasure serving the university as Vice President and thanked President Fries for the opportunity. He stated that he enjoyed working with all of the administration, staff and facilities employees. He added that he was looking forward to returning to teaching full-time.

Approval of Meeting Agenda for January 12, 2011

Regent Rael moved to approve the January 12, 2011 agenda as presented. Regent Long seconded. Voting in favor were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Approval of the Minutes from October 20, 2010 and October 27, 2010

Regent López moved to approve the minutes from October 20, 2010 and October 27, 2010 as presented. Regent Rael seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Academic Affairs Report – Dr. Linda LaGrange

Dr. Linda LaGrange, Associate Vice President, summarized the Academic Affairs Report provided by Vice President Dr. Gilbert Rivera (**Attachment A**).

Student Affairs Report – Ms. Margaret Gonzales

Ms. Gonzales, Interim Dean of Students, summarized her written report (**Attachment B**).

Finance & Administration Report – Mr. Lawrence Trujillo

Identity Theft Policy – Action Item

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

FY10 Audit Report – Action Item

President Fries informed the Board that Regent López met with the administration, business office staff, and auditors to review the audit report. President Fries stated that the audit report required Board approval in order to make the report a public document.

Regent López stated that he attended the exit audit meeting on behalf of Chairman Sanchez and was pleased that NMHU received a great audit with very few minor infractions. He commended Mr. Nesbitt Hagood, NMHU Comptroller, and the Business Office staff for their assistance with the audit.

Regent López moved for approval of the FY10 Audit Report as presented (**Attachment D**). Regent Rael seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Capital Projects Status Report

Mr. Trujillo reported the following:

- Parking lots at the Industrial Arts Building, Ford Hall, and Wilson Complex are complete
- Renovations to Diamond Street are complete
- The Wilson Complex received new furniture and new lighting
- The Connor Hall walk way was completed
- Human Resources and the Business Office received new furniture, carpet and paint
- The Natatorium is 99% completed and is scheduled to open on January 28, 2011
- The Lora Shields retaining wall construction is in process
- The Student Union Building construction is ongoing; the estimated completion date is December 2012.
- Installation of turf at the baseball and softball is underway

Sole Source Contracts

Mr. Trujillo informed the Board that Mr. Michael Saavedra Purchasing Director compiled the list of Sole Source Contracts (**Attachment E**).

Mr. Trujillo presented the sole source items:

- Maglin Site Furniture – \$35,180.00 for the purchase of benches for the recycling stations and Lora Shields Building
- SunGard Higher Education Inc. – \$136,065.00 for a Banner online advisement system
- ASC Scientific – \$41,523.00 for the purchase of a thermal magnetizer for the Natural Sciences Department
- College Board – \$23,183.00 for Advance Placement exam fees for low-income New Mexico high school students

Faculty Senate Report – Dr. Maureen Romine

Dr. Romine presented her written report (**Attachment F**).

Staff Advisory Senate – Ms. Maxine Salas

Ms. LouAnn Romero summarized the Staff Advisory Senate's written report (**Attachment G**).

Student Senate Report – Mr. Randall Brown

No ASNMHU representatives were available for the meeting.

Graduate Student Senate – Mr. Joannes Paulus

Mr. Kamal Davis, AGSNMHU President Pro-Temp, summarized the AGSNMHU report provided by Mr. Joannes Paulus Yimesalu, ASGNMHU President (**Attachment H**).

Mr. Davis thanked Ms. Gonzales, the Campus Life staff; Campus Police; and Dr. Carol Linder for their continued support of the AGSNMHU.

Regent Rael commended the ASNMHU for their hard work to move the student body forward.

Persons Wishing to Address the Board

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

President's Report

Expanded Bandwidth

President Fries reported that as a result of an eight year effort NMHU, in collaboration with the University of New Mexico, New Mexico State University, New Mexico Technical Institute an institute in Los Angeles, California, and one in Denver, Colorado, has formed a new high speed research network. The university's bandwidth will increase from approximately 25mb to 200mb. Bandwidth at the centers will increase from approximately 3-6mb to 30-40mb. President Fries commended Mr. Max Baca for his hard work to increase the university's bandwidth.

The ITS and Educational Outreach Services Departments have been working on upgrading bandwidth at our ITV sites to allow for HD video quality conferencing.

President Fries informed the Board that Mr. Baca sits on the Innovate Educate Board and that Mr. Baca introduced the School of Education to Oracle. Oracle is working with the School of Education on a pilot project geared towards pre-service teachers. Highlands will be the first in the country to work with Oracle in this way.

Sutin Thayer & Browne Fees

President Fries expressed his appreciation to Ms. Rachel King and Sutin Thayer & Browne, NMHU's legal counsel for acknowledging budget constraints and capping their legal service fees in addition to their already discounted rates.

Commencement Speaker

President Fries informed the Board that Supreme Court Justice Sonia Sotomayor continues to decline commencement commitments and suggested the following as possible commencement speakers: Governor Susana Martínez; NMHU alum Robert Atencio, Vice President Global Insights at Pfizer Consumer Healthcare; NMHU alum Jeff Kline, Founder of the Hispanic Communications Network; and Mr. Timothy Garcia, Supreme Court Judge, and husband of Regent Long. Discussion suggested the Governor Martínez should be invited.

Administrative Searches

President Fries reported the following:

- Dr. Fidel Trujillo was hired as the new Dean of Students. Dr. Trujillo received his Bachelor's and Master's degrees from NMHU and his Ph.D. from UNM. During his time as a student at NMHU, Dr. Trujillo was elected student body president twice. He also served as a faculty member and assistant basketball coach for the women's basketball team.
- Thanked Ms. Margaret Gonzales for a great job and her willingness to serve as Interim Dean of Students while the search for a Dean was being conducted.
- Introduced Mr. Donato Sena who is the new NMHU Police Chief. Regent López commented that the university made a good decision in selecting Mr. Sena as NMHU Police Chief.
- Mr. Eric Young from Weeds, California is NMHU's new football coach.
- The search for a Director of Upward Bound is near completion.
- ABL Food Services has hired Ms. Debra Gallegos as Director of ABL Food Services at Highlands.
- A search for a Vice President of Finance & Administration will begin after the Legislative Session.
- The search for a Vice President for Academic Affairs was launched and as of January 11, 2011 the university has received 41 applications. Vice President Rivera will be retiring on June 30, 2011.

Los Alamos National Labs Funding

President Fries informed the Board that the university received a \$100,000 donation from Los Alamos National Labs (LANL). The donation has changed significantly at the request of LANL;

instead of adding to the endowment fund, the donation will be used to fund the development of the Software Development Program, the Media Arts Program, Math Program and Computer Science Program projects.

STB Funding for Media Arts

President Fries reported that through efforts by Chairman Sanchez and former Governor Richardson, NMHU will receive \$50,000 from Severance Tax Bonds to enhance the Media Arts Program.

ARRA Funding for SEMOS

President Fries informed the Board that through funding committed by former Governor Richardson, the SEMOS Program will receive \$100,000. The program provides bilingual materials to New Mexico schools.

Bookstore Management

President Fries reported that Ms. Eileen Bentley and Mr. Trujillo composed an RFP for the management of the bookstore. Follett was selected to assume management of a virtual bookstore at NMHU-Rio Rancho this spring and bookstore operations on the main campus this fall. The NMHU Bookstore has typically netted revenue of \$25,000-\$30,000 yearly; Follett is guaranteeing revenue of \$125,000 in the first year.

Print Shop Closure

President Fries informed the Board that the university closed the Print Shop. The Print Shop was operating as an auxiliary and was repeatedly losing money. Ms. Bentley worked with the Print Shop staff to try to improve operations, but efforts were unsuccessful. An RFP for the management of the Print Shop was advertised.

President Fries thanked Ms. Bentley for her hard work with the Print Shop and all auxiliary services.

Campus Streets and Master Plan

President Fries informed the Board that the City of Las Vegas is holding two public input hearings today. The first will deal with traffic flow; including ways to improve traffic from I-25 to the downtown plaza area by making exit 345 into Las Vegas the primary exit and installing a welcoming archway over University Avenue. Other possible topics involving campus streets include on the possible extension of 12th Street to Mills Avenue and the possibility of National Avenue being closed or becoming a one-way street.

Legislative Session (Las Vegas Day – January 20, 2011)

President Fries reported that the Legislative Session opened on January 18, 2011. Las Vegas Day at the Legislature is scheduled for January 20th. NMHU will have a presence at the state capitol during Las Vegas Day and most of the 60 day legislative session.

Governor Susana Martínez has appointed several new cabinet secretaries including Dr. Jose Garcia who is the new Secretary for Higher Education.

FY12 Legislative Finance Committee (LFC) and Department of Finance & Administration (DFA) Budget Proposals

President Fries informed that Board the NMHU received copies of the LFC and DFA budget proposals this week. The LFC proposal recommends reductions of nearly \$500,000 approximately 1.7% of NMHU's state funding. The DFA proposal calls for a budget reduction of approximately 3.3% which amounts to \$950,000. The LFC proposal recommends increasing NMHU's I&G budget modestly but decreases the Athletic budget by 10%, a reduction of \$195,000. In 2010 the Athletic Department proposed eliminating two programs because funding was tight. The Governor's Rodeo Initiative provided \$100,000, one-time funding, for the NMHU Rodeo Program for one year. Additionally, \$100,000 one-time funding from the university was used to fund the Wrestling Program for another year. President Fries noted that an additional budget reduction of \$195,000 will be challenging for NMHU's athletic program.

President Fries informed the Board that although former Governor Richardson provided the SEMOS Program with \$100,000 from stimulus funds, the LFC budget proposal would eliminate funding for that program.

President Fries reported that the LFC recommends a 10% funding reduction for several of NMHU's other Research and Public Service Programs. A 50% budget reduction for the Forest and Watershed Restoration Institute would result in a \$123,000 budget which would be a major loss for the program.

The LFC is proposing a tuition credit increase of 3.1% for New Mexico students attending four-year institutions and a 9.5% increase for students attending two-year institutions. Tuition increases for non-resident students at four-year institutions would increase by 9.5%.

The LFC is also proposing that employee's contributions to the state retirement program increase by 1.75%; under the executive proposal the employee share would increase by 2%. The federal government has instituted program that reduces FICA contributions by 2% for one year so employees could increase their take home pay. However, state retirement program rate increases would eliminate take home pay increases.

President Fries informed the Board that Educational Outreach Services (EOS) is in its last year of Title V grant funding. NMHU will have to make up the \$155,000 to support the ITV services EOS provides through the grant.

Risk Management has notified the university that insurance premiums will increase by \$119,000 next fiscal year.

Academic Amnesty Policy – Action Item

President Fries presented the Academic Amnesty Policy (**Attachment I**) noting that the Faculty Academic Affairs Committee developed the policy which was approved by the Faculty Senate.

Regent Rael moved to approve the Academic Amnesty Policy with revisions as needed. Regent Aguilar seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Employee Classification Policy 500 (Tabled October 27, 2010) – Action Item

President Fries reported that the Human Resources Office worked with legal counsel to revise language in section 4.5 of the Employee Classification Policy 500 for clarity as requested by the Board during the October 27, 2010 meeting. A revised copy was provided (**Attachment J**).

Regent López moved to approve the revised Employee Classification Policy 500 as presented. Regent Long seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Staff Advisory Senate Constitution – Action Item

President Fries informed the Board that the Staff Advisory Senate has been in existence for three years and have submitted some procedural changes to their constitution. The revisions have been reviewed and approved by legal counsel and the administration.

Regent Long moved to approve the Staff Advisory Senate Constitution changes as presented (**Attachment K**). Regent Rael seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

2011 Board of Regents Meeting Dates – Action Item

President Fries proposed the following possible Board of Regents meetings dates: April 25, 2011 for the subcommittee meetings; April 27, 2011 for a regular Board of Regent meeting; March 28, 2011 for the subcommittee meetings; and March 30, 2011 for a special Board of Regents meeting.

Regent Rael moved to approve proposed Board of Regents meeting dates (**Attachment L**). Regent Long seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion passed unanimously.

Other

Chairman Sanchez asked for an update on the Student Union Building construction. President Fries informed the Board that Makwa Builders was approximately two months behind the scheduled completion date. Mr. Baca reported that the discovery and removal of shale while constructing the basement put the contractors behind schedule. Regent Aguilar noted that although shale was discovered and removed, two months behind schedule was excessive. Regent López stated that the university should consider researching termination of the contractor's contract if concerns and schedule are not met.

Recognition of Regents Aguilar and Rael

President Fries stated, "Institutions don't make things happen, people do." He commented that it was a pleasure to work with Regent Rael and stated that Regent Rael was a fine young man who worked phenomenally with the students as student president and student regent. President Fries thanked Regent Rael on behalf of all of the students, administration, faculty, and staff for his contributions to the university. President Fries presented Regent Rael with an award of appreciation for his service as an NMHU Regent.

Regents Rael stated that it was an honor and privilege to serve the university and students as a regent and to work with his fellow regents, President Fries, administration, faculty, staff and mostly the students he has been privileged to serve.

Regent Long stated that Regent Rael served on the Academic and Student Affairs Subcommittee with her and there is no doubt in her mind that the next student regent is going to have a big job to fill because Regent Rael did a great job as student regent and as a student ambassador for NMHU and wished him good luck and much success as he pursues his Ph.D. Regent López thanked Regent Rael for his service at NMHU and commented that he was a remarkable young man who brought a lot of wisdom to the Board. Regent Aguilar noted that Regent Rael was an outstanding member of the Board and that the students at NMHU were very fortunate to have Regent Rael represent them. Chairman Sanchez encouraged Regent Rael to venture out into the world and make a mark for himself and for NMHU. Chairman Sanchez also encouraged him to return to NMHU to one day chair the science department. Ms. Gonzales stated that it was a pleasure working with Regent Rael. Vice President Rivera commended Regent Rael for his hard work representing the students at NMHU and wished him well as he pursues his Ph.D. Mr. Davis thanked Regent Rael for helping all students at NMHU. Ms. Thomasina Ortiz-Gallegos, Director of Academic Support, thanked Regent Rael for participating in every Student Orientation and noted that he was truly dedicated to serving all NMHU students. Dr. Romine thanked Regent Rael for his hard work and service on behalf of the Faculty Senate.

President Fries stated that it was a privilege to work with Regent Aguilar who received three degrees from NMHU, adding that Regent Aguilar was always willing to work with staff on construction as well as other issues. President Fries stated that Regent Aguilar was a great leader, great supporter, and a thoughtful person and that it was a pleasure to have him on the Board and presented him with an award of appreciation.

Regent Aguilar thanked the Board stating that the NMHU Board of Regents was the most professional board that he had ever encountered. Regent Aguilar thanked President Fries and his professional and support staff for making his job as a regent pleasurable and thanked the campus community for embracing his services as a regent.

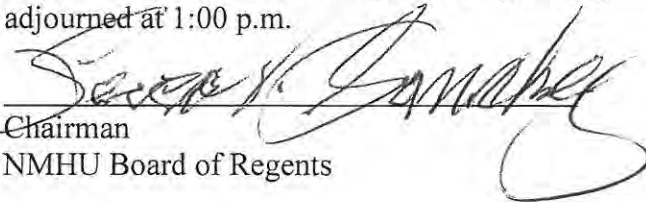
Regent Long stated that it was a privilege to work with Regent Aguilar who always had NMHU's best interest in the forefront. Regent Rael stated that it was an honor to serve on the Board with Regent Aguilar. Regent López stated that it was a pleasure to serve on the Board with Regent Aguilar who he has known and been friends with most of his life. Regent López stated that Regent Aguilar along with the Aguilar family are dedicated to education and have served the university for many years. Chairman Sanchez stated that Regent Aguilar is a true gentleman who brought construction expertise to the Board and that Regent Aguilar was a committed person whose goal was to help better Highlands. Vice President Rivera stated that it was a pleasure to get reacquainted with Regent Aguilar, an old classmate, and that Regent Aguilar's contributions on the Board benefited Highlands greatly. Dr. Romine thanked Regent Aguilar on behalf of the Faculty Senate for his professional attitude.

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 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). Regent López moved to enter into executive session for the sole purpose of discussing the items listed. Regent Aguilar seconded. A roll call was taken and voting in favor were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion carried and the Board went into executive session at 11:49 a.m.

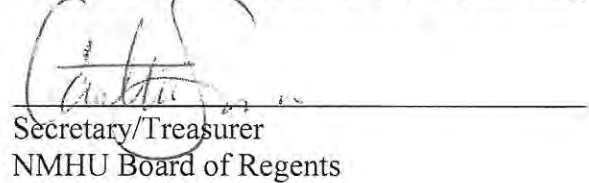
Regent López moved to come out of executive session into open session. Regent Rael seconded. Regent López stated for the record that only those items specified under the executive session item were discussed and that no action was taken. Regents present confirmed. A roll call was taken and voting in favor of coming out of executive session into regular session were: Chairman Sanchez, Regent Aguilar, Regent Long, Regent López, and Regent Rael. Motion carried unanimously and the meeting was called back to order at 12:58 p.m.

Adjournment

Regent López moved to adjourn. Regent Aguilar seconded. Motion carried and the meeting adjourned at 1:00 p.m.



Chairman
NMHU Board of Regents



Secretary/Treasurer
NMHU Board of Regents