

New Mexico Highlands University
Board of Regents Retreat
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, NM 87701
May 4, 2012 at 8:30 a.m.

1. Welcome (8:30am)
2. Business meeting (8:40am)
 - a. FY13 Tuition and Fee Rates for Graduate Students – Action Item
 - b. ACT/SAT Test Requirement – Action Item
 - c. Disability Insurance Options – Action Item
 - d. ASNMHU Constitutional Amendments – Action Item
 - e. President’s Report
3. Enrollment Discussion (9:00am)
 - a. Enrollment Overview – Dr. Jean Hill
 - b. Discussion
4. BOR Tour of SUB Project (11:30am)
5. Lunch at Archuleta Dining Hall
6. Enrollment Discussion Continued (1:00pm)
7. Break (2:30pm)
8. Governance and Administration (2:45pm)
9. University Priorities (3:30pm)
10. Adjourn (5:30pm)

**New Mexico Highlands University
Board of Regents Retreat
May 4, 2012**

The New Mexico Highlands University Board of Regents held a retreat on May 4, 2012 at the Margaret J. Kennedy Alumni Hall, on the New Mexico Highlands University main campus in Las Vegas, New Mexico. Chairman Sanchez called the retreat to order at 8:50 a.m.

Attendance

Board Members Present: Mr. Leveo V. Sanchez, Ms. Nancy Long, Mr. Jesus L. López, Mr. Frank Marchi, and Ms. Caitlin Syner.

Administrative Personnel Present: Dr. James Fries, President; Dr. Gilbert Rivera, Vice President for Academic Affairs, and Dr. Fidel Trujillo, Dean of Student Affairs.

Others Present: Dr. Maureen Romine, Faculty Senate Chair; Ms. Margaret Gonzales, Staff Advisory Senate President; Mr. Chris Burns, ASNMHU President; and Ms. Carolina Martínez, Executive Administrative Assistant; and numerous other individuals in the audience, including faculty, staff, students, community representatives.

Approval of the Retreat Agenda for May 4, 2012

Regent Long moved to approved the May 4, 2012 Board Retreat agenda. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner.

Business Meeting

FY13 Tuition and Fee Rates for Graduate Students – Action Item

President Fries reminded the Board that tuition and fees rates for graduate students were approved during the April 23, 2012 Board meeting. The narrative presented during the meeting was correct however, the table figures were incorrect. The corrected rates for graduate students were provided (**Attachment A**).

Regent Marchi moved to approve the amended FY13 tuition and fee rates for Graduate Students as presented. Regent Long seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

ACT/SAT Test Requirement – Action Item

President Fries reported that fall to spring semester retention rates of students who take ACT/SAT exam are 77% compared to 61% of students who had not taken either exam. Only 6.5% of students who did not take either exam before enrolling at the university earn their college degree. Establishing an ACT/SAT test requirement encourages students to make a commitment to their education before they enroll at the university.

Regent Syner moved to approve the ACT/SAT Test Requirement as presented (**Attachment B**). Regent Long seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

Disability Insurance Options – Action Item

President Fries informed the Board that the university received a letter from Risk Management regarding changes in the options for disability insurance to comply with IRS requirements. The university offers an optional program for both short-term and long-term disability coverage for faculty and staff. Short-term coverage is for up to 21 weeks at 60% of salary after a 28 elimination period. Long-term coverage provides 40% of salary, a maximum of \$2,000 per month for a maximum of two years. Employees who file for long-term disability are required to file for social security disability coverage. The cost for the optional coverage is \$4.34 per pay period. President Fries recommended that the university make the option available to employees but that employees who choose the coverage be responsible for the premiums.

Regent López moved to approve the Disability Insurance Options as presented (**Attachment C**). Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

ASNMHU Constitutional Amendments – Action Item

Dr. Fidel Trujillo, Dean of Students, informed the Board that the ASNMHU Constitutional Amendments (**Attachment D**) were passed unanimously by the ASNMHU on February 23, 2012 and ratified by the student body at last week's general election. ASNMHU constitution changes require Board approval.

Regent Long moved to approve the ASNMHU Constitutional Amendment changes as presented. Regent Syner seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

President's Report

President Fries reminded the Board that the National Council for Accreditation of Teacher Education (NCATE) accreditation team visited the campus last November and reported that very positive reports and comments were received during the exit meeting. An email was received and the School of Education is receiving accreditation without any conditions. President Fries thanked Dr. Michael Anderson and all of the faculty and staff at the School of Education for their efforts during the accreditation period.

Vice President Rivera informed the Board that when he returned to Highlands President Fries had set five goals for him. The goals were, American Association of University Professors (AAUP) Censure removal, Development of the Strategic Plan, establishing a contract with the collective bargaining unit, North Central Accreditation, and the fifth goal was NCATE accreditation for the School of Education. Vice President Rivera extended his appreciation for the entire faculty and staff that helped the university achieve the five goals and thanked President Fries for his guidance and leadership.

President Fries reported the following:

- The New Mexico Higher Education Department requested Ms. Eileen Bentley, NMHU Budget Director; assist their office for a couple of weeks.
- At the Board meeting held April 23, 2012, the Board voted to ratify Article 25, Salary Proposal, and the Faculty Association has also voted to ratify the agreement.
- The Organization of American States has contacted the university regarding participation in a scholarship program through which they would encourage students to attend NMHU.
- Graduation at Rio Rancho is scheduled for Thursday, May 10th at 6:00 p.m. Both Farmington and Roswell will hold their commencement ceremonies on May 11th, and the main campus commencement ceremony is scheduled for May 12, 2012 at 2:00 p.m. at Wilson Complex.
- The Athletic Awards Banquet was held on May 2, 2012. There were many phenomenal athletes in attendance.

Enrollment Discussion

Enrollment Overview

Dr. Jean Hill, Director of Institutional Research provided an enrollment slide presentation (**Attachment E**). Dr. Hill indicated that the slides show enrollment trends on the main campus and at the NMHU Centers. Student credit hours were used to formulate the data.

Chairman Sanchez asked how changes in federal Pell grant eligibility will affect students. Ms. Eileen Sedillo, Director of Financial Aid informed the Board that the eligibility changes would greatly impact NMHU students. There were two pieces of legislation that were signed in December 2011. The first change affects students when they submit their financial aid application and they indicated that their adjusted gross income is under \$23,000; they automatically qualify for the maximum federal Pell grant. The second piece affects the students cumulative lifetime eligibility use. In the past students were eligible to receive the Pell grant for 9 years, now students will only receive the Pell grant for 6 years. Ms. Sedillo reported that the year-round Pell grant was eliminated.

Dr. Hill reported that NMHU's current policy regarding online courses is that all distance education courses have a synchronicity component, meaning that the students and the faculty should be present at the same time during class-time. Dr. Romine added that the Faculty Senate discussed and decided to keep the synchronicity requirement. Ms. Tina Clayton, Director of International Education reported that immigrations rules state that all undergraduate international students be physically present in the classroom for nine credit hours. After meeting that requirement the international students can take as many distance education courses as allowed. International graduate students are required to be physically present in the classroom for six credit hours. President Fries added that distance education is becoming increasingly important because students across the country are looking for technological access to programs. Dr. Hill reported that Highlands received accreditation from the Higher Learning Commission for the distance education program.

President Fries called on Dr. Kathy Jenkins, NMHU Rio Rancho Center Director, to report on enrollment at the Rio Rancho Center. Dr. Jenkins reported that evening online courses are in high demand. After evaluating course time-blocks, the center had reformatted its offerings and is now able to offer 32 courses every evening to better serve students. School of Education course offerings have expanded at the center. In an effort to raise enrollment at the center, staff is working on articulation agreements with Central New Mexico Community College to help students transition from CNM to the center. Dr. Jenkins reported that students transferring from the University of New Mexico to the Rio Rancho Center comment that they prefer having classes taught by faculty and to have more contact with faculty for advisement as Highlands offers.

Dr. Hill pointed out that the drop in enrollment at the Rio Rancho Center is due to the Social Work Program moving to Albuquerque.

Dr. Trujillo, Dean of Students, added to the statistic regarding 70% of students who reach junior status will eventually receive a degree informing the Board that discussion regarding retention through the HACU-Wal-Mart Collaboration Grant has helped form a strong collaboration between Academic Affairs and Student Affairs to enhance student retention.

Dr. Hill indicated that the university needs to put more effort into trying to get students to return to school. Often students leave when they are one semester or one year from graduating.

President Fries called on Mr. Sean Weaver, Director of University Relations to report on the online advertising campaign which targets the individual programs. One major change is faculty interaction and advisement with students who show interest in a particular program or field. There are links to designated recruiters in each department on the department webpages. The recruiter then emails the prospective students with information on the program of interest. Student's first interaction with the university creates a one-on-one relationship. The Office of Recruitment focuses on recruitment of undergraduate students whereas the webpage recruitment is an interaction with all students and prospective students. The Office of Recruitment receives and responds to all of the general inquiries. Mr. Weaver informed the Board that a campaign to change the university's image through use of the website is underway. NMHU graduates go on to do amazing things and they and their successes will be featured on the web to demonstrate that dreams can be achieved at NMHU. Mr. Weaver indicated that he is working with Slim Randles to write a cowboy code. Some of the general ideas of the code are: cowboys take responsibility for their own actions; cowboys respect each other; and cowboys give back to the community.

At 11:30 a.m. the Regents, President Fries, and others toured the student union building project site then had lunch in the Archuleta Dining Hall.

The meeting reconvened at 1:30 p.m.

Mr. Gil Gonzalez informed the Board that recruitment efforts are in full force. A recruiter from Coachella Valley Independent Schools was hired to assist with recruiting in California. Last fall 30 students from Coachella Valley were bused to NMHU for an orientation; all 30 enrolled. Mr. Sanchez asked what the recruitment priorities for the year are. Mr. Gonzalez informed the Board that the Recruitment Office staff visits each school in New Mexico approximately five times per

year. The number of New Mexico applicants is significantly higher from last year. The university has received approximately 189 applications from Colorado; a busload of students from Indiana visited the campus.

President Fries added that recruitment in Texas may increase because the university had become part of the South-Central NCAA region which includes Texas, Missouri, and Oklahoma.

President Fries stated that there are general articulation agreements where community colleges and four year institutions agree that students can transfer. However, Vice President Rivera and NMHU faculty are working with schools program by program to write specific articulation agreements to prepare students to transfer to one of the bachelor's programs at NMHU. Vice President Rivera indicated that two articulation agreements with Trinidad State College and two with Ohio Tiffin University are pending. The agreements were approved by NMHU faculty.

Dr. Stephen Martínez, Director of the NMHU-Santa Fe Center, informed the Board that the Santa Fe Higher Education Center will be working to recruit students to schools partnering with the learning center. Dr. Martínez reported that there are approximately 223 enrolled at the Santa Fe Center and Espanola site.

Vice President Rivera reported that many of the Luna Community College graduates continue their education at Highlands. There is an ARMAS articulation agreement and course by course articulation agreements are in place with LCC. Mr. Gonzalez informed the Board that "College Night" is hosted in collaboration with LCC.

Vice President Rivera reported that the university offers a bachelor's degree in University Studies. The university needs to search for students who have stopped attending school and who were close to completing their degree to recruit them and assist them in earning their degree.

President Fries called on Ms. Eileen Sedillo, Director of Financial Aid, to report on scholarships and the Financial Aid Office.

Ms. Sedillo informed the Board that \$23 million was paid out to students via financial aid in 2011; approximately \$18 million was federal student aid. Federal financial aid is highly regulated and the university cannot recruit students using federal financial aid. Highlands offers a lot of institutional scholarships that mainly attract incoming freshman. Transfer students, graduate students, upper classmen would benefit greatly if the university could offer more scholarships. The HOPE scholarship was reinstated but it is used solely for student athletes. The financial aid office has developed the Success in New Mexico scholarship for incoming transfer students which covers the cost between in-state and out-of-state tuition. The scholarship is renewable for four years. Vice President Rivera added that the university should work towards developing a scholarship for students who do not qualify for the Lottery scholarship because they did not attend college immediately after graduating from high school. President Fries reminded the Board that they had approved an Academic Amnesty Policy. The policy helps students, who have performed poorly, get back into school. Chairman Sanchez asked for the percentage of NMHU students utilizing the Lottery scholarship. Ms. Sedillo responded that new freshmen do not qualify for the Lottery scholarship until their second semester and must earn a 2.5 or better

GPA. Students who might qualify for a Lottery scholarship are awarded the Bridge scholarship for their first semester of college which uses institutional money or state 3% money. Usually 48%-52% of new freshman qualify and are awarded the Lottery scholarship. Dr. Hill reported that of the 414 students admitted this year, 80% received a scholarship.

Dr. Trujillo reported that as of July 1, 2012, graduate students will no longer receive subsidized loans.

Ms. Thomasinia Ortiz-Gallegos informed the Board that students respond well to peer advisement. Every first-time freshman is connected with a peer advisor. Students are contacted on a bi-weekly basis and are informed of the following: different services across campus; events; test taking assistance; tutoring; and counseling. The Academic Support Office is in charge for the Early Alert Program in which faculty members notify the Academic Support Office of students who are not attending classes or are doing poorly in class. Peer advisors then make contact with the students to try to get them the necessary assistance they need to make it through the semester successfully.

Regent Long asked if there was a parent outreach program that might help students and parents adjust to college. Dr. Trujillo responded that the student orientations do include a parent component. The Housing Office and the Foundation Office have been working on developing parent involvement and support programs. Dr. Trujillo reported that approximately 50% of the first-time freshmen are first generation students.

Mr. Ed Manzanares, Director of Athletics, reported: the baseball team ended the season, ranked fourth in the region; the women's track team is ranked sixth in the country; the women's soccer team won a national award for their team GPA; the football team did well this season having one of the highest attended homecoming games in recent history; and the rodeo team finished second this season with six members qualifying for the national finals. Mr. Manzanares informed the Board that taking the ACT or SAT is required of all student athletes at NMHU to be ruled eligible by the NCAA. In terms of retention, the Athletic Department will always guarantee approximately 400-450 student athletes are recruited and retained. Dr. Jean Hill reported that graduation rates for student athletes are higher than the general student body.

Some discussion was held regarding Comcast televising the NMHU basketball, football, and volleyball games. Several members in the audience suggested finding ways to get the games televised at local liquor establishments in Las Vegas and in towns where NMHU centers are located.

Chairman Sanchez asked which offices would move into the current student center after the new student union building is completed. A comprehensive plan to address the needs of the athletic; intramural; and recreational programs for all students, faculty, staff, and the community; and ESS facilities is in progress. The current student center was originally a gym and it is expected that Athletics will move into the facility.

Chairman Sanchez called for a ten minute break.

“Why do we exist as a university?” was the question asked by President Fries. He indicated that the university exists to provide educational opportunities through enrollment, by attracting students to the university and keeping them in their programs in order to get them through to a degree.

President Fries pointed out that page 52 in the Board of Regents Policy Manual deals with the authority of the Board. NMHU is a constitutional institution and the Board of Regents has full and complete power and control over the university. The state owns the university but the Board is in charge of the institution. The Higher Education Department has indicated an interest in creating one super board to govern over all NM universities. The cost of higher education has risen due to the pursuit of accountability by the state and by the federal government. Increasingly extensive reporting requirements as well as other business aspects have been imposed. President Fries indicated that Board of Regents members’ beginning and expiration dates are in the meeting packet (**Attachment F**), noting the terms of two NMHU regents will expire December 31, 2012. Regents can be reappointed by the Governor. President Fries commented that as the membership of the Board changes the day-to-day operations of the university are impacted. He added that it has been a pleasure working with the Board during the time he has been serving as President.

Regent Long stated that President Fries provided a good overview of how governance in New Mexico functions. The Board and President interact with each other as well as legal counsel to ensure the university is moving forward. This Board operates as it should; it supports the President and the university and does not interfere with the day-to-day activities.

Regent López indicated that the Board is familiar with the statutory and constitutional obligations and limitations which are the textbook guidelines that all Board members should follow. Regent López stated that the university has achieved stability within the past five years; now that stability has been achieved the university can move forward.

President Fries commented that the Board had been great to work with; they listen to issues, ask thoughtful questions, and let me address the day-to-day operations.

Regent Marchi stated that he has only been on the Board for a short time; he takes his role very seriously. He is an HU alum and has been involved with Highlands since 1967. He has served on the Foundation Board over 20 years. Four of his children are HU alumni. Regent Marchi added that he loves Highlands and is always promoting the university.

Regent Syner stated that being on the Board has been a great learning experience noting that she looks to the other regents for guidance. She loves working with the students and informing them why the Board made certain decisions such as raising tuition or meal plan rates. She recently attended a conference for student regents and learned that some universities do not allow student regents to have a vote as she does at Highlands. She is grateful for the opportunity to serve NMHU.

Chairman Sanchez informed everyone that the Board and the Foundation Board have a good working relationship which has not always been true in the past. Chairman Sanchez stated that

his major concern has been hearing that incoming freshman could not read and write at an adequate level. He funded a program to help students develop their reading and writing skills before they enter the fall semester. Members of the university worked together to develop the curriculum and activities for the 20 students who enrolled in the four-week program.

Chairman Sanchez called on Ms. Tina Clayton to discuss the Organization of American States. Ms. Clayton informed the Board that the Organization of American States include all Latin American Countries, the United States, the Caribbean; and Canada. The organization helps people further their goals through education and human rights. Students are recruited to enter the United States to further their education at colleges that have an agreement with the organization. Students are awarded scholarships; they can apply for interest free loans. There are approximately 20-25 U.S. colleges participating in the organization.

President Fries reported that students from 36 different countries attend NMHU; most of whom come to the university on their own.

President Fries said he drafted a list of goals which represent his thoughts and are also the results of conversation with NMHU Regents, Administration, faculty, and staff. He stated that most of the goals are achievable and added that the key to the future of NMHU is enrollment and retention.

President Fries presented the following goals to increase enrollment:

- Continually improve the attractiveness; functionality; and quality of campus facilities
- Implement an ACT/SAT admissions requirement
- Expand marketing with attention to how and where the university is marketed
- Coordinate the student support services offered
- Offer daytime classes at the centers
- More marketing of the centers
- Expand and improve Campus Life and Distance Education
- Review the very important role of the athletics program, more than 1 in 5 students is a student athlete

Regent Marchi asked for a discussion regarding review of current programs for relevance and growth opportunities. Vice President Rivera responded that academic programs are reviewed every five years and a determination is made to keep or cancel a program based on enrollment and other criteria. Dr. Hill informed the Board that the program review process is under faculty control, reports are sent to the administration on a regular basis and the administration may ask for a program review if they feel it is necessary. President Fries stated that he and budget staff also review programs for growth or reduction to evaluate if a program is cost effective.

Regent Marchi asked if Highlands has a “niche”; in the past Highlands was known at a “teacher school”. President Fries responded yes, explaining that the School of Education has developed a new program for middle school teacher professional development, which is a unique niche. The Media Arts Department has established a relationship with the Department of Cultural Affairs where students have working with almost every major museum and cultural enterprise in New Mexico. The Exercise and Sport Science has professional athletes visit annually and have built a

real reputation for themselves. The School of Social Work accreditation team commented at least 3-4 times the NMHU's School of Social Work Program was a trend-setter. The NMHU School of Social Work Program has the only joint MBA/MSW degree program in the United States. Students who complete the social work substance abuse certificate program can be granted licensure as a Licensed Alcohol and Drug Abuse Counselor (LADAC), this is the only state where such recognition of granting such licensure is approved by a state substance abuse licensing board upon completion of their degree. The School of Social Work also has the only bilingual master's program in the country.

Regent López raised concerns that Highlands was slowly losing its mantra of being a fine small university that offered a classical yet rigorous education. He is saddened that the university will be known as a school for social work and it was originally established to be a school for teacher education. Vice President Rivera stated that there are certain programs and courses that are necessary in a liberal arts institution and administration and faculty work to maintain those programs and courses. Chairman Sanchez stated that the key to a successful university is to offer courses and programs that will help students find jobs. President Fries added that historically NMHU is known for teacher education and it is still a major part of what the university does. A research day was held at Highlands recently and he was amazed by the extent of research and the nature and quality of research being done by faculty and students. President Fries stated that there is a huge need for social workers and teachers, he added that Highlands is not a university of social work, the Schools of Social Work is a program within the university. He noted that the university is showing real growth across the board.

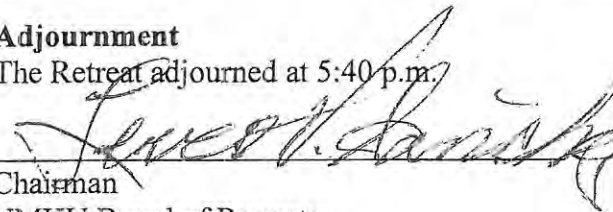
Dr. Romine thanked the administration for working with the faculty and for providing the atmosphere needed in terms of working to improve the university.

Regent Marchi thanked everyone for participating in the very informative Retreat.

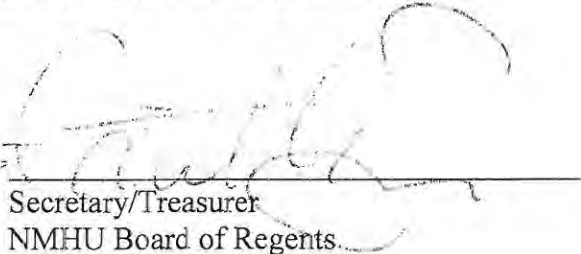
President Fries stated that the highlight of the day was the support people showed for themselves, their colleagues, and their departments. The retreat gave everyone the opportunity to discuss what we are committed to as an institution. He thanked everyone for all of their input.

Adjournment

The Retreat adjourned at 5:40 p.m.



Chairman
NMHU Board of Regents



Secretary/Treasurer
NMHU Board of Regents