

New Mexico Highlands University  
Board of Regents Special Meeting  
Margaret J. Kennedy Alumni Hall  
NMHU Main Campus  
Las Vegas, NM 87701  
August 3, 2012 at 9:00 a.m.

1. Call to Order – Chairman Leveo V. Sanchez
2. Roll Call
3. Approval of Agenda for August 3, 2012
4. Approval of the Minutes from April 23, 2012, May 4, 2012, and June 26, 2012
5. Open Meetings Act Resolution – Action Item
6. Academic and Student Affairs
  - a. School of Education Certificate Programs – Action Item
  - b. Faculty Handbook Changes – Action Item
  - c. Coordination with Luna Community College
  - d. Classes at NM Museum of Natural History and Science
  - e. Dean of Students Report
  - f. Grants Report
  - g. Other
7. Finance and Administration
  - a. Sole Source Contracts
  - b. Legislative Requests for RPSP Increases – Action Item
  - c. Student Center Construction Contract Report
  - d. Newman & 9<sup>th</sup> Street Parking Contract(s) Report
  - e. Authorization of Legal Services RFP – Action Item
  - f. Other
8. Faculty Senate Report – Dr. Maureen Romine
9. Staff Advisory Senate Report – Ms. Margaret Gonzales
10. Student Senate Report – Mr. Chris Burns
11. Persons Wishing to Address the Board
12. President's Report
  - a. Car Rental Program (tabled April 23, 2012) – Action Item
  - b. Disposal of Surplus Property (tabled April 23, 2012) – Action Item
  - c. Sale of Radio Station Licenses – Action Item
  - d. Enrollment
  - e. HayGroup Study: Staff Salaries
  - f. Higher Education Department Funding Formula Process

- g. General Obligation Bond C
  - h. Zamora Property on Market
  - i. HLC Monitoring Report
  - j. NM Finance Authority
  - k. City Water Rates
  - l. NM Museum of Natural History and Science
  - m. Other
13. 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; and (3) threatened or pending litigation subject to the attorney-client privilege in which the University may become a participant. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)&(7)
14. Emeritus Faculty Designation – Action Item
15. Adjournment

**New Mexico Highlands University  
Board of Regents Meeting  
August 3, 2012**

The New Mexico Highlands University Board of Regents held a regular meeting on August 3, 2012 in 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, Ms. Nancy R. 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; Dr. Fidel Trujillo, Dean of Student Affairs; and Ms. Rachel King, NMHU Legal Counsel.

Others Present: Dr. Maureen Romine, Faculty Senate Chair; Ms. Ms. Kimberly Valdez-Blea, Staff Advisory Senate Vice 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, and media. The meeting was broadcast live via ITV to the NMHU-Raton Site and the KEDP Radio Station.

**Approval of Meeting Agenda for August 3, 2012**

Regent López moved to approve the August 3, 2012 agenda with the provision that item #14 Emeritus Faculty Designation – Action Item be moved to fall under item #6 Academic and Student Affairs. Regent Marchi seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

**Approval of the Minutes from April 23, 2012, May 4, 2012, and June 26, 2012**

Regent Marchi moved to approve the minutes from April 23, 2012, May 4, 2012, and June 26, 2012 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.

**Open Meetings Act Resolution – Action Item**

Ms. Rachel King, NMHU Legal Counsel, informed the Board that annual approval of the Open Meetings Act is a state requirement.

Regent López moved to approve the Open Meetings Act Resolution as presented. Regent Long seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

**Academic Affairs – Dr. Gilbert Rivera, Vice President**

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

Vice President Rivera informed the Board the Rehabilitation Counseling Program received reaccreditation for an eight year period. The School of Education received accreditation from the National Council for Accreditation of Teacher Education (NCATE). The Clinical Psychology Master's Program also received accreditation.

The Music Department faculty is proposing to add two new courses to the minor in Music Technology & Composition. The combination of the current offerings and the two new courses will lead to a major in Music Technology & Composition. No additional resources are required.

Chairman Sanchez recommended that the Music Department contact the Foundation Office to find out about possible scholarship opportunities.

#### **School of Education Certificate Programs – Action Item**

The School of Education is proposing a series of certificate programs. The undergraduate certificates will lead to Teacher Licensure from the Public Education Department for students who earned a bachelor's degree in areas other than education. Graduate students successfully completing the certificate programs and licensure will receive additional credentials in a specific curriculum. Dr. Rivera informed the Board that all of the School of Education certificate programs in Secondary Education; Curriculum & Instruction with concentrations in Reading, TESOL, Bilingual Education, and Advanced Placement; Counseling with concentrations in Professional Counseling, School Counseling, and Rehabilitation Counseling; and Special Education have been reviewed and approved by the School of Education faculty, the academic affairs committee, and by the administration.

Regent López moved to approve School of Education Certificate Programs as presented (**Attachment B**). Regent Long seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

#### **Faculty Handbook Changes – Action Item**

Vice President Rivera reported that the Executive Committee of the Faculty Senate met with the administration to discuss changes that are needed to clarify and expand on some of the sections. Vice President Rivera informed the Board that the faculty senate and full faculty have reviewed and approved all of the faculty handbook proposed changes. Dr. Romine added that some of the proposed changes are bringing sections up to date; others are to align the faculty handbook with the collective bargaining agreement. Dr. Romine informed the Board that an Instructional Technology Committee is being proposed.

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

#### **Coordination with Luna Community College**

At the request of Mr. Vincent Garcia, Director of the NMHU-Raton Site, NMHU administration held a meeting with Luna Community College President, Dr. Pete Campos and his team to streamline course offerings, avoid course duplication, and articulate transfer programs to better serve students in the area.

### **Classes at NM Museum of Natural History and Science**

Vice President Rivera stated that the Media Arts Department has been successful in acquiring student admissions. Students have had the opportunity to show their work in various places throughout the country. Most recently, NMHU students are showing an exhibit at the Museum of Natural History and Science. As a result of the collaboration between the museum and NMHU, museum representatives approached NMHU about courses at the museum. The formal memorandum of understanding will be signed on August 31, 2012 and courses in media arts and software system design will be offered beginning August 20, 2012.

### **Grants Report**

Vice President Rivera reported that NMHU has received \$2,095,199 to fund various grant programs (**Attachment F**) since January 2012. Vice President Rivera listed the professors in charge of each grant:

- Dr. Jesus Rivas, Associate Professor of Biology
- Dr. Edward Martínez, Associate Professor of Forestry/Director of the ARMAS program
- Dr. Mary Shaw, Associate Professor of Biology
- Dr. Jennifer Lindline, Associate Professor of Natural Resources
- Dr. Michael Petronis, Assistant Professor of Natural Resources
- Ms. Kate Zeigler, Adjunct Professor of Natural Resources.

Vice President Rivera informed the Board that the following have pending grant proposals in the amount of \$9,898,001:

- Dr. Rivas; Dr. Taik Kim, Assistant Professor of Math Education
- Dr. Petronis
- Dr. Lindline
- Dr. Margaret Young, Dean of the School of Business
- Dr. Craig Conley, Assistant Professor of Forestry
- Ms. Cheryl Zebrowski, Head Librarian of Cataloging
- Dr. Andrew Egan, Director of the New Mexico Forest and Watershed Restoration Institute
- Dr. Belinda Laumbach, Visiting Professor of Elementary/Bilingual Education/Director of HU Center for Professional Development
- Dr. Rudy Martínez, HSI Research Park Director
- Dr. Linda LaGrange, Associate Vice President for Academic Affairs
- Dr. Richard Plunkett, Assistant Professor of Biology
- Mr. David Luna, Director of Upward Bound
- Mr. Joe Zebrowski, GIS/GPS Specialist for the NMFWRI
- Ms. Patti Dappen, GIS Remote Specialist for the NMFWRI

Dr. Trujillo reported that the Upward Bound Program is pursuing a \$25,000 Upward Bound Grant through the State Department of Education; if funded, the program will serve Las Vegas students.

### **Emeritus Faculty Designation – Action Item**

Vice President Rivera informed the Board that Dr. Roy Lujan retired at the end of last fiscal year. Dr. Lujan was nominated by the Department of History, Political Science, and Languages for the award of Emeritus status as a Full Professor of History and Political Science. The Dean of the College of Arts & Sciences and the administration approved of the nomination.

Regent López moved to award Dr. Roy Lujan Emeritus status as a Full Professor of History and Political Science as recommended by the administration. Regent Long seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

### **Student Affairs Report – Dr. Fidel Trujillo, Dean of Students**

Dr. Trujillo provided a written report (**Attachment G**) and informed the Board of the following:

- In addition to staffing being impacted by the loss of the Upward Bound funding, many first generation, low-income students who would have been exposed to college life will not have that opportunity.
- The Campus Violence and Prevention Program, under the direction of Ms. Kimberly Valdez-Blea, is seeking funding for an additional three years.
- He and Regent Syner addressed approximately 62 students and their family members earlier this morning during the opening session of an orientation session hosted by The Office of Academic Support.
- The ASNMHU will hold their 1<sup>st</sup> Annual ASNMHU Retreat on August 25, 2012. Among the numerous goals and priorities for the 2012-13 academic year, they plan to work on providing student transportation to and from Wal-Mart and the NMHU golf course.
- The Office of Campus Life is hosting hike a to Hermit's Peak on August 26, 2012.
- The policy statement on Sexual Assault, Domestic Violence, and Stalking is under revision in order to incorporate new Title IX and Clery Act provisions.
- The Housing Office is hosting its first Parents Weekend on September 22-23, 2012. City of Las Vegas Mayor, Alfonzo Ortiz will proclaim September 22, 2012 Parents Day in Las Vegas.

Regent López asked if there were any efforts to increase enrollment of Native American students. President Fries reported that MOU's with 23 tribes/pueblos were signed which allow students, from said tribes, tuition scholarships. Regent López asked that a discernible goal for recruited Native American students be listed on the next meeting agenda. Regent López added that he would like NMHU to become a Native American Serving Institution.

## **Finance and Administration**

### **Sole Source Contracts**

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

President Fries presented the sole source items:

- College Board – \$83,500.00 – to provide Advanced Placement professional development workshops in the Carlsbad School District.
- Ellucian Support Inc. – \$225,379.52 for maintenance and training for the sole provider of the Banner administrative software

### **Legislative Requests for RPSP Increases – Action Item**

President Fries informed the Board that the university plans to request \$250,000 additional funding for the Forest and Watershed Restoration Institute and \$300,000 for the athletic program.

Regent Long moved to approve Legislative Requests for RPSP Increases as presented (**Attachment I**). Regent Long seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

### **Student Center Construction Contract Report**

President Fries updated the Board regarding the revised contract with Franken Construction. Both the New Mexico Higher Education Capital Projects Committee and the State Board of Finance have approved the increase costs for the project. The NMHED requested a 90 progress/funding report. The BOF also requested a 90 progress report and an additional report on a possible settlement with MAKWA. The student union building anticipated date of completion is December 22, 2012. Regent López commended President Fries for his efforts to obtain increased funding approvals from the NMHED and BOF.

### **Newman & 9<sup>th</sup> Street Parking Contract(s) Report**

The rebuild of 9<sup>th</sup> Street consists of widening the street by reconstructing the curbing. The lot will be asphalted instead of graveled. The Newman lot was included as part of the student center contract with the Franken Construction.

### **Authorization of Legal Services RFP – Action Item**

President Fries informed the Board that the four-year legal services contract with Sutin Thayer & Browne ends December 2012. The university will follow the Request for Proposal (RFP) process and seek proposals for legal services.

Regent Long moved to authorize the administration to proceed with the Legal Services RFP (**Attachment J**) for 1-year with 3 one-year extensions possible. Regent Marchi seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

**Other**

President Fries informed the Board that a Capital Outlay Report (**Attachment K**) provided by Ms. Sylvia Baca, Interim Director of Facilities, was provided in the meeting packet.

**Faculty Senate Report – Dr. Maureen Romine**

Dr. Romine thanked the Board for approval of the Faculty Handbook changes. The revisions will be posted on the NMHU website. She noted that revisions are ongoing.

The Faculty Senate is working with the administration on emphasizing student retention.

**Staff Advisory Senate Report – Ms. Margaret Gonzales**

Ms. Kimberly Valdez-Blea, Staff Advisory Senate Vice President, presented a written report (**Attachment L**).

**Student Senate Report – Mr. Chris Burns**

Mr. Burns informed the Board that as President of the ASNMHU he plans to have the ASNMHU take action on items that are brought to the senate.

One of the main goals for ASNMHU is to ensure that student transportation to Wal-Mart and the golf course is implemented. Another senate priority is to get students involved in community service projects.

**Person's Wishing to Address the Board**

Dr. Joe McCaffrey informed the Board that his wife Martha serves on the Las Vegas Citizens' Committee for Historic Preservation which will display an exhibit titled *Remarkable Women of Las Vegas*, beginning August 6-10, 2012. Mr. McCaffrey informed the Board that NMHU student Deanna Threadgill created the exhibit. The exhibit was funded by the NMHU Media Arts Department and the New Mexico Department of Cultural Affairs. Las Vegas women being honored are Ms. Victoria D. de Sanchez, Chairman Sanchez' mother; Ms. Lucy "Mama Lucy" López, Regent López' mother; Ms. Josefa Romero; the Sisters of Loretto; Ms. Fabiola Cabeza de Baca; Ms. Elba Cabeza; Dona Jesusita Aragon; former NMHU Regent, Ms. Mari-Luci Jaramillo; and Ms. Antonia Apodaca. The women are being honored for their significant contributions to Las Vegas.

**President's Report**

**Car Rental Program on Campus – Action Item**

President Fries informed the Board that one car rental program proposal was submitted, but that company submitting the proposal has closed their office in Las Vegas and has withdrawn its proposal.

No Board action is required.

**Print Shop and Other Surplus Property Disposal – Action Item**

President Fries informed the Board that most items on the Print Shop and Surplus Property list tabled at the Board meeting held on April 23, 2012, were disseminated to NMHU departments on campus. A revised surplus property list was presented (**Attachment M**).



Regent Long moved to approve the Print Shop and Other Surplus Property Disposal list as presented. Regent Marchi seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

#### **Sale of Radio Station Licenses – Action Item**

President Fries stated that the university was successful in its application for several radio licenses throughout New Mexico. The NMHU Foundation received the radio license in Romeroville. Since the awarding of the licenses, the federal radio funding was cut. It is not viable for the university to pursue the development of actual radio stations. The administration is requesting that the Board authorize an RFP for the sale of the licenses and to authorize the administration to negotiate the sale of the radio licenses.

Regent Long moved approval of the RFP and that the administration or committee be authorized to negotiate the sale of all of the radio licenses contingent upon approval by the Foundation Board for the sale of the radio license held by the Foundation. Regent Marchi seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Syner. Motion passed unanimously.

#### **Enrollment Report**

President Fries reported that the number of admitted freshman applications is up 36% with approximately 385 students enrolled with one more orientation scheduled.

#### **HayGroup Study: Staff Salaries**

The university retained the services of the HayGroup, an international corporation, to conduct a study of staff salaries and classification system. There have been some delays getting the requested data from local employers and other organizations. The study is ongoing. Staff has been assured that any compensation increases awarded will be retroactive to July 1, 2012.

#### **High Education Department Funding Formula Process**

President Fries reported that 5% of the university's current year funding was based on various outcome measures that were developed by the NM Higher Education Department (NMHED). NMHED intends to base 10% of next year's funding on outcome measures. The Council of University Presidents met to discuss concerns with the new formula funding process.

University employees are covered under the Educational Retirement Board (ERB) plan. ERB is proposing that the current contribution rate of 9.4% increase to 10.7% by FY15. Regarding new hires, the minimum retirement age will increase to age 55 and the cost of living increase (COLA) would not come into play until the retiree reaches age 67 as opposed to the current at 65.

#### **General Obligation Bond C**

President Fries reminded all that GO Bond C will be on the ballot this fall. The Bond will cover costs for the remodel of the Trolley Building in the amount of \$6 million and a \$4 million project at Luna Community College. Bond C will not increase tax rates.

### **Zamora Property on Market**

The NMHU Rodeo team utilizes the Zamora rodeo facility which is now on the market. Should the property sell it is unclear if the rodeo team would be able to continue leasing the facility.

### **HLC Monitoring Report**

The Higher Learning Commission (HLC) visited the campus on 2009 at which time the university received the maximum re-accreditation period of 10-year with one requirement, to submit a monitoring report. The monitoring report (**Attachment N**) consists of a strategic planning update and a finance update.

### **NM Finance Authority**

The re-rating process the NM Finance Authority is undergoing will have no impact on the university or university's existing bonds.

### **City Water Rates**

The City of Las Vegas is proposing water rate increases. If rates are increased it will have substantial impact on the university's utility budget.

### **Other**

President Fries reported the following:

- He, Regent Marchi, and other university representatives attended a Building Sustainability Award ceremony hosted by the New Mexico Business Weekly. Highlands was one of 6 organizations receiving an award and was the only higher education institution recognized at the event.
- The School of Business has had meetings with San Juan Community College and representatives from the oil and gas company to discuss the demand for management degrees in the oil and gas industry. A proposal is being developed.
- The Forestry Program is working on an interdisciplinary Fire and Safety Program.
- Over the past 5½ years the university has addressed a number of major legal and administrative issues which were a real liability in the university's ability to attract and retain quality faculty and staff; dealt with a 19% funding reduction and despite the reduction have achieved modest enrollment growth; added facilities in Raton and Albuquerque; expanded the university's on-line course offerings; and improved the university's overall reputation.

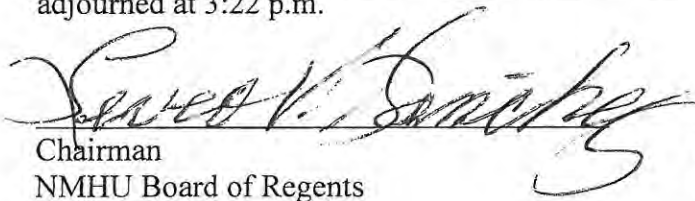
**Executive Session – (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee; (2) Bargaining strategy preliminary to collective bargaining; and (3) Real estate acquisition 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, Regent Marchi, and Regent Syner. Motion carried and the Board went into executive session at 1:20 p.m.

Regents Long and López exited the meeting at 3:20 p.m.

Regent Marchi moved to come out of executive session into open session. Regent Syner seconded. Regent Marchi stated for the record that only those items specified under the executive session item were discussed and 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 Marchi, and Regent Syner. Motion carried unanimously and the meeting was called back to order at 3:21 p.m.

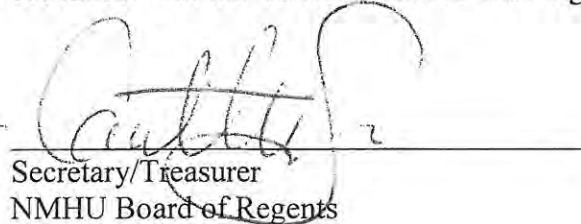
**Adjournment**

Regent Syner moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 3:22 p.m.



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Chairman  
NMHU Board of Regents



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Secretary/Treasurer  
NMHU Board of Regents