

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, New Mexico 87701
Wednesday, April 23, 2014 at 10:00 a.m.

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of Agenda for April 23, 2014
4. Approval of the Minutes of March 28, 2014
5. Academic and Student Affairs
 - A. Student Affairs Report – Dr. Fidel Trujillo
 - a. ASNMHU Constitutional Amendments – Action Item
 - b. Missing Student Policy – Action Item
 - c. Informational Items
 - B. Academic Affairs Report – Dr. Teresita Aguilar
 - a. Graduation Requirements from 128 to 120 – Action Item
 - b. Grading Policy for Graduate Students – Action Item
 - c. Informational Items
6. Finance & Administration – Mr. Max Baca
 - A. Licensing Agreement with LANL – Action Item
 - B. Severance Tax Bond Resolution – Action Item
 - C. Third Quarterly Financial Report – Action Item
 - D. FY14 Final BAR's (Restricted and Unrestricted) – Action Item
 - E. FY15 Budget – Action Item
 - a. State Appropriations/Other Revenue
 - b. Tuition, Fees, Room, and Board Rates – Action Item
 - c. Compensation
 - d. Scholarships
 - e. Athletics
 - f. Program Reviews
 - F. Informational Items
7. Faculty Senate Report – Dr. Maureen Romine
8. Staff Advisory Senate Report – Ms. Margaret Gonzales
9. ASNMHU Report – Ms. Tina Sione
10. Person's Wishing to Address the Board
11. President's Report – Dr. James Fries, President
 - A. Vice President for Advancement
 - B. Other Searches
 - C. Scholarship Changes

- D. Legacy Day April 26th
- E. Other

- 12. 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; (3) bargaining strategy preliminary to collective bargaining; (4) threatened or pending litigation subject to the attorney-client privilege in which the University may become a participant; and (5) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)(7)&(8)
- 13. Lease Agreement: NMHU/San Juan College – Action Item
- 14. Lease Agreement: NMHU/San Miguel-Mora County Fair Grounds – Action Item
- 15. Lease Agreement: NMHU/Katharine C. Fishman (Espanola Site) – Action Item
- 16. Lease Agreement: NMHU Foundation Parking Lot – Action Item
- 17. Public Action as Necessary on Closed Session Discussions – Action Item
- 18. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
April 23, 2014**

The New Mexico Highlands University Board of Regents met on April 23, 2014 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 10:15 a.m.

Attendance

Board Members Present: Mr. Leveo V. Sanchez, Mr. Jesus L. López, and Mr. Frank Marchi. Ms. Nancy R. Long and Mr. Michael Martinez participated in the meeting via conference call.

Administrative Personnel Present: Dr. James Fries, President; Mr. Max Baca, Interim Vice President for Finance & Administration; Dr. Teresita Aguilar, Provost/Vice President for Academic Affairs; and Dr. Fidel Trujillo, Dean of Students

Others Present: Dr. Maureen Romine, Faculty Senate Chair; Dr. Edward Martinez, Faculty Senate Executive Member; Mr. Joseph Dominguez, ASNMHU President Elect; Mr. John F. Kennedy, NMHU Legal Counsel/Cuddy & McCarthy Law; and Ms. Carolina Martínez, Executive Administrative Assistant; and numerous other individuals in the audience including; faculty, staff, and media

Approval of the April 23, 2014 Meeting Agenda

Regent López moved to approve April 23, 2014 agenda. Regent Marchi seconded. Voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez.

Approval of the Minutes from March 28, 2014

Regent López moved to approve the minutes from March 28, 2014. Regent Martinez seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

Academic and Student Affairs

Student Affairs Report – Dr. Fidel Trujillo

Dr. Trujillo informed the Board that the ASNMHU elections were held on April 10-11, 2014. He introduced Mr. Joseph Dominguez, ASNMHU President elect. Mr. Dominguez currently serves as President Pro-Tempore.

ASNMHU Constitutional Changes – Action Item

Dr. Trujillo provided an overview of the constitutional amendments summary page (**Attachment A**). The ASNMHU approved the changes by more than a 2/3 majority vote. The changes were ratified by the student body during the student elections.

Mr. Dominguez stated that the constitutional changes were well thought out and will have a positive impact during the next academic year.

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

Missing Student Policy – Action Item

Dr. Trujillo informed the Board that the proposed missing student policy complies with federal regulations, specifically to the Jeanne Clery Act. The policy was reviewed and approved by NMHU Campus Police; Housing Office; Campus Violence Prevention & Program, the Center Directors; Faculty Senate; and legal counsel. If approved, the policy will be printed in the 2014-2015 Student Handbook and Student Housing & Student Conduct Handbook. Along with local entities, this policy established language that allows the university to work with other jurisdiction if students at NMHU centers are missing.

Regent López moved to approve the Missing Student Policy (**Attachment B**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

Information Items

Dr. Trujillo reported that he was traveling to Fullerton, CA trip for a closeout meeting on the HACU/Wal-Mart Foundation Grant. The two-year (\$100,000/year) grant funding was used to develop retention initiatives including Freshmen Forums and non-STEM faculty trainings.

Dr. Trujillo invited the Regents to the ASNMHU Gala scheduled for April 30th. Mr. Hector Balderas, NMHU State Auditor, will be the keynote speaker. Mr. Balderas is an NMHU alum.

Academic Affairs Report – Dr. Teresita Aguilar

Graduation Requirements from 128 to 120 – Action Item

Dr. Aguilar informed the Board that the graduation requirements were approved during the Faculty Senate meeting held on April 9, 2014. The proposal was passed by the Faculty Senate with a vote of 11 yeses and 1 abstention. Regent López noted that the graduation requirements were discussed at length at the Board meeting held on March 23, 2014.

Regent López moved to approve the Graduation Requirements from a minimum of 128 credits to a minimum of 120 credits (**Attachment C**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

President Fries thanked the Board, administration, Faculty Senate, and all involved for their work and support of the reduction in graduation requirements. The change will serve students more effectively and ensure that more students complete a degree and possibly continue on to achieve their master's degree.

Grading Policy for Graduate Students – Action Item

Dr. Aguilar informed the Board that the university is proposing a change in the graduate student grading policy (**Attachment D**). It was noted by Mr. Michael Raine, NMHU Registrar, that the

grading policy has been the same for undergraduate and graduate students which is not typically the practice. The policy is in many of the university's catalogs and documents. The proposal is to change the grading to an "A", "B", "C" with anything lower than a "C" at the graduate level to failing. The proposal aligns all of the documentation and practices for graduate education.

Regent López moved to approve the Grading Policy for Graduate Students as presented Dr. Aguilar. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

Information Items

Dr. Aguilar highlighted the following (**Attachment E**):

- Three faculty members were nominated for the "Outstanding U.S. Professor of the Year" they are Dr. Carol Linder, Dr. Jennifer Lindline, and Dr. Miriam Langer. All of the nominees are also eligible for the "Outstanding Professor of the State award.
- Offers were extended to a chemistry and a biology professor.
- Interviews for the interim Dean and Associate Dean of the School of Social Work will be scheduled soon. Faculty submitted several nominations for the positions.
- Conversations with legal regarding the development of a policy and protocol for hiring international faculty for a tenure/tenure track position were held. The university has to be mindful of the establishment of permanent residency and of sponsorship when hiring international faculty.
- The School of Business was accredited by the Accreditation Council for Business Schools and Programs (ACBSP) for both the BBA and MBA programs.
- The Deans and Chairs are sending welcome letters to students admitted to the university for the fall semester.
- A fall convocation is scheduled for August 15, 2014 at Ilfeld Auditorium.
- A proposal for an honors program is being developed.
- GO Bond B will be on the November 4th ballot, if passed, NMHU's library will receive approximately \$100,000.
- Enrollment numbers by Center are provided on this report.

Finance & Administration – Mr. Max Baca

Licensing Agreement with LANL – Action Item

Regent López reported that he, Chairman Sanchez, and Regent Marchi discussed all of the agenda items listed under Finance & Administration. The items were discussed at great length and were approved during the Finance & Administration Committee meeting held on April 21, 2014. Regent

Martinez was in attendance for part of the meeting. He called on Mr. Baca to provide a brief overview of each item.

Mr. Baca informed the Board that with the Los Alamos National Labs (LANL) licensing agreement the university will receive 2/3 of any royalties on the sale of a plant growth compound. The agreement was reviewed and approved by NMHU legal counsel.

Regent López moved to approve the Licensing Agreement with LANL (**Attachment F**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

Severance Tax Bond – Action Item

Mr. Baca informed the Board that the legislature approved a \$265,000 severance tax bond for the athletic department.

Regent López moved to accept the Severance Tax Bond (**Attachment G**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

3rd Quarterly Report – Action Item

Mr. Baca informed the Board that the New Mexico Higher Education Department (NMHED) requires the university submit quarterly reports. Mr. Baca noted that there was an increase institution and state appropriations which off-sets a decrease in grants and sales & services.

Regent López moved to approve the 3rd Quarterly Report (**Attachment H**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

FY14 Final BAR's (Restricted and Unrestricted) – Action Item

Mr. Baca informed the Board that the final Budget Adjustment Requests (BAR's) are due at NMHED by May 1, 2014. The restricted budget is provided by Ms. Gayle Martínez and the unrestricted figures are reported by Ms. Eileen Bentley.

Mr. Baca pointed out that there was one change from the numbers reported during the Finance & Administration Committee meeting. The change was that \$300,000 was moved from capital outlay to instruction & general to ensure that the fund balances were over 3%.

Regent López moved to approve the FY14 Final Restricted and Unrestricted BAR's (**Attachment I**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

FY15 Budget – Action Item

State Appropriations/Other Revenue (Attachment K)

Mr. Baca informed the Board that during the legislative process, NMHU was engaged in putting forth a funding formula called the “institutional specific funding formula”. It was endorsed by the

majority of the institutions. The formula allocates certain dollar figures per awarded degree. Universities would also receive funding for "at-risk", students in STEM related fields. Any compensation and ERB would also be added to the formula. Highlands was successful in receiving \$1.5 million of additional funding which included a compensation package and \$0.75 for ERB compensation. Supplemental funding for the university's oil and gas program funding was vetoed.

Tuition, Fees, Room & Board Rates – Action Item

Mr. Baca informed the Board that the university is proposing increase fees in three areas.

Fees for residential halls have not been increased with the exception of technical adjustments for Kennedy and Melody in the last two years. Given that utility fees have increased by 67% and there is a need for building repairs, the university is proposing at modest 2.75% housing rate increase.

The university did not raise meal plan rates last year; this year a 1% increase on meal plan C is being proposed. A 6.4% and a 6.5% increase on meal plans A and B respectively are also being proposed.

Highlands has had the lowest tuition rates in the southwest for the past few years and still provides a great quality education. The university is proposing a \$250 per semester increase in tuition and fees for resident undergraduate students. The proposed increase in fees are universal among graduate and undergraduate and center students but tuition increases vary.

Regents López commented that the increases were discussed at length during the committee meeting and all Regents are very concerned about proposing any increases but the increases are unavoidable. A list of 79 four-year institutions in the southwest was provided by President Fries at the committee meeting; the list ranks Highlands #1 with the lowest tuition. While keeping tuition low is desirable, being the cheapest is not necessarily the best thing for the university. Highlands is expected to still have the lowest tuition in New Mexico and the southwest despite the proposed increases.

Regent Marchi remarked that Highlands offers the best quality education and facilities and in order to maintain that quality it is necessary for the Regents to raise the fees.

Regent López moved to approve the Tuition, Fees, Room, and Board Rates (**Attachment L**) as presented by President Fries and Mr. Baca. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

Compensation (Attachment M)

Mr. Baca informed the Board that the state legislature appropriated a 1.5% compensation package for higher education. In actuality the state funded NMHU with \$281,800 which is 75.71% of the total cost of 1.5% compensation package. Fringe benefit funding was not factored into the appropriation. In order to provide the 1.5% to NMHU employees, the additional cost to the university is \$104,230 beyond the \$281,800 appropriated.

President Fries commented that the overall FY15 budget includes funding for the 1.5% compensation.

Regent Marchi commended President Fries and Mr. Baca for their work to provide a compensation package for the NMHU employees.

Scholarships (Attachment N)

Mr. Baca informed the Board that last year new freshmen scholarships were awarded for the full fall tuition. President Fries reviewed the scholarships and in an effort to help students reach graduation, some scholarship changes made include scholarship names and the amount of awards. The changes will be implemented next academic year. For example, in an effort to increase student retention, the \$1,000 college incentive scholarship will be divided into two semesters so that students that don't qualify for the lottery scholarship will still be able to receive \$500 for the spring semester in scholarship assistance.

Regents commented that they are in favor of the scholarship changes.

Athletics (Attachment O)

Mr. Baca informed the Board that President Fries provided that 2012-13 RMAC funding Survey data. NMHU is one of the lowest funded athletic programs in the RMAC. A couple of institutions with less athletic funding do not have football programs. It is remarkable how well our athletic programs have been able to perform given the amount of funding available for HU athletics.

President Fries added that the increased fees the board just approved will generate approximately \$112,000 in increased funding for the athletic program. The university is reviewing the number of sports the university offers and as well as its athletic facilities.

Program Review

Mr. Baca informed the Board that the administration has been reviewing programs which have been running in the deficit to determine their viability to the university.

Regent López moved to approve the FY15 Budget (**Attachment J**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion passed unanimously.

Informational Items

Mr. Baca reported that the university will be advertising for a golf pro to oversee the golf course and pro shop operations. Golf course rates are under review.

Faculty Senate Report

Dr. Maureen Romine thanked Dr. Edward Martínez for standing in during the first part of the Board meeting. She presented the written Faculty Senate Report (**Attachment P**).

Staff Advisory Senate Report

Ms. Margaret Gonzales was absent for the meeting but provided a written Staff Advisory Senate Report (**Attachment Q**).

ASNMHU Report

Mr. Joseph Dominguez, ASNMHU President elect reported that he is looking forward to a positive and productive year. He is also looking forward to working with the Board of Regents.

Person's Wishing to Address the Board

Ms. Eileen Sedillo, Financial Aid Director thanked President Fries for taking the time and effort to work on the scholarship revisions. She noted that President Fries is very mindful of Highlands and its students. Ms. Sedillo informed the Board that President Fries personally signed over 800 scholarship award letters.

President's Report

President Fries noted that he is thankful for the team of senior administrators now in place.

Vice President for Advancement

Mr. William Wootton was hired as the new Vice President for Advancement. He is scheduled to begin his position at the Development Office on June 1, 2014. Mr. Wootton has an extensive background in journalism, marketing, and fundraising.

Other Searches

The university is in the process of inviting three candidates for the athletic director position. Over 50 applications for the position were received.

The university will be moving forward next academic year with interim deans and an interim associate dean of social work.

Legacy Day April 26th

Legacy Day will be held on April 26th where the contributions of the Board Chairman/past Foundation Board President, Leveo Sanchez, and his mother, Victoria D. de Sanchez, will be recognized. Leveo's many contributions to Highlands include extensive amounts of his time, talent and treasure. Contributions by his mother to the field of education and to Highlands will also be highlighted.

Other

- Commencement – In addition to the normal set-up there will be three large screen televisions in various locations throughout the complex; there are approximately 822 potential graduates for the 2014 commencement; an invitation to West Las Vegas Schools, East Las Vegas City Schools, and the Mora Independent School District has been extended inviting their high school seniors, HU admitted, to sit in a designated area in their own regalia during the NMHU commencement ceremony. President Fries would like local area students to see their educational target.
- He and his administrative team will be working to implement the importance of advising to graduation; to ensure that students have a clear plan to earn a degree.

- The Vatos Rugby Club, Division II, is one of 8 teams out of 234 nationally that will be competing nationally. If they are successful during the first two rounds of the tournament their next game will be televised on NBC on June 1st.
- A community member, formerly of Whittier, CA brought to his attention a recent article in the Whittier paper. In the article there are five young men, four of whom are wearing Highlands purple and are planning play for Highlands and Coach, Eric Young. Coach Young reported that the four students were on campus two weeks ago to sign paperwork and register for classes.

Coach Young indicated that the football program has been in transition. He thanked Mr. Jim Deisler, Interim Athletic Director, for guiding the athletic department through the academic year. Coach Young reported that the football team has been successful in recruiting new talent, some new coaches were hired; he is working to replace the 23 seniors who graduate this year; and he is very optimistic about the upcoming season.

- Mr. Dick Greene, Vatos Rugby Club advisor, reported that he and Coach Young work together to keep football players on campus by inviting ineligible football players to join the rugby team.
- President Fries shared an article from the VOICE magazine which featured Dr. Aguilar at NMHU's new Provost/VPAA.
- NMHU works with a tax aide program, they were on campus for 11 days and prepared tax returns for 450 people, many of which were students.
- The Castañeda was purchased; Governor Susan Martinez addressed a crowd of over 700 during a reception for the purchase. An article in the Santa Fe New Mexican had an editorial that was entitled "Our View, Bright Days Ahead for Vegas".
- Patents – Some orders are being received for the various hydrazine remediation products; the university is making progress with the acquisition division of the Air Force to clear the use of hydrazine remediation technology; and two custom synthesis jobs were successfully completed for a firm on the east coast.

President Fries publically thanked Mr. Jim Deisler for his leadership of the Athletic Department in the role of Athletic Director.

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 the attorney-client privilege 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)(7)&(8). Regent López moved to enter into executive session for the sole purpose of discussing the items listed. Regent Marchi seconded. A

roll call was taken; voting in favor were: Chairman Sanchez, Regent Long, Regent López, Regent Marchi, and Regent Martinez. Motion carried. The Board went into executive session at 12:33 p.m.

Regents Long and Martinez exited the meeting at 12:33 p.m.

Regent López moved to come out of executive session into open session. Regent Marchi seconded. Regent López 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 López, and Regent Marchi. Motion carried unanimously and the meeting was called back to order at 2:42 p.m.

Lease Agreement: NMHU/San Juan College (Attachment R) – Action Item

Lease Agreement: NMHU/San Miguel-Mora County Fair Grounds (Attachment S) – Action Item

Lease Agreement: NMHU/Katharine C. Fishman (Espanola Site)(Attachment T) – Action Item

Lease Agreement: NMHU Foundation Parking Lot – Action Item

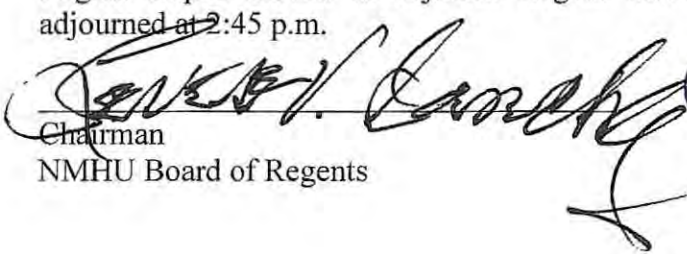
Regent López moved to authorize President Fries to renew the lease between NMHU and San Juan College; not renew the lease between NMHU and the San Miguel/Mora County Fair Grounds; not renew the lease between NMHU and the facility for the Espanola Site; and to authorize the university to enter into and lease agreement for 60 months at \$3,100/month with the NMHU Foundation for the parking lot on 8th Street and Columbia Avenue. Regent Marchi seconded. Voting in favor of the motion were: Chairman Sanchez, Regent López, and Regent Marchi. Motion passed unanimously.

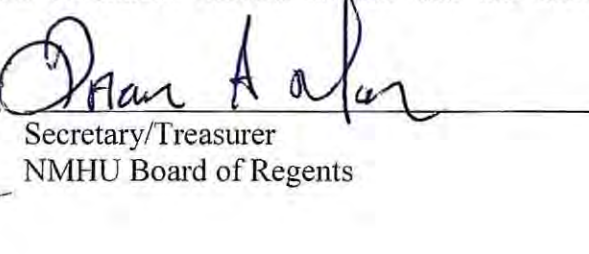
Public Action as Necessary on Closed Session Discussions – Action Item

No further action was taken.

Adjournment

Regent López moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 2:45 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents