

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, New Mexico 87701
Monday, July 14, 2014 at 10:00 a.m.

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of Agenda for July 14, 2014
4. Approval of the Minutes of May 6, 2014 and May 20, 2014
5. Trolley Building Project Update, Baker Architects
 - A. Schematic Design Approval – Action Item
 - B. Buried Structures
6. Academic Affairs Report – Dr. Teresita Aguilar
 - A. New Major in Conservation Management (NRM Dept.) – Action Item
 - B. Informational Items
 - NMHU-Raton Center Update
 - Faculty Hires
 - Fall Convocation
 - Goals and Academic Initiatives
 - Other
7. Student Affairs Report – Dr. Fidel Trujillo
 - A. Post Office Policy – Action Item
 - B. Informational Items
 - Expulsion Policy Update
 - FY15 Goals
 - Other
8. Development Office Report – Mr. William Wootton
 - A. Informational Items
 - Initial Impressions
 - Draft Reorganization of Foundation Board
 - Foundation Board Meeting July 18, 2014
 - Future Directions
9. Faculty Senate Report – Dr. Maureen Romine
10. Staff Advisory Senate Report – Ms. Margaret Gonzales
11. ASNMHU Report – Mr. Joseph Dominguez
12. Persons Wishing to Address the Board

13. Executive Session – (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee; (2) bargaining strategy preliminary to collective bargaining negotiations between the policymaking body and the bargaining unit representing the employees; and (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)&(7).
14. Public Action as Necessary on Closed Session Discussions – Action Item
15. Finance and Administration Report – Mr. Max Baca
 - A. Capital Projects/Requests
 - 5-Year Capital Projects Form – Action Item
 - Instruction & General Square Footage – Action Item
 - Other Informational Items
 - B. FY15 Budget – Action Item(s)
 - Major Annual Purchase Orders
 - Salaries
 - Athletics
 - Other
 - C. Open Meetings Act Resolution – Action Item
 - D. Informational Items
 - FY14 Year-End
 - Goals and Administrative Operations
 - Other
16. President's Report – Dr. Jim Fries
 - A. New AD Mr. Jeff Falkner
 - B. Enrollment Reports
 - C. Statewide Committees
 - NMPED Task Force – Evaluation of Schools of Education
 - NMHED Steering Committee Regarding Funding Formula
 - NMHU Hosting
 - NMHED Secretary, Dr. Jose Garcia
 - NMHED Capital Projects Hearings on August 12th
 - Joint LFC and LESC Hearings on August 25-27
 - Water and Natural Resources Committee on October 6-7
 - D. Student Center Plaque – Action Item
 - E. Goals for 2014-15
 - F. Other
17. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
July 14, 2014**

The New Mexico Highlands University Board of Regents met on July 14, 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 10:10 a.m.

Attendance

Board Members Present: Mr. Leveo V. Sanchez, Mr. Jesus L. López, and Mr. Frank Marchi, and Mr. Michael Martinez

Board Members Absent: Ms. Nancy R. Long

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

Others Present: Dr. Maureen Romine, Faculty Senate Chair; Ms. Margaret Gonzales, Staff Advisory Senate President; Mr. Joseph Dominguez, ASNMHU President; Mr. John F. Kennedy, NMHU Legal Counsel/Cuddy & McCarthy Law; 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 over the KEDP Radio Station.

Approval of the July 14, 2014 Meeting Agenda

Regent López moved to approve July 14, 2014 meeting agenda as presented. Regent Marchi seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Approval of the Minutes from May 6, 2014 and May 20, 2014

Regent López moved to approve the minutes from May 6, 2014 and May 20, 2014 as presented. Regent Martinez seconded. Voting in favor of the motion were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez. Motion passed unanimously.

Trolley Building Project Update, Baker Architects

Schematic Design Approval – Action Item

Ms. Sylvia Baca introduced Mr. Mark Baker and Mr. Tomas Sanchez of Baker A+d to present the Trolley Building schematic design. Mr. Baker and Mr. Sanchez provided a PowerPoint presentation of the schematic design (**Attachment A**).

Dr. Miriam Langer, Associate Professor of Media Arts, commented that the Media Arts Department is pleased with the Trolley Building plans; the buildings potential functionality; and the fact that it will offer shared space for the NMHU campus as well as the community.

Regent López called on Mr. Clay Simmons, Trolley Building Project Manager/Progressive Construction Management (PCM) to report. Mr. Simmons reported that PCM and Baker have a

good working relationship; they have had several joint meetings in which the Trolley project budget; construction; geo-physical testing; and other items were discussed. Mr. Simmons noted that the Baker firm's estimated budget is on track.

Regent López asked for the construction timeline. Mr. Simmons responded that the bidding process for construction will be held January through February 2015.

Mr. Baker reported that the design and development part of the project phase will occur within the next six months. It is anticipated that the construction phase will take place between May 2015-April 2016.

Regent López asked why the building would not be geo-thermal. Mr. Simmons responded that geo-thermal is used on much larger buildings than the Trolley Building; involves higher upfront costs and additional testing.

Regent López moved to approve the Trolley Building schematic design as presented by Baker A+d. Regent Marchi seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Buried Structures

Photos of the buried structures were also provided in the report (see **Attachment A**). The buried structures were removed.

Academic Affairs Report – Dr. Teresita Aguilar

New Major in Conservation Management (NRM Dept.) – Action Item

Dr. Aguilar informed the Board that the BA degree complements the BS degree which is already in place. No additional faculty or costs will be required.

Regent Marchi asked for the new major's forecasted enrollment. Dr. Aguilar reported that the target enrollment is set for 100 students.

Regent Martinez moved to approve the New Major in Conservation Management (Natural Resources Management Department) (**Attachment B**) as presented. Regent Marchi seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Information Items

NMHU-Raton Center Update

Several meetings with Raton community leaders were held to discuss the NMHU-Raton Center's programing, expenses, and facility. The four major points of discussion were: insufficient demand to deliver degree completion or graduate degree programs on-site; the university cannot continue to offer ITV or dual-credit course without a sound base on the degree program delivery; there are currently (2) full-time personnel at the center; building options need to be considered (the building is owned by the university). Approximately \$143,000 in resources has been invested in equipment and renovations to the center.

Faculty Hires (Attachment C)

A list of the (9) faculty members who have retired/resigned and the (7) new hires was provided.

President Fries highlighted that Dr. Lillian Gorman has taught at the university previously and is completing her doctoral program in Chicago. She participated in the Minority Doctoral Loan Program.

Fall Convocation

The Office of Academic Affairs is collaborating with the Office of Student Affairs to celebrate the class of 2018 with a fall convocation. The convocation is scheduled for August 15, 2014 at 9am in Ilfeld Auditorium.

Goals and Academic Initiatives

Dr. Aguilar presented her list of goals and academic initiatives (**Attachment D**) for the FY14-15 academic year to the Board.

Other

Dr. Aguilar provided an update on Dr. Rey Martinez' health. Dr. Martinez was involved in a very bad car accident in Colorado in route to work on his sabbatical. He is one of the most beloved and engaging faculty members at NMHU.

Student Affairs Report – Dr. Fidel Trujillo

Dr. Trujillo informed the Board that his written report was provided (**Attachment E**).

Post Office Policy – Action Item

Dr. Trujillo presented the Post Office Policy. He informed the Board that the policy would help regulate who is authorized to be in designated areas of the post office; who has the authority to distribute the campus mail; and regulate content and formatting of materials distributed by university departments, chartered clubs and organizations for university-related announcements.

The policy is aligned with other universities and has been reviewed and approved by legal counsel.

Regent Marchi moved to approve the Post Office Policy (**Attachment F**) as presented. Regent Martinez seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Information Items

Expulsion Policy Update (Attachment G)

Dr. Trujillo recounted that the Board approved the Expulsion Policy subject to verbiage revisions by the administration and legal counsel during the March 28, 2014 Board meeting. Policy language was revised from “permanent separation” to “indefinite separation” from the university to meet with the Board's recommendations.

FY15 Goals

Dr. Trujillo presented a list of FY15 Student Affairs Goals (**Attachment H**).

Other

- To keep in line with the charge by the Board, Mr. Robert Romero was hired as the new Native American Student Coordinator. The university hopes to increase outreach, recruitment, academic advising, and enhance the social and cultural enrichment of our Native American student population.
- The Campus Violence and Prevention Program (CVPP) recently changed the department name to the New Mexico Highlands University Center for Advocacy Resources Education and Support (NMHUCARES).
- NMHU may become a participant in the HACU pilot student exchange program.

Development Office Report – Mr. William Wootton

Mr. Wootton presented his written report (**Attachment I**).

Mr. Wootton reported that he proposed a draft reorganization of the Foundation Board at the July 18, 2014 Foundation Board Meeting. If adopted the proposed changes would significantly affect the Foundation's budgetary operations and enhance its regional and national profile. Advancement Office will work to fundraise and develop specific university needs through public relations and marketing.

Mr. Wootton believes that developing a closer relationship between the Foundation Board and the university's senior leadership is critical to foster greater effectiveness and success for everyone.

Faculty Senate Report

Dr. Maureen Romine presented the written Faculty Senate Report (**Attachment J**).

Staff Advisory Senate Report

Ms. Margaret Gonzales was absent for the meeting however she did provide a written Staff Advisory Senate Report (**Attachment K**).

ASNMHU Report

Mr. Joseph Dominguez, ASNMHU President reported that the ASNMHU is working to fill (4) senate vacancies before the first scheduled meeting.

Mr. Dominguez announced that the ASNMHU will be proposing constitutional changes to include: the reduction of tuition compensation for executive officers, to increase the ASNMHU's budget; and the prospect of holding staggered elections.

Person's Wishing to Address the Board

Dr. Jesus Rivas, Assistant Professor of Biology, addressed the Board with his concerns regarding higher increased compensation for professors who take their students out of the classroom to perform field research than those who only lecture.

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 is or may become a participant; Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)&(7). 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: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:46 p.m.

Regent López moved to return to open session. Regent Marchi seconded. Regent López stated for the record that only those items specified under the executive session were discussed and no action was taken by the Board. Regents present confirmed. A roll call was taken and voting in favor of returning to open session were: Regent López, Regent Martinez, Regent Marchi, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 2:25 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item

No action was taken.

Finance & Administration – Mr. Max Baca

Capital Projects/Request

5-Year Capital Projects Form – Action Item

Instruction & General Square Footage – Action Item

Mr. Baca informed the Board that the Five Year Capital Projects Report was provided by Ms. Sylvia Baca, Interim Facilities Management & Planning Director. The report is a requirement of the New Mexico Higher Education Department (NMHED). Mr. Baca summarized the written 5-year Capital Projects Report (**Attachment L**) and the I&G Square Footage Report (**Attachment M**).

Regent López moved to approve the 5-Year Capital Projects Form and the Instruction & General Square Footage Report as presented. Regent Martinez seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martínez, and Chairman Sanchez.

FY15 Budget – Action Item(s)

Major Annual Purchase Orders (Attachment N)

Mr. Baca informed the Board that, as per the procurement policy, President Fries is authorized to sign purchase orders up to \$500,000. The university is requesting Board approval to process the following purchase orders:

- A’viands - \$1.5 million for meal plans charges for FY15
- City of Las Vegas - \$720,000 to purchase natural gas for university buildings for FY15
- PNM - \$1,125,000 for electricity for all university buildings on the main campus for FY15

Regent López moved to approve the purchase of major annual purchase orders to A’viands, City of Las Vegas, and PNM as presented. Regent Marchi seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Salaries

Mr. Baca reiterated that the Board approved the FY15 budget at the April 23, 2014 meeting. The FY15 budget included a 1.5% salary increase for employees.

In FY13 the university implemented the HayGroup salaries study. All job descriptions and positions were reviewed and pay grade levels were assigned. Minimum to midpoints range for some grades are quite large. Some of the levels are too low and don't allow for the hiring of new staff with the desired job experience and qualifications. The university is recommending moving salaries from the low points of the pay grade suggested by the HayGroup by 1.7% increase for FY15.

President Fries informed the Board that their packet included a compensation history which shows that NMHU did not receive a state employee compensation package in four years but managed an increase in all but one year. President Fries commended the Board for their support of the proposed compensation package.

Regent López moved to approve the salary increases as presented and as outlined on the Presidents' letter to the Board dated July 10, 2014 (**Attachment O**). Regent Marchi seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Athletics (Attachment P)

Mr. Baca informed the Board that the past year was challenging for athletics in terms of fundraising which left expenditure gaps. The university was successful this legislative session in securing an additional \$150,000 for the Athletic Department plus \$14,600 for compensation and ERB. In addition the Board approved an increase of mandatory student fees for students on the main campus. Mr. Jeff Falkner, the new Athletic Director will have \$566,447 to distribute amongst the various athletic programs for FY15.

President Fries introduced Mr. Jeff Falkner as the new Athletic Director.

Mr. Falkner listed a few of his initiatives:

- Ensure that HU recruits the best students; students who care about their own success
- Hire the best quality coaches because the university owes that to the student athletes
- Ensure we have adequate facilities
- Provide the best quality of competition; stay at the right hotels and eat at the right restaurants
- Provide adequate post season play

Mr. Baca thanked Mr. Jim Deisler for taking on the role as interim Athletic Director while the job search was underway.

Open Meetings Act – Action Item

Mr. John Kennedy, NMHU Legal Counsel advised posting the Open Meetings Act on the NMHU web and contacting the Attorney General's Office within ten days of an emergency meeting as to the description and circumstances for the emergency meeting.

Regent López moved to approve the Open Meetings Act for 2014 (**Attachment Q**) as presented. Regent Martinez seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Informational Items

Mr. Baca informed that Board that a written Finance & Administration Report was provided (**Attachment R**). Mr. Baca indicated that he met with his direct reports and discussed the university's ability to provide quality customer service and meeting goals.

FY14 Year-End

Mr. Baca reported that he is working with the comptroller, business office staff, and purchasing staff to improve and more accurately report end of year budgets; student accounts receivable; and procurement improvements to reduce paperwork.

Goals and Administrative Operations

Mr. Baca summarized the department updates and reviewed the list of his FY15 goals.

President's Report

Enrollment Reports (Attachment R)

President Fries pointed out that this year's summer enrollment increased from last year. Fall numbers have been teetering and numbers won't be finalized until the semester begins. Increased number of new freshman, new transfers and new graduate students are all up from last year but total enrollment numbers are still lower than last year on the main campus due to the decrease number of returning students. Enrollment is up at the centers.

President Fries informed the Board that an article in the Albuquerque Journal reported that New Mexico State University is considering raising their GPA requirement from 2.5 to 2.75 for incoming students. The University of New Mexico may follow suit. The article further stated that students at NMSU coming in with a GPA of less than 2.75 have a 20% graduation rate. NMHU has open admissions and has a graduation rate that runs just slightly under 20%.

Statewide Committees

President Fries informed the Board that a number of state committees will be meeting on campus and statewide:

- **NMPED Task Force – Evaluation of Schools of Education**
The NMPED Task Force is looking at how to improve K-12 education. The latest focus has been on teacher and administration evaluations. President Fries, Chairman Sanchez, and Regent Marchi are members of the NMPED Task Force.
- **NMHED Steering Committee Regarding Funding Formula**
- **NMHU hosted/will host the following:**
 - NMHU Secretary, Dr. Jose Garcia met with the university's administrative team. Topics of discussion were: changing the university culture toward more of a student success focus; the university's Native American goals; the SARA online program; possibly

working with the state personnel office to establish programs that would be meaningful for state employees to improve their core professional development

- NMHED Capital Projects Hearing on August 12th
- Joint LFC and LESC Hearings on August 25th-27th
- Water and Natural Resources Committee on October 6th-7th

President Fries remarked that it was beneficial for the university to have various legislators on campus; it gives them an opportunity to visit the campus and hear about NMHU.

Student Center Plaque – Action Item

President Fries informed the Board that draft SUB plaque wording was in their meeting packets (**Attachment S**). Regents recommended grammatical and wording changes.

Regent Marchi moved to approve the Student Center Plaque with the recommended changes. Regent López seconded. Voting in favor were: Regent López, Regent Marchi, Regent Martinez, and Chairman Sanchez

Goals for 2014-15

President Fries remarked that he hopes the Board will take from the meeting an impression that the university now has a competent aggressive team of administrators that are really digging into their jobs at the university. They are working hard to move us closer to student success.

In regards to excellence, University Relations has written a number of articles on students who are part of the AmeriCorps Group. They have created logos and tourism videos for the Aztec Ruins, Chaco Canyon and Mesa Verde, all of which are world heritage sites. Other AmeriCorps and Media students are developing iPad applications for the Bradbury Science Museum in Los Alamos; working with state libraries to train rural librarians to use 3D printers; to develop educational programs for the Girl Scouts; some students are working with the Museum of Natural History and Science; working with National Hispanic Cultural Center; City of Las Vegas Museum; and the Center for Contemporary Arts in Santa Fe. The professional experiences and contributions that our students are making across the state is student success.

President Fries reminded the Board that last spring he listed three university goals:

1. Be proud of and celebrate who we are
2. Foster, support, facilitate, expect; and celebrate our value added student success
3. Expand Highlands University's educational, cultural, and economic leadership as a regional university with a national and international impact

Highlands needs to be the university of choice for the majority of our students. We need to be proud of our university and therefore, he will keep pushing "Purple Pride Fridays". We need to be more visibly proud that we chose Highlands.

President Fries stated that the university needs to do the following:

- increase our 4-year and 6-year graduation rates by at least 50%
- increase our enrollment and retention
- review and analyze collected data regarding recruitment and enrollment
- perform programmatic reviews
- open the Center for Teaching Excellence
- evaluate the role of our centers to define their growth potential
- advise to graduation
- increase the opportunities for student participation beyond the classroom
- eliminate unnecessary barriers and requirements
- "Purple Pride" and "I Chose Highlands" can do a lot for retention at this university

President Fries would like to challenge everyone at the university to increase retentions rates to 80% for next semester and to increase the fall to fall retention rate to at least 60%.

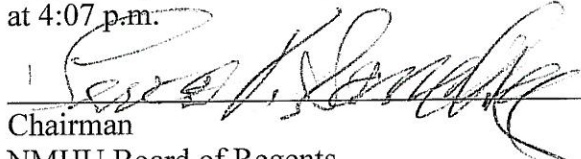
In terms of recruitment: he would like to see the university consider tuition and fee rates for 2016 Board by early October so that staff can start telling prospective students what school is going to cost them in FY16 and how we can help them many months earlier than in the past.

Other

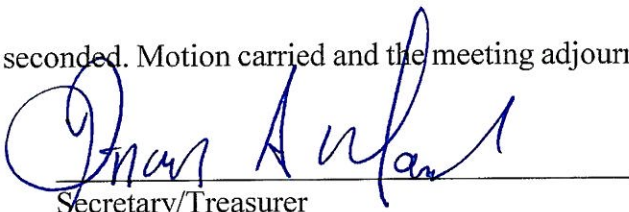
No further items were discussed.

Adjournment

Regent López moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 4:07 p.m.



Chairman
NMHU Board of Regents



Secretary/Treasurer
NMHU Board of Regents