

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

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of Agenda for October 10, 2014
4. Approval of the Minutes of July 14, 2014 and July 29, 2014
5. Trolley Building A/E Design Development Report-Baker Architects – Action Item
6. Academic Affairs Report – Dr. Teresita Aguilar
7. Student Affairs Report – Dr. Fidel Trujillo
8. Finance and Administration Report – Mr. Max Baca
 - A. Easement to the City of Las Vegas for Water Line Bridge east of Douglas Hall from Diamond Ave. to University Ave. – Action Item
 - B. Accept the NMDOT Grant to Partially Fund Rebuilding Baca Street (9th to 11th) – Action Item
 - C. FY15 Budget Report
 - D. Tuition and Fees Rates for FY16
 - E. Other
9. Institutional Advancement Report – Mr. William Wootton
10. Faculty Senate Report – Dr. Maureen Romine
11. Staff Advisory Senate Report – Ms. Margaret Sanchez
12. ASNMHU Report – Mr. Joseph Dominguez
13. Persons Wishing to Address the Board
14. President's Report – Dr. Jim Fries
 - A. National Hispanic Cultural Center MOU – Action Item
 - B. Raton Site Phase-Out – Action Item
 - C. Graduate Tuition – Action Item
 - D. Informational Items
15. 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) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (3) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(7)&(8).
16. Public Action as Necessary on Closed Session Discussions – Action Item
17. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
October 10, 2014**

The New Mexico Highlands University Board of Regents met on October 10, 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. Frank Marchi, and Mr. Michael Martinez
Regents Participating via conference call: Ms. Nancy R. Long

Board Members Absent: Mr. Jesus L. López

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. Kimberly Blea, Staff Advisory Senate Vice President; Mr. Joseph Dominguez, ASNMHU President; Ms. Karen Kilgore, 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 October 10, 2014 Meeting Agenda

President Fries recommended moving item #14B “Raton Site Phase-Out – Action Item” after the Executive Session.

Regent Marchi moved to approve October 10, 2014 meeting agenda with the proposed change made by Presidents Fries. Regent Martinez seconded. Voting in favor were: Regent Long, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Approval of the Minutes from July 14, 2014 and July 29, 2014

Regent Marchi moved to approve the minutes from July 14, 2014 and July 29, 2014 as presented. Regent Martinez seconded. Voting in favor of the motion were: Regent Long, Regent Marchi, Regent Martinez, and Chairman Sanchez. Motion passed unanimously.

Trolley Building A/E Design Development Report-Baker Architects – Action Item

President Fries introduced and called on Mr. Mark Baker and Mr. Tomas Sanchez of Baker A+d to present the Trolley Building A/E Design. Mr. Baker and Mr. Sanchez presented the Trolley Building A/E Design Development Report (**Attachment A**).

Mr. Baker reported that the project is on schedule and on budget. The budget includes 10% for contingency costs. The project is on track to reach LEED Silver certification.

The Board requested a Trolley Building project update at the next Board meeting to be scheduled during the week of January 12, 2015.

Regent Martinez moved to approve the Trolley Building A/E Design Development as presented by Baker A+d. Regent Marchi seconded. Voting in favor were: Regent Long, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Academic Affairs Report – Dr. Teresita Aguilar

Vice President Aguilar summarized her written report (**Attachment B**).

Four-Year Degree Sample Template (Attachment C)

Vice President Aguilar thanked faculty in the Chemistry Program for providing the four-year degree template. The template will clearly define all four-year undergraduate degree programs. Two-year degree templates will also be generated.

Faculty Hires (Attachment D)

A list of new faculty hires was provided.

Vice President Aguilar reported the following:

- A memorandum of understanding (MOU) between NMHU and Luna Community College (LCC) STEM programs was signed. The institutions are committed to assisting STEM students make a smooth transition from LCC to NMHU.
- An MOU with Kocaeli University, in Turkey, regarding faculty and student exchanges is being developed.
- An MOU with the Higher Education Center (HEC) in Santa Fe was signed. The HEC is scheduled to open in January 2015. NMHU requested office and classroom space at the center. The HEC is governed by the Santa Fe Community College Board of Trustees.
- It is essential for the university to move forward with the deans searches. Ideally new deans should begin work for the next academic year as early as July 1, 2015. The university needs to fill dean positions for the School of Education, College of Arts & Sciences, and School of Social Work.
- The ARMAS (Achieving in Research Mathematics and Science) program received national recognition for their program from Excelencia in Education. Excelencia showcases programs that are doing exceptional work promoting and supporting Latino student success in higher education. The ARMAS program was one of 217 programs up for consideration of the award (**Attachment E**). Dr. Edward Martinez, Director of the ARMAS and Assistant Professor of Natural Resources, reported that the ARMAS program provides various types of resources to STEM discipline students but all students are welcome to attend their tutoring sessions, supplemental instruction; utilize the textbook library, and use the study space. ARMAS also holds one faculty development workshop per semester. Data shows that students participating in the ARMAS program have a higher graduation and retention rate than non-participants.

President Fries congratulated Dr. Martinez and the ARMAS staff for their phenomenal work. Dr. Martinez is an individual who deserves much recognition for the multitude of contributions that he makes to students, the university, and his discipline. He is also one of the most prolific grant recipients at NMHU.

- Dr. Virginia Padilla-Vigil, NMHU-Rio Rancho Center Director, was one of 30 to receive national recognition in the *Center for Digital Education Magazine, Top 30 Technologists Transformers Trailblazers (Attachment F)*.
- The NMHU School of Education was acknowledged by *Diverse Issues in Higher Education* as one of the top 50 institution for awarding undergraduate and graduate degrees to Hispanic in the field of education.
- The Higher Learning Commission will visit the campus in September 2015. Dr. Jean Hill will serve as coordinate for the visit.
- Vice President Aguilar agreed to chair the strategic planning steering committee a global email will be going out to solicit for a cross-section of faculty, staff, and students for the committee.
- NMHU received a five-year \$500,000 grant from the Department of Education for promoting post-baccalaureate opportunities for Hispanic Americans. Ms. Evonne Roybal-Tafoya, Director of Education Outreach Services, will serve as the grant's project director.
- A \$20,000 grant from the National Geographic Society was awarded to Dr. Michael Petronis, Assistant Professor of Natural Resources, for research in support of a project entitled "Peering Into Volcanic Windows - Testing the Controls of Magma Movement and Emplacement Beneath Scoria Cones."
- A grant from the New Mexico Public Education Department for work with the innovative teacher preparation was received. Dr. James Alarid, Vista Sin Limites Program Director, will be the principal investigator for the grant.
- Vice President Aguilar congratulated the freshman class for their participation in the fall convocation ceremony. She thanked the faculty, President Fries, Board of Regents, Mayor Alfonso Ortiz, and other dignitaries for their participation.
- The Faculty Development Week Committee did an excellent job coordinating the week long events. A session on student success was held and will be the theme/mantra for future events.
- Dr. Julius Harrington, Professor of Social Work, was a panelist during the Diversity Summit on Hispanic Serving and Native-American Serving Institutions. He will be the point person of the NMHU Diversity Initiative.

Student Affairs Report – Dr. Fidel Trujillo

Dr. Trujillo summarized his written report (**Attachment G**) and highlighted the following:

- Dr. Trujillo acknowledged the Office of Campus Life, Housing and Student Conduct, the Alumni Office, and the Homecoming Committee for putting together a successful Homecoming Week.
- Mr. Easton Hargrave, a member of the HU Wrestling Team, and Ms. Amber Vicente Cordero, a member of the HU Softball Team, were selected as the 2014 NMHU Homecoming King and Queen.
- The Office of Housing and Student Conduct held a parent's initiative during homecoming. Approximately 135 parents and family members of HU student residents participated in a carnival, luncheon, dinner, and attended the homecoming festivities.
- Dr. Trujillo recognized Ms. Kimberly Blea, Director of the HUCARES Office for successfully proposing and securing grant funding, in the amount of \$300,000 for three years, for the office of violence against women.
- He and Ms. Tina Clayton, International Education Director, participated in the Global Education Consortium Initiative Summit at the University of New Mexico designed to enhance the recruitment of international students and to provide opportunities for New Mexico students to study abroad.
- Mr. Ron Garcia, Director of Career Services has been very busy preparing for this year's Career Fair. There are currently 35 employers scheduled to attend. Employers from the Department of Agriculture, Office of Personnel Management, several school districts, and private companies will be recruiting at the fair.
- The university recently hosted a group of 15 students from the Diné College considering transferring to NMHU.

Finance & Administration – Mr. Max Baca

Easement to the City of Las Vegas for Water Line Bridge East of Douglas Hall from Diamond Ave. to University Ave. – Action Item Easement Agreement (**Attachment H**), Easement Map (**Attachment I**); Easement photos (**Attachment J**). The easement will provide a secondary connection to a fire hydrant located on 8th Street.

Mr. Baca informed the Board that the easement agreement was reviewed by NMHU legal counsel and will be sent to the City of Las Vegas for their review of the proposed changes.

Regent Marchi moved to approve the location and easement agreement subject to refinements by NMHU administration in conjunction with NMHU legal counsel. Regent Martinez seconded. Voting in favor were: Regent Long, Regent Marchi, Regent Martinez, and Chairman Sanchez.

Accept the NMDOT Grant to Partially Fund Rebuilding Baca Street (9th Street to 11th Street) – Action Item(s)

Mr. Baca reported that the university received external funding from the New Mexico Department of Transportation (NMDOT) for the: plan design; construction; reconstruction; construction management; pavement and drainage improvements; parking lot improvements; and construction of Baca Avenue from 9th Street to the 11th Street intersection. As per the agreement, the NMDOT will provide \$71,250.00 of the funding and NMHU will provide \$127,768.71 of the funding for a total project cost of \$199,018.71.

Regent Martinez moved to accept the NMDOT Grant to Partially Fund Rebuilding Baca Street (9th Street to 11th Street (**Attachment K**) as presented. Regent Marchi seconded. Voting in favor were: Regent Long, Regent Marchi, Regent Martinez, and Chairman Sanchez.

FY15 Budget Report

Mr. Baca reported the following budget information as of August 2014:

- Enrollment was up for the summer increasing the university's tuition and fees
- Head count on the main campus was down 6%
- The revenues to expenditures ratio looks good

Tuition and Fees Rates for FY16

President Fries informed the Board that a tuition philosophy for FY16 (**Attachment L**) was provided in their meeting packets. During the spring semester meetings with ASNMHU representatives and others regarding NMHU having the lowest tuition and fees in the southwest. The group consensus was that falling towards the upper end of the ten lowest institutions was reasonable for keeping costs down but high enough to minimize any questions about the quality of education received at NMHU.

If the Board agrees with the proposed rate philosophy, the plan is for the administration to formulate a specific proposal for Board consideration before the end of the calendar year.

Regents present agreed that the administration should move forward with a tuition and fee rates proposal for FY16 for the Boards consideration at a focused meeting on the topic.

Other

Mr. Baca provided a summation of his written report (**Attachment M**) and highlighting the following:

- Ms. Yvonne Quintana was hired as the new Administrative Assistant in the Finance & Administration Office. She had previously served the university in the President's Office, Board of Regents Office, along with various other offices.
- Ms. Eileen Bentley, Budget Director, has accepted a job as the Business Manager for the Johnson County Wyoming School District. Her last day with NMHU is October 17th.
- The Research & Public Services Project (RPSP) ranking sheet (**Attachment N**) is included in the meeting packet.

Institutional Advancement Report – Mr. William Wootton

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

Mr. Wootton informed the Board of the following:

- The Foundation has accumulated over \$5.4 million in endowments and restricted funds
- He is meeting with donors to define language for their endowments so that they should survive through several decades.
- Donor stewardship is an area that the Foundation Office needs to move into quickly
- The Foundation Board meetings will be held in a new meeting style
- A \$40,000 Foundation Board Challenge Match to inspire contributions was implemented
- Approximately 650 people have viewed the art exhibit since its opening on August 17th

Faculty Senate Report

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

Dr. Romine disseminated a handout regarding the faculty concerns regarding shared governance and administrative leadership (**Attachment Q**).

Chairman Sanchez asked how many faculty members are at NMHU. Dr. Romine responded that there are 102 voting faculty members which includes; tenure, tenure-track, and librarians. There are 170 faculty in total. There are 52 respondents to the faculty concerns survey.

Staff Advisory Senate Report

Ms. Kimberly Blea provided the Staff Advisory Senate written report (**Attachment R**).

Ms. Blea noted that the SAS were concerned with the following issues:

- A lack of response to voicemail and email messages/customer service concerns
- Paperwork is being stalled at various processing levels
- The job descriptions statement, “other duties as assigned”
- Salaried staff receiving supplemental salaries for grant work
- Staff taking on additional duties for vacant position for an extended period of time

ASNMHU Report

Mr. Joseph Dominguez, ASNMHU President reported that Highlands was well represented at the Hispanic Association of Colleges & Universities (HACU) Conference in Denver, CO. He along with seven other students attended the college track section of the conference. Dr. Trujillo was one of the guest speakers; he spoke on “Academic Success for Hispanic Students”.

Mr. Dominguez informed the Board that all ASNMHU positions are filled.

Person’s Wishing to Address the Board

The following faculty members: Dr. Ian Williamson; Dr. Donna Woodford-Gormley; Dr. David Sammeth; Dr. Michael Petronis; and Dr. Erika Derkas; voiced their concerns regarding the closure of the NMHU Childcare Center and termination of the Rodeo Team; the lack of recruitment efforts by the university; lack of President’s Advisory Council Meetings; changes to the scholarship awards; recruitment planning; they want a more spirited dialogue between the faculty and administration; the dismal salary and lack of insurance for graduate assistants; the

lack of support for research grants; and their request to be involved with decisions regarding long-term administrative appointments, and university planning.

Ms. Margaret Sanchez, Staff Senate President, voiced her concerns with the lack of email responses; voicemail responses; and customer service by all NMHU employees.

Chairman Sanchez thanked everyone for stating their concerns.

President's Report

National Hispanic Cultural Center MOU – Action Item

President Fries introduced Mr. Edward Lujan, Chairman Emeritus, of the National Hispanic Cultural Center (NHCC) and Ms. Rebecca Avitia, Executive Director of the NHCC. President Fries informed the Board that the MOU between NMHU and the NHCC was reviewed and approved by NMHU legal counsel. The MOU establishes educational exchanges and exhibits between two of New Mexico's leading Hispanic Institutions.

Ms. Avitia stated that the NHCC is excited to begin a partnership with NMHU. Mr. Lujan commented that this MOU was a historic partnership for both entities.

Regent Martinez moved to approve the National Hispanic Cultural Center MOU (**Attachment S**) as presented. Regent Marchi seconded. Voting in favor were: Regent Long, Regent Marchi, Regent Martinez, and Chairman Sanchez

Executive Session – (1) limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, of or the investigation or consideration of complaints or charges against an employee; (2) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant; and (3) real estate acquisition or disposal. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(7)&(8). Regent Martinez 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 Long, Regent Marchi, Regent Martinez, and Chairman Sanchez. Motion carried. The Board entered into executive session at 1:28 p.m.

Regent Martinez exited the meeting at 1:28 p.m. He rejoined the meeting during executive session via conference call at 1:45 p.m.

Regent Long exited the meeting at 1:50 p.m.

Regent Marchi moved to return to open session. Regent Martinez seconded. Regent Martinez 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 retuning to open session were: Regent Martinez, Regent Marchi, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 4:40 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item

Regent Marchi moved to overturn the decision by the administration based on new information and award Dr. George Leone full professorship. Regent Martinez seconded. Voting in favor were: Regent Marchi, Regent Martinez, and Chairman Sanchez

Raton Site Phase-Out (Attachment T) – Action Item

President Fries informed the Board that over the past few years, enrollment and revenue numbers at the Raton Site have continued to decline. President Fries, along with the administration, is proposing that the university move forward with the closure of the Raton Site and to limit course offerings in the area to online courses with the exception of situations where a cohort of students for a particular program can be identified. The administration is also requesting authorization to explore options for disposal of the facility.

Regent Marchi moved to authorize the administration to move forward with the Raton Site closure and to explore options for the disposal of the facility. Regent Martinez seconded. Voting in favor were: Regent Marchi, Regent Martinez, and Chairman Sanchez

Graduate Tuition (Attachment U) – Action Item

President Fries reported that he was approached by an international graduate student, who received her bachelor's degree at Highlands, requesting an in-state tuition waiver since she was an HU alum. Rather than respond to the individual student, he is proposing an in-state tuition waiver for all out-of-state and international students who complete their bachelor's degree at NMHU and then enroll in one of our graduate programs.

Regent Marchi moved to approve in-state tuition waiver for students who received their undergraduate degrees at Highlands and then enroll in an NMHU graduate program Regent Martinez seconded. Voting in favor were: Regent Marchi, Regent Martinez, and Chairman Sanchez

Informational Items

FY15 Target Goals

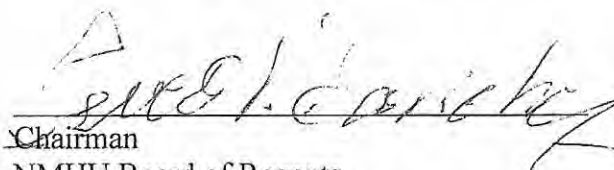
President Fries listed FY15 target goals for the university:

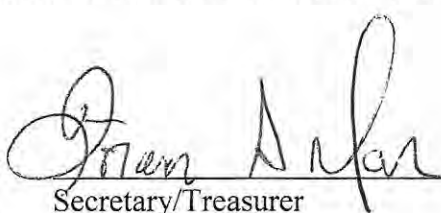
- Moving beyond MAKWA, it would be nice to have closure
- The university's strategic plan needs to be revised
- Preparation for the Higher Learning Commission's visit in 2015
- Focus time needs to be spent on recruitment and conversion plans. One problem he has noticed is that the university does not maintain enough ongoing contact with students once they have applied and have been accepted into the university. The university needs to bring in a significantly larger class than this year.
- Review/revision of all our degree plans, requirements, and schedules is critical for the university's retention efforts
- The deans' selection process/faculty handbook issue needs resolution
- The university's fiscal management systems need improvements
- The Foundation Office's records, procedures, and annual funding require improvements
- We need to move forward with the Center for Teaching Excellence

- The closure of the Raton Site needs to be completed
- The Highlands Stable Isotopes programs need to move forward
- It is important that the Trolley Building project remains on track and on schedule
- A meeting with local Economic Development Center representatives to establish a business incubator and commercial kitchen on campus was held
- Highlands should be pro-active in establishing leadership in the community to find ways to stimulate economic growth
- Revisions to the research handbook/grants policy need to be made
- The university's financial reserves need to be rebuilt. They have diminished mostly because of the Trolley Building project
- Procedural and signature requirements need to be simplified and improved
- Training and professional development needs to continue
- The university experienced an enrollment shortfall this year; several factors may have contributed to the shortfall, they are:
 - Highlands had its largest graduating class this year
 - The ACT requirement instituted two years ago may have affected our enrollment
 - Timing of financial aid scholarships/awards needs to be earlier in the year
 - Departments need to work more closely together and not operate in silos
 - The number of students athletes dropped to 330
 - The number of international students dropped from 110 two years ago to 80 this fall
- There is a need to compose a list of articulation agreements
- Should the General Obligation (GO) Bond B pass; Donnelly Library would receive \$110,000. If GO Bond C passes; NMHU would receive \$5 million for infrastructure projects at NMHU. Luna Community College would receive \$1.38 million for their sites in Springer and Santa Rosa. Neither bond issue requires a tax increase.

Adjournment

Regent Martinez moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 5:17 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents