

New Mexico Highlands University  
Special Board of Regents Meeting  
President's Conference Room  
Rodgers Administration Building  
NMHU Main Campus  
Las Vegas, NM 87701  
January 23, 2015 at 10:00 a.m.

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of the Agenda for January 23, 2015
4. Approval of the December 16, 2014 Meeting Minutes – Action Item
5. Selection of Presidential Search Firm – Action Item
6. FY14 Audit Review and Acceptance – Action Item
7. 2<sup>nd</sup> Quarterly Financial Report – Action Item
8. President's Report – Dr. James Fries
9. 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; and (2) 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)&(7).
10. Public Action as Necessary on Closed Session Discussions – Action Item
11. Adjournment

**New Mexico Highlands University  
Board of Regents Special Meeting  
January 23, 2015**

The New Mexico Highlands University Board of Regents held a special meeting on January 23, 2015 in the President's Conference Room in the Rodgers Administration Building 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. Frank Marchi, Mr. Michael Martinez, and Mr. Leveo V. Sanchez

Board Members Absent: Ms. Nancy R. Long, and Mr. Jesus L. López

President Fries stated for the record that Regent Long had a previously scheduled hearing in Albuquerque.

Administrative Personnel Present: Dr. James Fries, President; 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: Ms. Margaret Gonzales, Staff Advisory Senate Member; 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, and staff.

**Approval of the Meeting Agenda for January 23, 2015**

Regent Marchi moved to approve the January 23, 2015, agenda as presented. Regent Martinez seconded. Voting in favor were: Regent Marchi, Regent Martinez, and Chairman Sanchez.

**Approval of the Minutes from December 16, 2014**

Regent Martinez moved to approve the minutes from December 16, 2014 as presented. Regent Marchi seconded. Voting in favor of the motion were: Regent Marchi, Regent Martinez, and Chairman Sanchez.

**Selection of Presidential Search Firm – Action Item**

Chairman Sanchez informed the Board that he and Regent Marchi held several meetings to review the (5) presidential search proposals submitted. They reviewed five proposals, the state requirement is three. He indicated that after much deliberation, discussion, and ranking they are recommending the R.H. Perry & Associates Search Firm. They felt that RH Perry presented the best presidential search process and timeline. The firms were asked to submit a best and final offer; all five firms elected to do. The committee determined that only three of the five firms were within competitive range.

Mr. Sanchez indicated that R.H. Perry & Associates, a firm out of Washington, DC, has been in business since 1974. They have conducted hundreds of presidential searches across the country. This firm had the quickest response to inquiries; will have a former New Mexican head the search

committee; had good references; and were the second lowest bidder of the five firms. Academic Search, the search firm that assisted Western New Mexico University locate their current President, Dr. Joseph Sheppard; and the ELS Group, the lowest bidder, rounded out the top three firms.

Some discussion regarding the number of candidates to be interviewed, ranked, and brought to the Board occurred. Law requires that the top 5 candidates be interviewed. The Board is requesting that the Search Committee submit six finalists and to order rank them. The Board of Regents will later decide how many of those six finalists will be brought to campus or another location for meetings. President Fries noted that all candidate information is to remain confidential until finalists are determined at which point information on the finalists is subject to the Inspection of Public Records Act. Chairman Sanchez indicated that the search committee members would be asked to sign a confidentiality agreement.

Regent Marchi moved to approve a presidential search firm contract with R.H. Perry & Associates under the terms and conditions outlined in their proposal and also to include that the presidential search committee recommend six finalists to the Board of Regents. Regent Martinez seconded. Voting in favor of the motion were: Regent Marchi, Regent Martinez, and Chairman Sanchez.

#### **FY14 Audit Review and Acceptance – Action Item**

Mr. Baca announced that the university received an unmodified audit. There were no material weaknesses. The university felt that the Moss Adams Firm performed a good audit. President Fries added that this year's audit was a more effective and meaningful audit than recent audits. There were more findings this year but they will benefit the university. Mr. Baca provided an overview of the audit findings.

Mr. Baca informed the Board that there were no audit findings on the Highlands Stable Isotope Corp. audit.

Regent Marchi moved to accept the FY14 Audit Reports for the University and the Highlands Stable Isotope Corp. (**Attachments A and B**) as presented. Regent Martinez seconded. Voting in favor of the motion were: Regent Marchi, Regent Martinez, and Chairman Sanchez.

#### **2<sup>nd</sup> Quarterly Financial Report – Action Item**

Mr. Baca reported that the quarterly report is as of December 30, 2014. The New Mexico Higher Education Department (NMHED) requires all NM higher educational institutions to submit quarterly reports. Mr. Baca presented the 2<sup>nd</sup> Quarterly Financial Report.

Regent Martinez moved to approve the 2<sup>nd</sup> Quarterly Financial Report (**Attachment C**) as presented. Regent Marchi seconded. Voting in favor of the motion were: Regent Marchi, Regent Martinez, and Chairman Sanchez.

#### **President's Report – Dr. James Fries**

- Preside Fries informed the Board that Governor Susana Martínez has nominated Ms. Sandra Turner to the NMHU Board. Ms. Turner is originally from Clovis, NM and now lives in Albuquerque, NM. She received her Master's of Social Work from NMHU and

she serves on the New Mexico Social Work State Licensing Board with former Dean Alfredo Garcia. Her father served New Mexico in various capacities including in the legislature. Her brother, Matt Chandler, was appointed to the University of New Mexico Board of Regents. Ms. Turner replaces Regent Jesus López.

Ms. LouElla Marr-Montoya was also nominated to the NMHU Board. She replaces former Board nominee, Mr. Carl Foster. Ms. Marr-Montoya is a native Las Vegas, an NMHU alum, and is active with the Viles Scholarship at the NMHU Foundation. Her husband, Mr. Abelino Montoya, is the Luna Community College Board Chairman.

The Governor's Office is reviewing the student regent applications for all NM institutions.

- The spring enrollment is down 4% by both head count and credit hour production from this same time last year. President Fries noted that 39 of the head count drop is on concurrent students, which means that 39 of the 132 were not tuition paying students. If the adjustment for drop in concurrent students is made then the head count drop is 2.7% instead of the 4%.
- In terms of admitted students, our fall enrollment is more than 100% ahead this time last year. However, we are running behind in total applications. A new email account was set up so that emails can be send out to applicants informing them that the ACT is no longer required for admissions at NMHU. The email will also invite students into the President's Office to say hello. A second email will be going out soon informing students about college costs and college debt. A letter will also be sent to the parents of the student applicants.
- A letter regarding scholarships was sent to students informing them of their scholarship award for the fall semester. So far, 52 students have accepted the scholarships.
- The senior management team is working on revamping the organizational structure to a team format with a focus on retention.
- Thanks to Ms. Sylvia Baca, Facilities Director, and her team for relocated the athletic equipment from the Wilson Complex to the new exercise facility in Archuleta Hall.
- The Higher Education Center Grand Opening in Santa Fe was a huge success. Highlands has good quality classroom space on the second floor of the building. The NMHU-Santa Fe Center hopes to increase enrollment since they are now more visible. Attendees commented on Highlands' visibility with signage, the printed class schedule, the drumline performers; and the program video.
- Both the Legislative Finance Committee and the executive branch of the Department of Finance recommendations for the FY16 budget have been released. In both cases they are based on the same joint revenue estimate that included an assumption of \$66/barrel for oil. It is unclear what the Legislature will do as the oil and gas prices continue to shift.
- The LFC budget includes a \$1 million for Highlands infrastructure needs through severance tax bonds.

- Dr. Barbara Damron was named the new Secretary of Higher Education designate.
- Las Vegas Day at the Legislature is scheduled for February 26, 2015.

President Fries provided an overview of the list of goals and accomplishments (**Attachment D**).

**Executive Session – (1) limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or the investigation or consideration of complaints or charges against an employee; and (2) 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)&(7).** 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 Marchi, Regent Martinez, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:26 p.m.

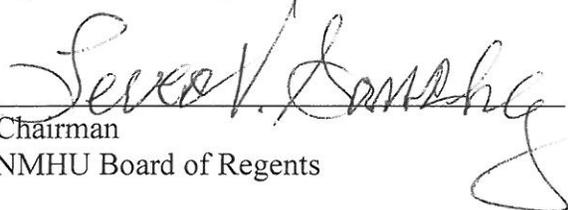
Regent Martinez moved to return to open session. Regent Marchi seconded. Regent Martinez stated for the record that only those items specified under the executive session were discussed and no action was taken by the Board. Regents present confirmed. Voting in favor of returning to open session were: Regent Martinez, Regent Marchi, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 2:00 p.m.

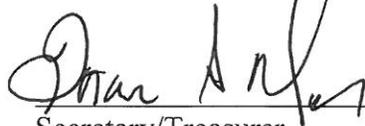
**Public Action as Necessary on Closed Session Discussions – Action Item**

No action was taken.

**Adjournment**

Regent Marchi moved to adjourn. Regent Martinez seconded. Motion carried and the meeting adjourned at 2:05 p.m.

  
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Chairman  
NMHU Board of Regents

  
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Secretary/Treasurer  
NMHU Board of Regents