

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, New Mexico 87701
Friday, April 24, 2015 at 9:00 a.m.

1. Call to Order – Chairman Sanchez
2. Roll Call
3. Approval of Agenda for April 24, 2015
4. Approval of the Minutes of March 30, 2015 and April 10, 2015
5. Academic and Student Affairs
 - A. Academic Affairs Report – Dr. Teresita Aguilar
 - a. Associate Degrees in Music and Theatre – Action Item
 - b. Naming of “Girard Conference Room” – Action Item
 - c. Strategic Plan
 - d. Other
 - B. Student Affairs Report – Dr. Fidel Trujillo
 - a. ASNMHU Resolutions and Election Results
 - b. ASNMHU Constitutional Amendments – Action Item
 - c. Class Attendance Policy – Action Item
 - d. Other
6. Finance and Administration – Mr. Max Baca
 - A. Finance and Administration Report – Mr. Max Baca
 - a. Third Quarterly Financial Report – Action Item
 - b. Final FY15 BAR – Action Item
 - c. FY16 Tuition, Fees, Room, and Board Rates – Action Item
 - d. FY16 Budget Proposal – Action Item
 - e. Ethics/Conflict of Interest Policy – Action Item
 - f. Disposal of Property (clean out of Conex units) – Action Item
 - g. Other
7. Faculty Senate Report – Dr. Maureen Romine
8. Staff Advisory Senate Report – Ms. Kimberly Blea
9. ASNMHU Report – Mr. Joseph Dominguez
10. Persons Wishing to Address the Board
11. President’s Report – Dr. Jim Fries
12. 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; 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).
13. Public Action as Necessary on Closed Session Discussions – Action Item
14. Emeritus Faculty – Action Item
15. Selection of Audit Firm for FY15 – Action Item
16. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
April 24, 2015**

The New Mexico Highlands University Board of Regents met on April 24, 2015 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 9:06 a.m.

Attendance

Board Members Present: Ms. Ryan Andrews-Armijo, Mr. Frank Marchi, Ms. LouElla Marr-Montoya, and Mr. Leveo V. Sanchez

Ms. Sandra Turner joined the meeting at 9:08 a.m.

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; and Dr. Fidel Trujillo, Dean of Students

Others Present: Dr. Maureen Romine, Faculty Senate Chair; Ms. Doris Gallegos, 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 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 April 24, 2015 Meeting Agenda

President Fries requested amending the agenda by

Removing Item 6f. Disposal of Property (clean out of Conex units) – Action Item

Move item 5B before item 5A.

Add **(4) real estate acquisition or disposal** NMSA 1978, §10-15-1(H)(8) to the Executive Session.

Regent Marchi moved to approve the April 24, 2015 meeting agenda with the recommended changes made by President Fries. Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Approval of the Minutes from March 30, 2015 and April 10, 2015

Regent Marr-Montoya moved to approve the minutes from March 30, 2015 and April 10, 2015 as presented. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Student Affairs Report – Dr. Fidel Trujillo

ASNMHU Constitutional Amendments – Action Item

Dr. Trujillo informed the Board that in order to pass ASNMHU Constitutional Amendments the amendment must pass through the ASNMHU by a 2/3 majority vote. It would then be placed on the ASNMHU student election ballots for ratification; all three amendments passed. The last step requires Board of Regent approval.

Mr. Joseph Dominguez, ASNMHU President, commented that amendment #1 to decrease the amount of stipends allocated for executive officers will allow funding to be used on students.

Regent Turner moved to approve the ASNMHU Constitutional Amendments (**Attachment A**) as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Class Attendance Policy – Action Item

Dr. Trujillo reported that the policy is included in the student handbook. This proposal expands on the current policy. He noted that the policy revisions were developed and approved by the NMHU executive team, Academic Deans, Faculty Senate, Athletic Department, Student Senate, Campus Life Office, and NMHU legal counsel.

Dr. Romine thanked Dr. Trujillo for including the faculty and their input while revising the class attendance policy.

Regent Marr-Montoya moved to approve the Class Attendance Policy as presented (**Attachment B**). Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Other

- The 17th Annual Student Leadership Recognition Banquet was held on April 8, 2015.

Mr. Juan Jauregui, native of Sapello, NM, was selected Student of the Year. He will be graduating with his degree in forestry. He received \$45,000 to pay for his undergraduate coursework.

Dr. Edward Martinez, ARMAS Director/Associate Professor of Natural Resources, was selected Professor Member of the Year.

Club of the Year was the Political Science Club.

President Fries commented that Regent Andrews-Armijo was one of the founding members of the Political Science Club.

- The Flag Raising Ceremony took place yesterday. Students raised flags from each country they represent.

- The “Rez Fest” Carnival was held yesterday. Rez Fest is an annual event to help build camaraderie amongst student residents.
- The NMHU Career Fair was also held yesterday. A record number of employers attended the fair.

Dr. Trujillo thanked Ms. Margaret Gonzales, Campus Life Director, for organizing the Student Leadership Banquet; Ms. Tina Clayton, Director of International Student Services, for coordinating the Flag Raising Ceremony; Ms. Yvette Wilkes, Housing and Student Conduct Director, for putting on the Rez Fest; and Mr. Ron Garcia, Career Services Director, for another very successful Career Fair.

Academic Affairs Report – Dr. Teresita Aguilar

Associates Degrees in Music and Theatre – Action Item

Vice President Aguilar informed the Board that the Music & Theatre Department proposed Associate of Arts Degrees with three concentrations which are: Music Production; Music Theater; and General Music. The degrees were approved by the Faculty Senate Academic Affairs Committee.

Regent Marr-Montoya moved to approve the Associate of Arts Degree in concentrations in Music Production, Music Theater, and General Music as presented (**Attachment C**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Naming of “Girard Conference Room” – Action Item

Vice President Aguilar called on Dr. Ian Williamson to present the action item.

Dr. Williamson reported that Robert Girard was a Social & Behavioral Sciences graduate student at NMHU. He was killed in a car crash while returning to campus. Because of how much Highlands touched their son, his family was interested in supporting research in the Social Behavioral Sciences at Highlands. His family created a fund for research and travel for undergraduate and graduate students. The fund’s total is approximately \$75,000 most of which has been contributions from the Girard family.

Vice President Aguilar noted that the Girard family makes annual campus visits.

Chairman Sanchez stated that the request is consistent with the HU Naming Policy, section #4.

Regent Turner moved to approve the naming of the Lora Shields Conference Room the Girard Conference Room (**Attachment D**). Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Strategic Plan

Vice President Aguilar reported that the full steering committee met on April 6th. An effort to define 3-6 university priorities based on all of the information that was gathered. The priorities

need to be narrowed and focused so that they are clearly stated. The committee also wants to visit the university's mission statement.

Other

The position announcement for a Center for Teaching Excellence Director will be posted within the next few days. An advisory board for the center has been established.

The search committees for both College of Arts & Sciences and the School of Education Deans positions will complete telephone interviews today and identify which candidates will be brought to campus within the next two weeks.

Tenure-track faculty position hiring is moving forward.

Dr. Julius Harrington is chairing the Provost Diversity Council which recently held a half-day retreat. The council was formed to help Highlands define its approach to diversity and inclusion.

Finance & Administration – Mr. Max Baca

Third Quarterly Report – Action

Mr. Baca reported that the New Mexico Higher Education Department requires all higher education institutions to submit quarterly reports. They require Board approval.

Regent Marchi moved to approve the Third Quarterly Report as presented (**Attachment E**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Final FY15 BAR – Action

Mr. Baca presented both the restricted and unrestricted final BARs.

Regent Marchi moved to approve the Final FY15 Restricted and Unrestricted BARs subject to minor adjustments (**Attachment F**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

FY16 Tuition, Fees, Room, and Board Rates – Action

President Fries presented the FY16 budget proposal (**Attachment G**) in order to provide background information on the FY16 tuition, fees, room, and board rates.

NMHU's state appropriations this year included an increase in I&G funding of \$186,900, an increase of 0.66%. There is no compensation increase for athletics. Our shortfall in tuition and fees revenues for FY15 is roughly \$284,000. The university anticipated an enrollment shortfall and had a \$235,000 expenditure in place to cover the shortfalls. There is a difference of \$59,000 shortfall that was not covered. The FY16 budget for I&G, that was approved by the legislature and signed by the Governor, is still approximately \$1.2 million below the state appropriation for I&G funding that was received in FY08. The reduced funding appears to be a national trend that seems to be accelerating a shifting in the cost of education from state appropriations to student support to cover the costs of operating the higher education institutions.

A number of unavoidable increases that fall outside of university control are: the FY15 tuition shortfall; a health insurance increase of 3%; utility increases at around 3%; risk management rate increase; costs of the higher learning accreditation visit; faculty promotions; costs for hiring a new university president; and adjustments to cover actual costs for example; legal fee costs, IT agreements, and campus security. All of these costs are estimated at approximately \$600,000.

Additionally, more strategic funding is needed to cover the anticipated costs of bringing on a new university president; recruitment enhancement and marketing; fundraising; IT; a contingency to cover the drop in enrollment. A target for these costs would be approximately \$800,000.

Tuition (Attachment H)

President Fries noted that all NM universities are developing their own approach to handle tuition and fees. The University of New Mexico (UNM) charges less for a 15 credit hour load than for 12; Western New Mexico University (WNMU) and New Mexico State University (NMSU) both charge more for a 15 credit hour course load than for 12; and some universities including Highlands, charge a flat rate for anything between 12 and 18 credit hours. Since Highlands with the lowest tuition and fees in the state, a percentage increase at Highlands does not generate as many dollars as the same percentage increase at other universities would.

President Fries presented the Council of University Presidents data regarding universities financial support of undergraduate students as reported in the CUP Performance Effectiveness Report-November 2014 (**Attachment I**).

President Fries explained the four options regarding the tuition and fees increases outlined in the tuition and fees comparison and proposals.

Option 1: Does not increase tuition but would apply a \$5.85 increase per credit hour for fees.

Option 2: Increases both tuition and fees by \$12.50 (from \$187.50 to \$200 per credit hour); that represents a 5% increase in tuition plus at \$0.40 increase in the cultural fee; a \$2.45 increase in the technology fee; and a \$3.00 increase in the athletic fee. The same \$12.50 increase would apply to students at the centers.

Option 3: Includes an 8.133% increase for tuition and the same fee increases as in option 2.

Option 4: Would apply a 5% increased rate for students carrying 15-18 credits and an 8.133% tuition increase for students carrying fewer than 15 credits.

Fees

President Fries noted that ENMU and WNMU charge additional fees for online courses. ENMU charges students \$10/credit hour for online courses; WNMU charges and additional \$30 per credit for their online courses. There had been a dramatic increase of online credits being earned at Highlands, this past year approximately 17,000 credit hours were taken. If Highlands charged the \$10/credit hour ENMU charges that would have generated \$107K.

After a lengthy discussion, President Fries recommended the tuition and fees increase option #2. A 5% tuition increase plus a 10.7399% fee increase; maintain a flat rate for 12-18 credits; a \$10 charge per credit for online courses. He also recommended a \$1,000 incentive for students completing their coursework and graduating in four years.

Mr. John Kennedy, NMHU Legal Counsel advised that the university needs structure so it is clear that the university is receiving a compensating/corresponding benefits for the \$1,000 payments the university makes. A commitment needs to be drafted.

Further discussion was held regarding student housing (**Attachment J**) and meal plans (**Attachment K**).

Regents agreed that if meal plan rates are raised the hours of operation for the coffee shop and Einstein's should increase, allowing students to get coffee and pre-made items later in the evening.

Regent Turner commented that a 2% housing increase seemed reasonable, it provides a balance between the institutional needs and the student's needs. Regents present agreed.

A lengthy discussion regarding the implementation of a tuition cap was held. Regents agreed that a 6% cap on tuition only would best serve the students and the university.

Regent Marchi moved to accept:

- Tuition option #2; a tuition increase of 5% with a 10.7339% increase in fees to include a \$10 fee per credit for online courses
- Add a 6% tuition cap for incoming freshman to be reviewed yearly
- A 2% increase in housing rates
- Meal plan increases as proposed to include additional flex dollars to each meal plan
- \$1,000 incentive for incoming freshman who complete their degree in eight semesters/four years (subject to review by legal counsel)

Regent Andrew-Armijo seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, 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) bargaining strategy preliminary to collective bargaining; (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or 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 Marchi moved to enter into executive session for the sole purpose of discussing the items listed. Regent Turner seconded. A roll call was taken; voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion carried. The Board entered into executive session at 1:40 p.m.

Regent Marchi moved to return to open session. Regent Turner seconded. Regent Marchi 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 Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 3:05 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item

No action was taken.

President Fries proposed noticing a special meeting to take action on the items not reviewed at this meeting. A meeting will be scheduled for April 29, 2015 at 1:30 pm in the President's Conference Room in Rogers Administration Building on the main campus.

Faculty Senate Report – Dr. Maureen Romine

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

Staff Advisory Senate Report – Ms. Doris Gallegos

Ms. Gallegos informed the Board that the Staff Advisory Senate will be holding senate elections in the near future. University policies and student recruitments are some concerns of the Staff Advisory Senate.

Person's Wishing to Address the Board

Dr. Donna Woodford-Gormley addressed the Board with her concerns regarding the lack of shared governance and the faculty's expertise not being utilized.

Emeritus Faculty – Action Item

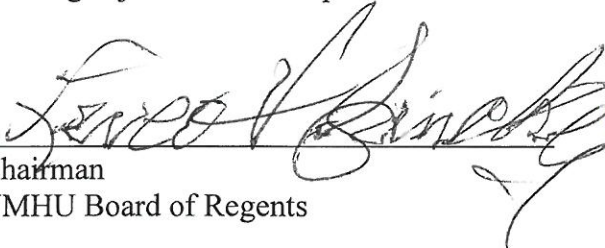
Regent Marr-Montoya moved to approve Dr. Julius Harrington, School of Social Work; and Dr. Barbara Risch, Professor of English both to professor emeritus status. Regent Turner seconded the motion. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion passed unanimously.

Selection of Audit Firm for FY15 – Action

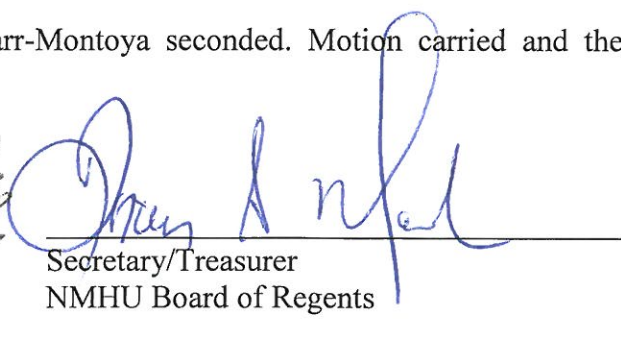
Regent Marchi moved to approve a contract with the Atkinson & Company, Ltd. To serve as the university's new audit firm (**Attachment L**). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Adjournment

Regent Marchi moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 3:19 p.m.



Chairman
NMHU Board of Regents



Secretary/Treasurer
NMHU Board of Regents