New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
NMHU Main Campus
Las Vegas, New Mexico 87701
April 8, 2016 at 10:00 a.m.

1. Call to Order – Chairman Sanchez

2. Roll Call

3. Approval of Agenda for April 8, 2016

4. Approval of the Minutes from February 26, 2016

5. Online Tutoring Services Presentation

6. Persons Wishing to Address the Board

7. President’s Report – Dr. Sam Minner
   A. Tuition – Action Item
   B. Student Fees – Action Item
   C. Campus Life Initiative – Action Item
   D. NMHU Alcohol Policy – Action Item
   E. NMHU Dashboard
   F. University Events Update
   G. Other

8. Board of Regents Tour of the Trolley Building Project Site

9. 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; (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).

10. Public Action as Necessary on Closed Session Discussions – Action Item

11. Academic Affairs – Dr. Teresita Aguilar
   A. Contingent Faculty Handbook – Action Item
   B. Academic and Institutional Updates (HLC; Mission Statement; HU Vision 2020 Strategic Plan; Personnel Updates; and Learning Communities Update)
   C. Other

12. Strategic Enrollment Management – Dr. Edward Martínez
   A. Enrollment Management Report
   B. Other
13. Student Affairs – Ms. Kimberly Blea  
   A. Student Affairs Report  
   B. Other  

14. Advancement – Ms. Theresa Law, JD, CFRE  
   A. Foundation and Advancement Report  
   B. HIPs Update  
   C. Other  

15. Finance and Administration – Mr. Max Baca  
   A. FY15 University Audits Review and Acceptance – Action Item  
   B. Code of Conduct – Action Item  
   C. Other  

16. Athletics Report – Mr. Bob Clifford  

17. Faculty Senate Report – Dr. Brandon Kempner  

18. Staff Advisory Senate Report – Ms. Elizabeth Ratzlaff  

19. ASNMHU Report – Mr. Joseph Dominguez  
   A. Resolution – Campus Life Initiative  

20. Matters of the Board  
   A. Election of Officers – Action Item  
   B. Subcommittee Appointment  

21. Adjournment
The New Mexico Highlands University Board of Regents met on April 8, 2016 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 10:08 a.m.

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

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Teresita Aguilar, Provost/Vice President of Academic Affairs; Mr. Max Baca, Vice President for Finance & Administration; Dr. Edward Martínez, Int. Vice President for Strategic Enrollment Management; Ms. Theresa Law, JD/CFRE, Vice President for Advancement; and Ms. Kimberly Blea, Int. Dean of Students

Others Present: Dr. Brandon Kempen, Faculty Senate Chair; Ms. Elizabeth Ratzlaff, Staff Advisory Senate President; Mr. Joseph Dominguez, ASNMHU President; and Ms. Carolina Martínez, Executive Administrative Assistant; and numerous individuals in the audience, including faculty, staff, students, community representatives, and media. The meeting was broadcast over the KEDP Radio Station.

**Approval of the April 8, Meeting Agenda**
Regent Turner moved to approve the Board meeting agenda for April 8, 2016. Regent Andrews-Armijo seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

**Approval of the Minutes from February 26, 2016**
Regent Marchi moved to approve the minutes from February 26, 2016 as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

**Online Tutoring Services Presentation**
Dr. Martínez informed the Board that the university recently contracted with NetTutor for an online tutoring service to help our students succeed in their classes.

President Minner reported that shortly after he arrived the Student Support Services Office (SSS) was notified that they had lost their federal grant funding. The SSS program provided the majority of the university’s tutoring services. Since funding was lost, the university had to find alternate tutoring services. An RFP for tutoring services went out, NetTutor won the bid. Students will be able to reach NetTutor at any time of the day or night. Students at our centers will also have access to the online service.

Ms. Nancy Peterson, Southwest Regional Sales Manager, provided a presentation on NetTutor’s (Attachment A) services.
Person’s Wishing to Address the Board
Dr. Jesus Rivas, Associate Professor of Biology, suggested the university hire graduate students and graduate assistants to tutor students instead of contracting with tutoring service.

Mr. Kerry Loewen, Associate Professor of Media Arts, informed the Board that a photo exhibit will be shown at Kennedy beginning April 9, 2016. The photos were taken by NMHU media arts students and Las Vegas community members.

President’s Report – Dr. Sam Minner

Tuition – Action Item
President Minner called on Mr. Baca to present. Mr. Baca provided a PowerPoint presentation (Attachment B).

Mr. Baca noted that during this legislative session, Highland’s budget was reduced by 2.66%, approximately $830K. The university is preparing for more budget cuts in FY17. The university only receives 70% of its funding from the state. Tuition, fees, and external funding make up the funding difference. State funding for higher education is on a downward trend and budget cuts are expected to get larger every year.

Mr. Baca reported that approximately 1,200 of our students received the Pell Grant, 65% were undergraduate students. Highlands assisted students with nearly $3.6 million in student aid and scholarships in FY16. The NMHU Foundation provided student aid in the amount of $185.5K that number continues to increase yearly. Approximately $600K was provided to students as a Bridge Scholarship as they attempted to earn the Lottery Scholarship. Every student has the opportunity to have a work study job.

Discussion regarding publicizing and using the work study option as a marketing tool was held.

Highlands needs to find ways to cover budget cuts and be clear about what cuts are being made. The university needs to manage budget cuts as it prepares for mandatory increases including: health insurance premiums; utility charges; IT software licensing and maintenance fees.

President Minner reiterated by saying there is a significant reduction in state funding that needs to be addressed; there are mandatory increases the university must accommodate, such as insurance increases, and utility costs. His administrative team’s plan, to move the university forward, may include some compensation. President Minner informed the Board that one of his goals is to institutionalize the ARMAS program. He also noted that NMHU is a Hispanic Serving Institution and our Spanish Program needs to be strengthened and enhanced.

Mr. Baca stated that the administration is recommending a tuition increase of 12.5%, equivalent to a $300/semester, for undergraduate residents; eliminating the international student tuition rate; increasing undergraduate non-resident/international student tuition by 12.8%, for an increase of $482.96/semester; increasing graduate resident tuition rates by 15.3%, equivalent to
$291.37/semester; and graduate non-resident/international students tuition by 16.9% for a rate increase of $48.25/semester.

Mr. Baca stated that the administration is also recommending a 2% increase in student housing to offset costs for increased utilities.

The administration is not proposing an increase on meal plan rates.

The only fee the administration is recommending is the Campus Life Initiative Fee.

Regent Turner thanked President Minner and his administrative team for the information. She noted that without self-sustainability, we would not have an institution.

Regent Marchi commented that the report was more in-depth than other tuition increase reports.

Regent Andrews-Armijo cited concerns that students might not be able to afford college. She stated that the university needs to improve its student work study job advertisement.

Regent Marr-Montoya noted that enrollment is key and that Highlands needs to offer the best quality courses and services possible. Regent Marr-Montoya stated that she disagreed with the tuition increase proposal.

President Minner pointed out that Highlands has been the lowest cost university in New Mexico for a very long time and despite that, enrollment continues to decline. The residence halls are far from capacity. The university needs to make changes to improve our enrollment. Our peer institutions raised tuition and have increased their enrollment. Although we have continually been the lowest, we continue to lose students.

Dr. Kempner informed the Board that during the March 23, 2016, General Faculty meeting, there were strong options both for and against a tuition increase therefore, a consensus could not be reached. The faculty are requesting a more transparent accounting of how the tuition increase will be spent; better communication with the students informing them how the tuition increase will be used; justification of the actual increased number; and a realistic estimate of how the increase is going to drive down our enrollment.

Mr. Dominguez reported that the ASNMHU could not reach a consensus as a whole. He commented it is his opinion that if the university wants to sustain itself, we need to increase tuition.

Ms. Ratzlaff reported that the SAS voted to support a tuition increase as proposed. They did request that if there are increases in compensation that the Board consider those who are being paid the least for compensation first.

Regent Andrews-Armijo asked what the compensation options would be if the tuition increase 12.5% is approved. Mr. Baca responded that the administration may propose a 3% compensation for staff but that would be tied to enrollment therefore, if our enrollment goes down then there would be less of a compensation package. The university also has two bargaining units, so any
compensation would be worked as part of a bargaining agreement between management and the units. All compensation packages would still be subject to approval by the Board of Regents. No one was promised an increase, increases would still be subject to available funding, budget cuts, and meeting our financial obligations.

Regent Turner asked if a performance evaluation system would be built into compensation packages. Mr. Baca reported that the university does not have an evaluation system for staff. A lot more faculty assessments are done.

President Minner added that there is no compensation goal for either the staff or the faculty nor is there any kind of strategy. Administration will sit down with the units for any negotiation and all parties would need to reach an agreement. He will research the possibility of tying compensation with merit based performance.

Regent Marchi moved to support the administration’s proposal to increase tuition by 12.5% to include all other aspects that go along with the increase. Regent Turner seconded. Voting in favor were: Regent Marchi, Regent Turner, and Chairman Sanchez. Regents opposed of the motion: Regent Andrews-Armijo and Regent Marr-Montoya. Motion carried.

Student Fees – Action Item
Mr. Baca informed the Board that the administration is not recommending fee increases.

Campus Life Initiative – Action Item
President Minner stated that one thing that struck him when he arrived on campus 8½ months ago, was his initial perceptions of the quality of campus life, there were not many students around. Nothing was going on around campus. The Campus Life Initiative he proposed to the students included three elements:

1. Develop an office of recreation:
   a. Where students could check out outdoor equipment such as tents, hiking equipment, wind surfing equipment, etc.
   b. Hold a variety of clinics for example; how to fly fish and how to find your way out of the wilderness if you are lost
   c. Organize student excursions
2. Scheduling many on and/or near campus recreational/social activities such as:
   a. A band or DJ every Friday afternoon in Melody Park, weather permitting
   b. Have other music on campus, perhaps in the SUB
   c. Bringing other acts to campus like comedians
3. HU Lyceum
   a. 3-4 part series of high culture performances to campus for example: ballets, orchestras, or operas

President Minner called on Mr. Joseph Dominguez to present the Campus Life Initiative Resolution passed by the ASNMHU on April 3, 2016. Mr. Dominguez informed the Board that President Minner made this presentation to the ASNMHU in the fall. He presented the Campus Life Initiative again this spring. The majority of the ASNMHU voted in favor of the initiative. There was strong support by the students that this initiative needs to take place. Mr. Dominguez
commented that he believes students will greatly benefit from this initiative. He added that the initiative will serve as a marketing tool and will likely help increase enrollment and recruitment.

Regent Andrews-Armijo asked that the item be tabled until the next meeting so student can re-evaluate whether they want to continue to support the initiative now that tuition was increased.

Mr. Dominguez noted that students were canvassed and were in support of the initiative. Since the initiative and student tuition are separate items, he feels that the initiative will make the overall campus life better regardless of tuition.

President Minner informed the Board that the ASNMHU will be provided an annual accounting of the Campus Life Initiative’s revenues and expenditures.

Regent Marr-Montoya agreed with Regent Andrews- Armijo and proposed tabling the item.

Regents Turner and Marchi stated that they were in support of the initiative.

Regent Turner moved to accept the Campus Life Initiative Fee of $75/semester. Regent Marchi seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

**NMHU Alcohol Policy – Action Item**
President Minner informed the Board that he asked key individuals to serve on the Alcohol Policy Committee.

Mr. Baca reported that he and Ms. Karin Gadberry, NMHU Women’s Softball Coach, co-chaired the committee. The draft policy was sent to NMHU legal counsel for review and recommendations. The draft policy was then reviewed and approved by President Minner. President Minner requested that the policy be presented to the Faculty Senate, Staff Senate, and ASNMHU for their review and approval. It was approved by all 3 Senates. If the policy is approved by the Board today, several other university policies will require revision.

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

**NMHU Dashboard**
President Minner informed the Board that Dashboards will be presented at the start of all future Board of Regents meetings.

**University Events Update**
Due to time constraints, President Minner recommended that the slideshow not be shown.
President Other

- President Minner informed the Board that after conferring with Dr. Aguilar and Dr. Kempner, he selected Dr. Jennifer Lindline as the first HU Presidential Leadership Fellow.

- Dr. Aguilar introduced Dr. Lora Bailey, the new Dean for the School of Education.

Chairman Sanchez asked where the university was on preparing a proposal to require football players to live in the residence halls their first three years at Highlands while they are on scholarship. President Minner responded that a proposal will be presented at the next meeting.

Board of Regents Tour the Trolley Building Project Site
The Board recessed at 12:50 p.m. to tour the Trolley Building project site. The Board went back into session at 1:40 p.m.

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, and Chairman Sanchez. Motion carried. The Board entered into executive session at 1:41 p.m.

Regent Marr-Montoya moved to return to open session. Regent Marchi seconded. Regent Marr-Montoya 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 Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 2:50 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item
No action was taken.

Academic Affairs – Dr. Teresita Aguilar

Contingent Faculty Handbook – Action Item
Dr. Aguilar stated that the administration is requesting approval of the Contingent Faculty Handbook (Attachment D) which has been approved by the Faculty Senate, general faculty, and the administration. Finalizing and obtaining Board approval of the handbook will fulfill one of the Higher Learning Commission’s requirements for maintaining accreditation.
Regent Marchi moved to approve the Contingent Faculty Handbook as presented. Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

**Academic and Institutional Updates (Attachment E)**

**HLC Update** – Dr. Aguilar informed the Board that following the Higher Learning Commission site visit in September, the university was given a deadline of March 25, 2016 in which to submit a written response. A committee was formed to address the HLC’s areas of concern. The administrative HLC Response Team (President Minner, VP Aguilar, VP Baca, and Dr. Jean Hill, Director of Institutional Research) will travel to Chicago to present the response on April 25, 2016.

**NMHU Mission Statement**

Dr. Aguilar reported that the HLC will need to approve the university’s new mission statement before it can be implemented. Until that time, Highlands must use the current mission statement.

**HU Vision 2020 Strategic Plan**

Dr. Aguilar reported that the Strategic Planning Steering Committee is drafting templates for each unit. The templates will align with the university’s priorities. The committee will be filling vacancies. Dr. Lora Bailey and Mr. Bob Clifford joined the committee.

**Personnel Updates**

- Dr. Aguilar will be meeting with the search and screen committee for the School of Business, Media Arts & Technology Dean to discuss next steps. The university was not able to hire a Dean from the applicant pool.

- The Facundo Valdez School of Social Work Dean search and screen committee is actively conducting phone interviews. Campus interviews to be scheduled soon.

- Searches for 15 tenure-track professors are being conducted.

**Learning Communities Update**

Dr. Aguilar informed the Board that 19 learning communities have been scheduled for the Fall 2016 semester. The university needs to accommodate the estimated 400 incoming freshmen. The LC will connect 2 courses in the common core. The LC will accommodate student athlete’s schedules.

**Strategic Enrollment Management – Dr. Edward Martinez**

**Enrollment Management Report**

Dr. Martinez announced that he hired Ms. Maria Sena as Executive Administrative Assistant.

Dr. Martinez thanked the 12 faculty and 19 staff members who participated in the Phone Banks calling over 1,200 potential students encouraging them to enroll at NMHU.

Dr. Martinez presented his written report (Attachment F).
Dr. Martinez indicated that he is working with:

- Center directors to improve recruitment at the centers and to obtain contact information for community college students in an effort to recruit those students.
- Ms. Law to finalize the MOU with the Coachella Valley Economic Partnership regarding scholarships for Coachella Valley students.
- Ms. Eileen Sedillo, Director of Financial Aid, to reach out to students who have incomplete FAFSAs.

**Student Affairs – Ms. Kimberly Blea**

**Student Affairs Report**
Ms. Blea informed the Board that HU wrapped up its first annual Cultural-Fest. The week-long event celebrated HU’s diversity through performances, food, and film.

Ms. Blea presented her written report *(Attachment G).*

**Student Affairs Other**
She is leading the Dining Services and Health Services RPFs. She is hopeful that contacts for both services will be in place before the fall semester begins.

A master calendar will be developed so activities and events will be spread out throughout the year. Having a master calendar will also prevent overlap.

**Advancement – Ms. Theresa Law, JC, CFRE**
Presented the following *(Attachment G).*

**HIPs Update**
Ms. Law reported that the university was successful in meeting its match for the HIPs Challenge Grant raising over $250K. Highlands will soon receive $.5 million from the state. Some institutions were not able to meet their match resulting in a redistribution of funding and the opportunity for successful institutions to reapply for additional funds. She received an email from the NM Higher Education Department informing Highlands that we could apply for an estimated $286k in additional funding. President Minner interjected stated that if Highlands wanted all of the re-distributed funding, we would have to raise approximately $143K of additional funds by June 30th. He further noted that the endowment would then exceed $1 million raised in six months.

Chairman Sanchez donated $100K towards the additional funding request. The Regents and administration thanked Chairman Sanchez for his generosity and commitment to Highlands University.

**Foundation and Advancement Report**
Ms. Law presented her written report and highlighted the following:
• Senator Campos introduced Senate Memorial 26 recognizing Mr. Springer through a creation of a museum on the main campus. A committee was formed to identify a museum location, renovations needed, and funding. Dr. Joe McCaffrey one of the committee members made a presentation to the Board.

• Foundation personnel changes include: Jim Mandarino recently retired; Ms. Juli Salman was hired as Interim Director of Alumni Affairs; Ms. Darlene Chavez is retiring and Ms. Louise Cdebeca was hired to replace her; Ms. Lyla Maestas, Administrative Assistant’s status was changed to permanent; the search for an Annual Giving Officer is ongoing.

• The Alumni Board will be reconstituted.

• She and Mr. Bob Clifford, Athletic Director, are working with the H-Club Board to collaborate on university athletic events

• The Foundation Board met last week agenda items included: appointed 3 new members; approved the revised the Foundation By-Laws; approved the drafting of a Request for Proposals for Investment Management; and approved the Advancement Policy.

Other
A graduation celebration at the NMHU-Santa Fe Center is scheduled for April 19, 2016.

Finance & Administration – Mr. Max Baca

FY15 University Audits Review and Acceptance – Action Item
Mr. Baca reported that the State Auditor’s Office released NMHU’s FY15 Audit Report.

Regent Marchi moved to approve the NMHU FY15 Audit Report (Attachment H). Regent Turner. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Code of Conduct – Action Item
Mr. Baca requested that the Code of Conduct Action Item be tabled until the next Board meeting.

Regent Marr-Montoya moved to table the Code of Conduct Action Item until the Board’s next meeting. Regent Andrews-Armijo seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Other
Mr. Baca clarified for the record that on tuition and fees presentation, slide 41 (Attachment I) includes a summary of the tuition and fees approved by the Board earlier this meeting.

Athletics Report – Mr. Bob Clifford
Mr. Clifford reported the following:
• Coach Jeff Mills continues to recruit football players with integrity.
• An Interim Women’s Basketball Coach will be hired next week.
Coach Craig Snow is doing an excellent job coaching our Men’s Basketball team.
The Athletic Department is moving forward as a group and are improving the way HU Athletics is represented.
He is working with members of the Golden Apple Foundation to recruit student athletes.

Faculty Senate Report – Dr. Brandon Kempner
Dr. Kempner provided a written Faculty Senate Report (Attachment J).

Dr. Kempner noted that with only 4 weeks left this semester, the Faculty Senate is glad that the Contingency Faculty Handbook was approved by the Board today. He commented that it is a great step forward for hundreds of our faculty giving them clearer working conditions.

The Faculty Senate will be revising the Advising Manual. He is hopeful it will be ready for review and approval for the July Board of Regents meeting.

Faculty are working with Mr. Sean Weaver, Director of University Relations, to get more faculty webpages posted.

Staff Advisory Senate Report – Ms. Elizabeth Ratzlaff
Ms. Ratzlaff provided a written Staff Advisory Senate Report (Attachment K) for inclusion in the Board meeting materials.

Ms. Ratzlaff reported that the SAS by-laws are under revision and she plans to present them to the Board for review and approval at the next meeting.

Ms. Ratzlaff informed the Board that the SAS has scheduled a Staff Appreciation Picnic for June 11, 2015.

ASNMHU Report – Mr. Joseph Dominguez
Ms. Blea invited the Regents to the ASNMHU Induction Gala scheduled for April 27, 2016.

Resolution – Campus Life Initiative
The ASNMHU Campus Life Initiative Resolution was presented by Mr. Dominguez earlier in the meeting.

Matters of the Board – Action Item

Election of Officers – Action Item
Regent Marchi moved that there be no change in officers and recommending the Regent Leveo Sanchez remain Chair of the Board; Regent Sandra Turner remain Vice-Chair; and that he remain Secretary/Treasurer of the Board. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Board of Regents Subcommittee Appointments
Chairman Sanchez will make committee appointments at the next Board of Regents meeting.
Adjournment
Regent Turner moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 4:48 p.m.

Chairman
NMHU Board of Regents

Secretary/Treasurer
NMHU Board of Regents