New Mexico Highlands University  
Board of Regents Meeting  
Margaret J. Kennedy Alumni Hall  
905 University Avenue  
NMHU Main Campus  
Las Vegas, New Mexico 87701  
December 2, 2016 at 9:00 a.m.

1. Call to Order – Chairman Sanchez

2. Roll Call

3. Approval of Agenda for December 2, 2016

4. Approval of the Minutes from October 28, 2016

5. Higher Learning Commission Update – Dr. Brandon Kempner

6. President’s Report – Dr. Sam Minner  
   A. Renaming of the Media Arts Building – Action Item  
   B. President’s Update  
   C. University Events Update  
   D. Other

7. Academic Affairs – Dr. Carol Linder  
   A. Spring 2017 Academic Calendar (minor date correction) – Action Item  
   B. Outcomes Assessment Manual – Action Item  
   C. Academic Affairs Report  
   D. Other

8. Strategic Enrollment Management – Dr. Edward Martinez  
   A. Strategic Enrollment Management Report  
   B. Ruffalo Noel-Levitz (RNL) Presentation  
   C. Other

9. Advancement – Ms. Theresa Law, JD, CFRE  
   A. Foundation and Advancement Report  
   B. Other

10. 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).

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

12. Persons Wishing to Address the Board
13. Finance and Administration – Mr. Max Baca
   A. Joint Powers Agreement Between New Mexico Highlands University and New Mexico
      State Investment Council – Action Item
   C. Disposition of Property – Action Item
   D. Religious Holiday Policy – Action Item
   E. FY18 Budget Process Update/Recommendations/Priorities
   F. VPFA Departmental Updates
   G. Other

14. Student Affairs Report – Ms. Kimberly Blea

15. Athletics Report – Mr. Bob Clifford

16. Faculty Senate Report – Dr. Brandon Kempner

17. Staff Advisory Senate Report – Mr. Laird Thornton

18. ASNMHU Report – Mr. Julian Padilla

19. Adjournment

HU Faculty & Board of Regents Reception
Hosted by President and Mrs. Minner at the University Residence, 1325 5th Street in Las Vegas,
following the Board meeting (approximately 4 p.m.)
New Mexico Highlands University
Board of Regents Meeting
December 2, 2016

The New Mexico Highlands University Board of Regents met on December 2, 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 9:11 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. Carol Linder, Int. Provost/Vice President of Academic Affairs; Mr. Max Baca, Vice President for Finance & Administration; Dr. Edward Martinez, 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 Kempner, Faculty Senate Chair; Mr. Laird Thornton, Staff Advisory Senate President; Mr. Julian Padilla, ASNMHU President; Ms. Carolina Martinez, Executive Administrative Assistant; and numerous individuals in the audience, including faculty, staff, students, and community members. The meeting was broadcast over the KEDP Radio Station.

Approval of the December 2, 2016 Meeting Agenda
Regent Marchi recommended adding “New Mexico Higher Education Regents Coalition Update” item after item 7.D.

Regent Turner moved to approve the Board meeting agenda for December 2, 2016 to include the additional item recommended by Regent Marchi. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Approval of the Minutes from October 28, 2016
Regent Marchi moved to approve the minutes from October 28, 2016 as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Higher Learning Commission Update – Dr. Brandon Kempner (Attachment A)
Dr. Kempner provided a demonstration of the HLC Accreditation webpage. He reported that monthly campus forums are being held and recorded. They are available online for later viewing. Each link for the nine probationary areas has an action plan, shows item completions, items that still need to be addressed, timelines, and an evidence archive (link). Everyone has access to view our accreditation progress.

Call for Volunteer (Attachment B)
Dr. Kempner sent out a global email calling for volunteers to actively participate in the groundwork of writing the assurance report and organizing site visit, to date, there were 42 volunteers. Six-seven different committees will be formed to address the different probation areas.

Dr. Kempner noted that his goal is to have a completed draft of the report by the end of the spring semester allowing 4-5 months for polishing the report and apprising the campus on the report. Centers are actively involved through attending the HLC Forums via Zoom, several faculty and staff members have volunteered to serve on accreditation committees; and some Faculty Senate meetings are now held at the centers.

President Minner noted Brandon and others will be attending the HLC National Forum in Chicago this spring. He invited a member of the board to attend. We will also be engaging an HLC examiner to visit in the spring to evaluate our HLC materials and HLC website.

President’s Report – Dr. Sam Minner

Renaming of the Media Arts Building – Action Item
Regent Turner moved to approve the Renaming of the Media Arts Building to the University Communications Building. Regent Marr-Montoya seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

President’s Update
We are close to completion on the search for a new Provost, the first applicant was on campus last week. There were opportunities for the faculty, staff, students, and community to visit with the individual. The second finalist is on campus today. President Minner had a breakfast meeting with the first two candidates and will meet with the third as well who will be on campus next week. The committee will provide a list of relative strengths and weakness for each of the following candidates.

President Minner reported that he, Max and Julian Padilla visited Senator Heinrich, Senator Udall, Congressman Ben Ray Lujan, Congresswoman Michelle Grisham, and Mr. Joe Montoya, Foundation Board member in Washington, D.C. to discuss the numerous needs of Highlands and student internships.

President Minner reported that after the presidential election he sent out a global email to all NMHU students, faculty and staff assuring everyone that Highlands is a safe place, as well as a place for free expression and ideas. A discussion regarding campus sanctuaries was held. Dr. Rebecca Moore, member of the university’s Diversity Council announced that the committee met last night and heard from Dreamer and Deferred Action for Childhood Arrivals (DACA) student’s concerns. They will be making a recommendation to President Minner regarding sanctuary status.

University Events Update
President Minner provided a slideshow and synopsis of Highlands’ events which included: Arts @ HU Flamenco Dance Group; Alumni trip to see Cowboys Basketball in Las Vegas, Nevada; A trip to DC to meet with our representatives; Mana Del Norte Scholarship Banquet; Tree decorating
at the University Residence; Pied in the face for a Breast Cancer fundraiser; Students at JC’s Pizza; and a screening of Starving the Beast, a movie on state funded higher education institutions, the movie was shown on behalf of the faculty, staff, and student senates. Photos were provided by the University Relations (Attachment C).

**Academic Affairs – Dr. Carol Linder**

**Spring 2017 Academic Calendar – Action Item**
Regent Marchi moved to approve the Spring 2017 Academic Calendar (Attachment D). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoyna, Regent Turner, and Chairman Sanchez.

**Outcomes Assessment Manual – Action Item**
The Outcomes Assessment Handbook was approved previously by the Faculty Senate, General Faculty, and administration. A co-curricular program assessments section was added to the handbook and is being recommended for Board approval. The HLC is requiring the HU develop and implement an outcomes assessment manual.

Regent Marchi moved to approve the Outcomes Assessment Manual (Attachment E). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoyna, Regent Turner, and Chairman Sanchez.

**Academic Affairs Report**
Dr. Linder informed the Board that her written report (Attachment F) contained detailed information of all areas of Academic Affairs.

Dr. Linder highlighted the following:

- The university has not heard from NMHED on the endowment
- HU representatives attended a state-wide dual enrollment meeting
- An HU Power of Excellence HU-Donors reception was held at the President’s residence approximately 65 employees were recognized
- A National Survey of Student Engagement snapshot for the university was provided (Attachment G)
- Internal candidates are currently interviewing for the Facundo Valdez School of Social Work Dean position
- The Director of Nursing position is being advertised
- Celebration of Learning was held on November 30, 2016
- Our RN to BSN program was rated 15th in the nations by the College Navigator

**Board of Regents Update**
Regent Marchi informed that the Board of Regents attended a Higher Learning Conference hosted by Governor, Susana Martinez. Board members also attended a higher education organizational meeting in July 2016 hosted by Cabinet Secretary Barbara Damron. A third meeting was held where discussion topics included: the NM budget; risk management vs. insuring internally; dual credit; and lottery scholarship funding.
Strategic Enrollment Management – Dr. Edward Martinez

Dr. Martinez announced:
- Ms. Julia Geffroy was hired as the new Native American Recruitment & Orientation Coordinator. She earned her bachelor’s and master’s degrees at Highlands
- Mr. Alex Gadberry, Student Advisor, is no longer working at HU
- The search for a new Financial Aid Director is ongoing
- Financial Aid representatives are visiting the HU centers to assist students with their financial aid forms
- Moving forward with Accuplacer, a testing services, to replace the Compass Test
- The NMHU Virtual Campus Tour went live last night

Ruffalo Noel-Levitz (RNL) Presentation (Attachment H).

Enrollment Management Report
Dr. Martinez provided a written report (Attachment I).

Advancement – Ms. Theresa Law, JC, CFRE

Foundation and Advancement Report
Ms. Law noted the following from her written report (Attachment J):
- The average donation for the Giving Tuesday campaign was $55
- Executive Officers were elected for two-year terms during the November 11, 2016 Foundation Board meeting

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. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)&(7). Regent Marr-Montoya 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 Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:45 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 returning 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 2:28 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item
No action was taken.
Person's Wishing to Address the Board
No one came forward.

Finance & Administration – Mr. Max Baca

Joint Powers Agreement between New Mexico Highlands University and New Mexico State Investment Council – Action Item

Regent Marchi moved to approve the Joint Powers Agreement between New Mexico Highlands University and New Mexico State Investment Council (Attachment K). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Financials Action Report & Financials Certification Report – Action Item
Mr. Baca reported that the New Mexico Higher Education Department required new forms for quarterly financial reporting. The new forms were completed and will be submitted to NMHED if approved by the Board.


Disposition of Property – Action Item
Mr. Baca informed the Board that the university would like to dispose of 24 more outdated books.

Regent Marchi moved to approve the Disposition of Property (Attachment N). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

Religious Holiday Policy – Action Item
Mr. Baca informed the Board that the Faculty Bargaining Unit brought this policy to the administration for negotiation. The policy allows supervisors to accommodate faculty and staff for religious holidays. The policy also states that if the absence causes a hardship on the university, the request for leave may be denied.

Regent Marr-Montoya moved to approve the Religious Holiday Policy (Attachment O). Regent Turner seconded. Voting in favor were: Regent Andrews-Armijo, Regent Marchi, Regent Marr-Montoya, Regent Turner, and Chairman Sanchez.

FY18 Budget Process Update/Recommendations/Priorities

- The first Budget and Planning Meeting was held on November 17, 2016. Several faculty and staff participated in the meeting.
• Dr. Kempner added that the Budget & Planning Committee that Mr. Baca formed includes faculty, staff, and student members
• Departments have provided feedback on the budget process to their deans and then to their Vice President
• The Executive Management Team met to finalize budget priorities and tie them into the President’s visions, university’s strategic plan, and goals
• The budget priorities will be announced to the campus community in an open forum in January
• The budget priorities will be presented to the Board of Regents during the next meeting
• The priorities will also be posted on the HLC website

VPFA Departmental Reports
Mr. Baca summarized the VPFA Departmental Reports (Attachment P).

Regent Turner asked if the university was providing safe ride services for students. Ms. Blea informed the Board that HU has a student transportation initiative that takes students, at scheduled times, to different venues around the community. There is an effort to expand the program to take students to the airport at the end of the semester. Ms. Blea also informed the Board she is the Vice Chair of the San Miguel County DWI Council. San Miguel County has provided the services for some time now. This program provides individuals with rides home from liquor establishments.

Student Affairs – Ms. Kimberly Blea

Student Affairs Report
Ms. Blea provided a written report in advance of the meeting (Attachment Q).

Ms. Blea highlighted the following:
• As part of the Campus Life Student Initiative, a Sipapu ski trip is planned for December 3rd. The first 75 students to sign up will be bused to/from, have a free lift ticket, and free lunch
• HU Night at JC’s and HU Night at the Indigo Theater are held once a month
• The NM Attorney General’s Office reaches out to HU asking for our Campus Sexual Assault Policy, we will be working with the AG to host a campus conscious event at HU
• Our next large performance event is tentatively scheduled for April 29th
• Residence Hall students participated in the local Crop Walk. This program raises funding to aid with nation-wide and local hunger
• The Career and Internship Fair is scheduled for November 10, 2017. We had a record number of over 475 students participate in last fall’s fair

Faculty Senate Report – Dr. Brandon Kempner
Dr. Kempner informed the Board that his written Faculty Senate Report (Attachment R)

Dr. Kempner revisited the sanctuary conversation from earlier in the meeting stating the Faculty Senate had a very impassioned discussion at their last meeting. Dreamer and DACA students were invited to speak about their fears and anxieties about the way things may shift on campus. They
made a very powerful argument to the Faculty Senate that should NMHU be designated as a sanctuary campus they would have peace-of-mind and they wouldn’t have to worry so much. Dreamer and DACA students should contact Mr. Eric Romero to answer any questions for concerns they have.

President Minner commented that the entire campus needs to be a safe space therefore, there should be no un-safe spaces.

**Staff Advisory Senate Report – Mr. Laird Thornton**
Mr. Thornton provided a written Staff Advisory Senate Report (*Attachment S*) for inclusion in the Board meeting materials and highlighted the following:

Staff Senate members are grateful that they have been invited to serve on serval committees across campus. Having representation on the President’s Executive Team and on the Budget Committee have proven that the administration is demonstrating transparency.

The Staff Senate is busy working on a staff appreciation program. They have scheduled series of brown bag lunches called “HU: Learning Happens Here”. The first discussion is scheduled for January 31st, Dr. Kempner will be the first presenter; he will be presenting on zombies. Mr. Thornton thanked President Minner for hosting and promoting these types of events.

**ASNMHU Report – Mr. Julian Padilla**
Mr. Padilla stated that most DACA students fear the university turning them over to the government. He thanked Mr. Eric Romero for supporting HU’s DACA students for many years now.

Mr. Padilla thanked President Minner and Mr. Baca for the opportunity to go to Washington and meet with our constituents. He also thanked Dr. Abbas Manafy and Dr. Elaine Rodriguez for preparing him and the political science students to be able to discuss government policy effectively. Mr. Padilla stated that every office they visited expressed the need for HU student interns. These internships are not paid, and if HU sends students, we would need to find the resources for the student’ internship including; travel, stipend, and housing.

**Adjournment**
Regent Turner moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 3:10 p.m.

Chairman  
NMHU Board of Regents

Secretary/Treasurer  
NMHU Board of Regents