

New Mexico Highlands University
Special Board of Regents Meeting
Higher Education Center
Room 211 at 1950 Siringo Road
Santa Fe, NM 87505
May 31, 2017, at 10:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for May 31, 2017
4. Approval of the Minutes from the April 21, 2017 and April 28, 2017 Meetings – Action Item
5. Higher Learning Commission Update – Dr. Brandon Kempner
6. Architect Presentations on the Rogers Administration Building Renovations
7. Evaluation of Administration and Board of Regents by the Faculty Senate – Chairman Sanchez
8. NMHU Naming Policy – Action Item
9. Naming/Renaming of University Assets (Trolley Building) – Action Item
10. Executive Session – (1) limited personnel matters related to terminations, hirings, transfers, renewals, promotions, and reassignments of faculty, staff, and administrators; the investigation or consideration of complaints or charges against HU employees; (2) strategy regarding collective bargaining; (3) deliberations upon competitive sealed proposals for university legal services, auditor contract, architectural contract, artificial turf vendor; and (4) threatened or pending litigation and EEOC charges 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)(6)&(7).
11. Public Action as Necessary on Closed Session Discussions – Action Item
12. Emeritus Faculty Designation – Action Item
13. Selection of an Architect for the Rogers Administration Building Renovations – Action Item
14. Selection of a Legal Firm – Action Item
15. Selection of an Audit Firm – Action Item
16. Selection of an Artificial Turf Vendor – Action Item
17. Finance and Administration – Mr. Max Baca (Items 7A-7F were Tabled on April 28, 2017)
 - A. FY18 Operating Budget – Action Item
 - B. FY17 Final Unrestricted and Restricted Budget Adjustment Requests – Action Item
 - C. Organizational Chart – Action Item

- D. Vendor Debarment and Suspension Policy – Action Item
- E. Business Office Policies – Action Item
- F. NMHU Personnel Policy-Code of Conduct – Action Item
- G. Disposal of Inventory – Action Item
- H. Procurements over \$500,000-City of Las Vegas and PNM (Utilities) – Action Item

18. Adjournment

**New Mexico Highlands University
Special Board of Regents Meeting
May 31, 2017**

The New Mexico Highlands University Board of Regents held a special meeting on May 31, 2017, in room 211 at the Higher Education Center, 1950 Siringo Road, Santa Fe, NM 87505. Chairman Sanchez called the meeting to order at 10:07 a.m.

Attendance

Board Members Present: Mr. Frank Marchi, Ms. LouElla Marr-Montoya, Ms. Sandra Turner, Mr. Leveo V. Sanchez, and Mr. John Ramon Vigil.

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Roxanne Gonzales, Provost/Vice President for 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 Dr. Kimberly Blea, Int. Dean of Students

Others Present: Dr. Brandon Kempner, Faculty Senate Chair; Mr. Laird Thornton, Staff Advisory Senate President; Ms. Carolina Martínez, Executive Administrative Assistant; and numerous individuals in the audience, including faculty, and staff. The meeting was zoomed and was broadcast over the KEDP Radio Station.

Approval of the May 31, 2017 Special Meeting Agenda

Regent Vigil moved to approve the May 31, 2017 Special Board Meeting Agenda. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Vigil, and Chairman Sanchez.

Regent Sandra Turner joined the meeting at 10:11 a.m.

Approval of the Minutes from the April 21, 2017 and April 28, 2017 Meetings – Action Item

Regent Marchi moved to approve the April 21, 2017 and April 28, 2017 meeting minutes. Regent Turner seconded. Voting in favor were: Regent Marchi, Regent Turner, Regent Vigil, and Chairman Sanchez.

Higher Learning Commission Update – Dr. Brandon Kempner (Attachment A)

Dr. Kempner provided a written Higher Learning Commission (HLC) Update.

Dr. Kempner reported the following:

- The NMHU Vision 2020 Strategic Goal Accomplishments 2016-2017 lists all of the university's accomplishments over the past year.
- Dr. Kempner thanked President Minner, all of the Vice Presidents, and the Dean of Students for their hard work preparing their sections of the document
- Dr. Kempner thanked Mr. Sean Weaver for putting the document together
- The Higher Learning Commission accreditation visit is scheduled for November 6-8, 2017
- A special meeting will be scheduled allowing the Board to meet with the HLC team

Regent Marchi noted that the document was very useful and contained a great deal of information that can be beneficial for everyone. Dr. Kempner stated that the list of accomplishments document was emailed to the entire campus community and was presented during various campus forums.

Architect Presentations on the Rodgers Administration Building Renovations

Ms. Sylvia Baca informed the Board that a five member committee reviewed, evaluated, and scored the architectural RFPs. The top three rated firms will be presenting their project plans.

Atkin Olshin, Schade Architects – Philadelphia and Santa Fe, New Mexico

Mr. Shawn Evans, Principal and Mr. Evan Geisler, Senior Project Manager presented their plan to renovate the Rodgers Administration Building (**Attachment B**).

Baker Architecture + Design – Albuquerque, New Mexico

Mr. Mark Rea Baker, Principal, Mr. Tomas Sanchez, Project Architect; Ms. Christine Williams, Project Designer

Mr. Baker and Mr. Sanchez presented their Rodgers Administration Building renovation plans (**Attachment C**).

McClain +Yu Architecture & Design; T&D Services – Albuquerque, New Mexico

Mr. Raimund McClain, AIA, NCARB, LEED AP; Ms. Kristina YU, AIA, NCARB; Mr. Michael E. Hill, AIA, LEED AP

McClain+Yu Architecture & Design presented their plans for the renovations for the Rodgers Administration Building (**Attachment D**).

Evaluation of Administration and Board of Regents by the Faculty Senate – Chairman Sanchez

Chairman Sanchez noted that only 12.6% percent of the faculty participated in the evaluation process. He asked if the evaluation process should be suspended.

Dr. Kempner informed the Board that the Board evaluation rating went up by .5% from last year. President Minner's evaluation went up by 1%.

Regent Turner voiced concerns with the faculty's evaluation of the Board knowledge of university policy, stating that faculty have no way to gauge the Board university policy knowledge.

President Minner recommended not suspending the evaluation process because it is voluntary.

Chairman Sanchez requested scheduling periodic substantial discussions between the Board of Regents and the faculty and staff.

Mr. Laird Thornton, indicated that the staff would like to initiate a similar evaluation of the Board and administration.

President Minner stated that he would schedule a Board of Regents Retreat in the fall where all faculty, staff, and students would have the opportunity to voice their concerns to the Board.

NMHU Naming Policy – Action Item

Chairman Sanchez informed the Board that he had asked Ms. Terri Law to revise the current Naming Policy because it was not serving the university as well.

Ms. Law noted the Board and the Foundation Board both have a voice regarding the naming of a university facilities and assets but the Board of Regents has the final decision.

Ms. Law summarized the Naming Policy revisions and provisos.

Dr. Kempner proposed adding a clause to preserve the names of historic buildings.

Chairman Sanchez recommended lowering the 10% donation guideline to 5%.

Regent Vigil moved to approve the NMHU Naming Policy with amendments of the donation support guideline to be reduced from 10% to 5% with a maximum naming period of 25 years; and that a clause be added to give special consideration to historically named buildings and structures (**Attachment E**). Regent Turner seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Naming/Renaming of University Assets (Trolley Building) – Action Item

Chairman Sanchez informed the Board the Dr. Joe and Mrs. Martha McCaffrey have been involved with Highlands since 1961. They have been making gifts to HU in particular to Media Arts since 2007. By the end of 2017 their gifts to the university will reach \$350K.

President Minner read a letter from Mr. Kerry Loewen, Chair of the Media Arts and Technology Department in support of the naming of the Trolley Building in honor of the McCaffreys (**Attachment F**).

Ms. Law reported the Foundation Board approved the naming of the Trolley Building in honor of the McCaffreys. Ms. Law added that Dr. McCaffrey is an emeritus member of the Foundation Board, Mrs. McCaffrey is a current member of the Alumni Board.

Regent Marchi moved to accept the McCaffrey donation and the name change of the Trolley Building to the McCaffrey Historic Trolley Building in honor of Dr. Joe and Mrs. Martha McCaffrey. Regent Turner seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Executive Session – (1) limited personnel matters related to terminations, hirings, transfers, renewals, promotions, and reassignments of faculty, staff, and administrators; the investigation or consideration of complaints or charges against HU employees; (2) strategy regarding collective bargaining; (3) deliberations upon competitive sealed proposals for university legal services, auditor contract, architectural contract, artificial turf vendor; and (4) threatened or pending litigation and EEOC charges 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)(6)&(7). Regent Vigil 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 Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:41 p.m.

Regent Turner exited the meeting at 2:30 p.m.

Regent Vigil moved to return to open session. Regent Marchi seconded. Regent Vigil stated for the record that only those items specified under the executive session were discussed, Regent Vigil stated for the record that legal counsel was not present during any of the RFP deliberations and no action was taken by the Board during executive session. Regents present confirmed. A roll call was taken and voting in favor of returning to open session were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 4:27 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item

No action was taken.

Emeritus Faculty Designation – Action Item

President Minner stated that two faculty members were nominated for Emeritus status. They were approved for Emeritus status by their peers, deans, and administration. President Minner stated that he was recommending that both faculty members be awarded Emeritus Status.

Regent Vigil moved to approve that Dr. Mary Shaw be awarded Emeritus Status Designation. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Regent Marchi moved to approve that Dr. Jean Hill be awarded Emeritus Status Designation. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi and Chairman Sanchez. Voting Against: Regent Vigil. Abstaining: Regent Marr-Montoya.

Selection of an Architect for the Rodgers Administration Building Renovations – Action Item

Chairman Sanchez reported that the review committee rated the Baker Architect +Design Firm the highest. If the Baker firm's proposal do not come in within budget, the award will go on to the second firm selection.

Regent Vigil moved to select Baker Architect+Design as the architectural firm for the Rodgers Administration Building renovations project (**Attachment G**). Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Selection of a Legal Firm – Action Item

Chairman Sanchez reported that four firms submitted bids. The Board is requesting that the university go out for re-bid.

Chairman Sanchez reported that the current legal services firms will continue to serve as university's legal counsel

Regent Marchi to table and go out for re-bid. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Selection of an Audit Firm – Action Item

Regent Marchi informed that two audit firms submitted proposals.

The selection review committee recommended that the Board award Ricci and Company the audit firm contract.

Regent Marchi moved to approve a contract award an audit firm contract to the Ricci and Company Audit Firm (**Attachment H**). Regent Vigil seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Selection of an Artificial Turf Vendor – Action Item

Regent Marr-Montoya informed the Board that the review committee recommended contracting with SprinTurf for the football field turf replacement.

Regent Marr-Montoya moved to approve entering into a contract with SprinTurf pending a thorough background check (**Attachment I**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Finance and Administration – Mr. Max Baca (Items 7A-7C and 7E-7H were Tabled on April 28, 2017)

FY18 Operating Budget – Action Item

Regent Marchi moved to approve the FY18 Operating Budget as presented (**Attachment J**). Regent Vigil seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

FY17 Final Unrestricted and Restricted Budget Adjustment Requests – Action Item

Regent Marchi moved to approve the FY17 Final Unrestricted and Restricted Budget Adjustment Requests as presented (**Attachment K**). Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Organizational Chart – Action Item

The updated organizational chart was presented to the Board of Regents. Chairman Sanchez stated that the document should not be a Board action item because it is a living document.

Regent Vigil moved to withdraw the Organizational Chart from the meeting agenda (**Attachment L**). Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Vendor Debarment and Suspension Policy – Action Item

Regent Marchi moved to approve the Vendor Debarment and Suspension Policy as presented (**Attachment M**). Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Business Office Policies – Action Item

Mr. Baca recommended pulling the item from the agenda in order to allow the Faculty and Staff Senates more time for the vetting and feedback.

Regent Vigil moved to table the Business Office Policies as presented (**Attachment N**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

NMHU Personnel Policy-Code of Conduct – Action Item

Regent Marr-Montoya moved to approve the NMHU Personnel Policy-Code of Conduct as presented (**Attachment O**). Regent Vigil seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Disposal of Inventory – Action Item

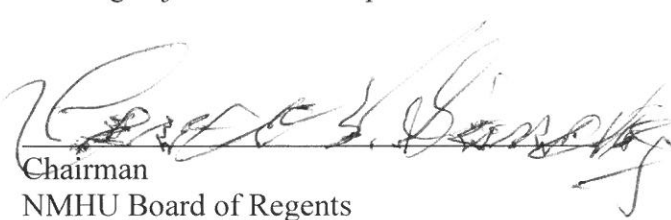
Regent Vigil moved to approve the Disposal of Inventory as listed (**Attachment P**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

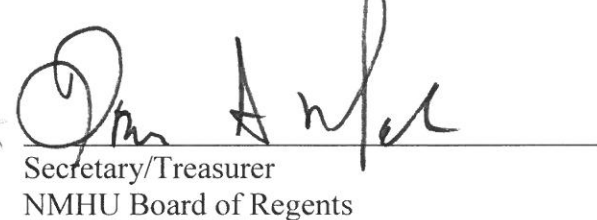
Procurements over \$500,000-City of Las Vegas and PNM (Utilities) – Action Item

Regent Vigil moved to approve the Procurements over \$500,000-City of Las Vegas and PNM (Utilities) as presented (**Attachment Q**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Adjournment

Regent Marr-Montoya moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 5:31 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents