

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
905 University Avenue
NMHU Main Campus
Las Vegas, New Mexico 87701
July 26, 2017 at 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for July 26, 2017
4. Approval of the Minutes from May 31, 2017
5. Higher Learning Commission Update – Dr. Brandon Kempner
 - A. Drafts of Criteria 1 & 2
6. Five-Year Capital Master Plan (by Ms. Sylvia Baca and studioINSITE) – Action Item
7. Higher Education Regents Coalition Update – Regent Frank Marchi
8. President's Report – Dr. Minner
 - A. Council of University Presidents (CUP) Update and Discussion
 - B. President's Update
 - C. Other
9. Comprehensive Discussions – Dr. Sam Minner
 - A. Housing & Student Conduct
10. Academic Affairs – Dr. Roxanne Gonzales
 - A. Minimum Faculty Qualifications Guidelines – Action Item
 - B. Changes to the Faculty Senate Handbook Pertaining to Faculty Senate Budget – Action Item
 - C. Changes to Contingent Faculty Handbook – Action Item
 - D. Academic Affairs Report
 - E. Other
11. Strategic Enrollment Management Report – Dr. Edward Martinez
12. Foundation and Advancement Report – Ms. Theresa Law, JD, CFRE
13. Executive Session – (a) limited personnel matters related to President's denial of promotion to faculty member, pursuant to NMSA 1978, § 10-15-1(H)(2) and deliberations in connection therewith as necessary and appropriate, pursuant to NMSA 1978, § 10-15-1(H)(3); (b) (c) report from counsel subject to the attorney-client privilege regarding threatened or pending litigation relating to EEOC charges by former dean and by employee, state lawsuit by former employees, federal lawsuit by employee, Prohibited Practices Complaint by NMHU Faculty and Staff Association, pursuant to NMSA 1978, § 10-15-1(H)(7).

14. Public Action as Necessary on Closed Session Discussions – Action Item
15. Persons Wishing to Address the Board
16. Student Affairs Report – Dr. Kimberly Blea
17. Athletics Report – Mr. Bob Clifford
18. Faculty Senate Report – Dr. Brandon Kempner
19. Staff Advisory Senate Report – Mr. Laird Thornton
20. ASNMHU Report – Ms. Natasha Lujan
21. Finance and Administration – Mr. Max Baca
 - A. Alcohol Policy Revisions – Action Item
 - B. Research and Public Service Projects Priorities – Action Item
 - C. Third Quarterly Report and Certification – Action Item
 - D. Fourth Quarterly Report and Certification – Action Item
 - E. Disposition of Property – Action Item
 - F. Disposition of Old Campus Police Mobile Building, Turf, and Buses – Action Item
 - G. Gas Card Policy – Action Item
 - H. Property Management and Control Policy Revision – Action Item
 - I. Selection and Approval of On-Call Legal Services Provider (Tabled on May 31, 2017) – Action Item
 - J. Travel Policy – Action Item
 - K. Sole Source Purchases
 - L. Departmental Reports
22. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
July 26, 2017**

The New Mexico Highlands University Board of Regents met on July 26, 2017, 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 9:10 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; 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, staff, students, and community members. The meeting was aired via Zoom and broadcast over the KEDP Radio Station

Approval of the July 26, 2017 Meeting Agenda

Regent Vigil moved to approve the July 26, 2017 Board meeting agenda. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil, and Chairman Sanchez.

Approval of the May 31, 2017 Meeting Minutes

Regent Marchi moved to approve the May 31, 2017 meeting minutes as presented. Regent Turner seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil, and Chairman Sanchez.

Higher Learning Commission Update – Dr. Brandon Kempner

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

Dr. Kempner reported the following:

- The HLC Committee is mid-way through the writing process
- A special Board of Regents Meeting will be scheduled for September 15, 2017 from 10am-noon. The only agenda item will be to review the HLC Assurance Argument
- The HLC Visiting Team will be on campus November 6-8, 2017
- A campus forum, to prepare the campus for the visit, will be held on September 18, 2017
- Dr. Kempner ordered Mission Mugs that will distribute to all HU employees
- Dr. Kempner ordered 26 Mission Banners that will be hung throughout campus when the fall semester begins

- A Public Forum to inform the Las Vegas community about HU's accreditation and accreditation process, will be scheduled on September 12, 2017. President Minner will announce that he will begin to hold regular public forums on various HU endeavors

Drafts of Criteria 1 & 2 were provided (**Attachments B & C**).

Regents thanked Dr. Kempner and President Minner for all their hard work preparing the university for the HLC Accreditation visit.

Five-Year Capital Master Plan (by Ms. Sylvia Baca and studioInsite) – Action Item

Ms. Baca and Ms. Ellen Fitzsimmons presented the revised Five-Year Campus Master Plan (**Attachment D**).

Regent Marchi moved to approve the revised Five-Year Capital Master Plan as presented. Regent Tuner seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil, and Chairman Sanchez.

Higher Education Regents Coalition Update – Regent Frank Marchi

Regent Marchi informed everyone that during last year's Governor's Summit several New Mexico Regents decided to create a regent coalition. The purpose of the coalition is to communicate and collaborate on common issues that all 4-year institutions face.

He and Regent Marr-Montoya attended the coalition meeting on July 14, 2017. During that meeting, New Mexico Regents were asked to continue reviewing initiatives put forth by Dr. Barbara Damron, Cabinet Secretary of Higher Education. Her initiatives include common course numbering, to allow students to transfer to/from universities throughout the state more easily; meta-majors, which would allow students the opportunity to explore different courses while earning their degrees; and to improve the general education requirements so students are able to transfer these courses from one New Mexico institution to another.

The next Governor's Summit will be held in September.

An issue discussed during the July 14th coalition meeting was that regents should be informed of the Council of University Presidents' (CUP) initiatives. It was suggested that university Presidents provide CUP initiative updates during Board meetings.

President Minner stated that "CUP Initiatives Update" would be an informative item added to every HU Board of Regent agenda.

Chairman Sanchez acknowledged that Regent Turner was essential in the establishment of the Regent Coalition.

Dr. Carol Linder, Interim Associate Vice President for Academic Affairs, addressed the Board and informed that HU has been very involved in all of the common course numbering process.

Regent Turner requested that report regarding common course numbering be prepared and made available to the Board.

Dr. Kempner requested Regent Marchi's report so that it may be added to the HLC Assurance Argument. Regent Marr-Montoya indicated that she would provide the latest Regents Coalition meeting agenda and minutes as well.

President's Report – Dr. Sam Minner

Council of University Presidents (CUP) Update and Discussion

President Minner reminded the Board that the university serves as CUP's fiscal agent. UNM was their fiscal agent in prior years. UNM left CUP for 1 year and since has returned. CUP has two full-time employees.

President's Update

President Minner implemented a 360 review in addition to the annual review for all of his direct reports. The 360 reviews are developmental reviews that went to only the individual. They are intended for personal knowledge and growth. President Minner stated that he worked hard to ensure that executives received fair and unvarnished reviews.

President Minner commented he is pleased with the university's HLC process and progress. We have had broad based participation from faculty, staff and students. Monthly HLC forums will take place until the visit in November. The Executive Management Team meets bi-weekly regarding the visit and the different criteria. He has devoting funding to the HLC Accreditation budget because it is an investment in the future of the university. Our HLC consultant will be on campus next week and our HLC Liaison will be on campus during Faculty-Staff Development Week.

The university is working to improve our student services performance. President Minner disseminated a draft of the Services Initiative (**Attachment E**).

He implemented the President's Leadership Development Program last year, Dr. Jennifer Lindline was the first leadership fellow. Dr. Beth Massaro selected to serve at this year's leadership fellow.

President Minner introduced Ms. Susan Chavez, new Financial Aid Director.

President Minner gave a PowerPoint presentation on recent university activity (**Attachment F**).

President Minner informed the Board that the Athletic Department completed paperwork to participate in an athletic tournament on the University of New Mexico Campus. HU along with Eastern New Mexico University, Western New Mexico University, and Northern New Mexico College will all participate in the tournament. President Minner will provide a schedule when it becomes available.

Regent Turner thanked President Minner for his services to NMHU and commented that the Board is glad they selected him to lead the HU campus.

President Minner informed the Board that he is confident in the administrative team he has formed. He stated the Dr. Gonzales is doing a great job. He added that he trusts his new team to make great decisions to better the university.

Comprehensive Discussion – Dr. Sam Minner

President Minner reminded everyone that the Board directed the administration to provide shortened area presentations to allow more time for more in-depth discussions on topics selected by the Board.

Dr. Kimberly Blea and Ms. Yvette Wilkes provided a PowerPoint presentation on Housing & Student Conduct Office (**Attachment G**).

Dr. Blea reported that housing is an auxiliary service and has to generate revenue to continue to operate.

Ms. Wilkes stated that the university owns seven residences, two of which are apartments. In total the university can accommodate over 700 students. However, Connor Hall is closed, leaving our max capacity at 500 students. Our occupancy has declined due to the lower enrollment numbers.

Dr. Blea gave an overview of the personnel that work in the housing department and programming done at the residence halls. Efforts to provide much needed activities and to establish some traditions for students to look forward to as they come back to school are in effect. The housing staff is working to improve the cleanliness and wireless internet service in the residence halls.

Ms. Wilkes stated that HU is reaching out to Luna Community College with housing specific information. She is working with Ms. Sean Weaver, Director of Univesrity Relations, to add a link on the LCC website with our housing information.

Academic Affairs – Dr. Roxanne Gonzales

Minimum Faculty Qualification Guidelines – Action Item

Dr. Gonzales called on Dr. Brandon Kempner to present.

Dr. Kempner reported that the Higher Learning Commission changed its minimum faculty qualification guidelines for dual credit courses. Dr. Kempner stated that HU needs a formalized policy regarding the guidelines. He also stated that the HLC is eliminating the option of high school teachers teaching dual credit college courses. HU does not allow high school teachers to teach the dual credit college courses.

Regent LouElla Marr-Montoya moved to approve the Minimum Faculty Qualification Guidelines (**Attachment H**) as presented by Drs. Gonzales and Kempner. Regent Frank Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Changes to the Faculty Senate Handbook Pertaining to the Faculty Senate Budget – Action Item

Dr. Brandon Kempner presented the changes.

Dr. Kempner stated that the Faculty Senate budget had to be adjusted every time there was a new Faculty Senate Chair. If approved the overall Faculty Senate budget would be lowered by standardize course releases.

Regent John Ramon Vigil moved to approve the Changes to the Faculty Senate Handbook Pertaining to the Faculty Senate Budget (**Attachment I**) as presented. Regent LouElla Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Changes to the Contingent Faculty Handbook – Action Item

Dr. Brandon Kempner informed the Board that the Contingent Faculty Handbook was approved by the Board of Regents last year and has been implemented for one full year now. There were minor changes recommended after feedback from faculty. The three requested changes include:

- Change the time to notice contingent faculty that they will be observed from 24 to 48 hours
- Add a paragraph to the grievance policies & procedures referring contingent faculty to the Faculty Handbook
- Revise the table of contents to reflect the proposed changes

Dr. Gonzales stated that changes are in alignment with other institutions.

Regent LouElla Marr-Montoya moved to approve the Changes to the Contingent Faculty Handbook (**Attachment J**) as presented by Drs. Gonzales and Kempner. Regent Sandra Turner seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Turner, Regent Vigil and Chairman Sanchez.

Academic Affairs Report

Dr. Gonzales summarized her written report (**Attachment K**).

Academic Affairs – Other

- Academic Affairs is using Zoom for meetings more often, it is more cost effective
- Professional Development Week is scheduled for August 9-10, 2017
- Will need to add more adjunct faculty as more online courses are added

Regent Marchi requested Dr. Gonzales' Campus Center's Taskforce Report mentioned in report.

Strategic Enrollment Management – Dr. Edward Martinez

Enrollment Management Report

President Minner presented the Strategic Enrollment Management Report (**Attachment L**) on behalf of Dr. Martinez.

President Minner stated that when he arrived at HU his first priorities were to develop a strategic enrollment. Since his arrival he had strategic enrollment management personnel in place; proper retention tools are in place; and we have purchased the SLATE program to start reaching out to students to build our enrollment.

Advancement – Ms. Theresa Law, JC, CFRE

Foundation and Advancement Report

Ms. Law mentioned the following items listed in her written report (**Attachment M**):

- Reflections of the West art show will be open on August 4th
- The New Mexico Painters Show will open with a VIP reception on September 14th
- Mr. Chico Gallegos is a new Foundation Board member
- Eight new alumni will join the Alumni Board during homecoming week
- There will be a celebration to rename the Trolley Building on September 8th, 10am-noon in honor of Dr. Joe and Martha McCaffrey
- On September 16th at 1pm, the Foundation Office will be hosting a reception celebration to rename the football field and stadium in honor of Board of Regents Chairman Mr. Leveo Sanchez and his wife Mrs. Patricia Sanchez

Executive Session – (a) limited personnel matters related to President’s denial of promotion to faculty member, pursuant to NMSA 1978, § 10-15-1(H)(2) and deliberations in connection therewith as necessary and appropriate, pursuant to NMSA 1978, § 10-15-1(H)(3); (b) (c) report from counsel subject to the attorney-client privilege regarding threatened or pending litigation relating to EEOC charges by former dean and by employee, state lawsuit by former employees, federal lawsuit by employee, Prohibited Practices Complaint by NMHU Faculty and Staff Association, pursuant to NMSA 1978, § 10-15-1(H)(7). Regent Vigil moved to enter into executive session for the sole purpose of discussing the items listed. Regent Marr-Montoya 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 12:12 p.m.

Regent Turner exited the meeting at 1:20 p.m.

Regent Marr-Montoya moved to return to open session. Regent Vigil 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 Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion carried unanimously and the Board returned to open session at 3:02 p.m.

Public Action as Necessary on Closed Session Discussions – Action Item

No action was taken.

Regent Vigil moved to redact the following items from the agenda: 16. Student Affairs Report; 18. Faculty Senate Report; 19. Staff Advisory Senate Report; and 20. ASNMHU Report in the interest of time. Regent Marchi seconded. Voting in favor of the motion were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion carried unanimously.

Person’s Wishing to Address the Board

No one came forward.

Regent Vigil requested that this item be moved to the beginning of Board agendas for all future meetings. Regents present agreed with the recommendation.

Athletics Report – Mr. Bob Clifford

Mr. Clifford stated the following:

- He thanked Chairman Sanchez for his generous donation to repair the football field
- He thanked Ms. Baca and the Facilities Department for their responsiveness and adaptiveness to repair the field
- The football field repairs will be completed by September 8, 2017

Finance & Administration – Mr. Max Baca

Alcohol Policy – Action Item

Mr. Baca reported that the Alcohol Policy is being revised as per the recommendations made by the Alumni Board.

President Minner stated that former practices regarding tailgating were inconsistent. Our newly formed Alumni Board made recommended revisions and our legal counsel reviewed the policy. President Minner stated that he endorsed the Alumni Board's proposed changes.

Regent Vigil moved to approve the revisions to the NMHU Alcohol (**Attachment N**) as presented. Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Research and Public Service Projects Priorities – Action Item

Mr. Baca reported that the university is required to submit our Research and Public Service Project Priority list to the New Mexico Legislative Finance Committee.

Regent Marchi moved to approve the Research and Public Service Projects Priorities (**Attachment O**) as listed. Regent Vigil seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Third Quarterly Report – Action Item

Fourth Quarterly Report – Action Item

Mr. Baca reported that both of these items are required by the New Mexico Higher Education Department. The standardized financial reports and do not include any unanticipated expenditures.

Regent Marchi moved to approve Third and Fourth Quarterly Reports (**Attachments P & Q**) as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Disposition of Property – Action Item

Mr. Baca called on Mr. Adam Bustos, Purchasing Director, to present.

Mr. Bustos reported that there are 442 items that are no longer needed, obsolete, or damaged and the university is requesting approval to dispose of the items identified in this year.

Regent Vigil moved to approve the Disposition of Obsolete and/or Damaged Equipment (**Attachment R**) as listed. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Disposition of Old Campus Police Mobile Building, Turf, and Buses – Action Item

Regent Marr-Montoya moved to approve the Disposition of Disposition of Old Campus Police Mobile Building, Turf, and Buses (**Attachment S**) as requested. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Gas Card Policy – Action Item

Mr. Bustos reported that auditors recommended the university formalize a policy outlining guidelines for the use the gas card.

Regent Vigil moved to approve Gas Card Policy (**Attachment T**) as presented. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Property Management and Control Policy Revision – Action Item

Mr. Baca informed the Board that the university property threshold is \$1,000 on the current policy. The administration is recommending the threshold be increased from \$1,000 to \$5,000.

Regent Vigil moved to approve the revision to the Property Management and Control Policy (**Attachment U**) as presented. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Selection and Approval of On-Call Legal Services Provider (Tabled on May 31, 2017) – Action Item

Mr. Baca informed the Board that a committee was formed to review the seven applicants. After discussion and evaluation the committee recommended the following firms in no ranking order: Cuddy & McCarthy, Miller Stratvert, and Sutin Thayer& Browne.

Regent Marr-Montoya moved to approve the Legal Services Providers as listed (**Attachment V**). Vigil seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez.

Travel Policy – Action Item

Mr. Baca informed the Board that the Collective Bargaining Agreement approved with one of the provisions being a higher reimbursable mileage rate for faculty when they use their personal vehicles. The University, as a whole, should mirror the IRS federal rate of \$.535 cents per mile. Having one rate across the entire university will help offset the cost for those using their personal vehicle for work purposes.

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

Sole Source Purchases (Attachment X)

Mr. Baca reported that four sole source contract were awarded in accordance with state statutes.

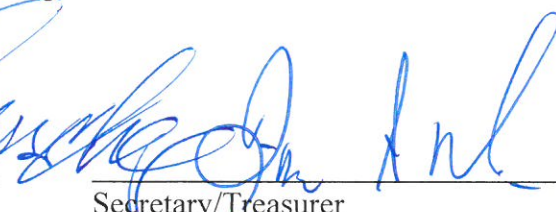
VPFA Departmental Reports

Mr. Baca provided a written summery (**Attachment Y**).

Adjournment

Regent Marchi moved to adjourn. Regent Vigil seconded. Motion carried and the meeting adjourned at 4:20 p.m.



Chairman
NMHU Board of Regents

Secretary/Treasurer
NMHU Board of Regents