

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 15, 2017 at 10:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for December 15, 2017
4. Approval of the Minutes from October 27, 2017 and November 6, 2017
5. Higher Learning Commission Update – Dr. Brandon Kempner
6. Preparing the Workforce of the Future Together – Dr. Sam Minner and Ms. Carole Rutten
7. President’s Report – Dr. Sam Minner
 - A. President’s Update
 - B. Talent Management System Go Live Presentation
8. Comprehensive Discussions – Dr. Sam Minner
 - A. Recruitment and Marketing
9. Academic Affairs Report – Dr. Roxanne Gonzales
 - A. Faculty Handbook Change to Ex-Officio Membership – Action Item
 - B. Faculty Handbook Change to Move Grievances to the Faculty Affairs Committee – Action Item
 - C. Support the Safety Manuals/Storage and Handling Guidelines for Six High-Risk Areas on Campus – Action Item
10. Strategic Enrollment Management Report – Dr. Edward Martinez
11. Foundation and Advancement Report – Ms. Theresa Law, JD, CFRE
12. Persons Wishing to Address the Board
13. Student Affairs Report – Dr. Kimberly Blea
14. Athletics Report – Mr. Craig Snow
15. Faculty Senate Report – Dr. Ian Williamson
16. Staff Advisory Senate Report – Mr. Laird Thornton
17. ASNMHU Report – Ms. Natasha Lujan
 - A. 2017 Resolution #1: Act Endorsing the Campus Safety Recommendation

18. Finance and Administration – Mr. Max Baca
 - A. Travel Per Diem Rates – Action Item
 - B. Tuition and Fees Preliminary Discussion
 - C. Insurance Premium Discussion

19. Executive Session – (a) limited personnel matters related to the annual performance evaluation and contract of Sam Minner, President of New Mexico Highlands University, and the hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee; (b) bargaining strategy preliminary to collective bargaining and; and (c) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant. All pursuant to NMSA 1978, § 10-15-1(H)(2)(5)&(7).

20. President’s Contract – Action Item

21. Public Action as Necessary on Other Closed Session Discussions – Action Item

22. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
December 15, 2017**

The New Mexico Highlands University Board of Regents met on December 15, 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 10:14 a.m.

Attendance

Board Members Present: Mr. Frank Marchi, Ms. LouElla Marr-Montoya, Mr. Leveo V. Sanchez, and Mr. John Ramon Vigil who joined the meeting at 11:10 a.m.

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Roxanne Gonzales, Provost/Vice President for Academic Affairs; Dr. Edward Martinez, Interim Vice President for Strategic Enrollment Management; Mr. Max Baca, Vice President for Finance & Administration; Dr. Kimberly Blea, Dean of Students; and Ms. Juliann Salman, Alumni Office Director

Others Present: Dr. Brandon Kempner, Director of HLC Accreditation; Dr. Ian Williamson, Faculty Senate Chair; Mr. Laird Thornton, Staff Advisory Senate President; Ms. Natasha Lujan, ASNMHU 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 December 15, 2017 Meeting Agenda

Regent Marchi moved to approve the December 15, 2017 meeting agenda. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Approval of the October 27, 2017 and November 6, 2017 Meeting Minutes

Regent Marchi moved to approve the minutes from the October 27, 2017 and November 6, 2017 meetings as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Higher Learning Commission Update – Dr. Brandon Kempner

Dr. Kempner provided a Higher Learning Commission (HLC) Update stating the following:

- The HLC visit draft report was received earlier this week typographical changes were made to the document. It was submitted on December 13, 2017
- The next HLC visit will be held in 2020-2021
- A Director of Institutional Research will soon be hired.
- Dr. Kempner will remain the Director of HLC Accreditation until June 30, 2018

Preparing the Workforce of the Future Together – Dr. Sam Minner and Ms. Carole Rutten

President Minner reported that HU collaborates with Los Alamos Nation Labs on several projects. President Minner is working with LANL on a STEM teacher education partnership with Pojoaque Valley Schools.

Through the collaboration, HU was able to hire Mr. Mariano Ulibarri, LANL Coordinator of Student Support in CS & Related Fields. Mr. Ulibarri recently organized a very successful DRONE Rodeo. President Minner introduced Ms. Carole Rutten, Deputy Director in the Community Partnerships Office at Los Alamos National Laboratories. Ms. Rutten provided a PowerPoint presentation (**Attachment A**).

Mr. Rutten stated that she would like to implement an internship program with HU education students.

President's Report – Dr. Sam Minner

President Minner informed the Board that he implemented the HU Futures Task Force. This program will have four initiatives. Each initiative will be led by an administrative representative. The initiatives will include Academic Affairs, Students Affairs, Athletics, and Business & Administration. Administrators, along with their teams, will develop initiatives for their areas.

President's Update (Attachment B)

- A group of students decorated trees at the university residence on November 28, 2017. An Open House Reception for all HU employees and their families was held at the university residence on December 7, 2017. Children participated in arts and craft.
- HU students participated in the annual Daniels Fund Ethics Competition at UNM. Professors Nick Leger and Melanie Zollner coached our team. The HU team placed 2nd in this competition.
- HU tailgated with HU alumni before the All-New Mexican Basketball Tournament at the Pit. The HU Basketball team won one and lost one during the tournament.
- President Minner participated in a campus safety walk. The ASNMHU will prepare a report and make safety improvement recommendations.
- Baker Architecture and Design recently won the top design award from the American Institute of Architects for their work on the McCaffrey Historic Trolley Building. Also, well done to Franken Construction for their work on the project. President Minner was pleased that Dr. Joe and Ms. Martha McCaffrey were able to attend the event. Mr. Max Baca and Ms. Sylvia Baca also attended the event.
- Ms. Elena Jimenez, a senior majoring in anthropology, will travel to Costa Rica during the holiday break along with Maysie Bucklin, a fellow Highlands anthropology student, to find evidence of a pre-Columbian habitation along the arid Cobano region of the country.
- Regent John Ramon Vigil, Natasha Lujan, ASNMHU President, Ms. Karla Espinoza, and Ms. Katelyn Flores attended the HACU Conference in San Diego. They also learned about some internship opportunities.
- More than 40 employers participated in this fall's Career Fair.
- Country music performer, Josh Turner, will be at HU on Feb. 3 as part of the Student Life Initiative.
- The Leveo and Patricia Sanchez field renovation is complete and our last football game was held there

Talent Management System Go Live Presentation (Attachment C)

President Minner called on Dr. Denise Montoya, Human Resources Director, to present. Dr. Montoya informed the Board that the Talent Management System would go live on January 2, 2018. This program will make hiring employees more efficient.

The student employment process will be implemented and all students will use the program to look for student jobs.

Regent Vigil joined the meeting at 11:10 a.m.

Comprehensive Discussion (Recruitment & Marketing) – Dr. Sam Minner

President Minner called on Dr. Edward Martinez, Int. Vice President of Strategic Enrollment Management; Mr. Sean Weaver, University Relations Director; and Mr. Benito Pacheco, Director of Academic Support to present the Recruitment and Marketing Plan (**Attachment D**).

Regent Vigil moved to amend the Board agenda by moving item 19. “Executive Session” to follow item 8. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion passed unanimously.

Executive Session – (a) limited personnel matters related to the annual performance evaluation and contract of Sam Minner, President of New Mexico Highlands University, and hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee; (b) bargaining strategy preliminary to collective bargaining and ; (c) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant. All pursuant to NMSA 1978, § 10-15-1(H)(2)(5)&(7). Regent Marchi 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 Vigil, and Chairman Sanchez. Motion carried. The Board entered into executive session at 1:00 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 the Board took no action. 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. The Board returned to open session at 2:28 p.m.

Regent Vigil moved amend the agenda and move items 21 “President’s Contract” & 22 “Public Action as Necessary on Other Closed Session Discussion” to follow item 8. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion passed unanimously.

President’s Contract – Action Item

Chairman Sanchez stated that the Board discussed extending President Minner’s contract from 2020 to 2022. If approved, he will be working with NMHU legal counsel to finalize the contract details. The contract will be available to the public once it is finalized. Chairman Sanchez stated that the Board is very pleased with President Minner’s performance as President of Highlands University.

Regent Vigil moved to extend President Sam Minner's contract from July 2015 to June 30, 2022. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Public Action as Necessary on Other Closed Session Discussions – Action Item

No action was taken.

Academic Affairs – Dr. Roxanne Gonzales (Attachment E)

Dr. Gonzales informed the Board of the following:

- The Academic Affairs HU Task Force will establish six sub-groups that will review and make recommendations on the following:
 - Organizational Structure
 - Campus Center Reorganization
 - Program Reviews
 - Graduate Assistantships
 - Registrar's Processes
 - Policies for online students
- Dr. Carol Linder organized the Power of Excellence receptions last year, highlighting achievement of NMHU faculty and staff. Four receptions were held. This year, all employees will be honored during one reception scheduled for April 19, 2018.
- Disenrollment date for students with financial balances is December 30, 2017
- Dr. David York reviewed our operations on preparedness and readiness for online learning, his will submit his report to HU in early January
- Pearson Online Learning and Marketing provided an initial assessment-marketing analysis, free of charge, with the hope of entering into a partnership with HU.

Faculty Handbook Change to Ex-Officio Membership – Action Item

Regent Marchi moved to approve the Faculty Handbook Change to Ex-Officio Membership as presented (**Attachment F**). Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Faculty Handbook Change to Move Grievances to the Faculty Affairs Committee – Action Item

Regent Vigil moved to approve the Faculty Handbook Change to Move Grievances to the Faculty Affairs Committee as presented (**Attachment G**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Support the Safety Manuals/Storage and Handling Guidelines for Six High-Risk Areas on Campus – Action Item

Regent Vigil moved to approve the Support the Safety Manuals/Storage and Handling Guidelines for Six High-Risk Areas on Campus as presented (**Attachment H**). Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Strategic Enrollment Management Report – Dr. Edward Martinez

Dr. Martinez highlighted the following items from his report (**Attachment I**):

- The Financial Aid Office is now using the 2017 Banner financial aid module.
- The Academic Support Office provided advisement training for faculty and staff

- Ms. Crystal Burch was hired as the Campus Visit Specialist. She will be located in the Welcome Office in the Felix Martinez Building. She will be planning the HU Open House, the High School Counselor events, and be proactively working to bring families to campus
- President Minner signed an MOU with Korea
- To date, Ms. Michelle Bencomo, Customer Relations Coordinator, has worked with 60 students resolving their concerns
- Ms. Julia Geffroy, Native American Recruitment & Orientation, played a key role in the formation of the Native American Retention Strategy Group

Regent Vigil exited the meeting at 3:06 p.m.

Foundation and Advancement Report– Ms. Theresa Law, JC, CFRE

Ms. Corie Weaver, Director of Advancement Services, highlighted the following items from Dr. Law's written report (**Attachment J**):

- This year's year-end appeal raised \$12,700
- The 2nd Annual Rio Rancho Skating Party was held last night at the Santa Ana Center; approximately 175 people attended; this event was co-sponsored by the Campus Life Initiative and the Alumni Office
- The online art auction ended today at noon; fundraising efforts are being calculated

Student Affairs Report – Dr. Kimberly Blea

Dr. Blea provided a written report (**Attachment K**) and informed the Board of the following:

- Federal and state agencies; non-profit agencies, private organizations, and graduate schools were among the employers that participated in this year's Career Fair
- In collaboration with various offices on campus, the matriculation committee held a Registration Party for 91 students who were pre-registered for the spring semester
- The university contracts with El Centro Family Health Clinic for non-emergency medical and behavioral health services. In FY16, they provided medical care to 467 students and in FY17 to 1,242 students. In FY16, they provided behavioral health benefits to 615 students and to 1,557 students in FY17.
- The Student Affairs HU Futures Task Force is establishing four sub-committees. One committee will focus on social well-being of our students to include campus life and activities. The second committee will focus on HU student's emotional well-being. The third committee will work to improve the physical health of our students. The fourth committee will focus on HU student's financial well-being.
- Country music artist, Josh Turner, will perform at the Wilson Complex on February 3, 2018.
- Housing applications will soon be online.

Athletics Report – Mr. Craig Snow

Mr. James Deisler, Director of Title IX/Assistant Athletic Director, presented the Athletic Board Report on behalf of Coach Snow (**Attachment L**).

Faculty Senate Report – Dr. Ian Williamson

Dr. Williamson reported the following:

- The Faculty Association and Faculty Senate are creating work groups in order to better resolve faculty issues

- Faculty made recommendations to the administration; to purchase Automatic External Defibrillators; develop a biohazard committee; and create a campus-wide safety committee

Staff Advisory Senate Report – Mr. Laird Thornton

Mr. Thornton reported the following:

- The Staff Senate is committed to providing professional development
- April staff presentations will include; phishing, active shooter procedures
- Over 200 staff members attended the HLC Staff Forum
- Staff Senate and staff members will participate in each HU Futures task forces
- Mr. Thornton thanked President Minner, Mr. Baca, and Dr. Montoya for the generous gift of additional time off and the bonuses awarded for the holidays

ASNMHU Report – Ms. Natasha Lujan

2017 Resolution #1: Act Endorsing the Campus Safety Recommendation

Ms. Lujan presented the 2017 ASNMHU Resolution (**Attachment M**) listing the following safety concerns as the most urgent:

- Poor campus lighting
- The need for painting campus crosswalks
- The need for better ADA access
- The need for better traffic speed control

Ms. Sylvia Baca, Director of Facilities, addressed the Board informing the Board that the Facilities Department is already working to address concerns discovered during the Campus Safety Walk.

Person's Wishing to Address the Board

Regent Marr-Montoya informed the Board that she and Regent Marchi attended the New Mexico Regents Coalition November 16, 2017 in Santa Fe topics of discussion included; legislative update, dual credit guidelines, 2019 fiscal year state funding. She and Regent Marchi will continue to provide a Regent Coalition update during future Board meetings.

Finance & Administration Report – Mr. Max Baca

Mr. Baca reported that the HU Futures Finance & Administration Task Force would have four sub-groups. They will include; organizational structure, business processes, vision, and golf course.

Travel Per Diem Rates – Action Item

Mr. Baca informed the Board that the university is requesting approval to update the current travel per diem rates to align with the standardized General Services Administration rates for lodging, meals and incidental expenses.

Regent Marr-Montoya moved to approve Travel Per Diem Rates (**Attachment N**) as recommended. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Insurance Premium Discussion

Mr. Baca called on Mr. Adam Bustos, Purchasing Director, to present (**Attachment O**).

Mr. Bustos provided an overview of costs associated with the utilization of the Risk Management Department as compared to other New Mexico colleges and universities who use the New Mexico Public Schools Insurance Authority.

HU's next steps will be to provide a list of assets to ensure, provide the 2009-2017 claims history (property, liability, and worker's compensation claims), and provide the NMSIA our 3-5 year annual premiums history.

Tuition & Fees (Preliminary Discussion)

Mr. Baca provided at PowerPoint presentation (**Attachment P**).

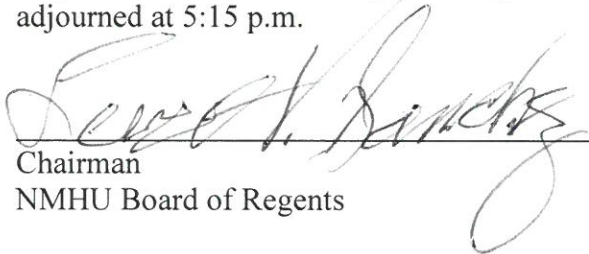
Regent Marr-Montoya stated that she does not want tuition and fees to increase.

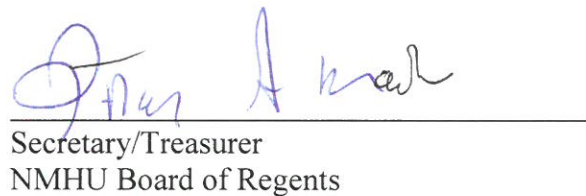
President Minner stated that the university has expenses that automatically increase annually combined with reduced state funding, if there is no tuition and fees increase, the university will need to make cuts.

Chairman Sanchez stated that in order for the university to survive the following needs to happen: the university needs to get off probation; increase online student population; and increase enrollment.

Adjournment

Regent Marchi moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 5:15 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents