

New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
905 University Avenue
NMHU Main Campus
Las Vegas, New Mexico 87701
March 1, 2018 at 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for March 1, 2018
4. Approval of the Minutes from December 15, 2017
5. Board of Regents Updates
6. Higher Learning Commission Update – Dr. Brandon Kempner
7. President’s Report – Dr. Sam Minner
 - A. Rodgers Hall - Design Presentation to the Board of Regents – Action Item
 - B. President’s Update
 - C. CUP Initiatives Update
 - D. Bond Refinancing Update
 - E. Legislative Update
 - F. Other
8. Comprehensive Discussions – Dr. Sam Minner
 - A. Tenure
9. Finance and Administration Report – Mr. Max Baca
 - A. 2018-2019 Tuition and Fees Presentation – Action Item
 - B. Policy on Financial Stability – Action Item
 - C. Update on FY17 Audit Findings
 - D. Acceptance of the 2017 Audit Report – Action Item
 - E. Quarterly Report and Certification - FY18 Second Quarter – Action Item
 - F. Addition of Pre-Approved Purchases to Include P-Card Purchases to Purchasing and Accounts Payable Manual Policy Number 06 – Action Item
 - G. Purchasing Card Policy – Action Item
 - H. Purchasing Card Contract – Action Item
 - I. Other
10. Academic Affairs Report – Dr. Roxanne Gonzales
11. Persons Wishing to Address the Board
12. Strategic Enrollment Management Report – Dr. Edward Martinez
13. Foundation and Advancement Report – Ms. Theresa Law, JD, CFRE

14. Student Affairs Report – Dr. Kimberly Blea
15. Athletics Report – Mr. Craig Snow
16. Faculty Senate Report – Dr. Tom Ward
17. Staff Advisory Senate Report – Mr. Laird Thornton
18. ASNMHU Report – Ms. Natasha Lujan
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. Public Action as Necessary on Other Closed Session Discussions – Action Item
21. Election of Board of Regents Officers for 2018 – Action Item
22. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
March 1, 2018**

The New Mexico Highlands University Board of Regents met on March 1, 2018, 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 9:28 a.m.

Attendance

Board Members Present: Mr. Frank Marchi, Ms. LouElla Marr-Montoya, Mr. Leveo V. Sanchez, and Mr. John Ramon Vigil who participated in the meeting via conference call and zoom

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. Terri Law, JD/CFRE, Vice President for Advancement; and Dr. Kimberly Blea, Dean of Students

Others Present: Dr. Brandon Kempner, Director of HLC Accreditation; Dr. Tom Ward, 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 March 1, 2018 Meeting Agenda

Regent Vigil moved to approve the March 1, 2018 agenda with the following amendment; moving item #11. Person's Wishing to Address the Board, to follow item #5. Board of Regents Update. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Approval of the December 15, 2017 Meeting Minutes

Regent Marchi moved to approve the minutes from the December 15, 2017 meetings as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Board of Regents Update

Regent Marchi informed the Board that the Higher Education Regents Coalition met on January 23, 2018 to discuss various higher educational issues. He and Regent Marr-Montoya are members of the coalition. The coalition met with the Council of University Presidents later that day to discuss recommendations, requests, and the higher education legislative agenda.

Chairman Sanchez asked for comments on the current way Board of Regent members are selected in New Mexico. Regent Vigil commented that he feels that the current method of selection has worked for many years. President Minner noted that he has submitted editorials that a new method should be researched. He feels that a faculty member should be added to boards. Dr. Brandon Kemper echoed President Minner's comments that a faculty member should be added to regent boards.

Person's Wishing to Address the Board

Ms. Estrella Gutierrez, President Pro-temp/senior, addressed the board with her concerns regarding the potential tuition increase. She indicated that she surveyed approximately 70 students in the dining hall regarding the potential increase and only three out of the 70 students surveyed were in favor of a tuition increase. Ms. Gutierrez stated that she chose Highlands because she could not afford to attend the University of New Mexico even though she had received scholarships to go there. She added that if HU's vision is to be accessible, how accessible HU could be if students cannot afford to attend due to tuition increases.

Regent Marchi stated that tuition increases have been made to off-set the funding reductions implemented by the state.

Dr. Martinez commented that although Highlands has had the lowest tuition, data shows that the low tuition rates are not increasing enrollment.

Ms. Rebekah Peoble, ASNMHU Senator/sophomore, addressed the Board with her concerns regarding the proposed tuition increase. She asked the Board if they could guarantee an increase in the value of her education in correlation with the increased tuition rate. Ms. Peoble asked the board why they are considering increasing tuition if no changes have been made to increase enrollment.

President Minner stated that there have substantial changes made to increase enrollment. Resources have been directed to enrollment management.

Ms. Valerie Romero, former NMHU student, addressed the Board with her concerns regarding support for students with disabilities and her admission to her graduate program.

Higher Learning Commission Update – Dr. Brandon Kempner

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

- The Higher Learning Commission Institutional Actions Committee Hearing is scheduled for Monday, March 5, 2018. This is a five-hour hearing
- President Minner, Dr. Gonzales, Mr. Baca, and Dr. Kempner will be representing Highlands at the hearing
- Dr. Gar Kellom, the HLC site visiting team leader will be present at the hearing
- Material that will be presented at the hearing is in your meeting packet (**Attachment A**)
- The HLC site visiting team had a positive recommendation to the IAC

Regents thanked Dr. Kempner, President Minner, and the administration for their hard work preparing the university for the visit and for the hearing.

The university will hear from the IAC Board within a month of the hearing. The HLC Board's decision will be received in in June.

President's Report – Dr. Sam Minner

Rodgers Hall – Design Presentation to the Board of Regents – Action Item

President Minner called on Ms. Sylvia Baca, Facilities Department Director, to present.

Regent Marr-Montoya moved to approve the Rodgers Hall Design as presented with the slight modifications to the secondary staircase and columns (**Attachment B**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

President's Update

- President Minner and several administrators met with Dr. Rick Bailey, President of Northern New Mexico College and his administrative team to discuss better ways to serve New Mexico students and various partnership opportunities. President Minner requested Board approval to proceed with a joint professional development training on Shared Governance with NNMC. Regents indicated that such an effort would benefit both schools.
- President Minner informed that HU is using Demand Builder to purchase names of students who have shown an interest in Highlands. We have sent several correspondence to sophomores, juniors, and seniors.
- HU sponsored the GEAR-UP student conference on February 28, 2018. Approximately 900 middle school and high school students were on campus. They were provided campus tours and ate lunch on campus.
- The HU Futures Task Forces; Academic Affairs, Student Affairs, Financial Affairs, and Athletics will be submitting their recommendations and reports to President Minner by March 15, 2018. President Minner will be making recommendations to the Board to move the university forward based on HU Futures Task Force recommendations.
- President Minner, Mr. Baca, and Dr. Denise Montoya worked to provide employee compensations through the redirection of resources from vacant positions. They were able to provide employees with a small compensation at the end of the 2017 calendar year.
- Nine faculty members applied for sabbatical leave; five sabbatical requests were approved.
- President Minner called on Mr. Baca to introduce the new hire in the finance area. Mr. Baca introduced Ms. Stephanie Gonzales, HU's new Budget Director.

CUP Initiatives Update

President Minner reported that there is a new President at the University of New Mexico and they have rejoined CUP. President Garrey Carruthers will be leaving New Mexico State University; he is the current Chair of the Council of University Presidents.

Bond Refinancing Update (Attachment C)

President Minner, Mr. Baca, and Ms. Baca recently met with the New Mexico Board of Finance on the university's land grant funds to help with some of the capital projects needs on campus. RBC, the university's financial advisor will be looking at the university's current bonds and the various ways they can be utilized.

Dr. Blea reported that she and Ms. Yvette Wilkes, Director of Housing and Student Conduct met to develop a Deferred Maintenance Plan for the residence halls to better utilize university funds to improve the current residence halls.

Legislative Update

President Minner reported that Governor Martinez has until next Wednesday for executing Governor vetoes. He is hopeful that she will not cut the proposed employee compensation package.

Mr. Baca informed that the three documents in their board meeting packets (**Attachment D**) were distributed to legislators listing the university's funding requests.

President- Other

President Minner provided an PowerPoint presentation on university events (**Attachment E**).

- As part of the Campus Life Initiative, over \$57,000 in revenue was generated on ticket sales from the Josh Turner concert that was held on February 3, 2018
- Black Violin to perform at Ilfeld Friday, March 2, 2018 night as part of the Arts@HU series
- State Street Ballet to perform in Ilfeld April 13 and 14 as part of the Arts@HU series
- The Foundation and Alumni office raised close to \$4,000 for student scholarships and recruiting activities Feb. 10 at the third annual Highlands Loves Alumni event
- The New Mexico Public Education Department appointed Virginia Padilla-Vigil as chair of the Professional Practices and Standards Council that oversees teacher preparation in the state
- The New Mexico Office of African American Affairs honored Gloria Gadsden, a Highlands criminal justice professor, with its Everyday Hero Award for her mentoring of African-American students
- Biology professor Jessica Snow will publish a research study in the American Journal of Physiology that helps shed new light on better diagnosis and treatment of pulmonary hypertension
- Biology professor Jesus Rivas received a Fulbright Award to continue his studies of anacondas in Brazil. He also accepted a position as associate editor of the Journal of Herpetology
- Geology professor Michael Petronis is working with his colleagues around the world on a project that will make earth science concepts more approachable for a general audience
- Fine arts professor Todd Christensen's fellow printmakers from around the country joined him in this year's biennial Print, Printed, Printing printmaking and book arts conference at Highlands Feb. 16th and 17th
- Crystal Burch will coordinate tours and department visits as the new campus visit specialist at Highlands

Regent Vigil exited the meeting at 11:50 a.m.

Comprehensive Discussion (Tenure) – Dr. Sam Minner

President Minner reported that when he was directed by the Board to provide and in-depth discussion regarding various university topics at meetings. This meeting's presentation will focus on faculty tenure.

President Minner called on Dr. Gonzales to present. Dr. Gonzales provided a PowerPoint presentation (**Attachment F**).

Dr. Kempner thanked President Minner and Dr. Gonzales for providing opportunities to faculty here are Highlands.

Dr. Ward thanked President Minner and Dr. Gonzales for supporting faculty supporting tenure positions.

Regent Marr-Montoya moved to amend Board meeting agenda by moving item #19. Executive Session before item #9. Finance & Administration Report. Regent Marchi seconded. Voting in favor of the motion were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

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 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 Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:13 p.m.

Regent Vigil re-joined the meeting during the executive session at 12:20 p.m. and exited the meeting at 1:50 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 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, and Chairman Sanchez. Motion carried unanimously. The Board returned to open session at 1:54 p.m.

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

No action was taken.

Finance & Administration Report – Mr. Max Baca

Mr. Baca informed the Board that he provided a written report (**Attachment G**).

2018-2019 Tuition and Fees Presentation – Action Item

Mr. Baca provided a thorough presentation on the proposed 2018-2019 tuition and fees rates (**Attachment H**).

Regent Marchi stated the following after reviewing the proposed increase requests:

- The university must secure \$1.7 million for mandatory increases

- The reserve fund balance is an amount that can be modified as needed based on funding but still needs to meet requirements by the Higher Education Department and the Higher Learning Commission
- He asked President Minner to prioritize the \$1 million request based on funding scenarios
- He the administration to provide a projection on increased out-of-state tuition rate, which is currently the lowest in the region, to reach about 5th or 6th
- He asked President Minner for a list of prioritized cuts to accommodate for \$.5 million

Regent Marchi moved to table the 2018-2019 Tuition and Fees action item. Regent Marr-Montoya seconded. Voting in favor were Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Policy on Financial Stability – Action Item

Mr. Baca informed the Board that through discussion with President Minner and Dr. Kempner to determine this policy was developed to address concern raised by the Higher Learning Commission as well as to recognize the volatility of the university's current and future reserves. This policy would put in place a policy that will build a reserve fund using a formula whereas University could absorb a 15% decline in stated appropriations, along with a 20% loss of tuition and fees revenues, while maintaining a 5% reserve requirement for instruction in general per Higher Education Department's guidelines.

Regent Marchi moved to approve Policy on Financial Stability to reach the \$8.5 million target goal. The Board will budget for the target goal each year as long as HU funds allow. (**Attachment I**). Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Update on Audit Findings

Mr. Baca informed the Board that significant improvements have been made in addressing the FY17 Audit Findings (**Attachment J**).

Acceptance of the 2017 Audit Report – Action Item

Mr. Baca informed the Board that the university received the authorization of release letter from the State Auditor on February 8, 2018.

Regent Marchi moved to accept the 2017 Audit Report (**Attachment K**) as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Quarterly Report and Certification-FY18 Second Quarter – Action Item

Mr. Baca informed the Board that the New Mexico Higher Education Department required the university to submit quarterly report. He stated that the NMHED is no longer requiring universities to submit quarterly financial statements.

Regent Marchi moved to approve Quarterly Report and Certification-FY18 Second Quarter (**Attachment L**) as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Addition of Pre-Approved Purchases to Include P-Card Purchases to Purchasing and Accounts Payable Manual Policy Number 06 – Action Item

Purchasing Card Policy – Action Item

Purchasing Card Contract – Action Item

Mr. Baca called on Mr. Adams Bustos, Purchasing Director, to present the Purchasing card action items. Mr. Bustos informed the Board that Highlands is piggybacking this P-Card policy off the University of New Mexico's P-Card Policy. The P-Card Policy and pre-approved list of authorized purchases will allow for a more efficient method of purchasing and tracking purchases.

Regent Marr-Montoya moved to approve the Addition of Pre-Approved Purchases to Include P-Card Purchases to Purchasing and Accounts Payable Manual Policy Number 06 (**Attachment M**), the Purchasing Card Policy (**Attachment N**), and the Purchasing Card Contract (**Attachment O**) as presented. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez.

Academic Affairs – Dr. Roxanne Gonzales (Attachment P)

Dr. Gonzales provided a written report and announced the following:

- Dr. Lee Allard, was hired as the new Director of Institutional Research and Effectiveness. She thanked Mr. Buddy Rivera, Director of the HU-Farmington Center, for assuming the Director of IR duties until a new director was hired.
- Dr. Bill Taylor, Dean of the School of Business, Media Arts & Technology, has announced his retirement at the end of the academic year.

Strategic Enrollment Management Report – Dr. Edward Martinez

Dr. Martinez provided a written report (**Attachment Q**).

Regent Marchi asked if the 4,500-student enrollment goal was still viable. He asked that administration produce a document that the Board could use as a guide to aid in making decisions to support the Highlands students.

Dr. Martinez informed the Board that he is working on a Strategic Management Enrollment Plan to be implemented this December. He has asked faculty, staff, students, and administrators to serve on the committee to develop the plan.

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

Dr. Law highlighted the following items from her written report (**Attachment R**):

Regent Marchi thanked and praised President Minner and Dr. Law for their hard work and transparency. He commented that he and Chairman Sanchez have served on the Foundation Board for many years, there had never been more clarity, and transparency as there is now.

Chairman Sanchez and Regent Marr-Montoya echoed Regent Marchi's comments.

Student Affairs Report – Dr. Kimberly Blea

Dr. Blea provided a written report (**Attachment R**).

- Dr. Blea announced that Black Violin will perform at Ilfeld Auditorium on Friday, March 2nd
- Cinderella Ballet will perform on Friday, April 13th at Ilfeld Auditorium

Athletics Report – Mr. Craig Snow

President Minner noted the following in addition to Mr. Snow's written report (**Attachment T**):

- The basketball season just finished. The men's team was one win away from participating in the RMAC shootout.
- HU hosted a regional Division II tournament on February 22-24, 2018. Several hundred athletes, coaches, and their families attended the event.
- Mr. Bob DeVries took his team to the NCAA meeting in Colorado, HU placed fourth
- Dr. Law and Mr. Snow, are working with a sponsor to print a program for each sport

Faculty Senate Report – Dr. Tom Ward

Dr. Ward reported the following:

- Faculty are busy preparing for mid-term exams
- Faculty Senate members will be representing the faculty on all five HU Futures Task Forces
- He has called for faculty volunteers to assist Dr. Martinez with the SEM Policy
- Faculty Senate approved the Honorary BA Degree Policy
- He will send a global email to faculty asking for increased participation in Academic Alert

Staff Advisory Senate Report – Mr. Laird Thornton

Mr. Thornton provided a written report on behalf of the Staff Advisory Senate (**Attachment U**).

ASNMHU Report – Ms. Natasha Lujan

Ms. Lujan summarized the following ASNMHU Resolutions:

2017 Resolution #2: An Act to Formally Oppose Passage of the New Mexico House Bill 147 If approved by the New Mexico State Legislature, lottery scholarship funding to New Mexico higher education institutions would be reduced (**Attachment V**).

2017 Resolution #3: Amending the ASNMHU Constitution" Article II, Section 2. Composition of the Senate to add the inclusion of first time freshmen in composition to the Senate (**Attachment W**). Ms. Lujan stated that Resolution #3 would be placed on the ballot for the next election. If approved, the resolution will go before the Board of Regents for approval.

2017 Resolution #4: An Act Allocating Establishing a Formal Stand NMHU Proposed Tuition Increase (Attachment X). Ms. Lujan informed the Board that Resolution #4 establishes a formal stand against a tuition increase with a 9-4 split against the increase. Ms. Lujan stated that students see a tuition as a negative to the university and contradictory to the university's core value of "Accessibility".

Election of Board of Regents Officers for 2018 – Action Item

Regent Marr-Montoya moved to retain Mr. Leveo Sanchez as Chairman of the Board. Regent Marchi seconded. Motion passed unanimously.

Regent Marchi moved to appoint Regent Marr-Montoya to serve as Vice-Chair of the Board of Regents and himself as Secretary/Treasurer. Chairman Sanchez seconded. Motion passed unanimously.

Adjournment

Regent Marr-Montoya moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 5:09 p.m.

	
_____ Chairman NMHU Board of Regents	_____ Secretary/Treasurer NMHU Board of Regents