

New Mexico Highlands University
Special Board of Regents Meeting
Higher Education Center
1950 Siringo Road, Room 157
Santa Fe, NM 87505
March 15, 2018, at 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for March 15, 2018
4. Approval of the Minutes from the March 1, 2018 – Action Item
5. HLC Update
6. Board of Regents Updates
7. President’s Report
8. 2018-2019 Tuition and Fees (Tabled March 1, 2018) – Action Item
9. Quarterly Budget Format – Action Item
10. 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).
11. Adjournment

**New Mexico Highlands University
Board of Regents Meeting
March 15, 2018**

The New Mexico Highlands University Board of Regents held a special meeting on March 15, 2018, at the Higher Education Center in room 157, 1950 Siringo Road, Santa Fe, NM 87505. Chairman Sanchez called the meeting to order at 9:18 a.m.

Attendance

Board Members Present: Mr. Frank Marchi, Ms. LouElla Marr-Montoya, 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; 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. Kathy Jenkins, Faculty Senate Representative; 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 March 15, 2018 Meeting Agenda

Regent Vigil moved to approve the March 15, 2018 agenda as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Approval of the Minutes from the March 1, 2018 Meeting

Regent Marr-Montoya moved to approve the minutes from the March 1, 2018 meetings as presented. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

HLC Update

President Minner informed the Board that the IAC-HLC Hearing was March 5, 2018. He feels that it went well. Dr. Gar Kellom, HLC NMHU Team Leader was at the hearing and was in full support of Highlands obtaining full accreditation.

The IAC had three areas of concern: one concern was retention, they indicated they were pleased with our progress in this area and with the establishment of the Office of Strategic Enrollment Management. President Minner, Dr. Martinez, and Dr. Brandon Kempner, Accreditation Director, will create a 1-page document on retention.

The IAC's second area of concern in the university's reserves. The Board took action at the last meeting delegating President Minner to increase the university's CFI.

Board of Regents Update

Regent Marr-Montoya informed that the Regents will be attending the NM Higher Education Department's Governance Summit in Albuquerque on April 19-20, 2018. The Regents Coalition will be meeting the morning of April 19th or the afternoon of April 20th.

President's Update

President Minner reported the following:

- Major General Melvyn Montano has agreed to be the commencement speaker for the 2018 main campus commencement ceremony. His story will resonate with our students and their families.
- HU sponsored the Science Fair in which over 200 New Mexico high school and middle school students participated. Dr. Carol Linder led the event. Several of our students, staff, faculty, and community members participated as judges for the event. Dr. Minner will personally meet with the superintendents from East and West Las Vegas school districts inviting them and their students to participate in the 2019 Science Fair.
- The next Arts@HU event will be State Street Ballet. They will perform on April 13-14, 2018.
- Natasha Lujan, ASNMHU President, presented on the Safety Walk as a previous meeting. President Minner reported that most of the safety concerns were addressed.
- Ms. Susan Chavez, Financial Aid Director, held a scholarship workshop for student and parents in Cimarron. She plans to hold the same workshops at several New Mexico Schools including East and West Las Vegas High Schools.
- The HU Futures Task Forces; Academic Affairs, Student Affairs, Financial Affairs, and Athletics Report submittal deadline is today, March 15, 2018. President Minner indicated that the task force recommendations would be used as an instrument to move HU forward.
- President Minner, Dr. Terri Law, and Mr. Craig Snow, Interim Athletic Director met with a potential donor on Friday.
- The HLC's areas of concern are our retention, reserves, and retaining stability. HU must continue to inform potential students that the university is still on probation
- Dr. Martinez informed the Board that the university will be holding more scholarship workshops in centralized locations so multiple schools districts may attend. The Recruitment Office is working more closely with the students and parents instead of relying on the school district counselors and administrators.
- President Minner informed the Board that the university found that a number of students who were eligible for the PELL Grant are not applying.

2018-2019 Tuition and Fees (Tabled on March 1, 2018) – Action Item

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

A discussion regarding the lack of students applying or receiving the PELL Grant was held. President Minner will work with Dr. Martinez and Ms. Susan Chavez, Financial Aid Director to find a solution to assist our students with the PELL Grant application. President Minner will make a presentation at the next full Board meeting.

Mr. Baca summarized the FY19 Budget Requests as follows:

State Appropriations = \$557.7K

Mandatory Increases = (\$495K)

Mandatory Reserve = (\$750K)

President Minner's Priorities = (\$1M)

Estimated Total = (\$1.687M) approximately (9.9%)

Mr. Baca added that every 1% in tuition and fees is equivalent to approximately \$170K.

Administration recommendations

- Online and Center tuition increases for undergraduate from \$300 to \$375 per credit hour and graduate from \$500 to \$575 per credit hour
- A 7.5% to 10% increase for in-state undergraduate and graduate tuition and fees
- 10% to 20% for out-of-state tuition and fees for both undergraduate and graduate students
- A meal plan increase of 3%
- A 3% housing increase with an additional 4% increase for deferred maintenance needs

Regent Marchi asked how a 10-20% tuition and fees increase for out-of-state students would affect our recruitment. President Minner informed the Board that even though HU has offered the lowest tuition and fees rates, students are not driven to HU.

Mr. Baca added that the university would maintain the \$10 differential for the nursing and social work programs.

Regent Vigil stated that he agreed with implementation of the online tuitions and fees proposal. He stated that he is opposed to a tuition increase but would support a housing increase.

Regent Marr-Montoya commented that Highlands' greatest asset is the quality of education and affordability. She maintained that tuition increase will decrease enrollment. She stated that she is in support of a housing, meal plan, and online tuition increases. Highlands needs to increase enrollment and retain students.

Chairman Sanchez stated that he agreed with Regent Marr-Montoya about the need to increase enrollment and retention and asked if she knew how to maintain the facilities and support faculty. Regent Marr-Montoya stated that the university has already absorbed state funding cuts from the past two years. President Minner noted that although the university has absorbed the budget cuts, the university has not been able to build the reserve which is a concern for the NMHED and HLC.

President Minner stated that if there are no tuition and fees increases, and we put money into the reserves as directed by the NMHED and HLC, budget cuts will need to be made and most of the budget would include cuts to personnel. The university would be unable to implement any of the new initiatives to move the university forward.

Regent Vigil asked how many staff positions the university had advertised. Mr. Baca responded, approximately five. There are several positions where staff have left or retired that have not been filled nor are they being advertised.

Dr. Gonzales stated that she has been reviewing and modifying positions as they become available in an effort to save money. For example, a faculty member was hired to teach in the Spanish Department and in the School of Education.

Regent Vigil commented that students are not seeing in improvement in the quality of their education. President Minner and Chairman Sanchez disagreed with the comment. Dr. Martinez maintained that as a faculty member regardless of the budget, he is always going to do the best job possible. Dr. Martinez further stated that he does not change his teaching method based on tuition rates.

Dr. Gonzales informed the Board that over the past year, through collective bargaining, initiatives have been put in place that encourage faculty to improve their classes and to reduce costs to students overall. President Minner noted that Dr. Kathy Jenkins has been a leader in reducing book costs for students. Dr. Gonzales further stated that faculty receive a \$1,000 stipend for implementing high impact practices.

Regent Marchi commented that he has been on the Board for over 6 years now and up until 2015 the university's roll has been to stay alive and catch up with the loss of revenue. In 2015 when the Board hired a new president, improvements began to happen, a strategic plan was implemented and administrative changes were made. We all know what the university's plan is, and we all have identified how crucial enrollment is to our success or failure. The HLC probation brought the university and administration together. The role of the Board is to provide resources and support the administration and faculty. Regent Marchi added that in order for the university to reach its goal of 4500 students in four years, approximately 240-300 students per year, and generate \$1mil -\$1.5 mil in increased revenue, the Board needs to support the administrations recommendations. The university is finally catching up with the budget cuts and now we have to address the fiscal stability issue. If the board approves a 7.5% in-state tuition increase; leave the out-of-state tuition rates the same; and approve a 3% increase for meals and housing; the university budget would still be short. The tuition and fees increases amount to an increase of \$333/semester.

President Minner noted that we cannot forget to increase our reserves. We need to build up by the 2020 HLC visit. Our reserves was one of the three concerns that which ended up in the university being put on probation and if we do not address the HLC concerns by 2020 the university will be placed on "show cause".

Chairman Sanchez agreed that a 7% tuition increase was high and proposed a 4% increase. Regent Marr-Montoya stated that she does not want the increases to burden the students.

Chair asked if tuition is raised by 4%; President Minner addressed the Pell Grant issue; and approved the proposed 3% for meal plans and 3% housing, how the university would fair. President Minner responded that the \$750K, the only source of new revenue would be generated by tuition, would be split between the critical new initiatives and the reserves.

Regent Marchi stated that he would support at 7.5% increase in in-state tuition; no increase in out-of-state tuition; a 3% increase for both housing and meal plans; and the proposed online fee.

Chairman Sanchez stated that he would be in support of a 4% tuition increase for both in-state and out-of-state; a 3% increase for both meal plans and housing; and the online tuition fee.

Regent Vigil stated the he would support a 2% increase for in-state tuition; a 12% out-of-state tuition increase; a 3% increase for both housing and meal plans; and the online increase.

Regent Marr-Montoya stated that she would support the online increase; a 3% increase for housing and meal plans; a 10% increase for out-of-state tuition; and a 2% in-state tuition increase.

Mr. Thornton mentioned the comment regarding getting work done in house to cut costs; he informed that the university is already doing that. Vacant positions are not being filled but the work must continue to get done. Staff is committed to the university and to providing needed services. Staff continues to deal with the escalating costs of health insurance, fuel, and food. Many staff members have not received a cost of living increase in a few years. President Minner asked how many new staff members have been added to manage the new software programs the university is using, Razors Edge, TouchNet, and Slate. Mr. Thornton replied that no new staff have been hired and the IT staff continues to meet the work requirement because the work needs to get done. If staff is reduced then there are fewer services to help our students.

Dr. Kathy Jenkins informed the Board that a faculty salary comparison of HU's regional peers is presented to the administration during collective bargaining yearly. Every year, HU is sliding farther behind the average. It has been reported to the Faculty Association that Highlands has lost 12 full professors in the past two years mostly due to the salaries Highlands offers. Dr. Jenkins provided a personal example; she informed that due to budget cuts, enrollment in her online courses has doubled creating double the workload for her with no salary increase.

Regent Marchi informed the Board that the Foundation now has a plan to move the university forward thanks to Dr. Law. Dr. Law mentioned that alumni recognize great value in the education they received at Highlands.

Regent Vigil moved to approve the online and center student fee as presented. Regent Marchi seconded. Voting in favor were Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion passed unanimously.

Regent Vigil moved to approve a 2% tuition fee for in-state increase. Regent Marr-Montoya seconded. Voting in favor were: Regent Marr-Montoya and Regent Vigil. Opposed were: Regent Marchi and Chairman Sanchez. The motion did not carry.

Regent Vigil moved approve a 12% out-of-state undergraduate and graduate tuition increase. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Vigil, and Chairman Sanchez. Abstaining was: Regent Marr-Montoya. Motion passed.

Regent Vigil moved to set 3% meal plan and housing increases. Regent Marchi seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion passed unanimously.

Regent Vigil moved to approve a 2% in-state undergraduate tuition increase and a 3% in-state graduate tuition increase. Regent Marr-Montoya seconded. Voting in favor: Regent Marr-Montoya and Regent Vigil. Opposed: Regent Marchi and Chairman Sanchez. Motion did not carry.

Regent Vigil moved to approve a 2% in-state undergraduate tuition increase. Regent Marr-Montoya seconded. Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion carried unanimously.

Regent Vigil moved to set an in-state graduate tuition increase at a 5% increase. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion carried unanimously.

Quarterly Budget Format – Action Item

Mr. Baca informed the Board that two formats were presented to the Board at the previous meeting.

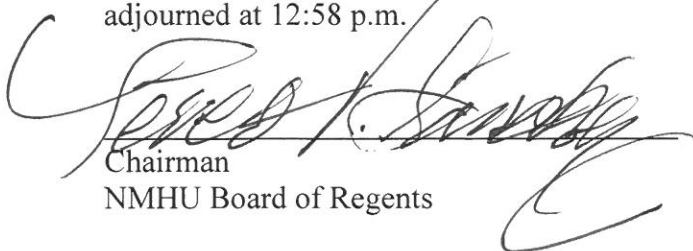
Regent Marchi moved to direct Mr. Baca to work with Regent Marchi, chair of the Finance Committee, to determine a standardized Quarterly Budget Format. Regent Vigil seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

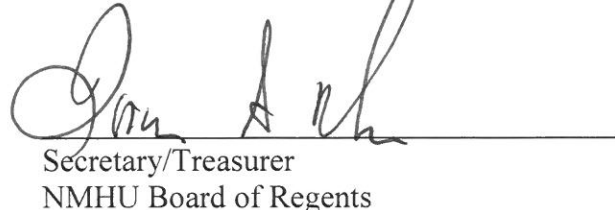
Executive Session – (a) limited personnel matters related to the annual performance evaluation and contract of Sam Minner, President of New Mexico Highlands University, and hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against 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 Vigil moved to table the executive session. Regent Marr-Montoya seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. Motion carried unanimously.

Adjournment

Regent Vigil moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 12:58 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents