

New Mexico Highlands University  
Board of Regents Meeting  
Margaret J. Kennedy Alumni Hall  
905 University Avenue  
NMHU Main Campus  
Las Vegas, New Mexico 87701  
April 27, 2018 at 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for April 27, 2018
4. Approval of the Minutes from April 5, 2018
5. Board of Regents Updates
6. Higher Learning Commission Update – Dr. Brandon Kempner
7. Comprehensive Discussion – Dr. Sam Minner
  - A. PELL Grant/Financial Aid
8. President’s Report – Dr. Sam Minner
  - A. President’s Update
  - B. CUP Initiatives Update
  - C. Other
9. Academic Affairs Report – Dr. Roxanne Gonzales
  - A. Space Allocation Policy – Action Item
  - B. Other
10. Finance and Administration Report – Mr. Max Baca
  - A. Internal Auditing Services RFP – Action Item
  - B. Business Office Policies – Action Item
  - C. Quarterly Reports and Certification (FY18/Q3) – Action Item
  - D. Sole Source Procurements – Informational
  - E. VPFA’s Report
  - F. Other
11. Persons Wishing to Address the Board
12. 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; 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).

13. Public Action as Necessary on Other Closed Session Discussions – Action Item
14. Strategic Enrollment Management Report – Dr. Edward Martinez
  - A. Dual Credit Policy – Action Item
15. Foundation and Advancement Report – Dr. Terri Law
16. Student Affairs Report – Dr. Kimberly Blea
17. Faculty Senate Report – Dr. Tom Ward
18. Staff Advisory Senate Report – Mr. Laird Thornton
19. ASNMHU Report – Ms. Natasha Lujan
20. Adjournment

**New Mexico Highlands University  
Board of Regents Meeting  
April 27, 2018**

The New Mexico Highlands University Board of Regents held a meeting on April 27, 2018, at the Margaret J. Kennedy Alumni Hall, on the main campus. Chairman Sanchez called the meeting to order at 9:08 a.m.

**Attendance**

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

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Ian Williamson, Associate 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. 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.

Chairman Sanchez welcomed and introduced Mr. Dan Padilla, newly appointed member of the NMHU Board of Regents. Mr. Padilla is an NMHU alum and he recently retired as principal of Los Luna High School.

**Approval of the April 27, 2018 Meeting Agenda**

President Minner requested that items 9.A. Space Allocation Policy – Action Item and 10.A. Internal Auditing Services RFP – Action Item be removed from the agenda.

Regent Vigil moved to approve the April 27, 2018 with the proposed changes made by President Minner. Regent Marr-Montoya seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

**Approval of the Minutes from the April 5, 2018 Meeting**

Regent Vigil moved to approve the minutes from the April 5, 2018 meeting as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

**Board of Regents Update**

Regent Montoya-Marr reported that Higher Education Regents Council (HERC) met prior to the statewide meeting with the New Mexico Department of Higher Education (NMHED) staff. The purpose of the meeting was to discuss higher education issues and a possible meeting with the Council of University Presidents (CUP). Some of the discussion was based on tuition rates and the

Public Education Department (PED) seeking direct authority regarding the Schools of Education throughout New Mexico.

Regent Marchi said HERC is planning to host a Board of Regent's Retreat for all New Mexico Regents. A committee was formed to develop an agenda and determine location.

Chairman Sanchez inquired about a joint retreat between CUP and the NM Board of Regents. President Minner stated that CUP is interested in holding a joint meeting.

On May 1, 2018, President Minner and Dr. Vigil-Padilla, Dean of the School of Education, will attend a PED meeting. President Minner invited the Board to attend. PED wants to rate educator programs in the Schools of Education programs. Mr. Baca stated that one of PED's proposals includes the constitutional authority of the Regents and raises the question, does the Secretary of Public Education have the authority to be part of the governance structure.

Chairman Sanchez asked Regent Marchi report on the Governor's Summit.

Regent Marchi said the summit outlined the governance structure in New Mexico. Cabinet Secretary Damron brought governors from other states to describe their governance structure. Ongoing discussion continues on how to structure governance.

#### **Higher Learning Commission Update – Dr. Brandon Kempner**

Dr. Kempner reported that he turned in the last document to HLC for this cycle. It is being reviewed by HLC Board. An HLC meeting will take place at the end of June in which they will make a decision regarding HU's accreditation. The university will be informed of the HLC's decision in early July. A public announcement will be made. Every recommendation by HLC members has been to remove HU's probationary status.

Dr. Kempner stated that an HLC interim visit will take place in 2020 on three issues: retention, finances and institutional goals. A final HLC forum will be held on Tuesday, May 5, 2018. An 8-member team of administrators, including a Regen, went to the HLC Conference in early April. Dr. Kempner stressed that an HU team needs to attend the HLC annual conference in Chicago yearly to keep up with accreditation issues. Dr. Kempner's last day as Director of Accreditation is June 30<sup>th</sup>.

Regents commended Dr. Kempner on a fantastic job!

#### **Comprehensive Discussion – Dr. Sam Minner**

##### **PELL Grant/Financial Aid**

President Minner called on Dr. Edward Martinez to present (**Attachment A**). Joining Dr. Martinez were Financial Aid employees: Ms. Debra Olivas, Ms. Lorinda Valdez, and Mr. Jacob Garcia.

## President's Report – Dr. Sam Minner

### President's Update

President Minner provided a slide presentation (**Attachment B**)

- 2018 Commencement Ceremonies are scheduled as follows: Rio Rancho on May 10<sup>th</sup> at 6 p.m.; Farmington on May 12<sup>th</sup>, 9 a.m.; and Las Vegas on May 12<sup>th</sup> at 2 p.m.
- The main campus Commencement speaker will be Major General Melvyn Montañó, a Highlands alum. Ms. Sharon Gordon-Moffett, Director of the CNM Service Learning Program will be the Commencement speaker the Rio Rancho Ceremony.
- Ms. Yvonne Quintana, Executive Administrative Assistant for the Vice President of Finance & Administration, received the President's Choice Award for exceptional service at the university's 19<sup>th</sup> Annual Employee Recognition Awards Ceremony held on April 4, 2018. Highland's retirees were honored along with those who have served the university for 5, 10, 15, 20, 25, 30, 40, and 45 years.
- Logan Wolfel, received the Highlands Student of the Year at the 20th Annual Student Leadership Recognition Banquet April 4, 2018.
- HU recognized faculty achievements during a reception April 18, 2018 in Kennedy.
- Dr. Erika Derkas, through the Fulbright-Hays Scholar Award, collaborates with faculty from the University of Arizona to develop a curriculum that will expand high school and college students' global understanding of Central Asia.
- Dr. Edgar Vargas Blanco published a research study that sheds new light on Hispanic parents raising bilingual children in the United States.
- Dr. Jesus Rivas will become a member of the editorial board for the Journal of Herpetology, a leading international publication for original research on the biology of amphibians and reptiles.
- Learning Happens Here lectures have covered an array of topics: from "Teaching and Learning at Rio Mora National Wildlife Refuge", pictured, by Dr. Joseph Zebrowski; to "Can we have Ethics in Business" by economics and finance professor Keith Tucker; and a discussion on "Playing Video Games for Homework is Still Homework" by Dr. Benjamin J. Villarreal.
- State Street's Cinderella Ballet preformed at Ifeld Auditorium on April 13-14, 2018.
- An article in the *Las Vegas Optic* discussed the positive economic impact of Arts@HU on the Las Vegas business community.
- HU at the Roundhouse will provide a working perspective on leadership for Highland's students.
- SEM updates:
  - HU Callout: The Office of Strategic Enrollment Management conducted its third annual Phone Bank reaching out to prospective fall 2018 semester students. Students contacted include:
    - dual credit seniors who haven't applied for admission
    - inquiry of seniors & transfers encouraging them to apply
    - applied seniors & transfers encouraging them to complete their application
    - admitted seniors & transfers to discuss next steps in the enrollment process (housing, scholarship, athletics)
    - Ruffalo Noel Levitz provided contact information for out-of-state and in-state freshmen inquiries

- senior and transfer students who have submitted a FAFSA but not applied

- Junior Day, is scheduled for Saturday, April 28, 2018. This event gives high school juniors an opportunity to jump-start their plan to attend college and enjoy some fun in the sun at the Highlands. The new event is geared toward students beginning their college search.
- California recruitment: The VPSEM, Office of Recruitment, and the University Relations Office are building a more robust way of reaching out to California students through direct social media advertising and custom landing pages on the recruiting website to feature testimonials of California students who attended HU.
- The VATOS Rugby Team are returning to Philly! They have again qualified for the National Tournament.
- The New Mexico Highlands University women's track and field team moved into the national top ten in rankings released last week by the United States Track and Field and Cross Country Coaches Association. The Cowgirls are ranked 9<sup>th</sup> in the nation among NCAA DII programs and are the top ranked Rocky Mountain Athletic Conference team in the association's poll.
- Six wrestlers were named to National All-American Team: Isaac Garcia, Logan Pine, Kenneth Yara, Jonathan Bechtloff, Allen Michel, and Jack Gaylor.
- The Highlands Alumni Office, Donnelly Library, and University Relations will present a history of Highlands in 125 photos on the university's social media starting tomorrow and continuing through the rest of the year.
- Matanza plans coming along well.
- Mr. Doug Moses, HU's Head Wrestling Coach will be inducted into the RMAC Hall of Fame this summer.
- The Domenici Institute is slated for September. Highlands' students Ms. Cheri Romero and Ms. Maria Elena Romero will be presenting at the institute.

#### **CUP Initiatives Update**

- Will hold a retreat this summer.

#### **President – Other**

- Highlands will not be slowing down on HLC issues now that we have met the criteria, we will be working to improve the university.
- This will be the last year HU contracts with RNL on recruitment and retention. Funds will be re-purposed.
- President Minner has put forth resources towards the enhancement of student outcomes.
- A discussion to hire a recruiter that would be responsible for recruiting transfers was held.

#### **Academic Affairs Report – Dr. Roxanne Gonzales**

##### **Academic Affairs Report (Attachment C)**

Dr. Williamson presented Dr. Gonzales' Academic Affairs report.

##### **Academic Affairs – Other**

Dr. Williamson added the following:

- HU-Rio Rancho is working with New Mexico Realtors to offer realtor licenses in that area.

- A number of grants have been applied for and received. The university was awarded a 5-year NSF grant for approximately \$660k to pursue STEM education.
- Dr. Warren Lail worked with the Site Visit Team for the Society of American Foresters on their site accreditation visit.
- Field Practicum Fairs were held in Las Vegas and Albuquerque, over 170 students and 100 agencies attended.
- Ms. Susan Decker was hired as the new ARMAS Director.

### **Finance & Administration Report – Mr. Max Baca**

#### **Business Office Policies – Action Item**

Mr. Baca informed the Board that the Business Office Policies were on the Faculty Senate agenda however, due to a lengthy agenda, the Faculty Senate was not able to review the policies during their last meeting.

The policies were vetted and approved by the Staff Advisory Senate and the ASNMHU.

Ms. Paula Escudero, NMHU Comptroller, reported that the new policies oversee the Business Office processes. She commended Business Office managers Ms. Gayle Martinez, Mr. Dominic Chavez, and Ms. Inca Crespín who assisted with the preparation of the document. Ms. Escudero also thanked Ms. Cathy Martinez for her assistance in the preparation of the policies. Ms. Escudero stated that the policies cover two phases:

- Phase I of the policy deals solely with policy.
- Phase II of the policy includes a Cash Management Manual and covers many aspects of cash management.

Regent Vigil moved to approve the Business Office Policies with the caveat that if the Faculty Senate has substantial revisions, it will be brought back to the Board for re-approval (**Attachment D**). Regent Marr-Montoya seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez. Motion carried unanimously.

#### **Quarterly Report and Certification (FY18/Q3) – Action Item**

Mr. Baca informed the Board that the NMHED has standardized the required form. The new form will be presented at the next meeting.

Regent Marchi moved to approve the Quarterly Report and Certification (FY18/Q3) as presented (**Attachment E**). Regent Marr-Montoya seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez. Motion carried unanimously.

#### **Sole Source Procurements – Informational**

Mr. Baca reported that there were three Sole Source Procurement awards to the: Bruker BioSpin Corporation (FY18-010) in the amount of \$85,000; Comcast Business (FY18-011) in the amount of \$40,000; and the College Board (FY18-012) for \$500,000 (**Attachment F**)

#### **Vice President for Finance & Administration Report (Attachment G)**

Mr. Baca reported the following:

- Meetings continue with the Golf Association, part of the Task Force 4, discussions involve golf course financial issues.
- A one-year lease agreement with Warfield Entertainment is being finalized. They will be renting the Golf Course restaurant.

#### **VPFA – Other**

Mr. Baca provided the Board with a list of key accomplishments.

#### **Person's Wishing to Address the Board**

No one came forward at this time.

**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 Padilla seconded. A roll call was taken. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, and Chairman Sanchez. Abstaining: Regent Vigil. Motion carried. The Board entered into executive session at 11:05 a.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 the statement. A roll call was taken and voting in favor of returning to open session were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez. The motion carried unanimously and the Board returned to open session at 1:47 p.m.

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

Regent Marchi announced that there are would be no action taken.

#### **Strategic Enrollment Management Report (Attachment H)**

##### **Dual Credit Policy – Action Item**

Dr. Edward Martinez provided a report on the Dual Credit Program at NMHU which is currently managed by the Office of Academic Support, assisted by the Office of Recruitment and Undergraduate Admissions.

The policy required revisions in order to adhere to the New Mexico Administrative Code 6.30.7.

Regent Vigil motion to approve the NMHU Dual Credit Policy as presented (**Attachment I**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez. Motion carried unanimously.



### **Foundation and Advancement Report – Dr. Terri Law**

Ms. Law noted the following items from her written report (**Attachment J**):

- The next Foundation Board meeting is scheduled on July 11, 2018 in Las Vegas.
- The Alumni Board and Alumni Office is scheduled to meet on June 22, 2018 in Rio Rancho.
- Dr. Doyle Daves and Linda Davis completed their Foundation Board member terms and were awarded Emeritus Foundation Board member status.

### **Other**

- 277 alumni and their families attended the HU@Zoo event.
- NMHU Day at the Colorado Rockies is planned for June 1, 2018. An Alumni Happy Hour is being planned in conjunction with the game. Tickets will sell for \$25.
- The Foundation Office is working on fundraising events for the fall.
- The Leveo and Patricia Sanchez Family Planned Giving Society received a commitment of \$200k.

### **Student Affairs Report – Dr. Kimberly Blea**

Dr. Blea provided a written report in advance of the meeting (**Attachment K**).

Dr. Blea highlighted the following:

- The Outdoor Recreation Center had a successful year. She commended Mr. Dominguez and his team on their success.
- The annual RezFest event was held in Melody Park on April 27, 2018. The event was hosted by Office of Housing & Student Conduct.
- The Office of Housing & Student Conduct is operating in the black for the first time in four years.
- The Career Services Office reported that 458 students were hired for on-campus employment.
- Airport transportation services being offered to returning students.
- A documentary featuring El Centro Family Health debuted in North Carolina. The university contracts with El Centro for health and mental health services.

### **Faculty Senate Report – Dr. Tom Ward**

Dr. Ward informed the Board that Faculty members have organized a Climate Awareness Summit (**Attachment L**). The summit is scheduled for April 29, 2018.

President Minner announced that Dr. Ward is retiring at the end of the semester. He thanked Dr. Ward for his years of service at Highlands.

### **Staff Advisory Senate – Mr. Laird Thornton**

Mr. Thornton informed the Board that his written report (**Attachment M**) was included in the Board meeting packet. Mr. Thornton reported that the Staff Advisory Senate (SAS) has been busy reviewing policies and procedures from the business office and facilities departments.

Mr. Thornton informed the Board that SAS elections will be held in June.

Mr. Baca acknowledged Mr. Thornton for his growth and leadership as he took on the role of President of the SAS. Chairman Sanchez thanked Mr. Thornton for his positive attitude and informative presentations during Board meetings.

**ASNMHU Report – Ms. Natasha Lujan**

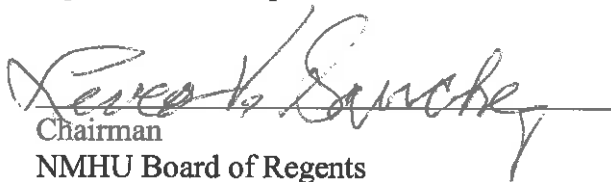
Ms. Lujan provided a written report (**Attachment N**).

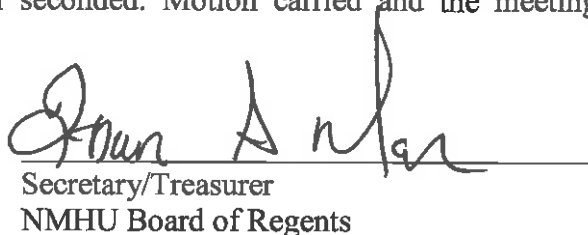
- ASNMHU Resolutions were passed during the last ASNMHU meeting. They will be presented at the next Regents meeting.
- Newly elected Senators and Executives were elected. They will be sworn in during the Student Senate Gala on April 24, 2018.

Regents present thanked Ms. Lujan for her service and commitment while serving as ASNMHU President.

**Adjournment**

Regent Vigil moved to adjourn. Regent Marchi seconded. Motion carried and the meeting adjourned at 2:28 p.m.

  
Chairman  
NMHU Board of Regents

  
Secretary/Treasurer  
NMHU Board of Regents