

New Mexico Highlands University
Board of Regents Special Meeting
Student Union Building, Room 322
800 National Avenue
Las Vegas, New Mexico 87701
May 17, 2018 at 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for May 17, 2018
4. President’s Report – Dr. Sam Minner
5. Strategic Enrollment Management – Dr. Edward Martinez
 - A. Dual Credit Policy – Action Item
 - B. Undergraduate Admissions Policy – Action Item
6. 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).
7. Academic Affairs – Dr. Roxanne Gonzales
 - A. Policy on Allocation and Extended Utilization of Space – Action Item Faculty Collective
 - B. Acceptance of the Faculty Collective Bargaining Agreement Article 25 (Salaries) – Action Item
 - C. Acceptance of the Faculty Collective Bargaining Agreement Article 7.5 (Faculty Student Relationships) – Action Item
 - D. Acceptance of the Faculty Collective Bargaining Agreement Article 15 (Academic Freedom) – Action Item
8. Finance and Administration Report – Mr. Max Baca
 - A. 2009 Building America Bonds Resolution – Action Item
 - B. Internal Auditing Services RFP #18-006-3 – Action Item
 - C. Collective Bargaining Professional Salary Compensation – Action Item
 - D. Collective Bargaining Staff Compensation – Action Item
9. Adjournment

**New Mexico Highlands University
Board of Regents Special Meeting
Student Union Building, Room 322
Las Vegas, NM 87701
May 17, 2018**

The New Mexico Highlands University Board of Regents held a special meeting on May 17, 2018 in the Student Union Building, Room 322 on the New Mexico Highlands University main campus in Las Vegas, New Mexico. Chairman Leveo Sanchez called the meeting to order at 9:03 a.m.

Attendance

Board Members Present: Mr. Frank Marchi, Ms. Louella Marr-Montoya, and Mr. Leveo Sanchez. Mr. John Ramon Vigil, participated via zoom link.

Board Members Absent: Mr. Dan Padilla

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: Ms. Layla Maestas, Administrative Assistant for the Foundation Office, 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 May 17, 2018 Meeting Agenda

President Minner requested that the following items be removed from the agenda: 5. A. Dual Credit Policy; item 8. C. Collective Bargaining Professional Salary Compensation; and 8. D. Collective Bargaining Staff Compensation.

Regent Marchi moved to approve the May 17, 2018 agenda with the recommendations made by President Minner. Regent Marr-Montoya seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

President's Report – Dr. Sam Minner

- President Minner reported that nearly 1,000 students graduated from main campus, Rio Rancho, and Farmington. He attended a family gathering in Santa Fe and the School of Social Work Inductions in Albuquerque along with many other commencement activities.
- He expressed gratitude to Dr. Law for the good participation from the Alumni Board in Farmington, Roswell, Rio Rancho and the main campus. He also expressed his gratitude to the Board for their participation and attendance at the commencement ceremonies.
- President Minner will provide a proposal on changes to National Avenue during then next Board meeting.
- President Minner informed the Board that the City of Las Vegas contracted with a firm to do an analysis to improve the downtown corridor.
- A discussion to close National Avenue was held, as it poses many safety concerns. Future plans for National Avenue include a nice walking trail, seating benches, public art, and

added lighting. There was also a discussion to eliminating the parking on University Avenue between Eighth Street and National Avenue and turn it into a two-way street. President Minner stated that funding for the project would be discussed with city and state officials. A proposal will be submitted to the Board.

- The university received additional resources for employee compensation from the State. The university added additional resources to the compensation package.
- He will work with union representatives on a mid-year compensation adjustments in reference to equity.
- President Minner announced that executive team members expressed interest in their leadership paths, a report will be provided to the Board at a later date.
- President Minner requested the Board's endorsement to move forward with asking Dr. Martinez to apply for an American Council on Education (ACE) Fellowship 2018-19. Dr. Martinez would complete his fellowship in 2019-20. Part of this commitment, is that the university member be compensated. President Minner will submit a proposal asking for the Board's support in this endeavor.
- Chairman Sanchez inquired about the off-campus incident involving a couple of football players and City Police Officers. President Minner said there was an incident with two players last week that involved the City Police. Has read the police reports provided by the City Police Department and Campus Security and accounts vary. After a lengthy discussion, President Minner indicated that he has asked Mr. Weaver, Director of University Relations, to schedule a meeting with the City Mayor and the Chief of Police.

Strategic Enrollment Management – Dr. Edward Martinez

Undergraduate Admissions Policy – Action Item

Dr. Martinez clarified that this policy will not change the university's entrance standards, Highlands will maintain its open admission/open enrollment policy. Revisions to the policy include:

- It will provide clarity to the student about the policy.
- It will enable to the university track and code students more effectively allowing for effective implementation of the Customer Relations Management (CRM) system.

President Minner asked if this policy has been vetted and approved by faculty. Dr. Martinez indicated that meetings were held and the policy was vetted by the Centers, Registrar's Office, Business Office, Financial Aid, Graduate Council, Provost Council, and the Faculty Senate.

Regent Marchi commended Dr. Martinez revising the policy.

Regent Marr-Montoya asked if there were separate headings for the Centers. Dr. Martinez responded in the affirmative. This policy will track students that do separate admissions in to the School of Social Work, School of Education, and School of Nursing. Dr. Martinez stated that the policy will also track online students.

Regent Vigil moved to approve the Undergraduate Admissions Policy (**Attachment A**) as presented. Regent Montoya-Marr seconded. Voting in favor: 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 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 (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 items listed. Regent Marchi seconded. A roll call was taken. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Vigil and Chairman Sanchez. Motion carried and the Board entered into executive session at 9:51 a.m.

Regent Marr-Montoya moved to return to open session. Regent Marchi seconded. Regent Marr-Montoya state 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 return to opens session were: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez. The motion carried unanimously and the Board returned to open session at 11:58 a.m.

Academic Affairs – Dr. Roxanne Gonzales

President Minner announced that Dr. Gonzales was at Northern New Mexico College working on initiatives for the fall. Dr. Ian Williamson, Associate Vice President for Academic Affairs, presented the Academic Affairs Report on behalf of Dr. Gonzales.

Policy on Allocation and Extended Utilization of Space – Action Item

Dr. Williamson informed the Board that the policy on the allocation of extended utilization of space was approved on a temporary basis a year ago and has been effectively used. The recommendation of the Provost is to accept this policy as permanent.

Regent Marr-Montoya moved to approve the Policy on Allocation and Extended Utilization of Space. **(Attachment B)** as presented. Regent Marchi seconded. Voting in favor: Regent Marchi, Regent Marr Montoya, Regents Vigil, and Chairman Sanchez.

Chairman Sanchez inquired as to why the Space Utilization falls under Academic Affairs and not Finance and Administration. President Minner stated that policy covers classroom and lab space and is part of the Academic Mission. Mr. Baca added that open spaces have an overlap so the policy was necessary to provide clarification.

Acceptance of the Faculty Collective Bargaining Agreement Article 25 (Salaries) (Attachment C) – Action Item

Acceptance of the Faculty Collective Bargaining Agreement Article 7.5 (Faculty Student Relationships) (Attachment D) – Action Item

Acceptance of the Faculty Collective Bargaining Agreement Article 15 (Academic Freedom) (Attachment E) – Action Item

Mr. Baca reported that Item 7: B, C, and D, Articles 7.5, 15, and 25 were revised by both parties, administration and faculty. Both parties have signed an MOU in agreement clarifying language in the articles.

The State allocated 1.3 % compensation increase for employees and, along with the funds from the general fund in our budget proposal, we have an additional 2% that will be included in the employee competition increase. Were able to negotiate a 1% for a total of 3%.

Mr. Baca requested that the Board make a single motion to include all three items but to let the record reflect that each motion stands individually.

Regent Frank Marchi expressed gratitude for the administrations hard work to make the 3% compensation increase possible. President Minner said he is committed to improving compensation of all employees.

Regent Marchi moved to accept acceptance of the Faculty Collective Bargaining Agreement Article 25 (Salaries); the Faculty Collective Bargaining Article 7.5 (Faculty Student Relationships); and the Faculty Collective Bargaining Article 7.5 (Faculty Student Relationships) all as presented and that each of the items stand individually. Regent Marr-Montoya seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Finances and Administration Report – Mr. Max Baca

2009 Building America Bonds Resolution –Action Item

The New Mexico Higher Education Department (NMHED) Capital Projects Committee did not approve the refinancing of the 2009 Series A bonds to utilize the land grant permanent funds as a source of revenue to renovate the residence halls. The committee felt that the land grant permanent funds benefit all students.

Mr. Baca provided the Board with documents that outline the May 18, 2009 Bonds and the November 2009 Bonds refinancing. Mr. Baca provided a thorough presentation on the 2009 Bond Series Resolution (**Attachment F**).

Mr. Baca stated that if the Board approved of the refinancing, he would present the refinancing package at the NMHED Hearing in July.

Regent Marchi moved to approve the refinancing of the 2009 Building America Bonds Resolution (**Attachment G**) as presented. Regent Montoya-Marr seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

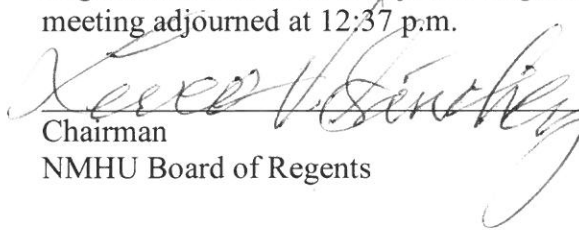
Internal Auditing Services RFP #18-006-3 – Action Item

Mr. Baca informed the Board that the university has not had an internal auditor in the past seven years. A request for proposal for an auditing services was published. The auditing firm would report to Mr. Baca on a per-task basis. Services could be rendered by the President, the Board of Regents, and the Foundation Office. A committee reviewed the proposals and recommend the Moss Adams & Cliff Larsen Allen Firm to perform an internal audit for the university.

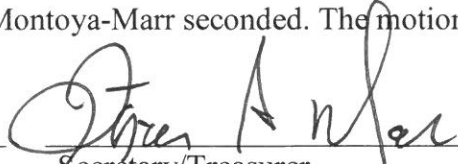
Regent Marchi moved to approve the Internal Auditing Services RFP #18-006-3 (**Attachment H**) as presented. Regent Vigil seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Vigil, and Chairman Sanchez.

Adjournment

Regent Marchi moved to adjourn. Regent Montoya-Marr seconded. The motion carried and the meeting adjourned at 12:37 p.m.



Chairman
NMHU Board of Regents



Secretary/Treasurer
NMHU Board of Regents