

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

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for July 27, 2018
4. Approval of the Minutes from April 27, 2018, May 17, 2018, and July 16, 2018
5. Board of Regents Updates
6. Higher Learning Commission Update – Dr. Sam Minner
7. Comprehensive Discussion – Dr. Sam Minner
  - A. LiveAgent Software Presentation
8. President’s Report – Dr. Sam Minner
  - A. Rodgers Hall Project RFP for General Contractor – Action Item
  - B. CUP Initiatives Update
  - C. President’s Update
  - D. Other
9. Academic Affairs Report – Dr. Roxanne Gonzales
  - A. Add/Drop Petition Policy – Action Item
  - B. Other
10. Finance and Administration Report – Mr. Max Baca
  - A. Golf Course Presentation
  - B. Sole Source Procurements
  - C. Procurements Exceeding \$500K – Action Item
  - D. Risk Management Services – Action Item
  - E. FY18 Annual Inventory Certification – Action Item
  - F. Disposal of Surplus Property – Action Item
  - G. Quarterly Reports and Certification (FY18/Q4) – Action Item
  - H. FY20 Research & Public Service Project Requests – Action Item
  - I. VPFA’s Report
  - J. 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
15. Foundation and Advancement Report – Dr. Terri Law
16. Student Affairs Report – Dr. Kimberly Blea
17. Faculty Senate Report – Dr. David Sammeth
18. ASNMHU Report – Ms. Rebekah Peoble
19. Adjournment

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

The New Mexico Highlands University Board of Regents met on July 27, 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 9:15 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. Roxanne Gonzales, Provost/Vice President of Academic Affairs; Mr. Max Baca, Vice President for Finance & Administration; and Dr. Edward Martínez, Int. Vice President for Strategic Enrollment Management.

Others Present: Ms. Rebekah Peoble, 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 July 27, 2018 Meeting Agenda**

Regent Vigil moved to approve the Board meeting agenda for July 27, 2018 as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

**Approval of the Minutes from April 27, 2018, May 17, 2018, and July 16, 2018**

Regent Vigil moved to approve the minutes from April 27, 2018, May 17, 2018, and July 16, 2018 as presented. Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

**Board of Regents Updates**

Chairman Sanchez called on the Regents to report on the various meetings and trainings they recently attended. Regent Marr-Montoya reported that four of the HU Regents attended the Higher Education Regents Coalition (HERC) training with breakout sessions. It was informative and educational.

Regent Marchi added that regents attended a working luncheon with the Council of University Presidents (CUP). The purpose of this meeting was to discuss how university presidents and regents can work together on higher education issues and legislative activity.

Regent Vigil reported that the student regents formed the first ever NM Student Regent Association. Student regents from New Mexico State (NMSU) and Western State University (WSU) were in attendance. They are working with Cabinet Secretary, Barbara Damron to form a NM Student Leadership Symposium.

Regent Vigil stated that the Association of Governing Boards (AGB) training on Shared Governance between New Mexico Highlands University (NMHU) and Northern New Mexico College (NNMC) was very beneficial. Regents, administration, and bargaining units from both institutions attended the training held on July 16, 2018 at the Higher Education Center in Santa Fe.

Chairman Sanchez thanked President Minner for organizing the training.

#### **Higher Learning Commission Update – Dr. Sam Minner**

- President Minner informed the Board that on July 9, 2018, he received an email from the HLC informing the institution that Highlands was no longer on probation. He informed the Board of the great news shortly after receiving the email, the entire campus was notified the following day.
- President Minner informed the Board that the next HLC Focus Visit will be in 2020. The next full accreditation HLC visit will be in 2022.
- President Minner assured that Highlands will continue to send an HU team to the HLC Annual Conference.
- President Minner communicated to the HLC that Dr. Lee Allard is the university's HLC liaison. President Minner introduced Dr. Allard, Director of Institutional Research & Effectiveness.
- President Minner requested the Board's permission to have Dr. Allard present on HLC at Board of Regent meetings. The Board noted the importance of the HLC update on the agenda and agreed that Dr. Allard should have a seat at the Board table during meetings.

Chairman Sanchez thanked President Minner and Dr. Brandon Kempner, former Director of the Higher Learning Accreditation, their hard work getting the university through the accreditation process successfully. Regents present echoed their gratitude.

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

##### **LiveAgent Software Program (Attachment A)**

President Minner called on Ms. Michelle Bencomo, Customer Relations Coordinator, and Mr. Sean Weaver, Director of University Relations, to demonstrate the live chat software.

- Ms. Bencomo informed that the software has been in use since April.
- If a student uses LiveAgent after hours or on weekends, the student can leave message (ticket) and Ms. Bencomo will respond at a later time.
- Mr. Weaver informed the Board that LiveAgent is not a program loaded on a computer, but a software program that is accessed by Ms. Bencomo at any time from any location.
- Ms. Bencomo has assisted nearly 500 students since the inception of the office.
- Approximately 20-25 new students contact Ms. Bencomo for assistance on a weekly basis.
- The software was tested during the summer semester.
- Students are informed of the service via the HU website, global emails, and social media.
- The student can request a transcript of the chat at the end of the conversation. The transcript can also be provided to offices or employees that need it in order to better assist the student.

Regent Marchi requested that information on LiveAgent be announced during orientation sessions so both students and parents are informed of the service. Mr. Weaver and Ms. Bencomo agreed to inform attendees at the upcoming orientation sessions.

#### **President's Report – Dr. Sam Minner**

President Minner called on Ms. Sylvia Baca, Director of Facilities Management, Mr. Mark Baker from Baker Architecture + Design, and Mr. Adam Bustos, Director of Purchasing to present.

#### **Rodgers Hall Project RFP for General Contractor (Attachment B) – Action Item**

Ms. Sylvia Baca, provided the following information:

- The request for proposals (RFP) for the construction of Rodgers Hall were reviewed by a 4-member committee.
- Three applications were submitted, two were given good ratings and one was disqualified due to insufficient information.
- The university is seeking authorization to advertise a second RFP with alternatives that will reduce the scope of the project and lower costs.
- The revised RFP will encourage more contractors apply.
- The university is also seeking authorization to request additional funding from the state. The project fund is \$4.5 million which is now insufficient to cover the project due to today's market and global tariffs.
- Additional capital outlay funding will possibly be available in FY20.
- Ms. Baca stated that if the GO Bond for infrastructure funds passes in November, those funds could be utilized for the Rodgers project.
- The university would need approximately \$1 million in additional funds in order to retain the elements of the current design of Rodgers.

Regent Marchi asked why the amount was not on target. Ms. Baca responded that only a few firms applied. A second RFP would have fewer constraints and allow for mid-size and smaller firms to meet the bond capacity on the RFP.

Mr. Bustos reiterated the following in reference to the RFP:

- There were only three 3 responses to the RFP for the proximity of the project.
- The market is changing and adjustments are required.
- He acquired the UNM vendor pool list, the RFP will be sent out to a larger contractor pool.
- We will be using a new RFP packet this time, which will increase applicant participation.

Chairman Sanchez asked if the university can proceed with the previously estimated costs in the event additional funding is not appropriated from the state. Mr. Baker responded that while they were optimistic with achieving their goals some factors played a role in the need for increase finding such as; changing shifting climates, tariffs on steel, and labor loss in Colorado. The plan is to make price a factor to encourage more bidders, and create bid lots. The strategy will be to break down the construction into different sections. Ms. Baca added that construction has been divided into two parts. The general contractor's portion will cover all construction costs with the exception of the roof reconstruction and stucco exterior work which could be addressed at a later date. Other cost savings would be to provide reductions on painting, structural steel, and framing.

Mr. Baca stated that the GO Bond request is \$5.3 million. The New Mexico Higher Education Department (NMHED) reduced the request to \$4.5 million.

Chairman Sanchez asked how long it would take to get the second RFP to be finalized. Ms. Baca stated that there is sufficient time to rebid. Advertising in August will allow applicants two months to respond to the RFP. The deadline would be late October or early November. Then in late November/early December the project could be awarded. We would still have all of 2019 to complete the project. Funding would not revert back to the state until June, 2020.

Regent Vigil moved to table Action Item 8.A., the Rodgers Hall Project RFP for a General Contractor. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

### **CUP Initiatives Update**

President Minner provided a list of the CUP Initiatives:

- Council of University Presidents (CUP) has new leadership, Dr. Joe Sheppard, President, Western New Mexico University (WNMU) is the new Chair Elect.
- Dr. Steven Wells, President of New Mexico Institute of Mining & Technology (NMT) is the new Vice-Chair.
- Dr. David Abbey provided an optimistic reports regarding the budget going into the next legislative session.
- The Council of University Presidents (CUP) does not have an established legislative agenda, however, the focus will be on two items; funding restoration of the past five years of budget cuts, and compensation increases for employees.

### **President's Updates**

President Minner provided following updates:

- A recent court ruling determined the ability of citizens to request information from university Foundations. Many donors do not want personal information revealed, this devastates fundraising operations across all institutions.
- Secretary Damron is in the final process of her trio initiatives: 66% of our students are residents with some post-secondary; common numbering; and common core.

Regent Marchi asked if the Board would be receiving Task Force Reports from the Executive Management Team (EMT). President Minner stated that the Task Force reports were due in March. They have now been vetted at the EMT level. Each report was divided into two, tasks that could be done now, and tasks that would require campus vetting. They will be presented to the Board at a later date.

President Minner also informed the Board of the following:

- We are in the process of implementing an MFA terminal degree.
- Dr. Gonzales met with the Associate Superintendent from Albuquerque Public Schools (APS) about implementing an online program; APS is experiencing a teacher shortage.
- We established a Public Art Initiative and are installing several art pieces around campus.
- The Mariachi group has been re-establishing as a HU Club.

- A contract with Central New Mexico to have a recruiter on their campus to target transfer students is being finalized.
- An MOU with Northern New Mexico College (NNMC) regarding low enrollment courses is in place.

President Minner provided a PowerPoint presentation (**Attachment C**).

- HU removed from probation status, launches several initiatives
- HU International Service group students helped with cleanup in Guatemala.
- Highlands will install 10 new artworks around campus thanks to 1% for the Arts
- HU is moving forward to offer a MFA, HU's first terminal degree; the application was sent to HLC for their review and approval.
- An MOU with Northern New Mexico will focus on low-enrollment courses.
- We are working with Albuquerque Public Schools to address the teacher shortage.
- An E-Sports initiative is being launched.
- HU at the Roundhouse, students will receive first-hand experience at the State level.
- Mariachi at HU will begin the fall of 2018.
- Dr. Donna Woodford-Gormley, the only Shakespeare scholar conducting research in Cuba will publish a paper for the *Shakespeare Survey* about a popular Cuban art form called *repentismo* or improvised poetry.
- Dr. Steven Williams will deliver the keynote address at an international medieval history conference in Prague that focuses on literacy during the later Middle Ages. In 2003, Williams' book, *The Secret of Secrets: The Scholarly Career of a Pseudo-Aristotelian Text in the Latin Middle Ages*, was published. It is now recognized as the standard on the topic.
- Dr. Jessica Johnsen will attend the 2018 Grace Hopper Celebration of Women in Computing in Houston this September.
- Dr. Chien-Chun named HU Professor of the Year. Each spring an independent selection committee composed of students, faculty and staff reviews the nominations for Professor of the Year and selects a winner
- Ms. Jessica Jaramillo, Highlands University's director of recruitment and undergraduate admissions, participated in the Harvard training June 3 – June 15 in Cambridge, Massachusetts. She was the only representative from a New Mexico university.
- Dr. Susan Decker named new ARMAS Director.
- The Men's cross-country team earned a collective GPA of 3.522, the best of all men's cross-country squads in the conference. During the 2017-18 academic year, the cross-country runners posted a GPA average of 3.52.
- Doug Moses inducted into RMAC Hall of Fame. The 13th-year Cowboys coach won RMAC and NAIA national titles as a student-athlete and has coached in the RMAC (for NMHU and Colorado State-Pueblo) for more than three decades - coaching more than 70 All-Americans and 40-plus combined individual national and RMAC champions
- Players from the 1981 football RMAC title team present a new title trophy.
- H Club Golf Tournament, had more than a 100 participants.
- Vatos return to Pennsylvania to defend their National title.

### **President - Other**

- He has been actively promoting NMHU and has published two articles in the *Las Vegas Daily Optic*. He also traveled to Santa Fe for an interview with a radio station.
- He and Mrs. Minner hosted the Student Senate Leadership, Viles Scholarship recipients, and international students in their home.

Regent Marchi commended President Minner for his efforts to stay engaged with the students, faculty, staff, and community.

Regent Marr-Montoya suggested that the university reach out to schools in the north in addition to the Albuquerque Public Schools (APS) to establish programs and partnerships.

Dr. Roxanne Gonzales, Provost, indicated that the purpose for meeting with APS is to:

- Begin the process for the alternative licensure programs.
- Get initial feedback on whether or not the model provided by the School of Education is what is being sought in the classroom.
- Establish a certificate program is fast track, one-year program.
- Determine if APS would sponsor teachers in their district while they take courses online.
- Plan to implement a program statewide.

Chairman Sanchez inquired when the program would begin. Dr. Gonzales stated that the plan was to implement the program in the fall of 2018. However, certificate programs must meet the approval of the New Mexico Public Education Department (NMPED), Academic Affairs, and the (HLC).

Regent Marr-Montoya inquired about the bilingual education component being offered through the School of Education. Dr. Gonzales responded that the subprogram will become an online program in the future.

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

Dr. Gonzales provided the Board her written report (**Attachment D**).

### **Academic Affairs – Other**

Dr. Gonzales added the following items to her written report:

- The Center for Teaching Excellence Fact Report incorporates all the professional development events (**Attachment E**).
- Dr. Jessica Snow received a grant from the American Heart Association for \$450,000 entitled, “The Protective Role of Estrogen Receptor in the Normal Pulmonary Circulation.”
- Dr. Ian Williamson, Associate Vice President for Academic Affairs, along with Dr. Warren Lail, Director of Grants & Contracts, reported that the university has submitted grants in the amount of \$9 million to: The Mellon Foundation Institute of Food and Agriculture US Department of Education; National Institute of Food and Agriculture; Los Alamos National Labs; and the Daniel’s Foundation.
- Faculty Development Week is scheduled for the week of August 13, 2018.
- She is holding the first ever Chairs Meeting for department chairs.



- She and Dr. Christina Duran, Dean, School of Work, presented before the Native American Affairs Committee about the Social Work Program's Native American Specialized Track.
- The Executive Management Committee (EMT) are in support of the Veterans Resource Committee's Vision, Mission and Purpose.

#### **Add/Drop Petition Policy – Action Item**

Dr. Gonzales called on Ms. Thomasina Ortiz-Gallegos, Registrar, to present the Add/Drop Petition Policy. Ms. Ortiz-Gallegos informed the Board that the changes to the Add/Drop Policy were to align with the federal policies.

Regent Vigil moved to approve the Add/Drop Petition Policy (**Attachment F**) as presented. Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

Regent Marr-Montoya raised a concern regarding the low enrollment in the Spanish Immersion Program. Dr. Gonzales responded that she will revisit the program during the fall semester.

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

Mr. Max Baca, Vice President for Finance & Administration, introduced Mr. Phil Warfield, Owner of the Roadrunner Bar & Grill, to the Board. The restaurant opened last week and is located in the Gene Torres Golf Course.

#### **Golf Course Presentation**

Mr. Baca stated that President Minner assigned him with particular tasks in the spring and one of them was to make the golf course self-sustaining. The task force members are himself; Mr. Justin Aragon, Chair of the Committee; and Mr. Joe Gieri, Director of IT Services. Mr. Baca provided a slide presentation (**Attachment G**).

Chairman Sanchez asked how the task force plans to increase the annual membership numbers. Mr. Baca responded that they plan to increase revenues per round to aid in balancing the budget.

Mr. Baca said that they plan to pursue offering a corporate package to various entities and develop corporate partnerships.

After a lengthy discussion, President Minner stated that they would attempt a three-prong strategy:

1. Maximize usage of the golf course.
2. Develop partnerships with other entities, and;
3. Additional residential land or commercial development.

Regent Marchi suggested that the university involve the community to resolve the financial issues surrounding the golf course. Regent Marchi also suggested presentations to the legislature and stakeholders that represent our area to address the financial concerns. Regent Marchi commented that the golf course is a wonderful asset for this community.

President Minner said he will work with Mr. Sean Weaver, Director of University Relations, to get a story out to the community about the golf course out. He stated that he would hold a

community forum. He will continue to remain optimistic. He said he feels that the 3-part strategy is a path forward to solving this issue.

Chairman Sanchez said the Board recommended placing limitations on how long it should take to address and resolve the deficit.

**Executive Session – (1) limited personnel matters related to the annual performance evaluation and contract of Sam Minner, President of New Mexico Highlands University, hiring, promotion, demotion, dismissal, assignment, resignation of, or the investigation or consideration of complaints or charges against an employee; (2) bargaining strategy preliminary to collective bargaining; and (3) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant. Pursuant to provisions of NMSA 1978, §10-15-1(H)(2)(5)&(7).** Regent Vigil 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 Padilla, Regent Vigil, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:45 p.m.

Regent Vigil moved to return to open session. Regent Marchi seconded. Regent Vigil stated for the record that only those items specified under the executive session were discussed and no action was taken by the Board. Regents present confirmed. 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. Motion carried unanimously and the Board returned to open session at 3:35 p.m.

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

Chairman Sanchez informed that he researched presidential salaries at (ENMU, WNMU, and NNMC. Chairman Sanchez indicated that upon Dr. Jim Fries' departure from Highlands, he was earning \$232,000 effective September 1, 2008 – June 31, 2015.

Chairman Sanchez stated that Dr. Minner completed his first year at Highlands on June 30, 2016. The university was tight on funds because the state was tight on funds. Aware of the state of the university, President Minner asked the Board not to consider a salary increase for him.

During President Minner's second and third years, Chairman Sanchez informed President Minner that the university and the state were still tight on funds and he would not receive a salary increase.

Chairman Sanchez indicated that after an IRS audit was performed on the Highlands Human Resources Office, they appraised the value of the university residence and determined that the residence was a \$10,480, per year, tax liabilities that President Minner pay since he was occupying the residence. President Minner's salary was increased to cover the tax liability. This was not a salary increase, but rather a tax liability that was required to be included in his salary by the IRS.

Chairman Sanchez stated that President Minner has been at the university for over three years and that the only increase he has received is the 2% increase every employee received on July 1, 2018.

President Minner salary increased to \$242,480, after the 2% increase, bringing his salary to \$247,329.60. After 3 years of working at Highlands, President Minner got a 2% increase.

After much discussion during the executive session, the Board reached a consensus, no vote was taken during executive session, to an increase of slightly less than 8%, bringing President Minner's salary to \$262,000 a year.

Regent Marchi also performed an analysis on university president salaries as follows:

- Western New Mexico State University's President receives \$275,000 a year plus incentive pay tied to four goals of \$10,000 each if achieved. Their President gets deferred compensation. President Minner does not.
- Northern New Mexico College President receives \$175,000 a year, plus an annual 2% compensation of salary, year 2, 3% and year 3, 8% and year 4, 10%.
- Eastern New Mexico University President receives \$245,000, plus housing.

The Board agreed to the following incentives, to be paid at the Board's discretion of satisfactory increases if the President's contract is extended 5-7 years:

- \$5,000 if enrollment is increased.
- \$5,000 if retention is increased.
- \$5,000 if private giving is increased.

Chairman Sanchez credit President Minner for his effective leadership of the faculty and staff that got the university off probation.

Regent Marchi moved to approve incentives listed and an increase of salary for President Minner to \$262,000 a year effective July 1, 2018. Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

President Minner expressed his sincere gratitude to the Board for their confidence in him and the salary increase.

#### **Sole Source Procurements (Attachment H)**

Mr. Baca shared information on the Sole Source Procurements in accordance with State 13-1-126 N.M.S.A. 1978.

The items noted below are available on the university's website and the State of New Mexico's Sunshine Portal:

- EBSCO (FY19-001)
- American Chemical Society (FY19-002)
- OCLC Inc. (FY19-003)
- Desire 2 Learn/Brightspace (FY-004 and FY19-010)
- Ellucian (FY19-005)
- IBM (FY19-006)
- CBORD Group (FY19-007)
- Swank Motion Pictures (FY19-008)
- Zoom Communications (FY19-009)

**Procurements Exceeding \$500K – Action Item**

Mr. Baca reported that as per university policies and procedures, President Minner has authority to sign contracts up to \$500,000 (**Attachment I**).

The estimated costs for FY19 that exceed the \$500K limit include:

- Sodexo-Dining Services-\$1.5 million
- PNM-Campus Wide Electricity-\$1.2 million
- City of Las Vegas for Gas, Water, Trash, and Sewage-\$1.1 million
- Cooperative Educational Services-\$630,000, and;
- Trane -\$500,000

Chairman Sanchez asked if the water billing issue with the City of Las Vegas was resolved. Mr. Baca responded that attempts for a resolution have been made through several administrations but the issue has not been resolved.

Regent Padilla moved to accept the Procurements Exceeding \$500K as presented. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

**Risk Management Services – Action Item**

Mr. Baca informed the Board that he reviewed the Risk Management charges with the State of New Mexico. He stated that both, Eastern New Mexico University (ENMU) and WNMU are utilizing New Mexico Public School Insurance Authority (NMPSIA) for their risk management services.

Mr. Baca stated that a 30-day notice to cancel services is needed by Risk Management. Ongoing cases will remain with the Risk Management Division (RMD) until they are finalized.

Mr. Bustos stated that RMD is costlier because they use outside contractors for various claims, while NMPSIA services handles them through internally.

Mr. Baca stated that approximate savings of will be \$112,000 within 2-3 years.

Chairman Sanchez commended Regent Marchi for his assistance in this effort.

Regent Marr-Montoya moved to approve for HU to negotiate a transition of contractor from Risk Management Division (RMD) to New Mexico Public School Insurance Authority (NMPSIA) to provide risk management services (**Attachment J**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, and Chairman Sanchez. Regent Vigil abstained.

**FY18 Annual Inventory Certification – Action Item**

Mr. Baca had Mr. Adam Bustos provide information on this new process required by the Auditors.

Mr. Bustos stated that FY18 Annual Inventory Certification requires Board action. Mr. Bustos indicated that three inventory items were unable to be located by his department. Mr. Baca

indicated that he was fairly certain that these items went to auction. He stated that each of these items exceeded their use.

Regent Padilla moved to approve the FY18 Annual Inventory Certification as presented (**Attachment K**). Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

#### **Disposal of Surplus Property – Action Item**

Mr. Baca stated that the items listed are no longer needed, obsolete, or damaged. Mr. Baca called upon Mr. Bustos to present the disposal of surplus property.

Mr. Bustos stated that the items are considered non-tagged inventory. Items that have an acquisition of \$5,000 or more require Board approval. Mr. Bustos indicated that these items will be submitted for auction within 30 days.

Regent Marchi moved to approve the Disposal of Surplus Property as presented (**Attachment L**). Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

#### **Quarterly Reports and Verification (FY18/Q4) – Action Item**

Mr. Baca stated that this item is required of all public universities and colleges. The financial action report and quarterly financial certification must be approved by the Board and signed by the Chair of the Board, the President and Chief Financial Officer.

Regent Marchi moved to approve the Quarterly Reports and Certification (FY18/Q4) (**Attachment M**). Regent Mar-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

#### **FY20 Research & Public Services Projects Requests – Action Item**

Mr. Baca reported that Research & Public Services Projects (RPSPs) are state appropriations below I&G Funding. The requests are submitted to the NMHED.

FY20 Requests for Research and Public Service Projects increases include:

- On-Line Alternative Teacher Licensure - Fast Track - \$500,000
- Twenty-First Century Career Services Program - \$500,000
- Athletics - \$2,350,000
- NM Forest and Watershed Restoration Institute - \$315,800
- Nursing Enhancement - \$211,000
- Minority Services - Spanish - \$170,660
- Center for the Education and Study of Diverse Populations - \$336,000
- Ben Lujan Leadership and Public Policy Institute - \$225,135
- Advanced Placement - \$250,000
- Native American Social Work Institute - \$100,000

Regent Vigil moved to approve the FY20 Research & Public Service Projects Requests as listed (**Attachment N**). Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

### **VPFA's Report**

Mr. Baca, provided highlights from his written report:

- NMHU Police Security has obtained a records management and computer aided dispatch system, which will be operation by July 30, 2018.
- Mr. Brian Henington, Environmental Health & Safety Officer, will host a FEMA training in Rio Rancho.
- Banner 9.x will be upgraded by end of November.
- Upgraded to LMS – Desire 2 Learn – “Daylight” will enhancement to the D2L system.
- The Roadrunner Bar & Grill at the golf course is now operational.
- He commended Ms. Stephanie Gonzales, Budget Director, for meeting audit deadlines.

### **Persons Wishing to Address the Board**

Dr. Edward Harrington, NMHU Music Professor for the past 12 years, addressed the Board with his concerns about facility usage fees, usage of the facilities for rehearsals and performances, and the condition of the music building.

President Minner pledged to find solutions to address Dr. Harrington's music and theater performance and rehearsal concerns.

### **Strategic Enrollment Management Report – Dr. Edward Martinez**

Dr. Martinez highlighted the following from his written report (**Attachment O**):

- The Strategic Enrollment Management Plan should be complete and vetted by December.
- Financial Aid Office staff is helping new students complete their FAFSA applications.
- Academic Support hosted several student orientation sessions over the summer.
- Recruitment/Admissions staff are actively recruiting transfer and freshmen students.
- Ms. Michelle Bencomo, Customer Relations Coordinator, has personally assisted 495 students since October 2017.
- International Education Center (IEC) has hired Mr. Dale Kier, International Student Coordinator, he will begin July 1<sup>st</sup>.
- The Native American Center hosted the 12th Annual Eight Northern Indian Pueblos Tribal Environmental Youth Camp and a visit from San Felipe students in June.

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

Ms. Law provided a written report which was included in the meeting binder (**Attachment P**).

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

Dr. Blea provided her written report in advance of the meeting (**Attachment Q**).

### **Faculty Senate Report – Dr. David Sammeth**

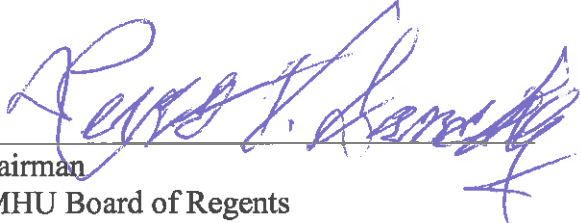
No report was provided; Faculty Senate does not meet during the summer session.

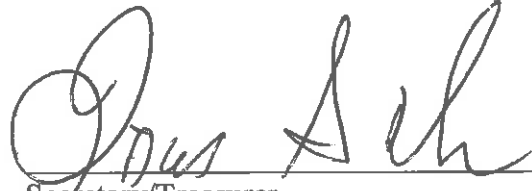
**ASNMHU Report – Ms. Rebekah Peoble**

Ms. Peoble participated in the majority of the meeting. However, she had a prior obligation and had to exit the meeting before her report.

**Adjournment**

Regent Vigil moved to adjourn. Regent Padilla seconded. Motion carried and the meeting adjourned at 5:06 p.m.

  
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Chairman  
NMHU Board of Regents

  
\_\_\_\_\_  
Secretary/Treasurer  
NMHU Board of Regents