New Mexico Highlands University
Board of Regents Meeting
Margaret J. Kennedy Alumni Hall
905 University Avenue
Las Vegas, New Mexico 87701
October 26, 2018 at 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez

2. Roll Call

3. Approval of Agenda for October 26, 2018

4. Approval of the Minutes from August 24, 2018 and October 11, 2018

5. Board of Regents Report
   A. Proposed Special Education Recruitment Scholarships
   B. Other

6. Higher Learning Commission Update – Dr. Lee Allard

7. President’s Report – Dr. Sam Minner
   A. Emergency Plan – Action Item
   B. Diversity Advisory Council
   C. Task Force Updates
   D. CUP Initiatives Update
   E. President’s Update
   F. Other

8. Persons Wishing to Address the Board


10. Academic Affairs – Dr. Roxanne Gonzales
    A. Graduate Admission Policy – Action Item
    B. Undergraduate Advising Manual – Action Item
    C. Two-Year Outcomes Assessment Cycle – Action Item
    D. NMHU General Education Assessment Guidelines – Action Item
    E. Academic Affairs Report
    F. Other

11. Finance and Administration – Mr. Max Baca
    A. Adoption of Environmental Health and Safety Standard Operating Guidelines – Action Item
    B. Quarterly Report and Certification – FY19 First Quarter – Action Item
C. Quarterly Report FY19 – Informational Item
D. Disposal of University Inventory – Action Item
E. Proposed Golf Course Budget Status
F. Sole Source Procurements
G. New Mexico Public School Authority Update – Informational Item
H. Finance & Administration Report
I. Other

12. Executive Session – Pursuant to NMSA 1978, § 10-15-1(H)(7), to discuss pending litigation regarding MAKWA, Mills v. NMHU, and Bailey v. NMHU; and (2) pursuant to NMSA 1978, §§ 10-15-1(H)(7) and (9), and the New Mexico Uniform Trade Secrets Act, NMSA 1978, §§ 57-3A-1, et seq., to discuss confidential trade secret information regarding the Highlands Stable Isotopes; (3) pursuant to NMSA 1978, § 10-15-1(H)(5), to discuss bargaining strategy preliminary to collective bargaining negotiations regarding grant funded staff unit.

13. Public Action as Necessary on Highlands Stable Isotopes – Action Item

14. Foundation and Advancement Report – Dr. Theresa Law

15. Student Affairs Report – Dr. Kimberly Blea

16. Faculty Senate Report – Dr. David Sammeth

17. ASNMHU Report – Ms. Rebekah Peoble
   A. Resolution #03 Compositions of the Senate to add the inclusion of first-time freshmen in composition of the Senate
   B. Resolution #05 Article IX, Section 2, Clause A: Clarifying Language Regarding Absences
   C. Resolution #06 Article I, Section 1, Clause I: Removing Contradictory Language
   D. Resolution #07 Establishing a Formal Definition of the Term “upon”
   E. Resolution Concerning Recipients of the Conectado Scholarship

18. Adjournment
New Mexico Highlands University
Board of Regents Meeting
October 26, 2018

The New Mexico Highlands University Board of Regents met on October 26, 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 9:24 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 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. Rebekah Peoble, ASNMHU President; Ms. Susie Maestas, Administrative Assistant. The audience, including faculty, staff, students, and community members. The meeting was streamed via ZOOM and broadcast on the KEDP Radio Station.

Approval of the October 26, 2018 Meeting Agenda
Regent Vigil recommended the following changes: move Item 8. “Persons Wishing to Address the Board” to follow Item 4. “Approval of the Minutes” and that Item 5.A. “Proposed Special Education Recruitment Scholarships” follow Item 5.B. “Other”.

Dr. Roxanne Gonzales, Vice President for Academic Affairs, requested removing Item 10.A. “Graduate Admissions Policy-Action Item” from the agenda.


Regent Vigil motioned to approve the agenda with the requested amendments. 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 August 24, 2018 and October 11, 2018
Regent Marchi moved to approve the minutes from August 24, 2018 and October 11, 2018 as presented. Regent Vigil seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

Persons Wishing to Address the Board
Regent Vigil requested that the “Persons Wishing to Address the Board” item consistently follow the “Approval of the Minutes” item on all future agendas. Chairman Sanchez indicated that the change would eliminate the long wait time for individuals wishing to address the Board.
Board of Regents Report

Other
Regent Frank Marchi reported on the Higher Education Regents Coalition (HERC) meeting he attended on October 4, 2018. The HERC members reviewed the evaluations received from the first education and training conducted on July 17-18, 2018. Regent Marchi stated that regents from all of the comprehensive universities attended, except from UNM. Two members of the Cuddy & McCarthy Law Firm attended. HERC recommends that all Board of Regents members attend annual training conferences.

Regent Marchi announced that Dr. Kevin Powers, HERC President, and Dr. Richard Bailey, President of Northern New Mexico College would present the New Mexico Higher Education Governance Report to the Legislative Finance Committee (LFC) today.

The New Mexico Higher Education Department (NMHED) directed HERC to study the cost and benefit of a consolidated higher education governance system. Regent Marchi assured the Board that any action HERC takes would be in alignment with NMHU. Mr. Max Baca, Vice President for Finance and Administration, indicated that a portion of the LFC presentation included consolidating the governance board of University of New Mexico, New Mexico Highlands University, Eastern New Mexico University, Western State University, NM State University, and Northern New Mexico College.

President Minner stated that the New Mexico Higher Education Governance Report is a public document and it will be disseminated to the campus.

Proposed Special Education Recruitment Scholarships
Chairman Sanchez shared two topics with the Board:
1. Recruitment and Retention - Chairman Sanchez stated that, this year, Highlands increased the recruitment of freshmen students more than other universities in New Mexico. Chairman Sanchez believes the university needs to be more experimental recruitment efforts.

Chairman Sanchez proposed that President Minner, senior staff, and faculty consider:
- The university research ways to increase the number of freshmen students and report the findings to the Board in January.
- Provide housing scholarships for two semesters to increase the number of incoming freshmen students (equivalent to $2400 per year). Chairman Sanchez stated that utilization of the two empty residence halls is one way to increase enrollment and generate revenue.
- Chairman Sanchez asked how much it would cost the university to make the empty residence halls operational. Chairman Sanchez believes the cost would be minor in comparison to potential revenue and increased enrollment.

2. Chairman Sanchez referred to the data provided by Dr. Edward Martinez regarding the number of transfer students attending the university, particularly students in the School of Education. He stated that students in the fall cohorts of 2015, 2016, 2017, would benefit from a Housing Scholarship.
Chairman Sanchez stated that an *Albuquerque Journal* article reported that Albuquerque, Espanola, and Hobbs Public Schools are hiring Filipino teachers. He questioned is why New Mexico is not producing these teachers given the opportunities available to them.

Chairman Sanchez requested that research on recruiting out-of-state students be conducted. He asked why New Mexico State University is able to offer in-state scholarships to students from El Paso, Texas. Mr. Max Baca responded that a state law permits students within a 150-mile radius of New Mexico to pay in-state tuition.

Chairman Sanchez asked how in-state waiver works. Mr. Baca stated that a formula received from NMHED authorizes a number of in-state tuition waivers. Highlands has awarded approximately 181 waivers.

President Minner stated that he would research the following areas:
- Cost of offering new first-time freshmen reductions or waivers on housing.
- Work with the offices of Finance and Administration and Facilities to determine the cost to renovate the closed residential facilities.
- Work with the New Mexico Public Education Department and others to address the teacher shortage and to make Highlands an attractive option.

The Board requested holding a one-day retreat in early spring 2019. Topics of discussion should include day-to-day functions of the university; recruitment and retention strategies; housing scholarships; and researched ways to address the teacher shortage.

**Higher Learning Commission Update – Dr. Lee Allard**

Dr. Allard informed that Board that he provided a written report in advance of the meeting (Attachment A).

Dr. Allard added the following:
- The university is getting ready for the 2020 HLC visit in early spring.
- A steering committee with three subcommittees was formed to address each of the areas of concern, enrollment management, finance, and strategic planning.
- A campus-wide HLC Forum is scheduled for Tuesday, October 30, 2018.
- There are two substantive changes in process with HLC and HU is awaiting final approval:
  1. Master of Fine Arts
  2. Changes to the Alternative Teacher Certification Program (ATCP)
- The Annual HLC Conference will be held on April 6-9, 2019 in Chicago.

President Minner commended Dr. Allard’s professional and exceptional work.

Chairman Sanchez inquired about the ATCP. Dr. Virginia Padilla-Vigil stated that the ATCP was approved by the Department of Education in September, by the Professional Practices & Standard Council, and Academic Affairs. The program did not require NMHED approval because it is a Post-Baccalaureate program. It was submitted to the HLC for approval. Dr. Padilla-Vigil indicated that there is a high interest in the program and there are plans to launch it in January.
Dr. Roxanne Gonzales asked Dr. Padilla-Vigil to describe the difference between a traditional program and the ATCP. Dr. Padilla-Vigil outlined the differences between the ATCP and a traditional program:

- ATCP targets a different demographic of students: career changers; and adult learners who want to become teachers, but are working full-time.
- The State of New Mexico requires that teachers possess a Bachelor’s, Master’s or Terminal degree.
- Students must have a number of credit hours completed in a content area.
- They must pass the National Essential Skills (NES) exams in math, reading, and writing.
- ATCP is a fast track, rigorous, one-year program.

Dr. Padilla-Vigil indicated the ATCP was structured as a practitioner-based program making it very attractive to NMPED. The program is innovative in that candidates are in a classroom setting. Dr. Padilla-Vigil stated that this type of setting helps with the teacher shortage because it approaches their preparation as residence teachers, meaning that they will serve in a host district, serve as a teacher of record, and have a mentor that will support them on site. In addition, Dr. Padilla-Vigil stated that ATCP is asynchronous (online) and students can do their courses as structured with the support of their professors.

Dr. Padilla-Vigil said that in the long-term, ATCP teachers will be equipped with effective strategies to be successful; be able to navigate the difficult challenges of today’s classroom setting; and by the time students complete their residency, they will be acclimated to the teaching.

President’s Report — Dr. Sam Minner

Emergency Plan (Attachment B) – Action Item

President Minner called on Mr. Brian Henington, Environmental Health & Safety Director, to present. Mr. Henington provided the following information:

- The Emergency Operations Plan (EOP) is a document driven and required by the Federal Emergency Management Agency (FEMA).
- The EOP does not deal with day-to-day emergencies. The plan is geared towards a large scaled, multi-jurisdictional emergency and events.
- The EOP as per FEMA’s direction is separated into 3 parts:
  1. Emergency Operations Plan (EOP): a basic plan that outlines the roles and responsibilities of the Executive Emergency Planning Team.
  2. Functional Appendices: Detailed information on how to deal with specific activities such as the risk analysis of the university. The committee has ranked 29 potential threats using a scientific method provided by FEMA.
  3. Tactical Annexes: Privileged information only to first responders.

Chairman Sanchez asked if the centers were covered in this plan. Mr. Henington stated that the centers are covered in this plan. He is working with Dr. Gonzales and center managers to implement the plans.

Mr. Henington requested the Board’s approval to add additional Tactical Annexes to reflect industry changes or new concepts to deal with emergencies as needed.
Regent Vigil moved to approve the Emergency Operations Plan with the amendment to add additional Tactical Annexes to reflect changes or new concepts to deal with emergencies as needed. Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

The Board commended Mr. Henington on a well-written plan.

**Adoption of Environmental Health and Safety Standard Operating Guidelines – Action Item**
Mr. Max Baca stated that this item is very similar to the EOP. This plan is an endorsement and adoption of guidelines, not a policy.

Mr. Baca called on Mr. Henington to present the Environmental Health and Safety Standard Operating Guidelines (EHSSOG). Mr. Henington informed the Board that the guidelines would address safety, hazards, and regulatory entities that oversee operations at the university. The guidelines summarize a basic standard on what the university needs to do when working with several elevated risks or certain pieces of equipment.

Regent Vigil moved to adopt the Environmental Health and Safety Standards Operating Guidelines as presented (Attachment C). Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

**Diversity Advisory Council**
President Minner called on Dr. Eric Romero and Dr. Rebecca Moore to present:

Drs. Romero and Moore presented their PowerPoint presentation, strategic plan, and proposed budget (Attachment D).
- Dr. Moore said that diversity is a part of the university’s mission statement. Diversity includes all dimensions not only ethnicity, culture, gender or race.
- The DAC consists of 18 campus and community members.
- DAC has provided resources and networking to all constituents over the past three years.
- Dr. Romero stated that this document deals with the direction, mission and core of the university. The issue of diversity is a cognitive ability, a learning experience, and a human relations articulation with other human beings that makes it a part of the university experience.
- Dr. Romero emphasized the importance of diversity throughout the curriculum and recommends providing trainings across campus.
- Dr. Moore indicated the DAC partnerships and allies have led to major accomplishments that align with the university’s Strategic Goals of 2020.
- Dr. Moore informed that the DAC is hosting a 2019 Diversity Summit.

Dr. Moore informed that the Melody Hall Initiative addresses student enrollment and recruitment issues. Dr. Moore stated that DAC is working closely with Dr. Edward Martinez and Ms. Julia Geoffroy, Native American Center Director, to recruit and retain indigenous students. She stated that a Program House Model approach is an effective strategy that provides wrap around services.
Task Force Update
President Minner provided an update on the four Task Forces. The goal is to continue to promote forward movement on campus. The four Task Forces are:

- Athletics: A recruitment initiative was devised to bring more student athletes to campus. The initiative was implemented this fall. Recruitment numbers increased from 60 first-time freshmen to 101 first-time freshmen. In addition, a Sports Information Director was hired.
- Academic Affairs: There is progress on the consolidating of online offerings. The administrative reorganization continues to move forward and will be resolved this fall. A working group is focusing on the recommendations made in the spring.
- Student Affairs: Intramurals is now overseen by the Outdoor Recreation Center.
- Business Administration: A thorough report on the Golf Course was written and endorsed by the Board during a past meeting.

Regent Vigil inquired about consolidation of the swimming pool and workout facilities. Dr. Gonzales responded that plans to consolidate the Natatorium and Archuleta workout facility would be made in the spring, 2019.

Regent Marchi asked if the Board could receive a report to track each of the four Task Force initiatives. President Minner indicated that he would consolidate each of the four Task Forces into one report and share it with the Board. President Minner restated that the focus of this initiative is to have forward movement in each area.

CUP Initiatives Update
President Minner reported the following:

- The Council of University Presidents (CUP) has held regular meetings.
- CUP had phone conversation with both gubernatorial candidates.
- CUP will focus on funding restoration of the past five years of budget cuts, and compensation increases for employees during the next legislative session.
- CUP will also focus on the public request from university Foundations.

Chairman Sanchez asked for an update on the Rodgers Administration building renovation. Mr. Baca responded that the NMHED’s Capital Projects Committee recommended the $1 million for the renovation of Rogers Administration and $105,000 for planning/design of university facilities.

Ms. Sylvia Baca, Facilities & Planning Director, announced that the RFP for a general contractor was re-issued and six firms picked up application packets. A committee will review the proposals the first week in November.

President’s Updates
President Minner provided a PowerPoint presentation (Attachment E).

- Rapper/Actor Ice Cube to perform at Wilson Complex on November 9, 2018 as part of the Arts@HU Series. All student can pick up a free ticket to the event.
- Tokyo-based Siro-A performed its Techno Circus October 16th in Highlands University’s Ilfeld Auditorium.
- This year marked the fifth New Mexico Invitational Painters Exhibition at Highlands University. This will be the first year the show travels to Santa Fe.
• Pojoaque Valley Public Schools, Los Alamos National Laboratory, and New Mexico Highlands launched a Regional Partnership School initiative Sept. 26th aimed at supporting improved teaching and learning.

• Community members helped lead a discussion on customer service during the Power of Service kickoff event Sept. 27th.

• The Ninth Annual Cowgirl Way Luncheon recognized HU’s female athletes for their performance in the classrooms and their sports.

• This year’s homecoming game was a nail biter, but ended in a victory for the Cowboys and ended one of the best homecoming weeks in recent memory.

• The Commission on Collegiate Nursing Education announced continued accreditation for the Highlands RN-BSN Program, extending the accreditation through December 2024.

• HU’s media arts and technology students and faculty will support the creation of cultural heritage hubs at rural libraries in northern New Mexico, thanks to a grant from The Andrew W. Mellon Foundation.

• Highlands employee Manuel Baca, Jr., a plumber in the university Facilities Services Division, won a regional championship for drag racing at the Pueblo Motorsports Park in Colorado on Oct. 6th.

• New Mexico high school counselors, community college advisers, and tribal education leaders learned more about Highlands University at a free workshop Oct. 4.

• A miniature goat named Brownie helped with weed control in the Leveo and Patricia Sánchez Family Stadium Sept. 24. The university’s Facilities Services division enlisted Brownie’s help as part of a natural weed control experiment.

Challenges

• San Miguel Projected Population 1990-2040 – The City of Las Vegas commissioned a study called the Metropolitan Redevelopment Area Plan, which projects that from 2017-2040 the population of San Miguel County will be reduced significantly. If the trends continue by 2040, there will be fewer than 25,000 individuals. President Minner stated that if the trend continues, the challenge to the university will be enrollment.

• CONECTADO – President Minner reported that the university was not in accordance with the grant guidelines. The funding agency was contacted and the issues were rectified. As a result, out-of-state students impacted by the grant’s rectification were offered in-state-tuition rates. Dr. Allard’s office received a letter from one of the students regarding the matter and an extensive report was submitted to HLC.

Chairman Sanchez commended President Minner for keeping the Board well informed on the CONECTADO issue.

• Special Employees – President Minner reported that it has become increasingly difficult to acquire bus drivers. He has asked Ms. Baca to address the issue.

Ms. Baca said that the university shares a small pool of bus drivers with the local school districts and the United World College. The challenge is finding drivers to drive long distances. Ms. Baca said that they are working with Human Resources to allocate funding for more bus drivers.
President – Other
President Minner stated that he would provide the Board with future reports on the issues and challenges faced by the university.

Strategic Enrollment Management Report – Dr. Edward Martinez
Dr. Martinez provided a written report (Attachment F).

Regent Vigil asked if the headcount for fall enrollment was online. Dr. Martinez referred to page 74 of his report and responded that increases were as follows: new freshmen, transfer students with no AA’s, overall transfer students. Numbers remained the same for graduate students and returning students. Dr. Martinez added that overall enrollment decreased slightly.

A review of Dr. Martinez’ Strategic Management Enrollment report opened a lengthy discussion.

Regent Vigil made a motion to amend the agenda and move Item 12. “Executive Session” behind Item 9. “Strategic Enrollment Management Report”. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez. Motion carried.

Executive Session – Pursuant to NMSA 1978, § 10-15-1(H)(7), to discuss pending litigation regarding MAKWA, Mills v. NMHU, and Bailey v. NMHU; and (2) pursuant to NMSA 1978, §§ 10-15-1(H)(7) and (9), and the New Mexico Uniform Trade Secrets Act, NMSA 1978, §§ 57-3A-1, et seq., to discuss confidential trade secret information regarding the Highlands Stable Isotopes; (3) pursuant to NMSA 1978, § 10-15-1(H)(5), to discuss bargaining strategy preliminary to collective bargaining negotiations regarding grant funded staff unit. Regent Regent Vigil 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, Regent Padilla, Regent Vigil, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:41p.m.

Regent Vigil moved to return to open session. Regent Padilla 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 2:30 p.m.

Public Action as Necessary on Highlands Stable Isotopes (HSI) – Action Item
Regent Vigil moved to approve HSI Board member submissions in accordance with HSI By-Laws. The Board of Regents is in power to appoint members to serve on the HSI Board annually. Appointed to the HSI Board were: Regent Marchi, Regent Marr-Montoya, President Minner, Dr. Gonzales, and Mr. Baca. Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.
Academic Affairs – Dr. Roxanne Gonzales

Undergraduate Advising Manual – Action Item
Dr. Gonzales reported that the Faculty Senate approved the manual on September 26, 2018. One significant change was the addition of ACCUPLACER. Board approval on the Undergraduate Advising Manual Fall 2018-Spring 2019 changes as submitted is requested.

Regent Marchi moved to approve the Undergraduate Advising Manual (Attachment G) with the requested revisions as presented. Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

Two-Year Outcomes Assessment Cycle – Action Item
Dr. Roxanne Gonzales requested a two-year outcomes assessment cycle from the Board. During year one the data will be collected, during the second year, the assessment of data will be conducted. The Outcomes Assessment also includes co-curriculum.

Regent Padilla moved to approve the Two-Year Outcomes Assessment Cycle (Attachment H) as presented. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

NMHU General Education Assessment Guidelines – Action Item
Dr. Gonzales deferred to Dr. Ian Williamson, Associate Vice-President of Academic Affairs, to present.

Dr. Williamson stated that NMHED requires all higher education institutions to align the outcomes assessment with the general education core courses. All courses will have to address essential skills required by NMHED.

Regent Vigil moved to approve the NMHU General Education Assessment Guidelines (Attachment I) as presented. Regent Marr-Montoya seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

Academic Affairs Report
Dr. Gonzales provided the Board a written report (Attachment J).

Regent Marr-Montoya inquired about the available faculty positions. Dr. Gonzales informed the Board that six tenure-track positions were filled and eight tenure-track positions are still open. Most of the faculty searches are in progress, with the exception of History and Pre-Law.

Chairman Sanchez asked how much legislative funding was requested for the Native American Social Work Studies Institute. Dr. Duran reported that at a meeting of Council of All Pueblo Governors it was determined that there was a need to develop a program to train education clinical social workers to work in tribal communities. The funding amount requested is $100,000. This will be the only program of its kind in the Nation.
Academic Affairs – Other
Dr. Gonzales informed the Board about the HU’s online learning and national trends:
- Online enrollments have grown by 3% in 2017.
- Graduate program and degree completions are hot topics, nationally.
- Students who enroll on online courses are within a 100 miles of the main campus.
- Average length of courses are 8-9 weeks, which are on the rise.
- Small scholarships help recruit online students.
- HU is listed 7th for online learning in the state.
- HU has one asynchronous online program, which is the RN to BSN.
- Students 18-21 years of age are taking more online courses than any other age group.
- Nationally, there are two types of faculty; those who support online and those opposed. Dr. Gonzales stated that she supports a combination of the two. She indicated that online is an opportunity for NMHU to grow, so it should be pursued.
- Since Dr. Gonzales was hired, the Business, Education, and Social Work departments have developed a few new online courses.
- Dr. Gonzales mentioned that there a large number of different types of models to set up online courses. NMHU has to examine and decide which work best for the university.
- Dr. Gonzales stated that the next challenge will be to develop the online courses, then decide how the university is going to market them.

Finance & Administration Report – Mr. Max Baca

Quarterly Reports and Certification-FY19 First Quarter – Action Item
Mr. Baca stated that this item is required of all public universities and colleges. The financial report and quarterly financial certification require Board approval and must be signed by the Chair of the Board, the President, and Chief Financial Officer.

Regent Vigil moved to approve the Quarterly Report and Certification for FY19 First Quarter (Attachment K) as presented. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

Quarterly Report FY19-Information Item (Attachment L)
Mr. Baca reported that his office worked with Regent Marchi on the First Quarterly Report and shared information on revenues, tuition & fees. He said enrollment on campus is down by 6%.

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. Adam Bustos, Director, Purchasing to present the disposal of surplus property.

Mr. Bustos provided a brief description on the following items as no longer operational:
- Jacobsen/Ryan GA-30 Greens Aerator, Inventory Number 38326
- Bobcat Model 753 Loader, Inventory Number 31611
Regent Vigil moved to approve the Disposal of Surplus Property as presented (Attachment M). Regent Padilla seconded. Voting in favor were: Regent Marchi, Regent Marr-Montoya, Regent Padilla, Regent Vigil, and Chairman Sanchez.

**Proposed Golf Course Budget Status (Attachment N)**
Mr. Baca stated that a discussion regarding the golf course property was held at a prior Board meeting. The Board approved that the university not to exceed the revised projected revenues. Mr. Baca deferred to Mr. Justin Aragon, Golf Pro, to present the revenues.

Mr. Aragon outlined the $150,000 budget as follows:
- Includes one salaried employee and one part-time employee.
- The remaining would be utilized in fixed expenses, utilities, and the maintenance of the golf course.
- Rounds, cart rentals, driving range, food/snacks, and season passes would be increased.
- Miscellaneous income would also increase substantially which includes $8,000 from the restaurant.
- Plans to host a tournament that will generate approximately $5,000.

Regent Vigil referred back to the declining demographics and asked how the university would handle the decline.

President Minner responded that plans to implement a three-prong strategy approach approved by the Board are as follows:
1. Seek additional revenue
2. Identify potential partnerships
3. Real Estate Development

President Minner stated the three-prong strategy will be revisited in a year if necessary.

Regent Marchi commended Mr. Aragon on his presentation.

**Sole Source Procurements (Attachment O)**
Mr. Baca shared information on the Sole Source Procurements in accordance with State 13-1-126 N.M.S.A. 1978 and in accordance with NMHU’s Board of Regents procedure. These documents are made available to public for review on the University’s Website and the State of New Mexico’s Sunshine Portal for at least thirty (30) days prior to issuance of a purchase order.

The following contains a brief explanation of the procurement:
- Blackbaud (FY19-011) – License Renewals for Blackbaud Software through FY2020 in the estimated amount of 30k/year.
- Symplicity (FY19-012) - Advocate Software Package License Renewal- Residence Halls Student Conduct Software for $11,000. Working on negotiating long-term contract for software package.
New Mexico Public School Authority Update-Informational Item (Attachment P)
Mr. Baca reminded the Board that they approved a contract with the New Mexico Public Authority in August. Mr. Baca stated that the administration will wait until FY20 to proceed with negotiations, due to pending claims with Risk Management. He deferred questions to Mr. Adam Bustos, Director, Purchasing Department.

Regent Marchi asked if the rates would increase or remain the same. Mr. Bustos responded that the rates would remain the same.

VPFA’s Report
Mr. Baca provided a written report in advance of the meeting (Attachment Q).

VPFA Other
Chairman Sanchez asked for a brief summary of the National Science Foundation meeting in Washington, D.C. Mr. Baca responded that he and Dr. Williamson attended several presentations on a variety of grants the university may apply for to provide better services to our students.

Foundation and Advancement Report – Dr. Terri Law
Ms. Law provided a written report that was included in the meeting binder (Attachment R).

Student Affairs Report – Dr. Kimberly Blea
Dr. Blea provided her written report in advance of the meeting (Attachment S).

Faculty Senate Report – Dr. David Sammeth
No report was provided.

ASNMMHU Report – Ms. Rebekah Peoble
Ms. Peoble provided a written report (Attachment T).

President Minner requested that the “ASNMMHU Report” be moved to follow item “Persons Wishing to Address the Board” on future agenda.

Ms. Peoble indicated that her constituents requested that she address the Online, Distance Education Initiative that Dr. Gonzales presented. Ms. Peoble stated that while the topic has been discussed with the Board and faculty, the students have not been informed of the initiative.

Ms. Peoble brought up three main points:
1. Student Outreach: Students don’t fit the criteria for justification of this initiative.
2. Concerns regarding Justification: Nationally online courses are increasing, but what kind of schools are being looked at in this research. Competitors should be equivalent or similar to NMHU. Students will be impacted by not having a choice as to the type of class they enroll in. She stated that students disapprove of asynchronous classes.
3. Impact with this continued trend: Ms. Peoble, along with Student Senate will develop a survey to see how students feel about asynchronous courses. She stated that with asynchronous courses, one-to-one communication is eroded and minimizes student opportunity to ask questions that contradicts the University’s Mission.
Dr. Gonzales stated that the university still needed to determine what courses to offer. Ms. Peble responded asked that students be included in discussions regarding course offerings. President Minner stated that student representation will be included in the planning process.

President Minner stated that a key point in planning for online courses is using the approach of what works for the type of student attending HU.

Regent Vigil stated the Board could not take action on the ASNMHU constitutional amendments because they were not listed as action items on the Board agenda.

Ms. Peble informed the Board that the ASNMHU passed five Resolutions this semester and stated the Resolutions were discussion items:

- Resolution #03 Compositions of the Senate to add the inclusion of first-time freshmen in composition of the Senate.
- Resolution #05 Article IX, Section 2, Clause A: Clarifying Language Regarding Absences.
- Resolution #06 Article I, Section 1, Clause I: Removing Contradictory Language.
- Resolution #07 Establishing a Formal Definition of the Term “upon.”
- Resolution Concerning Recipients of the Conectado Scholarship.

Ms. Peble presented the second topic of concerns: the Conectado Scholarship the recipients. Ms. Peble said she received an email from Mr. Timothy Savee, a student of the grant, concerning issues affecting him and his cohort. The ASNMHU made a decision to support three requests made by Mr. Savee and the cohort students as follows:
1. That in-state students be offered a reduction in tuition equivalent to what was offered to out-of-state students;
2. That students get access to the records they have requested; and
3. A formal apology be made to students affected, due to financial hardship caused by the loss of the scholarship.

President Minner stated that the Conectado Grant student recipients were not admitted to the program in accordance with guidelines stipulated in the grant. The process had to be changed to avoid serious ramifications to the university. President Minner stated that Mr. Savee and the students in the grant were notified of this action, and efforts were made to accommodate the students accordingly.

**Adjournment**

Regent Padilla moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 5:08 p.m.

[Signatures]
Chairman
NMHU Board of Regents

Secretary/Treasurer
NMHU Board of Regents