

MINUTES OF THE CAMPUS BUDGET AND PLANNING COMMITTEE MEETING HELD ON NOVEMBER 28, 2018 AT 4:00 PM IN THE STUDENT UNION BUILDING, ROOM 321.

Committee Members Present: Robert Anaya (via Zoom), Victoria Evans, Dr. Denise Montoya, Jeffery Martinez, and Max Baca

Committee Members Absent: Dr. Jesus Rivas, Dr. Elaine Rodriguez; Yvette Wilkes, Rebekah Peoble

Others Present: Dr. Lee Allard, Stephanie Gonzales, Yvonne Quintana

Approval of the Agenda

Robert Anaya made a motion to approve the agenda as presented. Dr. Denise Montoya seconded the motion. Motion carried.

Approval of Minutes - October 31, 2018

Max Baca added that there were two corrections to the minutes. The corrections were to move Yvonne Quintana's name from the committee members present and add it to others present; and to add the words "reserve fund" in place of revenue sources. Robert Anaya made a motion to accept the minutes as amended. Dr. Denise Montoya seconded the motion. Motion carried.

Tuition and Fees Funding and Discussion

Stephanie Gonzales explained the information on the FY19 Tuition and Fees Detail (see Attachment A). Max Baca explained that the asynchronous online tuition is a flat rate that does not include any additional fees. He also explained that the revenues from the centers is pure tuition fees and does not include any state appropriations. Robert Anaya noted that each of the extended campus centers and main campus work with students directly on an ongoing basis to facilitate their needs in their on-line work.

Mandatory Fees Structure and Discussion

Budget Director Stephanie Gonzales explained the distribution of the revenues (see Attachment B) and that they are posted to individual funding accounts. Max Baca added that Highlands University received funding from the legislature through Governor Bill Richardson's office for the construction of the Student Union Building but that the remainder of the debt was being paid through the debt service fee. Max Baca also explained how the remainder of the fees were broken down and how they were used. Robert Anaya asked for a detailed list in order to provide justification for the \$75 campus life fee to the students at the Santa Fe Center.

Policy on Financial Stability

The Policy on Financial Stability was provided in the Committee packet (see Attachment C). Max Baca explained that HLC is requiring the University to maintain an \$8.5M reserve and funds in the amount of \$750K were being set aside each fiscal year for this purpose.

Legislative Priorities

Max Baca summarized the legislative priority list (see Attachment D). Mr. Baca also indicated that the legislature is looking at having at least a \$1.5B this next legislative session and that the University will be requesting funding for the various projects indicated on the list. Dr. Denise Montoya asked what percentage Highlands would receive from the \$15M in the technology request. Mr. Baca stated that he did not know but is hopeful that the University would get its share. Mr. Baca also mentioned that a

couple of changes for consideration are forthcoming in regards to the educational retirement board pension policy and financial quarterly reporting.

Legislative Process

Max Baca summarized his presentation on the Legislative Process (see Attachment E). He also stated that higher education has the smallest percentage of the entire funding. There is “pork” money that will be available to legislators for distribution on capital outlay. Sylvia Baca emphasized that these funds for capital outlay are only for the purpose indicated on the request and cannot be used for salaries, benefits, supplies, etc. There was also discussion on student credit hour production, low enrollments, strategy or improving enrollment. Mr. Robert Anaya commented on how the HLC Focus Visit brought NMHU departments and employees together as one unit accomplishing the goal of being removed from probationary status.

Items for Next Meeting

The items for the next meeting will include tuition and fees and asynchronous programs. Mr. Baca mentioned that Highlands created the HU Legislative Fellows for the purpose of introducing students to the legislative process on how to speak to legislators, track bills, etc.

Persons Wishing to Address the Committee

No one addressed the Committee.

Next Meeting

The Committee will meet again in January 2019.

Adjournment

Victoria Evans made a motion to adjourn the meeting. Jeffrey Martinez seconded the motion. Motion carried and the meeting was adjourned at 5:10pm.

FY19 Tuition and Fee Detail

Category (per Student Credit Hour)	Tuition	Fees	Total
Undergraduate			
Undergraduate (in-state)	\$ 180	\$ 70	\$ 250
Undergraduate (out-of-state/International)	\$ 353	\$ 70	\$ 423
Graduate			
Graduate (in-state)	\$ 207	\$ 70	\$ 277
Graduate (out-of-state/International)	\$ 378	\$ 70	\$ 448
Graduate Social Work (in-state)	\$ 218	\$ 70	\$ 288
Graduate Social Work (out-of-state)	\$ 389	\$ 70	\$ 459

Tuition and Fees for Full Time Students			
Category	Tuition	Fees	Total
Undergraduate			
Undergraduate (in-state)	\$ 2,160	\$ 840	\$ 3,000
Undergraduate (out-of-state/International)	\$ 4,236	\$ 840	\$ 5,076
Graduate			
Graduate (in-state)	\$ 2,484	\$ 840	\$ 3,324
Graduate (out-of-state/International)	\$ 4,536	\$ 840	\$ 5,376
Graduate Social Work (in-state)	\$ 2,616	\$ 840	\$ 3,456
Graduate Social Work (out-of-state)	\$ 4,668	\$ 840	\$ 5,508

Asynchronous Online Tuition	
Undergraduate	\$ 325
Graduate	\$ 525

Tuition and Fee Revenue by Campus as of 11/26/18	Summer 2018	Fall 2018	Spring 2019*	Total
Albuquerque	169,410	803,140	803,023	1,775,573
Santa Fe	51,113	214,486	150,994	416,592
Online (all online classes, includes online tuition)	1,126,077	2,666,646	1,258,579	5,051,303
Rio Rancho	94,611	391,185	234,204	720,000
Main	101,650	3,271,834	1,562,848	4,936,331
Roswell	13,555	26,561	15,842	55,958
Farmington	48,209	231,749	136,852	416,809
	1,604,624	7,605,600	4,162,342	13,372,567

* - Does not include waivers and tuition discounts

Approved Mandatory Fees

Academic Year 2018 - 19 Mandatory Fees per Semester

Main Campus Mandatory Fees	Per SCH*	Per FT**
Student Center Debt Service Fee	\$20.30	\$243.60
Student Senate	\$2.10	\$25.20
Campus Life - Operations	\$3.50	\$42.00
Campus Life - Intramurals	\$1.05	\$12.60
Campus Life - Cultural Fee - Ilfeld & KEDP	\$4.55	\$54.60
Student Health Services - Center and HU Cares	\$8.40	\$100.80
Athletics	\$14.00	\$168.00
Technology Fee	\$8.40	\$100.80
Infrastructure Fee	\$7.70	\$92.40
Campus Life Initiative / student head count		\$75.00
Total	\$70.00	\$915.00

*SCH= Student Credit Hour

**FT = Full time student at 12 SCH



POLICY ON FINANCIAL STABILITY
Effective Date: March 1, 2018

Purpose:

During the recent economic downturn in New Mexico's economy and added concerns with our recent Higher Learning Commission (HLC) Focus visit, New Mexico Highlands University needs to put in place a much more vigorous Financial strategy. This policy's intent is to address the issues raised during the visit as well as recognize the volatility of our current and future revenue sources.

If approved, the Board of Regents is directing the NMHU Administration to provide long-term financial stability to the university through this robust policy.

The Policy will address the following areas:

1. Building a reserve fund;
2. Establishing sound Financial reporting to the executive management team and the Board of Regents on a quarterly basis;
3. Establishing sound corrective action plans to address reoccurring audit findings.

Building a reserve fund

In establishing appropriate level reserves, the following methodology will be implemented and reported on:

Based on fiscal year 2018 Financial data, the ability to absorb a 15% decline in state appropriations plus a decline in enrollment resulting in a 20% loss of tuition and fees, and maintaining NM higher education's department (HED) requirement of 5% reserves in Instruction and General:

State Appropriations	\$4.0M
Tuition and fees	\$2.5M
HED required reserve	\$2.0M
Estimated total reserve fund	\$8.5M

Upon reaching the appropriate reserve amount of \$8.5 million dollars, any new surplus or tuition and fees will be reallocated to new programs, presidential

initiatives, or any other need recommended by the administration and approved the Board of Regents.

Financial Reporting

On a quarterly basis, the Vice President for Finance and Administration or his/her designee will provide quarterly financial updates to the Executive Management Team and Board of Regents.

Auditing Finding

In order to address audit findings, the Vice President for Finance and Administration or his/her designee will provide an update, status of action plans, timelines, and responsible persons list that addresses prior year audit findings during the first quarter of the calendar year. This information will be brought to the Executive Management Team and Board of Regents during the first quarter of the calendar year and a final update will be provided at the beginning of 2nd quarter of the calendar year.

NM HIGHLANDS UNIVERSITY FY 2020

NEW FUNDING REQUESTS

- Funding Formula: Council of University Presidents (CUP) 8% New Funding and 0% Redistribution.
- Employee's Compensation: 5% Cost of Living Adjustment for Public Employees
- Research and Public Service Projects:
 - New** \$500K for a Fast-Track On-line Alternative Teacher Licensure
 - New** \$500k 21st Century Career Services
 - New** \$100K for Native American Social Work Institute
 - \$21K Increase funding for NM Forest and Watershed Restoration Institute
 - \$262K Increase funding for Athletics
 - \$150K Increase for Nursing
 - \$37K Increase for Advanced Placement
 - \$215K Increase for Center for Education & Study of Diverse Populations (CESDP)

CAPITAL OUTLAY

- \$1M for Rodgers Hall and Infrastructure
- \$9M for Renovation of Facilities Services Building
- \$7.5M for Renovation of Sininger Hall

OTHER REQUESTS FOR FUNDING

- \$150K Campus Police Equipment and Vehicles
- \$750K for Campus Vehicles
- \$500K Classroom Technology
- \$1.5M for Equipment and Improvements at NMHU Gene Torres Golf Course
- \$500K Heavy Equipment
- \$1M Equipment for Athletics
- \$15M for Higher Education Technology – Mini grants to IHE
- Max's Request** - DOT Cameras at Las Vegas and Bernal

OTHER CONSIDERATIONS OR LEGISLATION

- ERB long term sustainability
- Short and long-term impacts on Higher Education due to change in new administration
- Quarterly Reporting for Higher Education



NM Legislative Process Overview to Budget & Planning Committee

By Max Baca

Vice President for Finance & Admin

11. | .28. | .2018

So, What do you know about the legislative process?

Legislative Branch

❖ Senate

- ✓ Senator Pete Campos
- ✓ Senator Liz Stefanics

❖ House of Representatives

- ✓ Representative Tomas Salazar

❖ Key Legislative Committees

- ✓ Interim vs Standing
- ✓ Legislative Finance Committee (LFC), Legislative Education Study Committee (LESC), Legislative Council
- ✓ Appropriations Committees (House Appropriation and Senate Finance)
- ✓ House and Senate Education Committee

- <https://www.nmlegis.gov/>



Executive Branch

Key Administrative Agencies & Departments

- ✓ Department of Finance & Administration (DFA)
- ✓ Public Education Department (PED)
- ✓ Taxation and Revenue Department (TRD)
- ✓ Department of Health (DOH)
- ✓ Department of Public Safety (DPS)
- ✓ Higher Education Department (HED)

http://www.newmexico.gov/government/New_Mexico_Executive_Branch.aspx



Important Timelines

- LFC / Governor Recommendations January
- Legislative Session
- Post Session LFC Report
- LFC/LESC Interim Workplans
- Interim Meetings
- July for August – Revenue Forecast for Next Fiscal Year
- Interim Meetings on Agency Budgetary Requests (August-December)
- Capital Hearing – HED, DFA, LFC (September-October)
- Research and Public Service Projects (RPSP) Hearings– HED, DFA, LFC

Legislative Process

- Bill is the form of legislation used to propose laws. A bill may originate in either chamber, but in order to become law, it must be passed by both houses and signed by the governor.
- Resolution is a formal declaration of the Legislature concerning some subject that it either cannot or does not wish to control by law. Resolutions are joint, concurrent or simple, and they require no action on the part of the governor.
- Memorial - A memorial is an expression of legislative desire that is usually addressed to another governmental body in the form of a petition or declaration of intent. Joint memorials are passed by both houses; simple memorials are an expression of only one house.
- Capital or Special Expenditures
- Proposed Legislation
- Pre-filed Legislation



Legislative Session

January

- 3rd Monday after Martin Luther King Day Holiday (session starts – 30 or 60 days)
- 30 days – Financial unless the “item(s)” are added to the call of the Governor and reviewed by Committee of Committees if the legislation is “germane”
- 60 days – All legislation is germane
- HAFC Budget to Senate Finance Committee or Senate Finance Committee to House Appropriations Committee (confirm amendments or conference committee)
- 30 Days After Session – Governor signs or vetoes

How a Bill Becomes a Bill...

- ❖ Why do you need legislation?
- ❖ Is legislation binding?
- ❖ Who can create legislation?
 - ✓ Any member of legislature
 - ✓ Introduced assigned or referred to Committees
 - ✓ Minimum of two committee assignments, Exceptions allowed by Committee of Committees, Speaker of the House, Senate Pro-Tempore, all members with concurrent of major in session
 - ✓ Action by committee on legislation: Pass, Passed with amendments, Passed with recommendation or no recommendation, Tabled, Do Not Pass. All committee actions are Reported Out to chamber for approval or denial, if approved then on to the second committee.
 - ✓ “Third Reading”, voting and Final Passage per Chamber at this time the legislation is open for debate, amendment or substitute.
 - ✓ Send to other chambers and repeat

How a Bill Becomes a Bill...Continued

- ✓ If passed or amendment by either chamber then the originating chambers can accept amendment(s) or reject them, then conference committee works out details – Back to both chambers for approval of conference committee amendment(s).
- ✓ Enrolled and Engrossed Bill (inspection and officers sign)
- ✓ To Governor for signing / execution, partial veto, veto, or pocket veto
- ✓ Emergency Clause?
- ✓ Where do I find legislation? <https://www.nmlegis.gov/Legislation/BillFinder/Number>

Tips and Suggestions

- ❖ LFC recommendation
- ❖ Introduction of legislation
- ❖ How to slow, amend, or oppose legislation
- ❖ Fiscal Impact Report (FIR)
- ❖ Power of the Pen
- ❖ Relationship
- ❖ Lobbyist
- ❖ Special Interest Groups
- ❖ Political Campaigns and Fund Raising

Thank You...

...&...

...Questions

AY2008-09 through AY2017-18
 Includes all courses / all schedule types
 All students with a course registration status code of R* or W*
 Source: Banner end-of-term data
 Run date: 11/9/18

Sum of CrHr School / Department	AY															+/- AY toAY				
	2013-14	2014-15	2015-16	2016-17	2017-18											14 to 15	15 to 16	16 to 17	17 to 18	
Arts & Sciences																				
Dept of Computer & Math Sci	6593	5206	4693	4769	4763	↑	16%	↓	13%	↓	13%	↓	14%	→	14%	(21.0%)	(9.9%)	1.6%	(0.1%)	
Dept of Exercise & Sport Sci	5172	5690	5722	5406	4684	↓	13%	↑	15%	↑	16%	↑	15%	→	14%	10.0%	0.6%	(5.5%)	(13.4%)	
Dept of English & Phil	5082	4376	4415	3985	3644	↑	12%	↓	11%	↑	12%	↓	11%	↓	11%	(13.9%)	0.9%	(9.7%)	(8.6%)	
Dept of Psychology	2546	2414	2552	2663	2961	↓	6%	↓	6%	↓	7%	↓	8%	→	9%	(5.2%)	5.7%	4.3%	11.2%	
Dept of Soc, Anth, CJ	4054	3567	3646	3895	2929	↑	10%	→	9%	↑	10%	↑	11%	→	9%	(12.0%)	2.2%	6.8%	(24.8%)	
Dept of Visual & Perform Art	4078	3619	3093	2675	2467	↑	10%	→	9%	→	8%	↓	8%	↓	7%	(11.3%)	(14.5%)	(13.5%)	(7.8%)	
Dept of Biology	2699	2209	2417	2318	2254	↑	7%	↑	6%	↑	7%	↑	7%	↑	7%	(18.2%)	9.4%	(4.1%)	(2.8%)	
Dept of Natural Resources Mgmt	2151	2432	2311	2097	2191	→	5%	↑	6%	↑	6%	↑	6%	↑	7%	13.1%	(5.0%)	(9.3%)	4.5%	
Dept of Nursing	1655	2117	2075	1996	2073	→	4%	↑	5%	↑	6%	↑	6%	↑	6%	27.9%	(2.0%)	(3.8%)	3.9%	
Dept of Lang & Cultural Stud	2161	2281	1436	1538	1703	→	5%	↑	6%	→	4%	→	4%	→	5%	5.6%	(37.0%)	7.1%	10.7%	
Dept of History & Pol Sci	2778	3043	2131	2009	1484	↑	7%	↑	8%	↑	6%	↑	6%	→	5%	9.5%	(30.0%)	(5.7%)	(26.1%)	
Dept of Chemistry	1677	1363	1573	1399	1313	→	4%	→	4%	→	4%	→	4%	→	4%	(18.7%)	15.4%	(11.1%)	(6.1%)	
Interdepartmental	370	430	417	438	443	↓	1%	↓	1%	↓	1%	↓	1%	↓	1%	16.2%	(3.0%)	5.0%	1.1%	
Undeclared	201	77	88	61	57	↓	0%	↓	0%	↓	0%	↓	0%	↓	0%	(61.7%)	14.3%	(30.7%)	(6.6%)	
No Coll Designated			18			↓	0%	↓	0%	↓	0%	↓	0%	↓	0%			(100.0%)		
Subtotal for Art and Sciences	41217	38824	36587	35249	32966															
School of Bus Media & Technlgy																				
Dept of Business Adm	8493	8652	9687	9310	8481	↓	77%	→	81%	↑	86%	↑	83%	↑	85%	1.9%	12.0%	(3.9%)	(8.9%)	
Dept of Media Arts	2042	1552	1557	1859	1453	↑	18%	↓	15%	↓	14%	→	17%	↓	15%	(24.0%)	0.3%	19.4%	(21.8%)	
Dept of Economics	99	111				↑	1%	↑	1%	↓	0%	↓	0%	↓	0%	12.1%	(100.0%)			
Dept of Finance	411	354				↑	4%	↑	3%	↓	0%	↓	0%	↓	0%	(13.9%)	(100.0%)			
Subtotal School of Bus Media & Tech	11045	10669	11244	11169	9934															
School of Education																				
Dept of Teacher Education	6079	5802	5983	5507	5455	↑	47%	↓	45%	↓	45%	↓	45%	↑	46%	(4.6%)	3.1%	(8.0%)	(0.9%)	
Dept of Counseling & Guidance	3296	3527	3364	3564	3654	↓	25%	→	27%	↓	25%	→	29%	↑	31%	7.0%	(4.6%)	5.9%	2.5%	
Dept of Special Education	1826	2075	2400	2037	1616	↓	14%	→	16%	↑	18%	→	17%	↓	14%	13.6%	15.7%	(15.1%)	(20.7%)	
Dept of Educational Leadership	1510	1436	1489	1169	1042	↑	12%	↑	11%	↑	11%	↓	10%	↓	9%	(4.9%)	3.7%	(21.5%)	(10.9%)	
**Dept of Early Childhd Multic	174					↑	1%	↓	0%	↓	0%	↓	0%	↓	0%	(100.0%)				
**Dept of General Education	51					↑	0%	↓	0%	↓	0%	↓	0%	↓	0%	(100.0%)				
**Dept of Reading Education	3	3				↑	0%	↑	0%	↓	0%	↓	0%	↓	0%	0.0%	(100.0%)			
Subtotal for School of Education	12939	12843	13236	12277	11767															
School of Social Work																				
Subtotal for School of Social Work	15059	15402	15805	17017	17170											2.3%	2.6%	7.7%	0.9%	
Total	80260	77738	76872	75712	71837											(3.1%)	(1.1%)	(1.5%)	(5.1%)	
																Average Decline	(2.7%)			