

“Revised Agenda August 13, 2019”

New Mexico Highlands University
Board of Regents Meeting
Santa Fe Higher Education Center
1950 Siringo Road, Room 159
Santa Fe, NM 87505
August 19, 2019 at 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for August 19, 2019
4. Approval of the Minutes from June 7, 2019
5. Board of Regents Report
 - A. Board Retreat Planning Discussion (Tabled June 7, 2019)
 - B. Other
6. Comprehensive Discussion: Rio Mora National Wildlife Refuge – Dr. Joe Zebrowski
7. President’s Report – Dr. Sam Minner
 - A. Volunteer Policy – Action Item
 - B. President’s Update
 - C. Council of University Presidents (CUP) Update
 - D. Other
8. Persons Wishing to Address the Board
9. ASNMHU Report – Ms. Tamlyn Crain
10. HLC Update – Dr. Lee Allard
11. Faculty Senate Report – Dr. Orit Tamir
12. Staff Advisory Senate Report – Ms. Adele Ludi
13. Executive Session – (a) limited personnel matters related to hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee pursuant to NMSA 1978, § 10-15-1(H)(2); (b) bargaining strategy preliminary to collective bargaining pursuant to NMSA 1978, § 10-15-1(H)(5); and (c) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant pursuant to NMSA 1978, § 10-15-1(H)(7).

14. Public Action as Necessary on Closed Session Discussion – Action Item
15. Academic Affairs Report – Dr. Roxanne Gonzales
 - A. School of Education Follow-Up to NMHED Deputy Secretary’s presentation on June 7, 2019
 - B. Other
16. Golf Committee Report - Regent Bill Garcia
 - A. Golf Course Task Force Discussion
 - B. Golf Course Funding – Action Item
17. Strategic Enrollment Management Report – Dr. Edward Martinez
18. Vice President for Finance & Administration-- Mr. Max Baca
 - A. FY19/Q4 Quarterly Report and Certification – Action Item
 - B. Procurements over \$500K – Action Item
 - C. FY19 Annual Inventory Certification – Action Item
 - D. Sole Source Procurements – Informational Item
 - E. FY2021 Research and Public Service Projects Requests – Action Item
 - F. Auxiliaries Action Plan on Outstanding Negative Fund Balances – Action Item
 - G. FY21 Legislative Requests Discussion
 - H. NMHU Centers Financial Profiles (Tabled June 7, 2019) – Informational Item
 - I. VPFA Report
 - J. Other
19. Foundation/Advancement Report (Tabled April 26, 2019 and June 7, 2019) – Dr. Terri Law
20. Student Affairs Report – Dr. Kim Blea
 - A. Residence Hall Handbook – Action Item
 - B. Sex Offender Policy Statement – Action Item
 - C. Vaccination Policy Statement – Action Item
 - D. Other
21. Adjournment

New Mexico Highlands University
Board of Regents Meeting
August 19, 2019

The New Mexico Highlands University Board of Regents met on August 19, 2019, at the Higher Education Center, room 159, 1950 Siringo Road, Santa Fe, New Mexico. Regent Marchi called the meeting to order at 9:30 a.m.

Attendance

Board Members Present: Mr. Frank Marchi, Ms. LouElla Marr-Montoya, Mr. William Garcia, Ms. Rebekah Peoble, and Mr. Leveo V. Sanchez.

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Roxanne Gonzales, Provost/Vice President of Academic Affairs; Mr. Max Baca, Vice President for Finance & Administration; Dr. Terri Law, JD/CFRE; Dr. Kimberly Blea, Dean of Students; and Dr. Lee Allard, Director of Institutional Research.

Others Present: Dr. Orit Tamir, Faculty Senate Chair; Ms. Tamlyn Crain, ASNMHU President; Ms. Susie Maestas, Administrative Assistant; and numerous individuals in the audience, including faculty, staff, students, and community members. The meeting was streamed via ZOOM and broadcast over the KEDP Radio Station.

Approval of the August 19, 2019 Meeting Agenda

Regent Marchi proposed amending the agenda to present Item 16.B. Golf Course Funding – Action Item, before Item 18. Vice President for Finance & Administration – Mr. Max Baca

Regent Garcia moved to approve the August 19, 2019 meeting agenda with the recommended revision. Regent Marchi seconded. Voting in favor were: Regent Marchi, Regent Garcia, and Regent Peoble. Motion carried.

Approval of the Minutes from June 7, 2019

Regent Garcia moved to approve the June 7, 2019 minutes as presented. Regent Peoble seconded. Voting in favor were: Regent Garcia, Regent Marchi, and Regent Peoble. Motion passed.

Board of Regents Report

Board Retreat Planning Discussion (Tabled June 7, 2019)

President Minner announced that the Governor's Higher Education Retreat is scheduled for September 18, 2019 in Albuquerque.

President Minner asked the Board of Regents to consider the following Board retreat options:

- He and Regent Peoble met with member of the New Mexico Higher Education Department (NMHED), they are willing to provide additional Board training
- He recommended contracting consultants or hosting a professional development day with topics such as; best practices and board membership, higher education funding, and interactions with stakeholders

Other

Regent Marchi reported that the Higher Education Regents Coalition (HERC) is hosting the second annual regent training on September 19, 2019. Regent Marchi stated that holding a Board of Regents Retreat in addition to the Governor's Summit and the HERC training could prove problematic. He suggested holding an off-site board retreat at a later date. President Minner stated that he would wait for guidance from the Board regarding a retreat and discussion topics.

Comprehensive Discussion: Rio Mora National Wildlife Refuge

Dr. Ian Williamson, Associate Vice President for Academic Affairs, and Ms. Shantini Ramakrishnan, Coordinator of Research and Restoration at the RMNWR, provided a PowerPoint presentation (**Attachment A**).

President Minner point out that the Rio Mora National Wildlife Refuge works in conjunction with the U.S. Fish & Wildlife Service, the Denver Zoo, the Pueblo of Pojoaque, and NMHU. The RMNWR offers wonderful opportunity for faculty, students, and staff.

Chairman Leveo Sanchez and Regent LouElla Marr-Montoya joined the meeting at 10:08 a.m.

Dr. Williamson noted that the collaboration could attract additional grants. Dr. Law indicated that the Foundation has applied for a Kellogg Grant and Sea World Conservation Grant.

President's Report – Dr. Sam Minner

Volunteer Policy – Action Item

President Minner stated that the university does not have a campus volunteer policy. He recognizes the value of volunteers to help carry out the university's mission. The policy outlines the relationship between the university and volunteers. Volunteers must be under the general supervision of a university employee. Volunteers would be required to sign a Volunteer Agreement and/or university waiver.

Regent Garcia motion to approve the Volunteer Policy (**Attachment B**) as presented. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion passed.

President's Update

President Minner provided a Power Point presentation (**Attachment C**)

President Minner added the following:

- He and Mrs. Minner hosted two social events at the university residence:
 1. UNIDOS Group Reception on August 13, 2019
 2. New Tenure/Tenure Track Faculty Reception on August 14, 2019
- He was invited to serve as a witness on the Title IX Hearings in Washington, DC

Council of University Presidents

President Minner reported that CUP met with the government officials on the state's higher education funding formula. He commended Mr. Baca for his extensive knowledge of funding.

President Minner stated the Council of University President's (CUP) members hosted a successful event where the film, "*Unlikely*" was screened. CUP is considering hosting another state-wide

event President Minner deferred to Dr. Denise Montoya, Human Resources Director, to report. Dr. Montoya stated that Governor Michelle Lujan Grisham is in support of this effort. A meeting is scheduled with Ms. Alicia Keyes, Secretary of Economic Development, the Mr. Howie Morales, Lieutenant Governor, and Mr. Marc Saavedra, CUP Executive Director, to discuss future events.

Other

- President Minner will propose a Student Regent Scholarship at a later meeting.
- He interviewed three individuals for the Vice President for Strategic Enrollment Management position. The search is ongoing. He will continue to oversee the VPSEM Office until the position is filled.
- A search firm is being utilized to fill the vacant Athletic Director position.
- Highlands made the *Top 50 in the United States* list in terms of lowest student debt. Two reasons HU made the list are our tuition is very low and we offer student employment to almost everyone that wants a student job.

Persons Wishing to Address the Board

Dr. Kathy Jenkins, Faculty Association President, provided a written report (**Attachment D**).

ASNMHU Report – Tamlyn Crain

Ms. Tamlyn Crain, President of the ASNMHU, presented her report (**Attachment E**). She added that the first meeting of the year will be held on Sunday, August 25, 2019. Several vacancies need to be filled and the deadline for applications is August 21, 2019.

President Minner and the Regents congratulated Ms. Crain for being elected ASNMHU President.

HLC Update – Dr. Lee Allard

Dr. Allard presented provided a written report (**Attachment F**).

Dr. Allard informed the Board of the following:

- Preparations for the Higher Learning Commission (HLC) Focused Visit on March 30-31, 2020 continues. The HLC will focus on Enrollment Management (Core Component 4C), Finance (Core Component 5A), and Strategic Planning Institutional Improvements (Core Component 5D)
- A second draft of evidence documents are on the HU website, feedback is encouraged
- Three campus-wide forums will be held this fall
- An in-depth HLC Focus Visit discussion with the Board would be beneficial

Dr. Allard stated that the HLC's primary concern is development of a better process for managing the university's enrollment. Dr. Allard commended Mr. Baca and his team for doing an excellent job in the finance area by balancing the university's budget.

Faculty Senate Report – Dr. Orit Tamir

Dr. Orit Tamir presented the following:

- One of the Faculty Senate Executive Committee's goal's restoration of shared governance
- She has scheduled monthly meetings with both the President and Provost
- President Minner will address the Faculty Senate during their meetings

- The Faculty Senate is working to select faculty to serve on the Dean of College of Arts and Sciences search committee
- Faculty is concern about enrollment, the drop in tenured and tenure track, and the hiring of faculty in the School of Education
- Faculty Senate will now circulate Faculty Senate and General Faculty meeting agendas to all faculty, staff, and administrators

Staff Advisory Senate Report – Ms. Adele Ludi

Mr. Robert Anaya, HU-Santa Fe Center Director, and Ms. Inca Crespin, Interim Registrar, presented the Staff Advisory Senate Report on behalf of Ms. Ludi (**Attachment G**).

Ms. Crespin stated that the SAS's goal is to be more active on campus. They would like staff to be fully committed to the university's mission and vision.

A discussion about the Registrar Office was held. Ms. Crespin informed that two positions are vacant. Ms. Crespin commended the Registrar's Office staff for doing a great job.

Executive Session – (a) limited personnel matters related to hiring, promotion, demotion, dismissal, assignment, resignation, of or investigation or consideration of complaints or charges against any individual or public employee pursuant to NMSA 1978, § 10-15-1 (H)(2); (b) bargaining strategy preliminary to collective bargaining pursuant to NMSA 1978, § 10-15-1(H)(5); and (c) threatened or pending litigation subject to the attorney-client privilege in which the University is or may become a participant pursuant to NMSA 1978, § 10-15-1 (H)(7). Regent Marchi 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 Garcia, Regent Marchi, Regent Marr-Montoya, Regent People, and Chairman Sanchez. Motion carried. The Board entered into executive session at 12:31 p.m.

Regent Marchi moved to return to open session. Regent Garcia seconded. Regent Marchi stated for the record that only those items specified under the executive session were discussed and no action was taken. Regents present confirmed. A roll call was taken and voting in favor of returning to open session were: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent People, and Chairman Sanchez. Motion carried and the Board returned to open session at 2:00 p.m.

Public Action as Necessary on Closed Session Discussion – Action Item

No action was taken.

Academic Affairs Report – Dr. Roxanne Gonzales

School of Education Follow-Up to NMHED Deputy Secretary's presentation on June 7, 2019

Dr. Gonzales called on Dr. Sheree Jederberg, Interim Dean of the School of Education, to present.

Dr. Jedeberg summarized her PowerPoint presentation (**Attachment H**).

Regent Garcia asked how students are being recruited to the Alternative Licensure Program. Dr. Jederberg reported that flyer were dissemination to 89 NM school district superintendents, meetings with Intel and Los Alamos National Labs were held, and the School of Education reached out to the NM pueblos and indigenous communities

Regent Garcia suggested working with the Hispanic Chamber of Commerce, the National Hispanic Center, and the League of United Latin American Citizens to recruit more students.

President Minner suggested recruiting retired military members.

Chairman Sanchez asked if all of the courses were online. Dr. Jederberg informed the Board that all of the courses are asynchronous, except the internship. The internship requires a university supervisor to go into the classrooms 4-5 hours to mentor teachers.

Other

Dr. Gonzales provided a written report (**Attachment I**) in advance of the meeting. She added the following:

- Dr. Brandon Kempner is the new Interim Dean of the College of Arts & Sciences. Dr. Warren Lail stepped down from the position and resumed a faculty role
- Dr. Williamson will oversee the Office of Graduate Studies
- The Graduate Admissions Office will fall under the Office of Strategic Enrollment umbrella beginning August 27, 2019.
- The Graduate Admissions Office manages graduate student applications and graduate assistant contracts.
- Dr. Gonzales will oversee and work with the Graduate Council.

Golf Course Committee Report – Regent Garcia

Golf Course Task Force Discussion

Regent Garcia provided a PowerPoint update (**Attachment J**).

Golf Course Funding – Action Item

Regent Garcia stated that the next step would be to approve a \$10,000 contract to Mr. Murphy and he will develop a presentation outlining the following: potential solutions; role of key stakeholders financially in this plan; and secure feedback.

After a lengthy discussion, Regent Garcia stated that the Golf Course is a project in motion that requires the support of the Board.

Chairman Sanchez stated that he would support a \$10,000 contract from the \$90,000 allotted fiscal year budget by the Board. President Minner stated that taking the \$10,000 out of the \$90,000 budget allotment would impact golf course operations. Mr. Baca stated that the Golf Pro's salary is encumbered and the biggest expenditures are labor and utilities. Regent Garcia asked if the \$10,000 could be taken from another source. He commented that the expense would be an investment versus an accumulated cost.

Regent Garcia stated that a presentation with feedback will be developed within the next 60 days

Regent Marchi moved to approve the \$10,000 contract as a deduction from the \$90,000 fiscal year budget. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion passed.

Strategic Enrollment Management Report – Dr. Edward Martinez

Ms. Jessica Hurtado Director of Recruitment & Admissions, presented Dr. Martinez' written report (**Attachment K**).

Ms. Hurtado added the following:

- The last orientation takes place today. Courses begin on August 21, 2019; the last day to register is August 26th.
- 1200 freshmen students applied to HU, 987 were admitted, and 292 enrolled
- Returning students are no longer coded as transfer students; using the new coding method we determined that 531 returning students applied to HU and 285 enrolled
- Over 115 international students were admitted students. One challenge for these students is getting through the visa.

President asked for the number Native American students at HU. Dr. Allard reported that 154 Native American students are enrolled at HU.

A discussion regarding the designation of HU as Native American Servicing Institution was held.

Vice President for Finance & Administration – Mr. Max Baca

Mr. Baca stated that he and Regent Marchi reviewed the VPFA items prior to the meeting. They feel that some of the items could be on a consent calendar to reduce Board meeting time.

FY19/Q4 Quarterly Report and Certification – Action Item

Mr. Baca informed that the quarterly report and certification is submitted to NMHED.

Regent Garcia moved to approve the FY19/Q4 Quarterly Report and Certification (**Attachment L**) as presented. Regent Marchi seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion carried.

Procurements over \$500K – Action Item

Mr. Baca informed the Board that the procurements that exceed \$500,000 are:

1. Sodexo-dining hall provider – estimated purchases in FY19-\$1.5 million
2. PNM for campus-wide electricity – estimated cost in FY19-\$1.2 million
3. City of Las Vegas for gas, water, trash, sewage – FY19 estimation is \$1.1 million
4. Trane for HVAC services – FY19 estimate at \$650K

Regent Marchi moved to approve the Procurements over \$500K (**Attachment M**) as presented. Regent Garcia seconded. Voting in favor were: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion carried.

FY19 Annual Inventory Certification – Action Item

Mr. Baca reported that the university has made significant changes to the fixed assets inventory process under the leadership of Mr. Adam Bustos, Purchasing Director. Inventory is tagged, photographed, and stored in Banner.

Regent Marchi moved approve the FY19 Annual Inventory Certification (**Attachment N**) as listed. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion carried.

Sole Source Procurements – Informational Item

Mr. Baca presented the eleven Sole Source Procurements (**Attachment O**) informational item. The procurements are provided in accordance with State and Board of Regents procedures.

FY21 Research and Public Service Projects Requests – Action Item

Mr. Baca presented the FY21 Research and Public Service Projects Requests (RPSPs). He stated that last year the university was successful in acquiring funding for the new the Native American Institute in the School of Social Work program.

Mr. Baca pointed out two corrections to the FY21 RPSP list; the Center of Excellence in Health Services should read “Center of Human Services”, and the Nursing Enhancement dollar value is \$212,400 not \$64,467

President Minner stated that RPSP presentations will be made to NMHED on October 9th.

Regent Marchi moved to approve the FY2021 Research and Public Service Projects Requests (**Attachment P**) as presented. Regent Peoble seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion carried.

Auxiliaries Action Plan on Outstanding Negative Fund Balances – Action Item

Mr. Baca informed that Board that he and Regent Marchi met with Dr. Kate O’Neill, New Mexico Higher Education Department (NMHED) Cabinet Secretary, Mr. Mario Suazo, NMHED Chief of Staff, and Dr. Harry Rommel, NMHED Director of Institutional Finances, regarding the university’s auxiliaries fund balances. He added that the plan will be reviewed by the HLC.

Regent Marchi moved to approve the Auxiliaries Action Plan on Outstanding Negative Fund Balances (**Attachment Q**). Regent Garcia seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion carried.

FY21 Legislative Requests Discussion (Attachment R)

Mr. Baca reported that the State’s is approximately \$250 million of both new and re-occurring dollars. He asked the Board what they suggest the university focus on. Chairman Sanchez stated that if enrollment continues to increase, renovation of the residence halls should be a top priority. Regents Garcia and Marr-Montoya recommended making improvements to the athletic facilities.

President Minner indicated that renovating of the Facilities Building one of his top priorities.

NMHU Centers Financial Profiles (Tabled June 7, 2019) – Informational Item

Mr. Baca stated that the Centers Financial Profiles data (**Attachment S**) separates dollar amounts disbursed among the Centers. This information is based on the Course Reference Number (CRN). The data is not a hundred percent actual, rather it is the only method of capturing this type of data.

A discussion regarding the Albuquerque and Rio Rancho Centers was held. Mr. Baca reported that master plans on those centers is being prepared. Reports will be provided upon completion.

VPFA Report

Mr. Baca provided a written summary (**Attachment T**).

Foundation/Advancement Report (Tabled April 26, 2019 and June 7, 2019) – Dr. Terri Law
Ms. Law provided her written report tabled on April 26, 2019 and June 7, 2019 (**Attachment U**).

Student Affairs Report – Dr. Kim Blea

Residence Hall Handbook – Action Item (Attachment V)

Dr. Blea reported that the Residence Hall Handbook was revised and required Board approval before implementation. Revisions were related to health and safety in the residence halls.

Regent Garcia motioned to approve the Residence Hall Handbook as presented. Regent Marr-Montoya seconded the motion. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, Regent Peoble, and Chairman Sanchez. Motion carried.

Sex Offender Policy Statement – Action Item (Attachment W)

Dr. Blea informed the Board that the Sex Offender Policy Statement is a U.S. Department of Education requirement. Board approval is required.

Regent Marchi moved to approve the Sex Offender Policy Statement as presented. Regent Peoble seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Garcia, Regent Peoble, and Chairman Sanchez. Motion carried.

Vaccination Policy Statement – Action Item (Attachment X)

Dr. Blea presented the Vaccination Policy Statement and requested Board approval. She stated that the U.S. Department of Education requires universities to have a policy or policy statement for consumer information compliance.

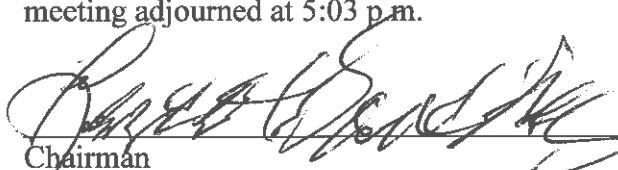
Regent Marchi motioned to approve the Sex Offender Policy Statement as presented. Regent Peoble seconded. Voting in favor: Regent Marchi, Regent Marr-Montoya, Regent Garcia, Regent Peoble, and Chairman Sanchez. Motion carried.


Other

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

Adjournment

Regent Marr-Montoya moved to adjourn. Regent Peoble seconded. Motion carried and the meeting adjourned at 5:03 p.m.


Chairman
NMHU Board of Regents


Secretary Treasurer
NMHU Board of Regents