



New Mexico Highlands University Board of Regents Meeting
Rodgers Administration Building, Governance Room
803 National Avenue, Las Vegas, NM 87701
January 31, 2020, 9:00 a.m.

1. Call to Order – Chairman Leveo Sanchez
2. Roll Call
3. Approval of Agenda for January 31, 2020
4. Approval of the Minutes from November 8, 2019 and December 20, 2019
5. Board of Regents Report
 - A. HERC Update
 - B. Other
6. President’s Report – Dr. Sam Minner
 - A. Golf Course Update
 - B. Council of University Presidents (CUP) Update
 - C. Strategic Planning Update
 - D. Other
7. Comprehensive Discussion: Online Learning at NMHU Status Report – Dr. Patrick Wilson
8. Public Comment*
9. ASNMHU Report (Tabled on November 8, 2019) – Ms. Tamlyn Crain
10. Faculty Senate Report (Tabled on November 8, 2019) – Dr. Robert Karaba
11. Staff Advisory Senate Report (Tabled on November 8, 2019) – Ms. Adele Ludi
12. Academic Affairs Report – Dr. Roxanne Gonzales
 - A. Graduate Faculty Handbook – Action Item
 - B. Contingent Faculty Handbook – Action Item
 - C. Policy on Accepted Associates Degrees – Action Item
 - D. Graduate Catalog Language Amendments – Action Item
 - E. Third Party Vendor for Online Program Management – Informational Item
 - F. Other
13. Vice President for Finance & Administration– Mr. Max Baca
 - A. Disposition of University Property – Action Item

- B. FY20/Q2 Quarterly Report and Certification – Action Item
 - C. Acceptance of the FY19 Audited Financial Statements – Action Item
 - D. Tuition and Fees Discussion
 - E. VPFA Report
 - F. Other
14. HLC Update (Tabled on November 8, 2019) – Dr. Lee Allard
 15. Executive Session – (a) limited personnel matters related to the dismissal, resignation, and/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).
 16. Public Action as Necessary on Closed Session Discussion – Action Item
 17. Strategic Enrollment Management Report (Tabled on November 8, 2019) – Dr. Terri Law
 18. Foundation/Advancement Report (Tabled on November 8, 2019) – Dr. Terri Law
 19. Student Affairs Report (Tabled on November 8, 2019) – Dr. Kim Blea
 20. Adjournment

*** PUBLIC COMMENT PERIOD** – The agenda for each regular meeting of the Board of Regents shall include an opportunity for members of the public to address the Board on matters of public interest related to the University. Unless otherwise determined by the Chairman of the Board, this public comment period shall last no longer than fifteen (15) minutes and each person addressing the Board shall speak for no more than three (3) minutes. When deemed necessary, persons wishing to address the Board may be required to sign in so that the public comment period may be conducted in an orderly manner. Matters of individual concern, such as employee grievances or student appeals that do not involve a matter of public interest, are not appropriate topics for the public comment period. University policy provides administrative channels to pursue such matters. The Board of Regents may not act on any item raised during the public comment period, but may refer items to be placed on the agenda of a future meeting for action. (NMHU Board of Regents Policy Guide, pages17-18).

**New Mexico Highlands University
Board of Regents Meeting
January 31, 2020**

The New Mexico Highlands University Board of Regents met on January 31, 2020, in the Rodgers Administration Building, Board Room located on 803 National Avenue, Las Vegas, New Mexico. Chairman Sanchez called the meeting to order at 9:20 a.m.

Attendance

Board Members Present: Mr. William Garcia, Mr. Frank Marchi, Ms. LouElla Marr-Montoya, 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, Vice President for Advancement/Interim Vice President for Strategic Enrollment Management; and Mr. Joseph Dominguez, Outdoor Recreation Coordinator, on behalf of Dr. Kimberly Blea, Dean of Students

Others Present: Dr. Lee Allard, Director of Institutional Research; Dr. Robert Karaba, Interim Faculty Senate Chair; Ms. Adele Ludi, Staff Association Senate President; Ms. Tamlyn Crain, ASNMHU President; Ms. Carolina Martinez, Sr. Executive 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 January 31, 2020 Meeting Agenda

Dr. Roxanne Gonzales noted that item 12.A. should read Graduate Student Handbook and not Graduate Faculty Handbook.

Regent Garcia moved to approve the January 31, 2020, meeting agenda with the amendment request made by Dr. Gonzales. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried.

Approval of the Minutes from November 8, 2019 and December 20, 2019

Regent Marchi moved to approve the November 8, 2019 and December 20, 2019 minutes as presented. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion passed.

Board of Regents Report

Higher Education Regents Coalition (HERC) Update

Regent Marchi reported that HERC met on January 24, 2020. All New Mexico higher educational institutions were represented with the exception of Western New Mexico University. Dr. Kate O'Neill, Cabinet Secretary of Higher Education, Mr. Roderick Ventura, Deputy Director for the New Mexico Educational Board; Mr. Marc Saavedra, Executive Director of the Council of University Presidents; and Dr. Jeff Elwell, President of Eastern New Mexico University, provided presentations. Presentation topics included the higher education budget, Opportunity Scholarship proposed by Governor Michelle Lujan Grisham, and plan to address the NM teacher shortage.

HERC members participated in a training on various higher educational processes and procedures on September 19, 2019.

Chairman Sanchez announced that Regent Marr-Montoya was elected President of HERC.

President's Report – Dr. Sam Minner

Golf Course Update

President Minner stated that the institutional position remains the same, maintain and improve the golf course while remaining fiscally responsible. At the December 20, 2019 Board meeting, he was directed to work with Regents Garcia and Marr-Montoya to work on partnering with the city, county, and other entities to maintain and possibly improve the course while a comprehensive plan is developed.

Council of University Presidents

President Minner announced that CUP submitted a unified proposal to the state for an 8% increase of new money and 5% request for employee compensation.

Strategic Planning Update

President Minner informed the Board that last fall he established a committee of faculty, staff, students, and community members to develop a new university-wide strategic plan. He noted the importance of ensuring the HLC that HU is moving forward to develop a new strategic plan.

President Minner called on Dr. Ian Williamson and Dr. Eric Romero to present (**Attachment A**). Dr. Williamson noted that he has served the university as a faculty member and a department chair, he is currently the Associate Vice-President for Academic Affairs. Dr. Eric Romero, Languages & Culture Assistant Professor has worked for NMHU for 25 years. Mr. Vince Howell, Interim Mayor of the City of Las Vegas also a local businessman, also on the committee, was invited to serve on the committee by President Minner. Mr. Howell commented that the city and Highlands could not be sustained without each other. Dr. Williamson stated that others on the committee include:

- Faculty Members: Eric Romero (co-Chair), Rebecca Moore, Robert Karaba, Angela Meron, and Rodney Rock (includes representatives from the College and 3 Schools)
- Student Representatives: Tamlyn Crain (current), Karla Espinoza (former)
- Staff/Administration: Ian Williamson (co-Chair), Lee Allard, Inca Crespín, Patrick Wilson, Buddy Rivera
- Community Members: Vince Howell, Sara Harris (faculty emeritus)

Regents commended the committee on the great job they are doing to develop the new strategic plan and addressing the deficiencies in the previous plan.

President's Update

President Minner presented his university update (**Attachment B**):

- NMHU's recently reaccredited forestry program, along with the New Mexico Forest and Watershed Restoration Institute (NMFWR), and New Mexico State University's John

T. Harrington Forestry Research Center received a \$5 million grant from the National Science Foundation to improve forest management in New Mexico.

- Eleven HU Student Legislative Fellows participate in several events at the state capitol.
- Media Arts students traveled to Winslow, Arizona to create a projection installation at La Posada hotel, the Castaneda's sister property.
- In October, Highlands worked with the Navajo National Heritage and Historic Preservation Department on a project with the NMFWR and Desert Gate Internet Services of Las Vegas, New Mexico providing drone equipment and expertise.
- NMHU business students took first place in the Seventh New Mexico Business Ethics Case Competition Nov. 13–14 at the University of New Mexico.
- Andrew Ehling, Athletic Director, has been on the job for eight days. He has been meeting with the athletics department staff. He will focus on student athlete retention.
- Reynaldo Maestas returned to HU as Assistant Director of Admissions.
- The Facilities Department crew put in new windows in the Wilson complex, making classes and other activities in Wilson much more appealing.

President Minner sorrowfully reported that the infant daughter of two of our HU colleagues passed away recently. The Foundation Office set-up a fund for the purchase of a memorial bench to honor of the late child.

Comprehensive Discussion: Online Learning at NMHU Status Report – Dr. Patrick Wilson
Dr. Wilson provided a PowerPoint presentation (**Attachment C**).

A lengthy discussion regarding the recruitment and education of the adult learner population, revenue generation, educational needs of our current and future students, and the cost to develop an online program was held.

Regent Garcia requested an analysis of the costs and comparison of in-class versus online courses. He also requested a marketing plan with five key areas/actions HU is planning to take and the outcomes expected in order to measure progress. Dr. Gonzales informed the Board that Dr. Wilson developed an extended strategic plan that includes both online and campus locations. The plan was presented to the Faculty Senate and she and Dr. Wilson are reviewing feedback. She further stated that the online learning strategic plan will be linked to the institution's strategic plan and the strategic enrollment management plan.

Regent Garcia requested a two-page document outlining: what needs to be done, what the university plans to do; and the expected outcomes of implementing an online program. Dr. Gonzales informed the Regents that the information would be provided at the next Board meeting.

Dr. Cristina Durán, Dean of the Facundo Valdez School of Social Work, reported that the current Cabinet Secretary of the Children Youth and Families Department (CYFD) re-instated educational leave for employees earning their social work degrees. HU is actively recruiting CYFD employees.

Regent Marr-Montoya asked for the Alternative Teachers Certificate Program enrollment. Dr. Allard announced that today is census day and that he would provide exact enrollment numbers by today's end.

Public Comment

No one came forward.

ASNMHU Report (Tabled on November 8, 2019) – Ms. Tamlyn Crain

Ms. Crain summarized her written report which was provided in advance of the meeting (**Attachment D**). She informed the Board that results of a Golf Course Survey (**Attachment E**) was included in the meeting packet.

Faculty Senate Report (Tabled on November 8, 2019) – Dr. Robert Karaba

Dr. Karaba read his written report (**Attachment F**). He commented the several faculty committees worked on the revisions of the Graduate Student Handbook and the Contingent Faculty Handbook. The faculty is working in revising the administrative evaluation survey; he invited the Board to submit administration survey evaluation questions.

Staff Advisory Senate Report (Tabled on November 8, 2019) – Ms. Adele Ludi

Ms. Ludi informed the Board that her report was included in the meeting documents (**Attachment G**). She reported that improving workplace quality is one issue SAS is addressing. The Recruit One Initiative was unsuccessful but the SAS will continue to develop the initiative.

Academic Affairs Report – Dr. Roxanne Gonzales

Dr. Gonzales informed the Board that her written report was included in the meeting packet (**Attachment H**).

Graduate Student Handbook – Action Item

Dr. Gonzales indicated that amendments will be made now that Graduate Admissions falls under the Vice President for Strategic Enrollment Management umbrella as part of the Recruitment and Admissions Office.

Regent Garcia motion to approve the Graduate Student Handbook (**Attachment I**) as presented. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion passed.

Contingent Faculty Handbook – Action Item

Regent Marr-Montoya motion to approve the Contingent Faculty Handbook (**Attachment J**) as presented. Regent Marchi seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion passed.

Policy on Accepted Associates Degrees – Action Item

Dr. Gonzales and Dr. Brandon Kempner, Interim Dean of the College of Arts & Sciences, stated that acceptance of associate degrees policy will align and grow our programs such as nursing.

Regent Garcia motion to adopt the Policy on Accepted Associates Degrees (**Attachment K**) as presented. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion passed.

Graduate Catalog Language Amendments – Action Item

Dr. Gonzales indicated that revisions to the graduate catalog will align the graduate student handbook with the graduate catalog.

Regent Marchi moved to approve the Graduate Catalog Language Amendments (**Attachment L**) as presented. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion passed.

Third Party Vendor for Online Program Management – Informational Item

Dr. Gonzales called on Mr. Adam Bustos, Purchasing Director, to present on the third party online program management vendor (**Attachment M**). A discussion regarding cost, faculty interface, benefits, and risks was held.

Chairman asked President Minner and the administration to take next steps towards a collaboration with an online vendor.

VPAA-Other

Dr. Gonzales informed the Board that the search for a College of Arts & Sciences Dean is at the preliminary interview stage. Dean searches for the School of Business Media & Technology and the School of Business are underway.

At 1:00 p.m. students from Dr. Carol Linder's genetic course introduced themselves to the Board. Dr. Carol Linder is a visiting Associate Professor of Biology.

Executive Session – (a) limited personnel matters related to the dismissal, resignation, and/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 Marr-Montoya moved to enter into executive session for the sole purpose of discussing the items listed. Regent Garcia seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried and the Board entered into executive session at 1:08 p.m.

Regent Marr-Montoya moved to return to open session. Regent Marchi seconded. Regent Marr-Montoya stated for the record that only those items specified under the executive session were discussed and no action was taken. Regents present confirmed. Motion carried and the Board returned to open session at 2:42 p.m.

Public Action as Necessary on Closed Session Discussion – Action Item

No action was taken.

Vice President for Finance & Administration – Mr. Max Baca

Disposition of University Property – Action Item

Mr. Baca stated that the university would like to dispose of items that are no longer needed, obsolete, or damaged.

Regent Garcia moved to approve the Disposition of University Property (**Attachment N**) as presented. Regent Marchi seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried.

Quarterly Report and Certification FY20/Q2 – Action Item

Mr. Baca informed the Board that the New Mexico Higher Education Department requires that every university submit quarterly reports and certifications.

Regent Marchi moved to approve the Quarterly Report and Certification FY20/Q2 (**Attachment O**) as presented. Regent Marr-Montoya seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried.

Acceptance of the FY19 Audited Financial Statements – Action Item

Mr. Baca commended all HU employees who committed their time and efforts generating a successful and clean audit. President Minner and the Board and also thanked everyone who contributed to the successful audit.

Regent Marchi moved to accept the FY19 Audited Financial Statements (**Attachment P**) as presented. Regent Garcia seconded. Voting in favor: Regent Garcia, Regent Marchi, Regent Marr-Montoya, and Chairman Sanchez. Motion carried.

Tuition and Fees Discussion

Mr. Baca provided a PowerPoint presentation (**Attachment Q**). A lengthy discussion was held.

VPFA Report

Mr. Baca provided a written report as part of the Board meeting material (**Attachment R**).

Higher Learning Commission (HLC) Update (Tabled on November 8, 2019) – Dr. Lee Allard

Dr. Allard summarized his written report (**Attachment S**). He provided an HLC Focused Visit brochure (**Attachment T**).

Strategic Enrollment Management Report (Tabled on November 8, 2019) – Dr. Terri Law

Dr. Law provided a written report (**Attachment U**). Dr. Law thanked Dr. Allard and Mr. Sean Weaver, Director of University Relations, for their assistance revising the Strategic Enrollment Management Plan. The plan was approved by the Faculty Senate on December 11, 2019.

Foundation/Advancement Report (Tabled on November 8, 2019) – Dr. Terri Law

Dr. Law informed that Board that she provided a written report (**Attachment V**) in advance of the meeting. Dr. Law reported the following:

- The Highlands Loves fundraising events is scheduled for February 6, 2020.
- The Foundation, for a 2nd year in a row, received a clean audit. She thanked Ms. Louise C'de Baca, Development Finance Officer, for her work on the audit.

Student Affairs Report (Tabled on November 8, 2019) – Dr. Kimberly Blea

Mr. Joseph Dominguez informed the Board that Dr. Blea provided a written report (**Attachment W**) in advance of the meeting.

Mr. Dominguez informed the Board that he became the Outdoor Recreation Center Coordinator a position created as part of President Minner's Campus Life Initiative in 2016. Mr. Dominguez informed the Board that students regularly visit the ORC, the Archuleta Fitness Center, and the Natatorium which both now fall under the ORC umbrella. He noted the following:

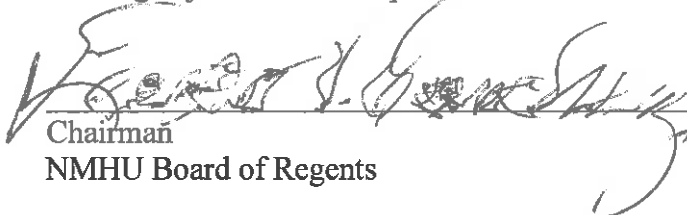
- Eight free ski student trips are being offered this spring. Ms. Crain noted that students enjoy participating in the ski trips and attending concerts on campus.
- The Archuleta Fitness Center averages 40-50 students working out daily.

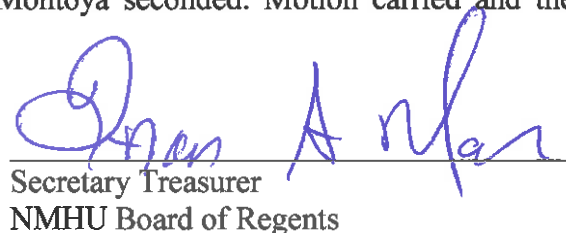
President Minner stated that Highlands engages the community by offering free movies and free or low cost events on campus. President Minner commended Mr. Dominguez on his role as Coordinator of the ORC.

A discussion regarding how the centers utilize the campus life initiative funds was held.

Adjournment

Regent Garcia moved to adjourn. Regent Marr-Montoya seconded. Motion carried and the meeting adjourned at 4:35 p.m.


Chairman
NMHU Board of Regents


Secretary Treasurer
NMHU Board of Regents