

New Mexico Highlands University
Board of Regents Meeting
April 23, 2021

The New Mexico Highlands University Board of Regents held an in-person and virtual meeting on April 23, 2021. The meeting was held live at the Rodgers Administration Building, Room RAB107, 803 National Ave., Las Vegas, New Mexico. The university made every effort to accommodate members of the public as stated in the April 13, 2021 meeting announcement and the April 16, 2021 amended meeting announcement and agenda. The items addressed during the meeting were time sensitive and could not wait. Thus, in accordance with applicable Orders and mandates from the Governor and the NM Department of Health that limit mass gatherings to twenty (20) people, and livestream via **Zoom Platform**. Members of the public were able to access the livestream through the following link:

<https://nmhu.zoom.us/j/99373471046>

Meeting ID: 993 7347 1046

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Chairman Marchi called upon Dr. Kimberly Blea, Dean of Students to read an opening statement: *“Thank you for joining the NMHU Board of Regents today, April 23, 2021 for our virtual and in-person Board meeting. The university is complying with the Governor’s Office and the New Mexico Department of Health’s social distancing mandate limiting mass gatherings to twenty (20) individuals. The university has made every effort to accommodate members of the public. The items to be addressed at this meeting are time sensitive and cannot wait, thus in accordance with the NM Attorney General’s Open Government Division Advisory, the meeting is being held as an in-person and virtual meeting. Board members participating in the meeting in-person are: Mr. William Garcia, Mr. Frank Marchi, Ms. Danelle Smith, Mr. Frank Sanchez and Mr. Christopher Ulibarri.”*

“Also participating in the meeting in-person or remotely are Dr. Sam Minner, Dr. Roxanne Gonzales, Mr. Max Baca, Dr. Terri Law, Dr. Kimberly Blea, Dr. Orit Tamir, and Ms. Veronica Black.”

“Should Board members or the university lose connectivity and there is no longer have a quorum, the Board meeting will be suspended and no action will be taken until a quorum is reconvened.”

Call to Order – Chairman Marchi called the meeting to order at 9:01 a.m.

Roll Call - Board Members Present: Mr. William Garcia, Mr. Frank Marchi, Dr. Frank Sanchez, Ms. Danelle Smith, and Mr. Christopher Ulibarri.

Administrative Personnel Present: Dr. Sam Minner, President; Dr. Roxanne Gonzales, Provost/Vice President of Academic Affairs; Mr. Max Baca, Vice President for Finance & Administration; and Dr. Kimberly Blea, Dean of Students.

Others Present: Dr. Orit Tamir, Faculty Senate Chair; Mr. Pat Ives, University Legal Counsel, and Ms. Maria Sena, Senior Executive Administrative Assistant. Numerous faculty, staff, students, community members, and the general public participated in the meeting as it was streamed via ZOOM.

Approval of the April 23, 2021 Agenda

President Minner indicated that in the interest of time, he would like to move the LANL presentation to a later board meeting. Regent Garcia moved to approve the Board's meeting agenda as amended for April 23, 2021 with the request made by President Minner. Regent Smith seconded. A roll call vote was taken, voting in favor: Regent Garcia, Regent Smith, Regent Sanchez, Regent Ulibarri, and Chairman Marchi. Motion carried.

Approval of the Minutes from March 19, 2021

Regent Smith moved to approve the minutes from March 19, 2021 as presented. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Smith, Regent Sanchez, Regent Ulibarri, and Chairman Marchi. Motion carried.

Board of Regents Report

HERC Meeting

Regent Garcia indicated that a meeting will be held on April 30, 2021 for board regents throughout the state. This training is to improve board performance. Regent Garcia indicated that Chairman Marchi and Dr. Yolanda King from New Mexico Tech will be providing the greeting and introduction. This event will be held at the CNM Workforce Training Center in person and via zoom. Dr. Minner, Ms. Pat Ives, and Governor Dr. Garrey Carruthers will also be presenting.

Other

Chairman Marchi indicated that he had delayed the appointment of the committee chairs for the Board of Regents. His goal is to have the right committees doing the right work. After careful consideration, Chairman Marchi appointed the following regents to the committees:

Academic Affairs Committee-Regent Garcia
Finance and Audit Committee-Regent Smith
SEM Committee-Regent Sanchez
Student Affairs Committee-Regent Ulibarri
Athletic Committee-Regent Garcia

Chairman Marchi indicated that the vice-presidents and executives should reach out to chairs of these committees and start working together to create a work plan. He indicated that his goal is to be more effective as a board and create a smoother organization. Each committee is expected to provide an update during the regular Board of Regents meetings.

President's Report

University Seal

President Minner and Mr. Weaver presented the updated university seal. This is not a university logo, it is specifically to be used by the president and board of regents. This seal will be on correspondence and stationary.

Regent Garcia moved to approve the University Seal as presented. Regent Smith seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

NMHU's Annual Five-Year Capital Plan

President Minner and Ms. Baca provided a short presentation regarding the priorities for the five-year capital plan. Ms. Baca indicated that the number one priority is construction. Construction is consistent with the green plan.

Regent Garcia asked if these plans address the issue of the track. Ms. Baca indicated that this capital project does not allow the university to use funds to repair the track. Dr. Minner indicated that the Foundation will allow the use of funds to hire a position for athletic fundraisers. This person will take a look at the needs and the solution would be private giving.

Ms. Baca stated that priority one construction project will be the demolition and construction of a Facilities Building. This project will take about two and a half years to complete. Facilities staff will move around within the existing structure and will utilize rooms in the Victoria Sanchez Tech Building while construction is taking place. Ms. Baca indicated that an HVAC system will be installed and will be set on an energy efficiency schedule.

She indicated that priority two will be infrastructure upgrades throughout campus including replacing roofs to several buildings.

Ms. Baca provided an update on the Sininger Hall project. She indicated that they are approaching the project very conservative. She will be keeping it basic. This project has three objectives: (1) budget has to be met; (2) address regulatory issues; and (3) keep the design as basic as possible. Chairman Marchi asked if a construction manager will be used for this project. Ms. Baca indicated that they will continue using a construction manager.

Regent Ulibarri moved to approve the NMHU's Annual Five-Year Capital Plan as presented. Regent Smith seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Gene Torres Golf Course Update

Dr. Minner indicated that there has been two meeting in recent weeks. A third meeting is scheduled for next week. Objectives are to open course, improve it, and not add additional debt. Meetings have included members of the city and county. They are all enthusiastic about opening the course to the community.

Regent Garcia indicated that they are working collective with city and county to assume financial responsibility to reopen course for a three-year period. After the three years period, they will need to determine what it will take to keep the golf course open.

Regent Sanchez stated that he appreciated the work that has been done. He has seen a lot of enthusiasm with the community. One responsibility of the taskforce is to identify a set of options and come to an agreement to open the golf course.

Other

Dr. Minner indicated that he is hopeful that this will be our last COVID semester. He thanked faculty, staff, and students.

Regent Garcia endorsed the comments of resilience of the staff, faculty, and students. He indicated that a return to school policy needs to be in place allowing for exceptions and accommodate efforts.

Dr. Minner indicated that the university needs to submit a plan for reopening the fall to the Higher Education Department. He stated that processes and safety precautions have to be in place. Everything has to be considered including provisions and a policy for vaccinations. Currently the university is not requiring vaccinations, but are encouraging that staff, faculty, students get vaccinated.

He stated that Highlands is playing football tonight. It will be the first and last game of academic year. All COVID safe practices are being followed.

Provost/Vice President of Academic Affairs - Dr. Roxanne Gonzales

Math Credit Requirement Change

Dr. Gonzales indicated that she is recommending a change to the math credit requirement. Current policy indicates that a student needs at least eight credits in mathematics. Change would state that a student needs at least six to eight credits in mathematics. With the current policy, students would have to take two more math classes to meet this requirement.

Regent Garcia moved to approve the Math Credit Requirement Change as presented. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Deceased Student Policy

Dr. Gonzales stated that this year the university saw the passing of five students. Currently the university does not have a written policy. This policy provides guidance on the office responsible and general process.

Regent Garcia moved to approve the Deceased Student Policy as presented. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Posthumous Degree Policy

Dr. Gonzales indicated that the university currently does not have a policy establishing criteria to award a degree posthumously. To nominate a student, a student must have completed at least 85% of the credit hours required by the student's academic program. She indicated that at this year's commencement, the university will be awarding 4 posthumous degrees.

Regent Garcia moved to approve the Posthumous Degree Policy as presented. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Degree Name Change-Counseling

Dr. Gonzales indicated to reflect the profession and the accuracy of our program, the department is recommending a name change for the MA Guidance and Counseling to a MA Counseling.

Regent Ulibarri moved to approve the Degree Name Change to MA Counseling as presented. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Language Proficiency Policy Modification

Dr. Gonzales stated that they are requesting a modification to the language proficiency requirements. Currently, the proficiency requirements are not flexible. Under this revised policy, students will no longer have to do course work at the level in which they are proficient. There are options for students to demonstrate their language proficiency.

Regent Smith moved to approve the Language Proficiency Policy Modification as presented. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

New Degree Bachelor of Applied Science (BAS)-General Business

Dr. Gonzales stated that this new degree is intended for adult online learners who have completed occupational and/or technical colleges. This program would provide a seamless transition from a technical field to a baccalaureate program. This program opens the opportunity for individuals that have completed occupational/vocational training in the U.S. Armed Services Schools.

She indicated that no new faculty will have to be hired. They will be using adjunct faculty. She also stated that this will be one of the programs that Wiley will be marketing for the university.

Regent Garcia moved to approve the New Degree Bachelor of Applied Science (BAS)-General Business as presented. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

LANL Presentation-Dr. Thom Mason

The presentation from LANL was tabled and will be rescheduled for a later date.

Wiley Presentation-Dr. Patrick Wilson

Dr. Wilson indicated that the contact with Wiley was signed in November. Programs will be launching in the fall. They are currently focused on developing marketing materials.

Ms. Susan Carmen, Partnership Director from Wiley provided a short presentation. Dr. Wilson indicated that they are meeting on weekly basis. Ms. Carmen stated that they are a premier partner with google. This will enable them to have a good pulse on the market.

She suggested that the university look at four key pillars: (1) customer insights & innovation; (2) sophisticated media strategies; (3) expanded Wiley owned digital footprint; and (4) reporting, testing and experimentation.

She stated that Wiley will be providing weekly enrollment reports to the administration.

VPAA Report

Dr. Gonzales indicated that the regents had her report and she stood for questions. Regents did not have any questions.

Dean of Student Affairs Report - Dr. Kimberly Blea

Dr. Blea indicated that the regents had her report and she stood for questions. Regents did not have any questions.

Faculty Senate Report - Dr. Orit Tamir

Dr. Tamir indicated that faculty senate has been very busy. She also stated that this will be her last meeting as Faculty Senate Chair. She is looking forward to turning her full attention to teaching and researching. The regents thanked her for her service.

She indicated that faculty is having bookstore issues. Books are not arriving on time. A team of faculty met with Mr. Baca and Dr. Montoya to discuss these issues. She stated that the representative from the bookstore has been very responsive and these issues are receiving the full attention from the administration.

Dr. Minner indicated that virtual books are an option for faculty. He encourages using these types of books due to their low cost or no cost, however, it is up to the faculty.

Staff Advisory Senate Report - Ms. Veronica Black

Ms. Black indicated that the regents had her report and she stood for questions. Regents did not have any questions.

ASNMHU Report - Mr. Christopher Ulibarri

Mr. Ulibarri provided short report. He stated that student elections are being held today. When polls close, an announcement will be made.

Public Comment

No one came forward.

Executive Session – (a) limited personnel matters related to the evaluation and contract of Dr. Sam Minner, NMHU President, pursuant to NMSA 1978, § 10-15- 1(H)(2).

Regent Ulibarri moved to enter into executive session for the sole purpose of discussing the items listed. Regent Garcia seconded. A roll call vote was taken, voting in favor: Regent Garcia, Regent Smith, Regent Sanchez, Regent Ulibarri, and Chairman Marchi. Motion carried. The Board entered into executive session at 11:15 a.m.

Regent Ulibarri moved to return to open session. Regent Smith seconded. Regent Ulibarri stated for the record that only those items specified under the executive session were discussed and the Board took no action. Regents present confirmed. A roll call was taken, voting in favor of returning to open session were: Regent Garcia, Regent Smith, Regent Sanchez, Regent Ulibarri, and Chairman Marchi. Motion carried and the Board returned to open session at 1:22 p.m.

Public Action as Necessary on Closed Session Discussion

President's Evaluation and Contract

Regent Smith moved to approve the 2021 amendment to the Employment Agreement of Dr. Sam Minner as we negotiated it as we were authorized by the Board. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Smith, Regent Ulibarri, and Chairman Marchi. Voting against was: Regent Sanchez. Motion carried.

Regent Smith moved to approve the Employment Agreement for Dr. Sam Minner that will commence on July 1, 2021 as has been negotiated pursuant to authority from the Board of Regents. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Smith, Regent Ulibarri, and Chairman Marchi. Voting against was: Regent Sanchez. Motion carried.

Chairman Marchi indicated that the board has reviewed President Minner performance and his base salary was increased by four percent for July 1, 2021- June 30, 2022. He also received a performance bonus based on this review. In addition, President Minner has been offered a contract extension beginning at the end of his current contract for additional years from July 1, 2022 to June 30, 2024. President Minner has accepted this contract. Chairman Marchi indicated that he is pleased to have Dr. Minner continue leading the university and thanked Dr. Minner for his continued service. Regent Garcia thanked Dr. Minner for his service and indicated now we will start building on the goals of the university. Regent Smith is excited that Dr. Minner has agreed to stay for another two years.

Dr. Minner stated that he will continue to act as a servant leader on behalf of Highlands.

Vice President of Student & Donor Engagement - Dr. Theresa Law

Financial Aid Pell Grant Policy

Ms. Law indicated that the Pell Grant program that is administered by the Federal Government does not set any requirements for how the university determines eligibility. The government states

you must have a policy and follow your policy. Ms. Law stated that they would like to change the university policy to allow for determination of Pell Grant eligibility throughout a term.

Regent Garcia moved to approve the Financial Aid Pell Grant Policy as presented. Regent Sanchez seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Admissions Policy Update - Conditional Admissions Status

Ms. Law indicated that the update on the admission policy would allow student to enroll without having official transcripts. Students would have 45 days to produce all of their official transcripts. During this time, they would not be awarded financial aid and they would be enrolled as a non-degree seeking student. No credit would be received by the student unless they changed to regular status and produced official transcripts.

Regent Ulibarri moved to approve the Admissions Policy Update-Conditional Admissions Status as presented. Regent Smith seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

VPSDE Report

Ms. Law indicated that the regents had her report and she stood for questions. Regents did not have any questions.

Vice President of Finance, Administration and Government Relations-Mr. Max Baca

Mr. Baca indicated that his Executive Administrative Assistant, Yvonne Quintana, is retiring at the end of May. She has been a professional and has helped him become a better executive. She will be missed by university and is grateful for her service.

Regent Garcia stated that he has worked with Ms. Quintana for ten years. He wished her well. Regent Ulibarri thanked Ms. Quintana for her service to the university. Regent Sanchez thanked Ms. Quintana for her service and has enjoyed working with her. Regent Smith stated that she not known Ms. Quintana very long, but she has been very helpful and appreciates everything she has done.

FY2022 Operating Budget

Mr. Baca indicated that Ms. Gonzales has the full document that will be provided to HED. He provided an overview of the operating budget. He stated that they were able to take care of faculty salaries. Budget also shows the five percent blended tuition and fees increase. Budget does address monies for compensation. He indicated that the university will have to make compression adjustments. If this budget is approved, his office will still have to go back to the unions.

Mr. Baca indicated that state government will continue to cut higher education. The university is on a ten-year cycle of small cuts. He indicated that faculty and staff will get a state provided 1.5% increase. The university is aggressively working on faculty salaries and is looking to be +/-2% of New Mexico Eastern University salaries.

Regent Garcia moved to approve the FY2022 Operating Budget as presented. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

FY2021 Unrestricted BAR

Regent Ulibarri moved to approve the Unrestricted BAR as presented. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

FY2021 Restricted BAR

Regent Ulibarri moved to approve the FY2021 Restricted BAR as presented. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

NMHU Personnel Policy - Code of Conduct

Regent Ulibarri moved to approve the NMHU Personnel Policy-Code of Conduct as presented. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Quarterly Report and Certification for FY21/Q3

Regent Ulibarri moved to approve the Quarterly Report for FY21/Q3 as presented. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Sole Source Procurements

Mr. Baca stated that per Board policy, his office needs to inform the board if it goes outside the normal procurement. It is just an informational item.

VPFAGR Report

Mr. Baca indicated that the regents had his report and he stood for questions. Regent Smith requested clarification regarding the Luna students able to participate with the Highlands Vatos. Mr. Baca stated that no formal agreement was in place with both institutions. MOU is now in place to open the ability to participate with the Highlands Vatos.

Dr. Edward Martinez indicated that presented to the New Mexico Congressional delegates at the virtual visit with HACU. Congress representatives participated including Mr. Hector Balderas. Dr. Martinez indicated that Dr. Montoya presented on Highlands Legislative Fellows program and he presented information on grant funding and student support activities.

Adjournment

With no further business, the meeting adjourned at 2:26 p.m.



Chairman
NMHU Board of Regents



Secretary/Treasurer
NMHU Board of Regents