

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

The New Mexico Highlands University Board of Regents held an in-person and virtual meeting on July 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 July 12, 2021 meeting announcement. The meeting was livestreamed 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

One tap mobile

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

Roll Call - Board Members Present: Mr. William Garcia, Mr. Frank Marchi, Mr. 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. Elisabeth Massaro, Faculty Senate Chair; Ms. Patricia 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 July 23, 2021 Agenda

Regent Garcia moved to approve the Board's meeting agenda for July 23, 2021. Regent Smith seconded. A roll call vote was taken, voting in favor: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

Approval of the Minutes from April 16, 2021

Regent Garcia moved to approve the minutes from the April 16, 2021 meeting 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.

Approval of the Minutes from April 23, 2021

Regent Garcia moved to approve the minutes from the April 23, 2021 meeting 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.

Consent Agenda

Sole Source: Ellucian, Zoom, CBORD, IBM SPSS, American Chemical Society, EBSCO, and OCLC

Quarterly Report and Certification for FY21/Q4-Action Item

Regent Ulibarri moved to approve the Consent Agenda with the Sole Source: Ellucian, Zoom, CBORD, IBS SPSS, American Chemical Society, EBSCO, and OCLC and the Quarterly Report and Certification for FY21/Q4 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.

Board of Regents Report

Board of Regents Policy Guide-Discussion

Chairman Marchi indicated that he would like to make more efficient use of the board subcommittees. The committees purpose is to provide the entire board with a deep understanding of the operations, strengths, challenges, and objectives of the various units. He indicated that no documentation and no rules had been established for these committees. He has developed a draft guide. He asked that all the regents take the time to review and make comments. He has assigned Regent Smith to take these comments, changes, and questions. He would like to review and adopt this policy guide at next board meeting.

Regent Garcia indicated that this is a good idea and will help us determine how we move forward. He stated it also provides the regents process.

Higher Education Regents Coalition (HERC) Update

Regent Garcia indicated that HERC is an attempt by all the regions within the State of New Mexico to coordinate their views and desires to improve higher education. He stated that April the coalition held a symposium to strengthen the understanding of the process. He stated that NMHU attorney, Patricia Ives, had an in-depth presentation regarding the law and legal requirements. He indicated that a HERC meeting is coming up and all regents are encouraged to attend.

Regents Comments-No action items

Regent Garcia indicated that a presentation regarding golf course will be held at a later date. He stated that this is a very important project that the university has been collaborating with the City of Las Vegas and San Miguel County.

Regent Sanchez thanked Regent Garcia and Regent Marchi for their HERC involvement and he thanked Regent Garcia for the hard work with the golf course project.

Regent Smith indicated that it was nice to have meeting in person. She thanked the administration for all the efforts through the COVID-19 crisis.

Regent Ulibarri didn't have any comments; however, he did state that he agreed with Regent Smith.

NMHU Foundation Report-Dr. Carlotta Lockmiller

Ms. Law indicated that Dr. Lockmiller, President for the Foundation Board, joined the meeting today. She has been on the board for 12 years with great dedication.

Dr. Lockmiller indicated that the endowed fund shows a nine percent increase and she is hopeful that this trend will continue. She stated that expenses are expected to be within budget.

She informed the board that the foundation held its first person event on May 20, 2021. It was attended by at least 40 people at the court yard at the Castaneda Hotel. Future events include the annual Harry Potter Tea and the Highlands Loves Chocolate Gala. She stated that the next meeting of the Alumni Board will take place during homecoming.

Dr. Lockmiller indicated that the Foundation hopes, through social events, to publicize the foundation and its work. The Foundation Board feels that students, alumni, and faculty don't know what the foundation is about. They are interested in raising the profile of the foundation and giving it a meaning. She stated the only way to do this is by holding events. She stated that she feels there is a disconnect. The foundation will be holding a multi-board event for all the university boards at the Legal Tender and Saloon in Lamy, NM. The event will be held from 3:00-5:00 pm on August 29, 2021.

President's Report-Dr. Sam Minner

Facilities Use Policy-Ms. Linda Anderle

Dr. Minner indicated that a policy was needed regarding the facilities use on campus. Ms. Anderle researched how other universities handle facilities use and what common fees are associated with reserving space.

Ms. Anderle indicated that the last policy was developed and approved by the board on July 2016. The revised policy was reviewed by Cuddy and McCarthy in July 2021. She indicated revisions included updated contact information, cancellation guidelines, fees and authorizations, and cancellation regarding COVID-19.

Regent Smith moved to approve the Facilities Use Policy 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 Health & Safety Infrastructure Improvements-Ms. Sylvia Baca

Ms. Baca indicated that university was awarded severance tax bonds for health and safety infrastructure improvement projects. She indicated that this a portion of the funds will be used for roof repairs.

Architectural Firm for Sininger Hall Renovation Project Presentations-Ms. Sylvia Baca

Ms. Baca stated that four firms will be making presentations for the Sininger Hall renovation project. She indicated that board approval is being sought to select an architect firm.

Vigil & Associates

Presentation by Vigil & Associates was conducted. They indicated that their core values are integrated into their process. They are hands on and value input from the stakeholders. They stated that have worked on several projects in Las Vegas with West Las Vegas Schools and the City of Las Vegas. They have researched the history of Highlands and the city to use it as a stepping stone.

FBT Architects

Presentation by FBT Architects was conducted. They indicated they have been in business for 48 years. They have a staff of forty-eight in office. They stated they want to deliver the wow and currently have 120 projects in higher education. They informed the board that they are always discovering themselves and trying to align the university vision with the budget. They would like to work with our university to establish priorities and timelines.

Baker Architect + Design

Presentation by Baker Architect + Design was conducted. The company specializes in educational architecture. They stated that they are looking forward for an opportunity to work with Highlands again. They indicated that more than half their projects are remodels. They stated that Highlands would be a priority for the duration of the project. It will be key to address the HVAC system.

Sam Sterling Architecture

Presentation by Sam Sterling Architecture was conducted. They indicated that they have set benchmarks. The team for this project has worked at Highlands before. They have conducted work for the trolley building. They indicated they have a proactive staff with a project manager and a backup.

Reopening of campus update

President Minner indicated that the university is not currently under any health orders and the university should be able to return to pre-pandemic work conditions. The public institutions are preparing for a regular fall opening. He indicated that there was a phased reopening of campus and the university would not be requiring vaccinations. If things change, that could change. He stated that he has been guided by his three principles, health and safety; fulfillment of the university's core mission; and achieve minimal impact on employees with no furloughs or layoffs.

Regents Garcia stated that the regents need to have a conversation about what our policy will be for the fall. If some individuals don't get vaccinated, how do we balance the rights of those that are vaccinated and the ones that are not. He stated that the university needs to implement steps to mitigate those who come to campus unvaccinated and are at greater risk. He stated that the university should require testing of these individuals.

Dr. Minner indicated that the pandemic is largely of the unvaccinated. Currently, the university are not requiring vaccination. He indicated that he is guided by the NM State Department of Health. As of today, there is no requirement for vaccination, masks, or social distancing.

Dr. Blea informed the board that the Emergency Operation Center (EOC) is providing guidance to President Minner. Currently CDC states masks are intended for individuals that are not vaccinated. She indicated that the EOC is following COVID safe practices including having isolation rooms and conducting contact tracing.

Regent Garcia requested that a one or two-page document be provided to the regents outlining COVID safe practices for fall opening. Dr. Blea indicated that they have an emergency action plan that is followed.

Dr. Gonzales indicated that courses in the fall will be blended to include in person, asynchronous, or synchronous component with zoom.

Dr. Kempner indicated that there are systems in place and the university is prepared to go back to online if needed. Dr. Blea indicated that there is a classroom safety plan. Precautions have been taken to ensure

that faculty and students in a classroom environment are safe. Currently, at the centers, no in-person classes will be taking place.

Los Alamos National Labs (LANL) Presentation-Dr. Thom Mason

Dr. Gonzales introduced Dr. Thom Mason, Director for Los Alamos National Labs. She indicated that many of the university students do internships at the lab and get hired. She stated that they have partnered with LANL to do an RPS with Pojoaque and have worked very closely on grant writing.

Dr. Mason provided a short presentation and spoke about the opportunities for university.

He stated that there are eighteen Highlands students interning at LANL. LANL is in need of graduates across a broad range of fields and skills. He stated that they are working to identify business students in the fields of finance, accounting, and computer science. He stated that before COVID-19, LANL would have approximately 1800 students for summer internships. Half of these students were from New Mexico. Because of COVID-19, LANL has had to scale back on their internships. He indicated that it is the largest internship program in any national lab.

He indicated that they have partnered with Northern New Mexico College for an Associate's Degree in Radiation Protection. He stated that they have also partnered with Santa Fe Community College for an Associate's Degree in Engineering Machinery. Students in these programs have internships at the lab.

He stated that they are also in need of individuals for crafts, building and construction. He indicated that they are engaged with New Mexico Highlands University in several areas and he anticipates strengthening and building out programs in the next few years.

He indicated that their annual giving campaign was a great success. The employees donated \$2.8 million to support nonprofits and in 2020, ninety percent of proceeds were to local organization in the region. He stated that the lab has also had a blood drive, volunteered hours, and donated to the food depot.

He stated that LANL is looking at the COVID-19 virus. They have technology expertise and are working closely with State of New Mexico. He indicated that an emergency operation center was created as part of their contingency plan for the pandemic.

Gene Torres Golf Course Task Force Update Discussion

Chairman Marchi acknowledged that the board and administration support the use of the golf course for the benefit of the community and university. He stated that the existence enhances our community and provides an opportunity for our students and citizens. The discussion today is about the university's fiscal responsibility. He stated that the board established an Ad Hoc committee to work with the community on the golf course.

Regent Garcia indicated that in 2020, discussions began with the city and county regarding opening the golf course. Both the city and county were interested in reopening the course as a community amenity. In addition, both city and county felt that economic development was a possibility through the development of the vacant land on the course. The pandemic stopped any actions through most of 2020.

He stated that in March 2021 talks continued with the city and county. They have reviewed the financial and operation data and identified potential efficiencies. He indicated that the course needs to be reopened and develop the vacant land on the course. This process would take two to three years.

He stated that the recommendations of the taskforce were that the three principles have equal financial share of \$70,000 for a two-year period, however, no agreement has been reached. They will continue to work with the city and county to get the course reopened.

Regent Sanchez indicated that course would not be opened until the spring. He stated that because of various reasons, it will take time to develop an agreement.

Dr. Minner indicated that he would like to see the golf course opened. It is a community asset. He also stated that he must protect the university as a whole, particularly in regards to the accreditation. He stated that the board had previously instructed him not to pursue anything at the golf course that would add to the deficit or debt. He recommended that the golf course discussions continue after the next accreditation cycle visit. This would give the university time to determine what can be done.

Public Comment*

No one came forward

Executive Session –(a) limited personnel matters regarding a faculty member appeal pursuant to NMSA 1978, § 10-15- 1(H)(2); (b) limited personnel matter regarding the evaluation of the President pursuant to NMSA 1978, § 10-15-1(H)(2); (c) deliberation upon competitive sealed proposals for Architectural Firm for Sininger Hall Renovation Project pursuant to NMSA 1978, § 10-15-1(H)(6); (d) attorney-client communications pertaining to pending litigation - Padilla v. NMHU, et al., pursuant to NMSA 1978, § 10-15-1(H)(7); and (e) strategy regarding bargaining negotiations with a collective bargaining unit pursuant to NMSA 1978, § 10-15-1(H)(5).

Regent Ulibarri moved to enter into executive session for the sole purpose of discussing the items listed. Regent Smith seconded. A roll call vote was taken, voting in favor: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried. The Board entered into executive session at 1:04 p.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 Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried and the Board returned to open session at 3:07 p.m.

Public Action as Necessary on Executive Session Discussion

Selection of an Architectural Firm for the Sininger Hall Renovation Project-Action Item

Regent Garcia indicated that the Board has discussed at great detail and they have reviewed both qualitative and quantitative data for the selection of the architectural firm for the Sininger Hall Renovation project.

Regent Garcia moved to approve Baker Architect + Design as the Architectural Firm for the Sininger Hall Renovation Project 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.

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

Approval of the BA Organizational Leadership – Public Safety

Dr. Gonzales stated that the university is working to bring degree completion programs to our adult population via asynchronous online programming. Dr. Kemper and Dr. Parboteeah discussed the program at length. The BA in Organizational Leadership-Public Safety has two components to the degree. The organizational leadership side and the public safety side. This program will allow adult learners to go into

a leadership position.

Regent Ulibarri moved to approve the BA Organizational Leadership-Public Safety 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.

Approval of the Certificate – Organizational Leadership

Regent Ulibarri moved to approve the Certificate-Organizational Leadership 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.

Approval of the Certificate- Public Safety

Regent Ulibarri moved to approve the Certificate-Public Safety 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.

Wiley Update-Office of Online and Extended Learning

Dr. Gonzales and Dr. Wilson provided a short update. They indicated that Wiley is currently working with seventy-seven active students that are interested in attending the university. Across the three programs that were launched in the fall, forty-four students have been accepted.

VPAA Report

Dr. Gonzales indicated that the regents had her report and she stood for questions. She also indicated that Regent Garcia, several deans, head of the Academic Affairs Committee, and herself met in Rio Rancho as part of the subcommittee for Academic Affairs. Regent Garcia indicated that one need they have identified is to build a model for each center to understand the costs associated with the operations of the center and what revenues are associated with each center. He also indicated that there is still room for one more regent if any of them wanted to participate.

HLC Discussion-Dr. Keith Tucker (Attachment A)

Dr. Tucker provided a handout to the board. He indicated that HLC team is currently working on writing an assurance argument. HLC will be looking at assumed practices and how the university responded to the COVID-19 pandemic. The team will be reaching out to individuals for information to back the assurance argument. Moving forward Dr. Tucker will be providing an update at every board of regents meeting.

Dean of Student Affairs-Dr. Kimberly Blea

Student Employment Handbook

Dr. Blea introduced the new Director for the Center for Professional Development and Career Readiness, Reynaldo Maestas. She indicated that funds were received from the state to enhance and revitalize our career services center.

Mr. Maestas indicated that the department is being reorganized. He stated that for all student employment positions on campus, a resume and cover letter will be required as part of the application process. Part of the update was developing a student employment handbook. He collaborated with Human Resources, Financial Aid, and the International Education Center to develop the handbook.

Regent Smith moved to approve the Student Employment Handbook 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.

Clubs & Organizations Handbook

Dr. Blea indicated that there was a previous version of this handbook. She stated that the clubs and organizations previously was under Campus Life, however it has transitioned over to the Center for Professional Development and Career Readiness.

She stated that with RPSP funds, a co-curricular transcript system was purchased. It complements the academic transcript that the student already receives. She indicated that this transcript will list all the extracurricular activities that a student has participated in. It will complement the academic transcript.

Regent Garcia moved to approve the Clubs & Organizations Handbook 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.

Dean of Student Affairs Report

Dr. Blea indicated that the regents had her report and she stood for questions. She also discussed the data and trends in services being provided by the health clinic. The access to care for our students has increased.

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

VPFAGR Report

Mr. Baca indicated that the regents had his report and stood for questions. The regents did not have any questions.

Vice President of Student and Donor Engagement (VPSDE)-Dr. Terri Law Enrollment Update Summer/Fall 2021

Dr. Law indicated that enrollment will be flat for Fall 21. She stated that her departments are making efforts with undergraduate students who are making decisions right now to attend Highlands in the fall.

She stated that Regent Sanchez has convened the enrollment subcommittee and some good conversations have begun. Regent Sanchez indicated that the subcommittee needs to figure out how to improve enrollment. Dr. Law stated that her office is working on how to get more students on main campus. There is quite a decrease in first time freshman. Regent Sanchez indicated that the subcommittee has discussed the possibility of funding to hire more staff to do a better job of recruitment.

VPSDE Report

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

Staff Advisory Senate Report-Ms. Veronica Black

Ms. Black indicated that the regents had her report and she stood for questions. Regent Garcia indicated that in her report it indicated that staff had a concern regarding the COVID-19 vaccination and process. He indicated that a discussion occurred earlier in this meeting regarding this issue. She stated that she will pass this information on to her colleagues.

Associated Students of New Mexico Highlands University (ASNMHU)-Mr. Christopher Ulibarri

Approval of the Constitution of the Associated Students of New Mexico Highlands University

Mr. Ulibarri indicated that the Constitution of the New Mexico Highlands University students was approved by the student body on April 24, 2021. He indicated that the students have been working on this document for about two years.

Regent Smith moved to approve the Constitution of the Associated Students of New Mexico Highlands University as presented. Regent Garcia seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, and Chairman Marchi. Voting to abstain was: Regent Ulibarri. Motion carried.

ASNMHU Report

Mr. Ulibarri indicated that the regents had his report and he stood for questions. He also introduced Dr. Elisabeth Massaro, as the new Faculty Senate President. He indicated that student and faculty work closely together.

Follow Up Items

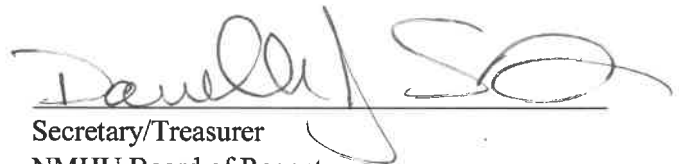
1. Policy Guide discussion assigned to Regent Smith to take questions and changes from all the regents.
2. Reopening of campus update. President Minner to provide a one to two-page document detailing COVID safe practices for fall reopening.
3. HLC Discussion. Dr. Tucker will provide HLC updates at all board meetings.

Adjournment

With no further business, the meeting adjourned at 4:13 p.m.



Chairman
NMHU Board of Regents



Secretary/Treasurer
NMHU Board of Regents