

**New Mexico Highlands University
Focused Visit
November 3-4, 2025**

Note: Forums are highlighted in green.

Monday, November 3		Location
8:00-9:00	<p>Meet with Leadership (President’s choice of who to include) – opportunity for New Mexico Highlands University to share any information with us that they would like us to know about this focused visit.</p> <p>Participants: New Mexico to identify who from the leadership team to include</p> <ul style="list-style-type: none"> • Neil Woolf, President • Brandon Kempner, Chief of Staff • April Kent, Interim Library Director/HLC Accreditation Officer • Barbara Wharton, Director, Institutional Research and Data Management • Dann Brown, Provost/ Vice President for Academic Affairs • Stephanie Gonzales, Vice President for Finance and Administration • Ian Williamson, Associate Vice President for Academic Affairs, Grants, and Contracts/Graduate Dean 	Rodgers Administration Building Room 227
9:15-10:15	<p>(4B) Assessment, part 1 Meridith- lead; Michele- notetaker</p> <p>Address these two findings:</p> <ul style="list-style-type: none"> • The institution has made limited progress in assuring faculty and staff are collecting and analyzing data to assess student learning but has not demonstrated that student outcome data is being used for continuous quality improvement. • The institution needs to use assessment data to show that student demonstrate mastery of the curricular and co-curricular learning outcomes. <p>Participants:</p> <ul style="list-style-type: none"> • Open forum with faculty (no administrators present) 	Rodgers Administration Building Room 107 & Zoom
10:15-10:45	Break (Meridith/Michele meet)	
10:45-11:45	<p>(4B) Assessment, part 2 Meridith- lead; Michele- notetaker</p> <p>Address these two findings:</p> <ul style="list-style-type: none"> • The institution has made limited progress in assuring faculty and staff are collecting and analyzing data to assess student learning, 	Rodgers Administration Building Room 107 & Zoom

	<p>but has not demonstrated that student outcome data is being used for continuous quality improvement.</p> <ul style="list-style-type: none">• The institution needs to use assessment data to show that student demonstrate mastery of the curricular and co-curricular learning outcomes. <p>Participants: Assessment committees and any personnel associated with collecting and analyzing assessment data (administrators can be present)</p> <ul style="list-style-type: none">• April Kent, Interim Library Director/HLC Accreditation Officer• Barbara Wharton, Director, Institutional Research and Data Management• Outcome Assessment Committee of the Faculty Senate<ul style="list-style-type: none">○ Erik Rolstad, Committee Chair/Associate Professor of Social Work○ Tracy Ahern, Committee Member/ Instructor of Nursing○ Amanda May, Committee Member/ Assistant Professor of English/Director of the Writing Center○ Michael Remke, Committee Member/ Assistant Professor of Forestry○ Rodney Rock, Committee Member/Associate Professor of Educational Leadership• Academic Deans<ul style="list-style-type: none">○ D. Veena Parboteeah, Dean, School of Business, Media, & Technology○ John Tourangeau, Interim School of Social Work○ Geri Glover, Interim Dean, School of Social Work○ Todd Lekan, Dean, College of Arts and Sciences• Dann Brown, Provost/ Vice President for Academic Affairs• Members of the Co-Curricular Outcomes Assessment Committee<ul style="list-style-type: none">○ Kimberly Blea, Vice President of Student Affairs○ Jenn Aldred, Director of ARMAS (Achieving in Research, Math, and Science) Center○ Michelle Bencomo, Director of Center for Professional Development and Career Readiness○ Rowyn Alarid, Director of Highlands Undergraduate Enrichment (HUE)○ Andrés M. Sabogal Assistant Professor of Spanish Linguistics/Director of the Language Learning Center○ Patrick Baumann, Librarian - Head of Collection and Instruction Division○ Caroline Montoya, Director of Retention and Student Success Center	
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	<ul style="list-style-type: none"> ○ Amanda May, Assistant Professor of English/Director of the Writing Center 	
12:00-1:15	<p>Lunch with Faculty and Staff Governance Leaders Meridith- lead; Michele- notetaker</p> <p>Lunch will be provided</p> <p>Participants:</p> <ul style="list-style-type: none"> • Jennifer Lindline, Chair of the Faculty Senate/ Professor of Geology • Carlos Nevarez Jr, President of the Staff Advisory Senate/Police Officer • Gina-Marie Medina, Secretary of the Staff Advisory Senate/Administrative Assistant, History and Political Science Department • Kathy Jenkins, New Mexico Highlands University Faculty and Staff Association President/Professor of Exercise Physiology • Katie Gray, Profession Staff Bargain Unit Designated Representative/Librarian, Head of Archives and Cataloging Division • Cin Ulibarri, Clerical and Facilities/Hourly Bargaining Unit President/ICLRLT Senior Administrative Assistant 	Rodgers Administration Building Room 227
1:30-2:30	<p>(5B) Staffing, Training, Turnover Michele- lead; Meridith- notetaker</p> <p>Topic Discuss staffing, training for faculty/staff, turnover of faculty/staff</p> <p>Participants:</p> <ul style="list-style-type: none"> • Faculty Senate • Faculty Association • Staff Senate (if there is one) • Open invitation to faculty and staff • (no administrators) 	Rodgers Administration Building Room 107 & Zoom
2:30-3:00	Break (Meridith/Michele meet)	Rodgers Administration Building Room 227
3:15-4:15	<p>(5B) Staffing human resources and the payroll departments Michele- lead; Meridith- notetaker</p> <p>Address this finding:</p> <ul style="list-style-type: none"> • The Institution has made some progress in staffing human resources and the payroll departments, including recruitment, retention and ongoing training of employees, but needs to continue to demonstrate ongoing progress. <p>Participants:</p>	Rodgers Administration Building Room 227

	<p>Leaders in the human resources and payroll departments, individuals responsible for addressing this finding</p> <ul style="list-style-type: none"> • April Kent, Interim Library Director/HLC Accreditation Officer • Barbara Wharton, Director, Institutional Research and Data Management • Stephanie Gonzales, Vice President for Finance and Administration • Victoria Lovato, Director of Human Resource • Catherine Diaz, Director of Budget & Finance/Comptroller • Emily Montoya, Budget Director 	
4:30-4:45	Meridith/Michele meet in work room to determine any follow-up needed	Rodgers Administration Building Room 227
4:45-5:15	<p>Check in with President and ALO on any needs for adjustments for tomorrow</p> <ul style="list-style-type: none"> • Neil Woolf, President • April Kent, Interim Library Director/HLC Accreditation Officer • Barbara Wharton, Director, Institutional Research and Data Management 	Rodgers Administration Building Room 227
Tuesday, Nov 4		
8:00-9:00	<p>(5B) Third party vendors Michele- lead; Meridith- notetaker</p> <p>Address this finding:</p> <ul style="list-style-type: none"> • The Institution has engaged third-party vendors to assist with various tasks, but needs to continue to demonstrate that these third-party vendors have successfully transitioned payroll processing to eliminate inaccuracies in paychecks, third-party withholding and deductions and benefits associated with payroll management. <p>Participants: Persons responsible for third-party vendors, individuals responsible for addressing this finding</p> <ul style="list-style-type: none"> • April Kent, Interim Library Director/HLC Accreditation Officer • Barbara Wharton, Director, Institutional Research and Data Management • Stephanie Gonzales, Vice President for Finance and Administration • Victoria Lovato, Director of Human Resource 	Rodgers Administration Building Room 227

	<ul style="list-style-type: none"> • Aaron Flure, Associate Vice President of Finance and Administration 	
9:15-10:15	<p>(5B) Audit findings Michele- lead; Meridith notetaker</p> <p>Address this finding:</p> <ul style="list-style-type: none"> • The Institution has repeat findings identified in the FY22 audit that need to be corrected. <p>Participants: CFO, leaders in financial services, business and people responsible for internal audit, individuals responsible for addressing this finding</p> <ul style="list-style-type: none"> • April Kent, Interim Library Director/HLC Accreditation Officer • Barbara Wharton, Director, Institutional Research and Data Management • Stephanie Gonzales, Vice President for Finance and Administration • Aaron Flure, Associate Vice President of Finance and Administration • Catherine Diaz, Director of Budget & Finance/Comptroller • Foundation Staff: Kristine Jaramillo • Victoria Lovato, Director of Human Resource 	Rodgers Administration Building Room 227
10:30-10:45	Meridith/Michele meet in work room to determine any follow-up needed.	Rodgers Administration Building Room 227
10:45-12:30	TBD (hold for any needed follow-up)	Rodgers Administration Building Room 227
12:30-1:00	<p>Close out meeting with President Meridith – lead, Michele – notetaker</p> <p>Participants:</p> <ul style="list-style-type: none"> • Neil Woolf, President • Brandon Kempner, Chief of Staff • April Kent, Interim Library Director/HLC Accreditation Officer • Barbara Wharton, Director, Institutional Research and Data Management • Dann Brown, Provost/ Vice President for Academic Affairs • Stephanie Gonzales, Vice President for Finance and Administration 	Rodgers Administration Building Room 227

Draft as of 10/16/25

	<ul style="list-style-type: none"><li data-bbox="386 199 1169 262">• Ian Williamson, Associate Vice President for Academic Affairs, Grants, and Contracts/Graduate Dean	
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