

**New Mexico Highlands University**  
**Board of Regents Meeting**  
**October 03, 2022**

The New Mexico Highlands University Board of Regents held an in-person meeting on October 03, 2022. The meeting was held live at the Rodgers Hall Administration Building, Room 107, 803 National Avenue, Las Vegas, New Mexico. The university made every effort to accommodate members of the public as stated in the September 28, 2022 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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Meeting ID: 993 7347 1046

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**Call to Order** – Chairman Marchi called the meeting to order at 10:00 a.m.

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

Administrative Personnel Present: Dr. Sam Minner, President; Mr. Max Baca, Executive VP of Finance, Administration, and Government Relations; Dr. Theresa Law, Executive VP of Student and Donor Engagement; and Dr. Kimberly Blea, Dean of Students.

Others Present: Ms. Veronica Black, Staff Advisory Senate Chair; Dr. Daniel Chadborn, 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 October 03, 2022 Agenda**

Regent Ulibarri moved to approve the Board's meeting agenda for October 03, 2022 with the request made by Chairman Marchi. 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 August 19, 2022**

Regent Ulibarri moved to approve the minutes from the August 19, 2022 meeting 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.

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

**Quarterly Report and Certification (FY22/Q4) (Attachment A)**

Mr. Max Baca indicated the Quarterly Report and Certification FY22/Q4 was required to be submit to the Higher Education Department.

Regent Ulibarri moved to approve the Quarterly Report and Certification (FY22/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.

**FY24 Research Public Service Projects (RPSP) Request Approval (Attachment B)**

Mr. Max Baca and Dr. Denise Montoya provided a short discussion regarding the FY24 Research and Public Service Projects. Dr. Montoya indicated that every year Highlands has to submit for below the line items funds. Requests include the Forest and Watershed Institute, the New Mexico Reforestation Center, and the Native American Social Work Institute.

She stated that funds are being requested for a new initiative with Luna Community College to develop the Heritage Trades Academy. Dr. Minner indicated that the academy would focus on the preservation of traditional trades providing skilled workers to restore existing historic structures.

Regent Garcia asked about the funds that were being requested for the Athletic Department. Mr. Baca indicated that the Athletic Department has enough funds to meet their obligations for 2023. The funds being requested through the RPSP is for additional reoccurring funds. Regent Garcia would like to meet with Mr. Baca before the next Board of Regents Athletic Sub-committee to understand the funding request.

Regent Ulibarri moved to approve the FY24 Research & Public Service Projects (RPSP) Request 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 Retreat Discussion**

Dr. Minner indicated that there have been discussions about a possible board retreat. He would like to move ahead and get it scheduled. Board members input was reviewed and top discussion points included Academic Affairs, Enrollment/Retention, and Board of Regents.

Regent Garcia asked if Dr. Minner had looked at the three strategies that he had proposed. He felt that there was a need to determine the critical strategies for the University to develop possible solutions. He stated that it was always about funding. What got funded, got done. Dr. Minner had reviewed the strategies and he suggested limiting the number of discussion points for the retreat.

Regent Smith indicated that the most important discussion is the President selection process. She would also like to focus on a few limited discussion points for the two-day retreat.

Regent Sanchez indicated that was important to focus on what the University can do in the year and half that is left with President Minner. He stated that Las Vegas had a great opportunity to benefit due to the fire and floods.

Chairman Marchi commented that the model that the University uses in the future is critical. Models include main campus, centers, and online. He felt that the retreat should contain three main topics. They included:

1. Main campus and everything that goes with it. (revitalize main campus) with three or four outcomes to get this accomplished.
2. Centers and everything that goes with it including online
3. Staff and leadership development-next president and succession planning.

He stated that selecting a facilitator is critical and timelines will need to be developed for each topic. Recommendations or solutions should be established at the end of each topic discussion.

President Minner will speak with the facilitator regarding the above three topics. Afterwards, the facilitator will speak with both Chairman Marchi and Vice-Chairman Garcia to develop retreat talking points.

### **President's Update-Dr. Sam Minner Campus Update**

Dr. Minner indicated that overall enrollment was up 3.8 percent. He is currently receiving enrollment information from other institutions for comparison. He stated that credit hours' production was up two percent and the fall to fall retention rate was exceeding the goal that was established in the strategic enrollment plan.

He stated that the endowed programs have received twenty million dollars.

He indicated that Highlands continued to face challenges with job vacancies. Currently Highlands has between 80-90 vacancies.

Regent Sanchez indicated that the Native American designation was lost due to Native American enrollment falling below the ten percent threshold. Dr. Theresa Law indicated that the Farmington area will be one main focus with the new position of the Native American Liaison. This individual will work on Memorandums of Understanding with the tribes and pueblos.

Dr Judy Barnstone, Dean of Social Work, discussed the initiatives and recruiting efforts that the social work program is presently undertaking with the Native American students. She stated that the Native American Social Work Studies Institute and the Native American Social Work Studies Director are conducting outreach directly with the tribal leaders. The object of the grant is to assist with both recruitment and retention.

### **Sininger Hall Construction RFP Discussion (Attachment C)**

Ms. Sylvia Baca introduced Clay Simmons, Construction Manager, and Tomas Sanchez, Architect. She indicated that after reviewing the cost proposals they have determined that they are extremely high. Higher than the budgeted amount due to inflation, cost increase in materials, and shortages in supply chain and personnel.

Ms. Baca stated that given the unfortunate outcome, Highlands will need to have a discussion with the Board in Executive Session to discuss confidential information regarding the RFP and provide options to proceed with the project.

She stated that two applications were received. Both applications were viable except for the cost.

The initial estimated cost was determined at 4.4 million dollars not including the work that Facilities will manage. The two applications received showed costs of 6.6 million and 7.6 million dollars respectively.

**Executive Session**— (a) limited personnel matters related to President Sam Minner’s evaluation and goals and 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); (c) discussion regarding the contents of competitive sealed proposals solicited pursuant to the Procurement Code regarding **Sininger Hall Construction RFP Renovation Project** pursuant to NMSA 1978, § 10-15-1(H)(6); and (d) 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 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 11:36 a.m.

Regent Ulibarri moved to return to open session. 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. Regent Garcia seconded. 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 1:22 p.m.

**Public Action and Statements as Necessary on Executive Session Discussion**

Regent Garcia indicated that discussion occurred on the Sininger Hall Construction RFP next steps. He indicated that the Board decided to invite the bidders on the renovation of Sininger Hall to make their presentations at the next Regular Board meeting.

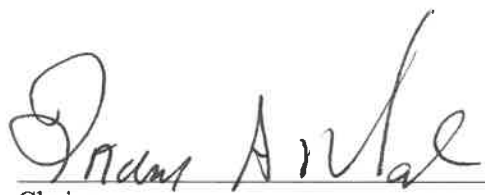
Regent Garcia moved to approve the invitation of the bidders on the renovation of Sininger Hall to make their presentations at the next Regular Board meeting. Regent Ulibarri seconded. A roll call vote was taken, voting in favor were: Regent Garcia, Regent Sanchez, Regent Smith, Regent Ulibarri, and Chairman Marchi. Motion carried.

**Follow up Items**

- Meetings with Facilitator for the Board Retreat
- Presentations by both bidders on the Sininger Hall construction project
- Meeting with Regent Garcia and Mr. Baca regarding Athletic funding

**Adjournment**

With no further business, the meeting adjourned at 1:24 p.m.

  
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Chairman  
NMHU Board of Regents

  
\_\_\_\_\_  
Secretary/Treasurer  
NMHU Board of Regents



## MEMORANDUM

**TO:** NMHU Board of Regents

**THROUGH:** Dr. Sam Minner, President

**FROM:** Max Baca, Vice President for Finance and Administration

**DATE:** August 17, 2022

**RE:** **Quarterly Reports and Certification (FY22/Q4) - Action Item**

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### Background

New Mexico law requires all public universities and colleges to submit a quarterly financial action report and quarterly financial certification report signed by the Chair of the Board of Regents, President and Chief Financial Officer.

The Higher Education Department will closely monitor the fiscal health of the institutions including but not limited to: annual report reviews, facilitating corrective actions to mitigate audit findings, analysis of composite financial index scores, monitoring of budget activity, communication with Office of State Auditor (OSA), communication with IPA's and continued cooperative open communication with Governing Boards, Presidents, and Fiscal Officers/Key Fiscal Staff.

### Required Action

Certification by the Chairman of the Board of Regents, President and Chief Financial Officer.

# New Mexico Highlands University

## Quarterly Financial Actions Report

Fiscal year 2022

8/17/2022

Period (check one)

Quarter 1  Quarter 2  Quarter 3  Quarter 4

**During the period of time covered by this report; did your institution:**

- |   |     |                          |    |                                     |
|---|-----|--------------------------|----|-------------------------------------|
| (1) Request an advance of state subsidy?  | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| (2) Fail to make its required payments, as scheduled, to appropriate retirement system(s)?  | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| (3) Fail to make its payroll payments, as scheduled?  | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| (4) Fail to make its scheduled debt service payments?   | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| (5) Fail to make payments to vendors, as scheduled, due to a cash deficiency or a substantial deficiency in the payment processing system?  | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| (6) Relative to the original fiscal year budget, experience any significant actual or anticipated financial changes that are not reflected in a submitted Budget Adjustment Request (BAR). Significant financial changes refers to fiscal activity that will result in a substantially reduced year-end fund balance or any increase in a fund balance deficit. | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

If the answer to any of the above questions is "Yes," please describe in a separate document:

- (i) the reason for the occurrence,
- (ii) the actions taken by your institution to resolve this particular occurrence, and
- (iii) the actions taken by your institution to prevent events such as this from occurring again.

In addition, if the answer to number 6 is "Yes," please describe in a separate document the nature of the financial changes and describe and assess the impact that the changes will have on your institution's planned year-end financial position.

New Mexico Higher Education Department  
Institutional Finance Division  
Quarterly Financial Certification Report

Please complete and sign the following Financial Certification Report and submit with the Quarterly Financial Actions Report.

To the best of my knowledge, I certify that the information provided in the attached Financial Actions Report for the:

1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup> X \_\_\_ Quarter, FY 22

is correct as of the signature dates noted below, and that

NEW MEXICO HIGHLANDS UNIVERSITY

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has a functioning financial accounting system that captures assets, liabilities, revenues, and expenditures on a timely basis, and the Governing Board receives timely notification of any significant actual or projected variances between budgeted and actual revenues and expenditures.

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Mr. Frank Marchi, Chairman

Date

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Dr. Sam Minner, President

Date

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Mr. Max Baca, Chief Financial Officer

Date



To: NMHU Board of Regents

From: Dr. Denise Montoya, Associate Vice President for Finance, Administration, and Government Relations

Through: Dr. Sam Minner, President  
Mr. Max Baca, Vice President for Finance, Administration, and Government Relations

Date: October 3, 2022

Re: Research and Public Service Projects for FY24

**Background**

The University is recommending the following projects in priority order for the Research and Public Service Project requests for FY24. Individual project documentation is available upon request.

Institutional Rank (priority)	Program/Project Title	Request in FY 24	New Program (X)
1	New Mexico Forest Watershed Restoration Institute/New Mexico Reforestation Center	\$ 524,580	
2	Center for Professional Develop & Career Readiness	\$ 164,500	
3	Doctorate of Nurse Practitioner Expansion	\$ 159,800	
4	Center for Excellence School of Social Work	\$ 250,000	
5	Native American Social Work Institute	\$ 225,000	
6	Tribal Education Initiatives	\$ 200,000	
7	Teacher Pipeline Initiatives	\$ 250,000	
8	Athletics	\$ 2,935,100	
9	Advanced Placement New Mexico	\$ 203,900	
10	Minority Services	\$ 499,505	
11	Nursing Expansion	\$ 212,600	
12	Acequia and Land Grant Education	\$ 46,500	
13	Improved Retention and Completion of Underserved Students	\$ 50,000	
14	Heritage Trades Academy	\$ 390,500	X
<b>Total Funding Request</b>		<b>\$ 6,111,985</b>	<b>1</b>

**Required Action**

This is a request as per state regulations. Approval is requested by the Board of Regents for the continuity of the programs, the new program request for the Heritage Trades Academy, and additional funding request for the New Mexico Reforestation Center / New Mexico Forest Watershed Restoration Institute, Center for Professional Develop & Career Readiness, Doctorate of Nurse Practitioner Expansion, Native American Social Work Institute, Athletics, Advanced Placement New Mexico, and Acequia and Land Grant Education. Thank you for your consideration.



**NEW MEXICO HIGHER EDUCATION DEPARTMENT**  
**Research & Public Service Project (RPSP) and other Funding Requests**

**FY 2024**

Print, sign, and submit packet to NMHED per instructions by 9/15/22

**Institution:** New Mexico Highlands University

**Primary Contact** Name and Title: Max Baca, Vice President for Finance, Administration, and Government Relations

Phone: 505.454.3272

Email: vpfa@nmhu.edu

**Governing Board Signature:**  Date: 10/03/2022

Institutional Rank (priority)	Program/Project Title	Request in FY 24	New Program (X)
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1	New Mexico Forest Watershed Restoration Institute/New Mexico Reforestation Center	\$ 524,580	
2	Center for Professional Develop & Career Readiness	\$ 164,500	
3	Doctorate of Nurse Practioner Expansion	\$ 159,800	
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14	Heritage Trades Academy	\$ 390,500	X
<b>Total Funding Request</b>		<b>\$ 6,111,985</b>	<b>1</b>

Please insert additional rows as necessary.



## Summary of FY24 Research and Public Service Projects (RPSP) Requests

***New Mexico Forest and Watershed Institute:*** The Institute works with federal, state, and tribal agencies to promote practices that reduce the risk of catastrophic fire and improve ecosystem function in the following areas: biology of restoration practices, mechanics of thinning, GIS support, monitoring of treatments, and collaboration across fence lines and among agencies and private groups.

**Main Contact:** Alan Barton – 16 years

***New Mexico Reforestation Center:*** The New Mexico Reforestation Center is a collaboration between NMHU, NMSU, UNM, and EMNRD's Forestry Division which aims to meet New Mexico's current and future reforestation needs and help to mitigate the effects of climate change and catastrophic fires in the Southwest. The Center will house the state's tree seed bank, a tree seedling nursery with a capacity of 5-million seedlings per year, and the education, research, and workforce development programs needed to address the state's reforestation challenges and help build a green economy. The creation of this collaborative Center and its programs will make New Mexico a global leader in reforestation, serving as an example for other states, regions, and nations seeking to address the effects of deforestation, wildfires, and climate change.

**Main Contact:** Josh Sloan and Dr. Brandon Kempner – 0 years

***Center for Professional Development and Career Readiness:*** The Center provides comprehensive student leadership, career, internship, and student employment services to a diverse student population. The center is instrumental in supporting the development of students' holistic well-being and in particular their financial well-being, along with leadership opportunities through a strengths-based cultural context and vision. While NMHU graduates fare well in first destination outcomes, there is an increased need and demand to elevate their professional development with comprehensive and transferrable skills in an intentional manner.

**Main Contact:** Dr. Kim Blea and Reynaldo Maestas – 2 years

***Doctorate of Nurse Practitioner Expansion/Master of Science in Nursing (MSN)/and Family Nurse Practitioner (FNP):*** This program supports the development of pathways to the Doctor of Nursing Practice and Master of Science in Nursing /Nurse Practitioner programs.

**Main Contact:** Jeanie Flood, Director of Nursing; Sandra Gardner, Chair of Nursing; Dr. Brandon Kempner, College of Arts and Sciences – 2 years

***Center for Excellence in Social Work:*** NMHU's Facundo Valdez School of Social Work established a Center for Excellence in Social Work (CESW) to expand and improve its unique curriculum and programs, centered as they are on preparing social workers for competent clinical and community practice with the multicultural populations of New Mexico. The CESW initiates and leads new efforts in social work research and curriculum development to expand the capacity of New Mexico's social work workforce to respond to crises and practice effectively in the areas of public health, child welfare, environmental justice, and community safety. The Center will collaborate with inter-disciplinary researchers and academics



within NMHU and other New Mexico institutions, with community agencies and organizations, and importantly, with social work students.

**Main Contact: Dr. Judy Barnstone – 0 years**

***Native American Social Work Studies Institute:*** The Native American Social Work Studies Institute (NASWSI) is a response to a resolution passed by the All Pueblo Council of Governors and support from the Navajo Nation calling on the Facundo Valdez School of Social Work at NMHU to expand training and education for social workers providing services to tribal communities. Funds support project staff and operations of the Institute.

**Main Contact: Melissa Riley, Social Work Faculty, and Dr. Cristina Duran, Dean of the School of Social Work – 3 years**

***Tribal Initiative:***

The New Mexico Tribal Education Strengthening Partnerships Program aligns with the NM HED Indian Education Division's goals to address issues of mutual concern. The program co-develops teaching academies with Tribal, Nation and Pueblo communities. Teaching academies will be led by tenure track Indigenous knowledges faculty and focus on community-based research grounded in culturally sustaining pedagogy to produces meaningful data to best support children and youth in local schools aligned to the Tribal Remedy Framework.

**Main Contact: Mary Earick – 1 year**

***Teacher Pipeline:***

**Main Contact: Mary Earick – 1 year**

The Problems of Practice Model of Professional Development Schools Teacher Pipeline Programming (PPPDS Teacher Pipeline) links IHEs directly to public school districts, where best practices in research can be offered on site to support student success and grow your own teacher teachers. This model builds direct mentorship, expertise, and professional development pipelines from the IHE to schools to attract and retain educators while conducting action research to address Yazzie and Martinez v. State of New Mexico **findings**.

**Main Contact: Mary Earick – 1 year**

***Athletics:*** This program supports structures that enhance the student-athlete experience, especially in terms of academic and overall student-athlete support. Currently NMHU sponsors twelve athletic sports who compete in the Rocky Mountain Athletic Conference (RMAC). The RMAC currently consists of fifteen institutions located in New Mexico, Colorado, Nebraska, South Dakota, and Utah. This project provides funding to the athletic department for expenses related to NCAA, Title IX, Compliance, coaches' salaries, scholarships, athletic travel, administrative staff, and equipment. The NMHU Athletic Department typically has between 330-350 athletes each year.

**Main Contact: Andrew Ehling – 55 years**

***Advanced Placement:*** This program provides educational, coaching, and mentorship support for New Mexico teachers of Advanced Placement (AP) high school courses to prepare high quality AP teachers, educate audiences about AP opportunities, and improve students' performance on AP exams.

**Main Contact: Dr. Rod Rock and Dr. Mary Earick – 30 years**



***Minority Services (Spanish):*** This program allows New Mexico Highlands University to address the educational and behavioral/mental health needs of Spanish-speaking individuals, children, and families in New Mexico. The School of Education and the Facundo Valdez School of Social Work at NMHU, with the help of this funding, and relying on specialized curriculum, will prepare public school teachers and clinical social workers with specialized skills and knowledge who, upon graduation, can contribute to the wellbeing of this underserved population.

**Main Contact: Dr. Elisabeth Valenzuela (Spanish Emersion SOE Primary), Dr. Mary Earick, and Dr. Cristina Duran – 15 years**

***Center for Education and Study of Diverse Populations (CESDP):*** This program advocates for and partners with Pre-K-12 school communities and educators to improve the quality of education for Culturally and Linguistically Diverse (CLD) students and families while supporting student leadership development and collaborating with other education partners to provide sustainable professional learning opportunities for teachers, administrators, and key stakeholders.

**Main Contact: Adrian Sandoval (Primary) and Dr. Mary Earick – 28 years**

***Ben Lujan Leadership and Public Policy Institute:*** This program shapes public policy and creates opportunities to prepare young leaders who can cultivate change that transforms public policy at a local, regional, and statewide level creating the next generation of leaders.

**Main Contact: Adrian Sandoval (Primary) and Dr. Mary Earick – 15 years**

***Nursing Expansion:*** This program promotes recruitment for RN to BSN students and supports the development of this program.

**Main Contact: Jeanie Flood, Director of Nursing; Sandra Gardner, Chair of Nursing; Dr. Brandon Kempner, College of Arts and Sciences – 12 years**

***Acequia and Land Grant Education Project:*** This project's intent is to convene educators, community leaders, and other key stakeholders to develop and provide recommendations to the NM Public Education Department and Higher Education Department on reshaping New Mexico's educational system to include a culturally relevant curriculum that includes the topic of acequias, land grants, and historical truths around land and water use in New Mexico including our Indigenous communities.

**Main Contact: Adrian Sandoval (Primary) and Dr. Mary Earick – 1 year**

***Improved Retention and Completion of Underserved Students/Legislative Leadership Fellowship Program:***

New Mexico Highlands University (NMHU) undergraduate and graduate students from main campus and centers throughout New Mexico participate in a selective legislative leadership fellowship program in which they learn through practical experience about leadership, state government, and the legislative process. Each year, the students lobby at the legislature requesting one-time capital outlay funds. The students solicit campus wide student input and select the initiative to lobby for during the legislative session.



The results of the program demonstrate continued community leadership opportunities for the students beyond program participation. Students serve in leadership roles such as the Student Board of Regent and Student Senate President; students are recruited for key positions statewide; students acquire statewide and national internship opportunities; and students continue their educational endeavors into law school beyond the program.

**Main Contact: Dr. Denise Montoya and Max Baca – 4 years**

***Heritage Trades Academy:***

The Heritage Trades Academy is a collaboration between New Mexico Highlands University and Luna Community College. The State of New Mexico (NM) is a place of cultural heritage dating back before the railroad came west. NM's heritage is reflected by its unique culture, food, language, and architecture. The Heritage Trades Academy will focus on the preservation of traditional trades providing skilled workers the expertise in restoring existing historic structures and at the same time provide entrepreneurial skills to create and manage new businesses in the local community to undertake the preservation work.

**Main Contact: Dr. Roxanne Gonzales, Dr. Veena Parboteeah, and Dr. Edward Martinez – 0 years**



To: NMHU Board of Regents  
From: Dr. Sam Minner, President  
Sylvia Baca, Facilities, Planning, Maint. & Mgmt. Director  
Date: October 3, 2022  
Subject: Sininger Hall Renovation Project - General Contractor RFP Update

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The university issued an RFP to hire a general contractor for the Sininger Hall renovation project in July 2022, and received two proposals by the deadline of September 7, 2022. The evaluation committee has since reviewed the proposals.

The Contractor's scope of work includes everything except the following tasks the Facilities Director is directly managing:

Excluded from Contractor's Scope of Work

- 1) coating of the TPO roof and installation of roof gutters
- 2) exterior stucco of the building
- 3) installation of a water catchment system
- 4) access-control locks for the exterior doors
- 5) carpeting throughout the building
- 6) upgrades to the elevator
- 7) purchase and installation of window shades
- 8) purchase and installation of furniture
- 9) classroom and office equipment purchases in consultation with the ITS Department

Right before the RFP was advertised, the professional cost estimator, Mr. Jack O'Neill, provided an estimate to the university and the architects of \$4.4M for just the contractor's scope of work. The costs of the two proposals came in at \$6.7M and \$7.7M, a difference of \$2.3M and \$3.3M, respectively.

The cost of the proposals is believed to be higher than usual because of inflation, high diesel costs, a shortage of trade workers, supply chain problems, and global material cost increases. Statewide, commercial construction prices have increased from about \$250 per square foot to over \$360 per square foot within the last two years.

## Possible Options

Below are three options that are typically followed when costs exceed project budgets:

<b>Option 1</b>	<b>Value Engineering</b>
	<b>Task: Eliminate windows (\$500K savings)</b>
<b>Pros</b>	a) Easiest and quickest solution, lowest impact, least risk.
<b>Cons</b>	a) Currently, the building's design is modest, so there are fewer items that can be eliminated without adversely impacting the integrity of the renovation. b) Eliminating windows from the project scope is insufficient to meet the RFP's multi-million dollar shortfall of \$3M to \$4M; therefore, construction cannot move forward under this option.
<b>Option 2</b>	<b>Project Phasing</b>
	<b>Task: Divide the Project into Two Phases (Extra State Funding of \$3M to \$4M will be needed; this option is only viable if the same contractor can be hired for both phases through a sole source.)</b>
<b>Pros</b>	a) If the State funds the shortfall of \$3M to \$4M in July 2023, the entire project can still be completed within the allotted time.
<b>Cons</b>	a) If the State does not support additional funding for the project at a level of \$3M to \$4M dollars, the project will have to be scaled down accordingly. b) The project will need to be redesigned, adding to costs for the architect and engineers. c) Phasing is logistically complicated and carries risks. d) The first floor will be completed first, and the second floor of the building will remain unfinished until a second appropriation from the State is issued; this timeline is unknown. e) The RFP will need to be re-advertised. With any re-advertisement, the owner should expect an overall project cost increase of 20% to 30%. f) If everything goes as planned, the project timeline would be extended by 4 months.
<b>Option 3</b>	<b>Delay Project Until Supplemental Funding is Approved</b>
	<b>Task: Delay construction until April 2023 to see if and by how much the State will fund the shortfall.</b>
<b>Pros</b>	a) If the State funds the project at a level of \$3M to \$4M dollars, the project can be completed seamlessly and within the allotted time. b) Knowing the amount the State will fund the shortfall by minimizes most unknowns. c) A redesign and its associated costs will not be required under this option. d) Logistics are easier to manage with this option.
<b>Cons</b>	a) If the State does not support additional funding for the project at a level of \$3M to \$4M dollars, the project will need to be scaled down accordingly. b) A second RFP would be re-advertised in March or April 2023. Delaying the project does have risks associated with market cost increases, but such costs could be addressed through "bid lots," which again will cause the project to be scaled down. c) At minimum, the project timeline will be extended by 5 to 6 months.

NOTE: The current \$7M dollars from the 2020 General Obligation Bond that the university has received for the project reverts back to the state on June 30, 2024 if the money has not been obligated by that time.

**Required Action:**

Direction is needed from the Board on how to proceed.