

New Mexico Highlands University
Board of Regents Meeting
October 28, 2022

The New Mexico Highlands University Board of Regents held an in-person meeting on October 28, 2022. The meeting was held live at the New Mexico Highlands University Rodgers Hall 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 October 17, 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

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Call to Order – Chairman Marchi called the meeting to order at 10:04 a.m.

Roll Call - Board Members present: Mr. William Garcia, Mr. Frank Marchi, Ms. Danelle Smith, and 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. Roxanne Gonzales, Provost and VP of Academic Affairs, 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, 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 28, 2022 Agenda

Regent Ulibarri moved to approve the Board’s meeting agenda for October 28, 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 October 03, 2022

Regent Ulibarri moved to approve the minutes from the October 03, 2022 meeting 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.

Consent Agenda

Regent Ulibarri moved to approve: A) the Executive Vice President of Student and Donor Engagement Report, B) the Executive Vice President of Finance, Administration, and Government Relations Report, C) the Dean of Student Affairs Report, D) the Provost/Vice President of Academic Affairs Report, E) the Quarterly Report and Certification FY23/Q1, and F) the 2023 NMHU Regular Board of Regents Dates on the Consent Agenda as presented. Items E and F were Action Items. 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

Higher Education Regents Coalition (HERC) Update

Regent Garcia indicated that HERC elected new leadership from Northern New Mexico Community College in June. No new meeting has been scheduled but he is anticipating a November meeting.

Gene Torres Golf Course Management Committee Update

Regent Garcia indicated that the course is scheduled to close on October 31, 2022. He stated that the management committee worked well and it was a successful season. The course is scheduled to be reopened in April 2023.

He stated that the Management Committee is reviewing deliverables from Golf Automation and will be addressing all issues.

He indicated that a final report from the committee is due to the three principles by November 30, 2022. President Minner will be scheduling a meeting to deliver the report.

Regents Comments-No action items

Regent Ulibarri had no comments.

Regent Smith had no comments.

Regent Sanchez had no comments.

Regent Garcia had no comments.

Chairman Marchi thanked President Minner for all that he does for the University and wished him a happy birthday.

Board of Regents Standing Committees Updates

Student Affairs Committee-Regent Ulibarri

Regent Ulibarri stated the committee met on October 18, 2022. He thanked Dean Kimberly Blea for meeting on a consistent basis.

Budget, Finance & Audit Committee-Regent Smith

Regent Smith stated that most of the work the committee has done is with the audit. The audit report has not been completed and no information is available.

Academic Affairs Committee-Regent Garcia

Regent Garcia stated the committee met on August 17, 2022. He indicated that Dr. Patrick Wilson provided a presentation to review the results of the Wiley contract. Dr. Wilson had indicated that the University should consider short term and long-term strategies for Wiley.

He stated that ten programs have been approved through the State of New Mexico and the Higher Learning Commission since 2020. The prior ten years, zero programs had been approved.

Athletics Committee-Regent Garcia

Regent Garcia stated that the committee last met on June 15, 2022. He indicated that the University identified \$110,000 for a Student Athlete Success Center on campus. The intent of the center is to provide facilities for athletes to study and a place for student gathering.

He indicated that fundraising had increased from \$90,000 to \$150,000. The Athletic Director now has control of his budget to better utilize the athletic funds. He stated that the travel budget is still a concern due to the increase in cost for lodging and rental of buses.

He stated that athletic coaches will be introduced to board at some point to promote support and familiarity.

He indicated an item of interest is promoting game day within the community. He stated Mr. Ortiz has expressed interest in becoming a liaison.

He stated that Dr. Sylvester Perez and Mr. Gary Trip have joined the committee as external members.

Regent Sanchez asked about the athletic budget and sports for the RMAC. Athletic Director Andrew Ehling stated that there was always a need for more budget. He stated that due to COVID restrictions, their expenses have increased. He indicated that he is currently reviewing the RMAC Financial Report. He will identify where Highlands fits and what needs to be done to improve the student athletic experience. The main focus is to recruit and retain the right athletes.

He stated that the institution could benefit with more sports teams and student athletes. He indicated that the budget would need to increase. He also stated that Highlands would need to follow male to female ratio in athletics.

Mr. Max Baca stated that they need to find sources for athletics funds. It is a disadvantage to pass costs to students as fees.

Strategic Enrollment Management/Donor Engagement Committee-Regent Sanchez

Regent Sanchez stated that a meeting was held on September 16, 2022. Participants included individuals from the campus community and the Las Vegas community. The meeting was to brainstorm how to get people that work in Las Vegas to live in Las Vegas. He indicated that the University Foundation had allocated funds to incentivize new hires to live in Las Vegas or surrounding areas. The committee strategized on how to use these funds to be more effective. He stated that one suggestion was to have a committee develop and provide information regarding housing, schools, and job opportunities in our area.

He stated that another suggestion would be to hire someone to promote Las Vegas with good news stories.

Regent Garcia stated that a cross section of faculty and community members participated in this meeting. He indicated that the meeting revealed the complexity of this issue. He agreed that good ideas developed from this meeting including creating a job registry and hiring a student employee to help with the communication piece.

Regent Sanchez stated that fourteen percent of faculty live outside of New Mexico and thirty-five percent live outside of the Las Vegas area.

Dr. Theresa Law stated that the Foundation had set aside \$25,000 for the Live Where You Work Initiative. The committee met to develop recommendations. These recommendations will be given at Foundation Board Meeting on November 4, 2022.

President's Report-Dr. Sam Minner Campus Update

Dr. Sam Minner indicated that this fall term is about the positive three: (1) Increase of fall to fall enrollment and increase in retention numbers; (2) Millions and millions of grant dollars received by the Institution; and, (3) Hiring of ten new faculty members due to the new resources.

He indicated that the top two challenges are: (1) Issues of personnel; and, (2) Human Resources. He stated that Highlands has 110 vacancies and that the Human Resources Department has had a lot of personnel changes. Consultants have been hired to help in certain areas and an RFP is pending to outsource payroll.

He indicated that he is interested in creating a new position in Human Resources: An HR navigator to assist employees.

COVID & Water Update

Dr. Minner indicated that the University continues to monitor the COVID cases. He stated that the University's protocols are still in place.

He indicated that he discusses the water issues with Mayor Trujillo on a weekly basis. Currently no more severe water measures are planned.

Gene Torres Golf Course Next Steps Update

Dr. Minner stated that the University had received an interest from private entity to purchase part of the golf course. A meeting has been scheduled with the private entity to discuss this further. He indicated that he is hopeful that the restaurant on the golf course will open this fall term. The University has applied for a change in the liquor license.

Board Retreat Update

Dr. Minner indicated that the Board retreat will be in January. He is working with a facilitator to determine the topics for discussion.

Regent Garcia stated that he would like the retreat be in executive session. He felt that Regents need to be able to speak frankly, directly, and utilize confidentiality.

Attorney Ms. Patricia Ives stated that the Open Meetings Act would apply for executive session. She will need to review the agenda to determine what could be in executive session and what would need to remain in the open meeting.

Chairman Marchi indicated that they are currently working on an agenda.

Singer Hall Construction RFP Discussion-Ms. Sylva Baca

Ms. Sylvia Baca and Mr. Aaron Flure discussed the RFP for the Singer Hall construction. Ms. Baca stated that during the October 3rd Board of Regents meeting, the Board elected to have respondents of the RFP conduct a presentation to the Board. However, upon consultation with Ms. Ives, University Attorney, and review of the procurement code, they have determined that the University cannot enter into an agreement with the respondents of the RFP due to their cost proposals exceeding the ten percent of the construction budget.

She indicated that two options are available. The first option is to cancel the existing RFP and resubmit a second RFP. She stated that if the same bids were received, then the law permits the cancellation of the RFP and then the University could go out to the open market and negotiate any contractor.

The second option is to cancel the existing RFP and Highlands goes to the State Legislature to request the 4.5 million dollars needed to complete construction. She stated an RFP can be developed once Highlands knows what, if any, additional funds that will be provided by the State. She indicated that for the new RFP, the University would add bid lots. Bid lots are elements to the project that could be taken out if necessary. The respondents would provide cost estimates for the bid lots but, the University would have the opportunity to remove them from the project altogether. She stated that bid lots provide more flexibility.

Ms. Baca indicated that her recommendation would be the second option: cancelling the current RFP and seek funding from the State Legislature for the additional funds needed to complete the project. 4.5 million dollars. Once state funds are determined, an RFP can be created with bid lots. She stated that this option would delay the project by five months.

Ms. Patricia Ives indicated that the Board is discussing the RFP with Ms. Baca and Mr. Flure, but no action could be taken until after executive session.

HLC Update

Dr. Minner indicated that the University will be receiving a visit from HLC on November 28th in regards to the new Nursing degree.

He stated that the institutional accreditation had two main areas of concern: (1) personnel issues, especially in the Human Resources Department and, (2) vote of no confidence towards himself as President. He felt that both issues were related. He indicated that Highlands will be going before HLC next year and final decision should be made within eight months.

He stated that Highlands is currently fully accredited and there are no issues. He indicated that the University has completed major changes in Human Resources including a new HR Director, consultants have been hired to assist the department, and a lot of funds have been devoted to that office to outsource payroll.

He indicated a recent HLC issues were student complaints. One was related to registration. A response was submitted to HLC after a thorough investigation. HLC has provided a decision and they stated no issues and the matter is closed.

Other

Dr. Minner stated that the new teacher of the year graduated from Highlands.

He indicated that the comprehensive campaign has brought in approximately one million dollars.

He announced that Mr. Max Baca has provided a retirement letter. The last day of employment will be June 30, 2023. He stated that the University is moving ahead with a search committee to assist in drafting a job description.

Public Comment

No one came forward.

Discussion and Approval for Restructure of Institutional Scholarships-Action Item- Dr. Theresa Law

Dr. Theresa Law introduced Ms. Emily Montoya, Financial Aid Director and Ms. Michelle Bencomo, Financial Aid Assistant Director. She stated that the Office of Financial Aid have reviewed the scholarships for the University. To better streamline and make better use of the scholarships they are recommending changes.

Ms. Montoya discussed the restructure of the scholarships. She stated that the requested changes do not include the Dean Scholarship, the Presidential Silver Scholarship, and the Presidential Gold Scholarships.

Regent Smith moved to approve the Restructure of Institutional Scholarships 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.

Executive Session– (a) limited personnel matters related to President Sam Minner’s 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 12:19 p.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 Smith 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 1:53 p.m.

**Public Action and Statements as Necessary on Executive Session Discussion
Approval of Sininger Hall Construction RFP next steps – Action Item**

Regent Sanchez moved to approve the recommendation Item B, to cancel the existing RFP in regard to Sininger Hall and go back to the State and see if Highlands can obtain more funding before moving forward, 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.

Comprehensive Overview of Wiley Presentation-Dr. Roxanne Gonzales & Dr. Patrick Wilson

Dr. Roxanne Gonzales indicated that Dr. Patrick Wilson will provide a presentation of Wiley. Dr. Wilson indicated that Highlands is two years into the contract. Highlands started enrolling students in Fall 2021. He indicated that his presentation would provide a deeper dive on where they are recruiting and if Highlands is attaining its goals.

He provided an overview of the inquires received. One third of the leads came from outside of New Mexico. Student interest is from the southwestern states. He stated that thirty-four percent of marketing came from paid search such as google ads.

He provided an overview of the applications received through Wiley. Inbound or the Wiley website is the lead marketing tool. He indicated that the website was what brought the students to Highlands the first year.

He stated that the revenue share model has no limitations on enrollments.

He indicated that Highlands needs to invest revenue to determine if the University will continue to invest in Wiley or take it on ourselves. He stated that preparation is key to determining options at the end of contract. Highlands will need to determine the components that Wiley is providing and decide if the University is able to take it on.

NMHU Foundation-Mr. Vince Marchi

NMHU Foundation Report

Mr. Vince Marchi provided his report. He stated that the Foundation continue to search for a Director of Advancement. The Foundation is currently doing a nationwide search.

He stated that Highlands Homecoming was a success and the Painter show closes on Monday, October 31, 2022.

He informed the Board that the capital campaign is underway and they have received a \$400,000 gift for the library.

He indicated that the Foundation is looking for board members and the Foundation board will meet November 04, 2022.

CASE Conference Presentation-Ms. Juli Salman, Ms. Jeannae Leger, and Mr. Paul Grindstaff

Ms. Juli Salman, Mr. Paul Grindstaff, and Ms. Jeanne Leger provided a presentation called *Back from the Dead: Reviving Alumni Board and Programs*. Ms. Salman stated that the Highlands believed that the University needed to have an active alumni board. The initial call to join the board received thirteen members.

Ms. Salman stated that Highlands moved from having a few events to having over fifty events in a year.

Ms. Leger stated that during the first year, all members attended one hundred percent of the scheduled events. She indicated that Homecoming is the time that alumni come back and the Alumni Board made it a priority. She indicated that prior to COVID-19, nearly three hundred people participated.

Mr. Grindstaff discussed the pipeline to the Foundation. He stated that the foundation board strategic plan fits the University strategic plan and the Alumni Board strategic plan fits with the Foundation Board strategic plan.

Faculty Senate Report-Dr. Daniel Chadborn

Dr. Daniel Chadborn indicated that the Senate has been working with the Office of Academic Affairs to get the student course feedback forms compiled. He stated that the Senate is working the Faculty Affairs Committee to update the Faculty Handbook. He indicated that Senate is working with Dr. Williamson's office to revise and update the Faculty Research Handbook.

He indicated that faculty concerns include chronic understaffing of middle and entry level positions. He stated that the Senate would like to help support getting some of these positions filled.

He stated another concern from faculty is the lack of communication regarding the HLC report. He has spoken with Keith Tucker and April Kent and now has a better understanding of the process.

Staff Advisory Senate Report-Ms. Veronica Black

Ms. Veronica Black stated that Mr. Robert Anaya will be taken over as President of the Staff Advisory Senate. New members include Carlos Nevarez Jr., Sharon Terry-Doom, Cathryn Brooks, and Doris Gallegos.

She stated that the Senate is working on updating their bylaws which will reflect the campus coming out of COVID-19. She indicated that other concerns are employee salary issues and insurance issues. The Senate has a few ideas and would like to share them with the administration. The Senate is also working to establishing compensation for Senators. She indicated that they are the only Senate on campus that does not have some kind of compensation for the work that they do.

Associated Students of New Mexico Highlands University (ASNMHU) Report-Mr. Samuel Peoble

Mr. Samuel Peoble indicated that the Senate has twenty members including the executives and senators. He stated that they currently only have two vacancies.

He indicated that the Senate had rewritten and passed their by-laws. He stated that over thirteen bills have passed and they have allocated over seven thousand dollars towards the professional development of individual students as well as funding for NMHU clubs or organizations.

He stated that one big goal for the Senate is to increase engagement on campus. He also indicated that the Senate is working on identifying a safe space for students to hang out or to hold club meetings.

He indicated that the Senate has been working with President Minner and Dr. Roxanne Gonzales to promote a water conservation campaign. This project identifies ways to conserve water and inform and answer questions from the community.

Follow up Items

Board of Regents retreat agenda.

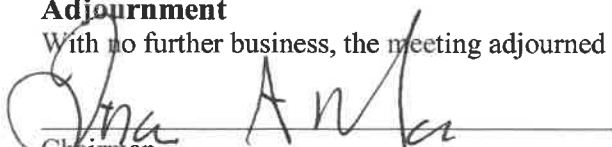
Golf Course Management Committee meeting to deliver report by November 30th.

Introduce athletic coaches to the Board of Regents.

\$25,000 Live Where You Work Initiative.

Adjournment

With no further business, the meeting adjourned at 3:35 p.m.


Chairman
NMHU Board of Regents


Secretary/Treasurer
NMHU Board of Regents



Board of Regents Report for October 28, 2022

Division: Student and Donor Engagement

Report Provided on: October 19, 2022

Report provided by: Theresa Law, JD, CFRE, Executive Vice-President, Student and Donor Engagement

Key Accomplishments:

Office of Student Enrollment Management (Admissions/Student Success Center):

- As of today, a total of 9,200 emails, text messages and phone calls have been made to students ranging from topics of, 'Ready to help you succeed,' FAFSA for 23-24 aid year, 'It's Midterm time,' to welcome back.
- There was a total of 855 midterm grades of either a D or F, with 665 students visiting the student success office via Tutor Trac data.
- Recruitment participated in five NMCAC (NM) recruitment circuits, two TACRAO (TX) recruitment circuits, a week-long recruitment circuit in Denver CO, twenty-three individual school visits within the Albuquerque Metro Area, and 12 individual school visits throughout the state of NM.
- Recruitment hosted 410 students on campus visits to date.
- Funnel data provided us with 1,131 applications for Spring 2023, so far 351 applications for Fall 2023.
- An opt-in agreement was recently secured with a San Antonio, Texas school district. Other school districts we are in conversation with are Taos, Chinle, and two additional El Paso, Texas school districts.

Office of International Education:

- Approximately 74 International Students on F-1, J-1 or other student visas are on campus
- International education is currently processing over 100 Deferment of admission requests for those individuals who were not granted visas for Fall 2022, as well as applications for Spring 2023 and Fall 2023.
- A virtual recruiting event was held with a company called IAM360 who assist South African students with the application process to U.S. universities. Over 100 participants attended the event and now holding individual zoom meetings with students and parents who are serious about applying to NMHU for the Fall 2023 session.
- To date with the assistance of IAM60 we have enrolled 4 South African students and are currently receiving applications through the agency.

Office of Financial Aid:

- The Office of Financial Aid had processed and administered \$10,015,459 for aid year 2022-2023. This includes federal, state, institutional and outside agency aid.
- Completed and submitted financial aid reports to the Office of Institutional Effectiveness and Research for completion of:
 - Legislative Finance Committee Q1 measures
 - Performance Annual Effectiveness for Council of University Presidents
 - Grant application for Forestry
 - FAFSA Estimated Family Contribution information for HED formula funding
- Successfully completed and submitted the Electronic Data Editing and Reporting (eDEAR) report to the NM Higher Education Department, as well as the Fiscal Operations Report and Application (FISAP) to the U.S. Department of Education.

- In conjunction with Recruitment, attended a FAFSA event held at Wagon Mound High School. Successful event, with 90% attendance of their graduating class. We assisted with 2023-2024 FAFSA completion.
- Celebrated Constitution Day, on September 16th, in the Student Union Building. We distributed pocket U.S. Constitutions and popcorn to students, staff, and visitors.

NMHU Foundation and Alumni Relations:

- We held our first Multi-Board Gathering on August 25th at the Governor’s Mansion, with a good turnout.
- Homecoming was back to in-person events and attendance was nearly as good as pre-COVID years. The Alumni Board hosted the Cowboy Lounge on Friday night as well as the 5K Gallop & Trot and Community Tailgate on Saturday, as well as all the other events that the Alumni Office coordinates.
- Twenty-three HU talks were scheduled on Monday–Thursday of Homecoming week with nearly 700 online attendees. Alumni and friends from all over the country are able to participate in a “piece” of Homecoming by attending these talks. Talks were provided by faculty, staff, and community members.
- The Alumni Board welcomed seven new members, including a student representative and a faculty representative at our annual Homecoming meeting.
- Highlands held its second Beer Fest on October 6 at the Castaneda Hotel.

Future Activities:

Office of Student Enrollment Management (Admissions/Student Success Center):

- SEM will attend two additional NMCAC and TACRAO circuits before the holidays.
- A three-week recruitment circuit in CO and a two-week circuit in EL Paso with agreement schools is scheduled to take place before the holidays.
- 200 more students will be on hosted on campus in the next couple months.
- 5 senior focused application days with Albuquerque Metro Schools will be happening soon.
- Admissions team will concentrate processing efforts on Spring 2023 term as the funnel for Fall 2023 builds
- Admissions team will utilize student employees to pursue applicants who have applied but have not submitted all required documents (transcripts, recommendations, resume, etc.)
- A partnership discussion with San Antonio Independent Schools and McClintock HS (AZ) and Chinle HS (AZ). The goal is to have an agreement and admitted students prior to winter break.
- Continued partnership discussion with APS and RRPS as the is to have an agreement and admitted students prior to winter break.

Office of International Education:

- Will work on signing an agreement with IAM360 for the purpose of recruiting students from South Africa to NMHU. IAM360 is a recruiting agency that we have worked with over the last two years without a contract or agreement. They are now seeking an agreement with NMHU.

Office of Financial Aid:

- Every Thursday in October in Felix Martinez will be hosting assistance days for 2023-2024 FAFSA.
- Potential upcoming events:
 - Presenting at the Annual Prospect Camp for Softball
 - FAFSA night at West Las Vegas HS
 - FAFSA night at Robertson HS

- o New Mexico Association for Student Financial Aid Administrators Fall Training – Professional Development

NMHU Foundation and Alumni Relations:

- Alumni socials locally and in Las Cruces and Scottsdale.
- November 5th is football senior & Alumni day at the Sanchez Family Stadium.
- November 29th is Giving Tuesday with a Taco Tuesday reception at the Kennedy Alumni Gallery from 5-7pm.
- December 17th is Highland happy hour following the electric light parade at the Historic Plaza Hotel. RSVP is needed by November 28th.



Board of Regents Report for October 28, 2022

Division: Finance, Administration, and Government Relations

Report Provided for: October 28, 2022

Report provided by: Max Baca, Vice President for Finance, Administration, and Government Relations and Dr. Denise Montoya, Associate Vice President for Finance, Administration, and Government Relations

Strategic Goal 1: Teach and mentor students to integrate a broad range of academic skills, a breadth and depth of curricular knowledge, and an interdisciplinary understanding.

Strategic Goal 2: Inspire students to action through environments that foster scholarship and produce graduates equipped to address regional and global issues.

Strategic Goal 3: Engage with and serve our communities for mutually beneficial exchanges of knowledge, services, and resources.

Strategic Goal 5: Be a comprehensive educational provider for all students including traditional, non-traditional, online, distance, community, and lifelong learners.

Report provided by: Vice President for Finance, Administration, and Government Relations

Key Accomplishments:

- Associate Vice President served as the Incident Commander for wildfires and floods working with FEMA regarding reimbursement and coordinating meetings to host on campus for local, state, and federal government officials and the community.
- Continued progress submitting documentation and collaborating with the auditors to remain on target to meet the November 1, 2022, deadline. The exit conference is scheduled for October 27, 2022.
- Collaborated with Moss Adams auditors to complete a fiscal year reconciliation for benefit vendors.
- Worked with Human Resources/Payroll and vendors to coordinate and train staff on systems and processes. Several process improvements are in place and documented in an HR/PR toolbox shared by HR/PR staff.
- Completed Request for Proposal to outsource payroll and started the review process for vendors.
- Completed Request for Proposal to outsource payroll and started the review process for vendors.
- Develop Budget Listening Tour content to communicate the process for FY2024. Conducted Budget Listening Tour presentation for the Budget and Planning Committee. Scheduled three Budget Listening Tours.
- Collaborated with Deans, Vice Presidents, and President to develop and submit the Research and Public Service Projects (RPSP) to the New Mexico Higher Education Department (HED).
- Presented RPSPs and Capital Outlay to HED, Department of Finance and Administration (DFA), and Legislative Finance Committee (LFC).
- Collaborated with key stakeholders on data requests from HED, DFA, and LFC.

- Communicated, interviewed, and selected four new 2024 NMHU Legislative Leadership Fellowship Program student participants.
- Finalize data request for the NMHU economic impact report for the Bureau of Business and Economic Research (BBER).
- Researched expansion of the golf course liquor license from a legal perspective and New Mexico Regulation & Licensing Department-Alcohol Beverage. Submitted request for an expansion of the liquor license that allows NMHU to serve and consume alcohol in the golf shop and on the golf course. This expansion request will be a minimal cost to NMHU.

Future Activities:

- Select vendor for outsourcing payroll and begin the campus wide implementation process.
- Conduct Budget Listening Session tour.
- Identify legislators, lobbyists, and key leaders for students to meet with during the legislative session. Work with students to identify capital outlay project this group will lobby for NMHU students.
- Work with BBER on timeline to complete the NMHU economic impact report.

Report provided by: Environmental Health and Safety (Lee Martinez, Manager of Environmental Health, and Safety)

Key Accomplishments:

- Collaborated with Gigawatt Electric, replaced over one hundred emergency/exit lights throughout the main campus and at our Rio Rancho campus.
- Collaborated with Braza's Fire, tested and retagged the Ansul fire suppression system at the cafeteria for Sodexo grills.

Future Activities:

- During the Covid-19 pandemic, NMHU Environmental Health & Safety Department, in collaboration with NMHU Security Personnel, continue to designate North Kennedy for isolation rooms and delivered meals to isolation rooms.
- In collaboration with Old Guard, will conduct a sprinkler system blowout of all dorms and academic buildings at the main campus and Rio Rancho Center, making sure all sprinklers and risers are working properly.
- In collaboration with Gigawatt Electric, will test and maintain all life safety devices (smoke detectors, smoke alarms, and photodetectors) and fire panels in all academic buildings and residential halls.

Report provided by: Human Resources/Payroll (Jill Diamond, Director of Human Resources/Payroll)

Key Accomplishments:

- Hired Assistant Director of Human Resources/Payroll and an additional Human Resources Technician.
- Continued training of all staff on HR/PR best practices with Ultimate Banner consultant.
- Implemented specialized HR data entry training with Ultimate Banner consultant for HR Technician staff.
- Implemented specialized PeopleAdmin training with PowerSchool for HR Technician staff.
- Provided HR/PR updates and Q&A during Faculty Chairs Academy at start of school year.
- Successfully processed hundreds of hiring transactions to onboard new staff, faculty, and student hires for the start of the 2022/2023 school year.

- Revamped and refreshed/updated HR/PR web page of the university's website to be more inviting, streamlined and user friendly.
- Provided PeopleAdmin training with PowerSchool to hiring administrators and their support staff throughout the university community.
- Commenced Open Enrollment for employee benefits for the university community.
- Restructured department layout to provide more direct leadership, supervision, and streamlined workflow.
- Reorganized supervision of HR Technician and clerical staff to report directly to Assistant Director.

Future Activities:

- Continue ongoing training and support for HR/PR staff.
- Continue preparations to outsource payroll and related functions.
- Continue review/audit of existing HR/PR practices to determine streamlining opportunities and improve workflow.
- Continue to review and document HR/PR procedures.
- Continue Banner testing in conjunction with Ultimate Banner consultant, in preparation for Cloud migration project.
- Continue collaboration with Chief Information Officer and Ultimate Banner consultant; work toward identification, development, and implementation of automated processes to replace existing paper processes and improve workflow.
- Review strategic planning goals and work toward aligning current and future HR/PR practices and procedures.

Report provided by: Information Technology Services (Joe Gieri, Director of Information Technology Services)

Key Accomplishments:

- Ellucian Banner in the Cloud – The project to move the Banner ERP/SIS system to the cloud is continuing to move forward. Mock two testing is complete with satisfactory progress. Workload for the teams performing the testing balanced with the demands of operational needs of the departments has been a concern. Teams have expressed concerns; however, they have made progress. Mock three testing will begin this month with more detailed focus on integrations of ancillary supporting software systems and NMHU Banner integrations. Mock three is the final testing phase before the project Go Live vote at the completion. Banner Module Coordinators (leaders) will be asked to provide their vote of confidence to move forward with the upgrade. The vote is critical as it will determine if we move forward with the December 8th target date. Our internal ITS project team has provided a test environment for faculty and others who wish to perform testing prior to the upgrade. In addition, an extensive communications campaign is underway to ensure knowledge of the impending upgrade and to provide a venue for questions and concerns. As of this date, the project is still on target for December 8, 2022, through December 11, 2022. The team has established a contingency go live date in the event of delays. This project remains the primary focus of the ITS support team for 2022.
- ITS Work Orders Processed:
August Received 989 Closed 939
September Received 474 Closed 437
2022 Year to Date Received 5,397 Closed 5,228
- Enterprise Backup System upgrade – ITS has installed and configured the backup software and is in progress installing and configuring a new storage solution for backups. Due to concerns related to the upgrade of the storage domain, a secondary storage solution was purchased and

has been configured for use. The project is again moving forward with a revised target date of November 2022.

- Video Surveillance - ITS teamed with Campus Police and Campus Safety in developing a plan to upgrade, add capacity and enhance video surveillance capabilities of the university. Phase II or year two of this project is underway. Initial scoping has been completed and approved. Equipment has been ordered and is scheduled to begin installation in October. Phase II of this project will be complete in October 2022. The team has plans to continue the scoping effort at main campus in addition to the Albuquerque and Rio Rancho Centers. Phase III scopes will be completed in December and ready for deployment when funding becomes available.

Future Activities:

- Banner Modernization (Phase II of the Banner in the cloud project). – The ITS project team is working with Ellucian to map and schedule the implementation of the three enterprise software acquisitions that occurred with the Banner in the cloud project. The enterprise software includes Ellucian Workflow – a process workflow intended to provide an automated solution for processes that have multiple processing and approval points. Banner Experience – a tool to provide improved navigation throughout the Banner system providing targeted access to main-stream processes in the Banner system. This product will vastly improve the student experience related to navigating the Banner system. The final enterprise software is the Ellucian Intelligent Learning Platform (ILP). ILP provides bi-directional integration from Banner to the D2L Brightspace learning management system. This will provide a more robust integration from the Banner student information system to Brightspace.
- Hybrid Active Directory Identification Management – ITS is researching technology that will allow authentication onto the NMHU network to be available in the cloud. In alignment with many other technology services used by the university, migrating authentication service into the cloud will provide enhance cyber security in addition to improved access during campus outages at NMHU’s main campus. The outages experienced are out of the control of the university and cause by weather conditions or fiber maintenance between Las Vegas campus and the university’s Albuquerque aggregation point. Implementing a cloud solution will provide improved access to the NMHU technology stack.
- FY23 Computer renewal and replacement process. With the completion of a recent physical inventory, ITS is positioned to kick off an annual renewal and replacement process for university owned computers. The process is intended to support a seven (7) year replacement cycle of computer equipment for the university. This process will commence in July 2022.

Report provided by: Labor/Employee Relations (Mariama Whalen, Labor/Employee Relations Officer)

Key Accomplishments:

- Update to Human Resources/Payroll website
- Welcoming of the newest members of the Human Resources/Payroll staff
 - Continuous training of the Department’s information systems and processes
- Full implementation of additional role as Contract Officer
 - Faculty (and staff) contract management

Present and Future Activities:

- Full-body contract negotiations began (June 2022) between the Administration and the Non-Exempt Union.
- Negotiations continue between the Administration and the Staff (Non-Exempt and Professionals) bargaining units relating to working conditions during the COVID-19 pandemic.
- Negotiations continue between the Administration and the Professional’s bargaining unit relating to the following:

- the implementation of a new pay structure.
 - updates to job descriptions per the recommendations of the Evergreen compensation study.
 - Job description review meetings, in accordance with the September 2021 Memorandum of Understanding, between the Administration and the Non-Exempt Union bargaining unit employees continue to occur.
-

Report provided by: Police/Security Division (Clarence Romero, Chief of Police)

Key Accomplishments:

- NMHU Police/Security, provided security and set up services for the fall concert, featuring Kumbia Kings and other entertainers. There was approximately four hundred in attendance and the concert was without incident.
- NMHU Police/Security, provide security and police services for all sporting events. The NMHU Home Coming was a great success and Highlands was victorious. The game was well attended and without incident as well. All COVID-19 safe practices were in place throughout the event.
- NMHU Police/Security completed the first run of the Luna Community College (LCC), Law Enforcement Biennium training program. This program is part of the LCC criminal justice program as well. We did utilize our departments certified police instructors to train both law enforcement officers and criminal justice students as well. We will continue to work with LCC on continued Biennium training for surrounding agencies.
- NMHU Police/Security, received a request to participate and assist with a community trunk or treat at a local business. We will be providing a police officer and a police vehicle as well as one of the mobile cameras.
- NMHU Police/Security, provided police support to the Governor's Mansion, for the NMHU day at the Mansion the event was well attended and without incident.
- NMHU Police/Security, will be sponsoring a Domestic Violence Awareness event here at NMHU now in October. It will be a joint venture with the District Attorney's office and HU CARES.

Report provided by: Purchasing (Aaron Flure, Director of Purchasing, Central Receiving, and Post Office)

Key Accomplishments:

- Created and submitted Request for Proposals for payroll services, negotiated indirect costs rate agreement application support, restaurant at the golf course, general contractor for Sininger Hall, and health insurance for international students.
- Worked with Chrome River Specialist (ESA) in enhancing procedures and fixing issues within system. Since May, we have completed ten projects that have resolved deficiencies in the system.
- Added small contracts to our database within our contract management software. Testing effectiveness of adding cooperative agreements to system as well.
- Annual Audit work.
- Ellucian testing for new upgrades.
- Renewals of annual contracts and agreements and reviewing existing for compliance.

Future Activities:

- Finalizing plan with Athletics and Business Office on processes and solutions for student athlete travel meal plans.
- Training two new staff members.
- Developing training materials for Chrome River Invoice and Expense Modules for end users. In addition, resolving issues within the process of the program and within organization

- Developing and conducting multiple Request for Proposals (RFP) for services that will enhance and help with University Goals.
-



Board of Regents Report

Division: **Student Affairs**

Report Provided on: **October 19, 2022**

Report provided by: **Dr. Kimberly J. Blea, Dean of Students**

Key Accomplishments:

- **Student Life/Arts@HU/Ilfeld Auditorium** – hosted 21 events and have had a total of 1,446 students participate during the first half of the fall 2022 semester. Some featured events were Silent Disco, Carnival, Operation Glow, and a trip to the Balloon Fiesta. The Kumbia Kings concert was finally held on September 10, 2022 and there were about 600 participants.
- **Student Life/Arts@HU/Ilfeld Auditorium** – on August 1, 2022, Joseph Dominguez was promoted to the Director of Student Life and Campus Recreation. Through this reorganization, he is now responsible for all student programming, Arts@HU events, game room, Outdoor Recreation Center, Archuleta Fitness Center, Natatorium, and Ilfeld Auditorium. There are 4 professional staff and about 30 student employees that he oversees.
- **Center for Professional Development & Career Readiness** – provided data regarding student use of the Engage@HU software system which includes the following:
 - 1,069 events on campus since March of 2021 to date
 - 2,665 unique attendees
 - 73 Clubs and Organizations have been created since August 2021 which includes:
 - 472 total members
 - 58 right now are active
 - Clubs held 38 events to date
 - 725 unique attendees
 - Elections moved from paper ballots to online ballots in the Engage@HU platform
 - ASNMHU has hosted 5 elections
 - 2 Homecoming elections have been hosted
 - 8 Student Employment Trainings have been hosted
 - 22 Classroom Presentations and Orientation sessions
 - 8 co-curricular pathways currently exist in Engage@HU: Career Readiness, Civic Engagement, Financial Literacy, First-Year Experience, Leadership, New Mexico 101, Social Justice & Inclusion, and Sustainability
 - 1,209 students have completed 1 or more items in an active pathway
- **Center for Professional Development & Career Readiness** – hosted the Career Fair on September 28, 2022 with 179 students participating and 34 employers present.
- **Center for Professional Development & Career Readiness** – Student Employment Coordinator has posted more than 450 internships and jobs on Center's site, has assisted over 50 students with resumes and cover letters during the fall semester, and has presented 5 classroom presentations during the first half of the semester.

- **Housing & Student Conduct** – there are 491 total students living on campus for the fall 2022 semester, which includes 421 students in the residence halls and 70 students in the campus apartments.
- **Housing & Student Conduct** – has identified a block of rooms that Recruitment can use for visiting groups to stay while on their campus visit.
- **Housing & Student Conduct** – administered a survey to residential students during the third week of the fall 2022 semester. Questions asked include: 1). Rate your personal experience with the housing application process, 2). Rate your personal experience with the housing check-in process. 3). Rate your current on campus housing facilities. 4). Rate your experience with housing staff. 5). Is there anything that could improve your residential experience? And 6). Other comments or feedback. There was an 18% response rate and overall the feedback was favorable. There was some feedback that was actionable and has been followed up and acted upon by Director Wilkes. Overall the data collected was not surprising and was what Dean Blea expected. This survey will continue to be administered each semester.
- **Archuleta Fitness Center** – has had 702 visitors thus far during the fall 2022 semester. The Fitness Center will be relocated to Melody Hall prior to the spring 2023 semester.
- **Natatorium** – was closed due to water restrictions and has now opened on October 17, 2022.
- **Game Room** – has had 748 visitors thus far during the fall 2022 semester.
- **Outdoor Recreation Center** – has had 109 visitors thus far during the spring 2022 semester.
- **General Store** – is now being overseen by HU-CARES. There was a total of 96 visits during the month of September 2022.
- **HU-CARES** – during the first 7 weeks of implementing the new wellness coaching model, there were 60 one-on-one sessions with students.
- **HU-CARES** – hosted the Out of the Darkness Run for Suicide Awareness and Prevention on September 29, 2022 at the Gene Torres Golf Course. There were over 70 participants. Prior to the event, there were 326 personalized luminarias created by community members. The luminarias were used to light the path for the run.
- **Student Affairs/HU-CARES** – applied for and was awarded a College Food Security Grant through the New Mexico Higher Education Department for \$50,000. The overall goals of the grant are to destigmatize food insecurity and establish and implement practices and policies that will sustain the NMHU General Store. Also, the data collected as part of this grant will feed into a statewide data dashboard that will also receive data from other state agencies including PED, ALTSD, etc. This will demonstrate how state agencies collectively are addressing the Governor Lujan-Grisham's priority of food security throughout the entire state.
- **Student Affairs/Dean of Students** – completed a bathroom audit with students to ensure access to gender neutral facilities across campus. There has now been signage put up around campus that direct individuals to gender neutral restrooms.
- **Student Affairs/Dean of Students** – developed a Memorandum of Agreement with Luna Community College in which LCC students have access to NMHU student services including the Center for Professional Development and Career Readiness, Outdoor Recreation Center, NMHU events and programming, Archuleta Fitness Center, Natatorium, HU-CARES, Student Health Center, and residence halls. The MOA is from September 1, 2022 through May 12, 2022. Presidents Minner and Martinez both signed the agreement.
- **Title IX & Compliance** – provided a summary report of all cases for January 2022 through October 7, 2022 which include:

Intaked Reports: 37

Type of allegation	Number
Title IX or Title IX retaliation or sexual harassment	14
Discrimination or retaliation	14 (6 related to disability discrimination)
Other Student Misconduct	2
Other Employee Misconduct	7

Resolutions: 25

Type of resolution	Number
Closed after Investigation	3
Non-punitive educational resolution (training)	2
Closed because of Nonparticipation	5
Closed because Reporter did not want an investigation	4
Closed because of a lack of jurisdiction	8
Intaked in 2021 but closed in 2022	3

Future Activities:

- **Student Affairs** – will administer a Basic Needs Survey in spring 2023 as part of a statewide initiative at 28 institutions of higher education in New Mexico. The survey will look at hunger and homelessness among college students, staff and faculty. This survey is the first of its kind nationwide. Institution specific data will assist in being able to target our efforts.
- **Student Life/Arts@HU/Ilfeld Auditorium** – will be administering a survey in the month of November to students, faculty, and staff to determine the types of entertainment they would like to see brought to campus as part of the Arts@HU series. The Arts@HU series for the 2023-2024 academic year will be planned by August 1, 2023 and season passes will be available.
- **Outdoor Recreation Center** – will be offering the annual and very popular ski and snowboard trips during the 2022-2023 winter season.
- **Student Affairs/HU-CARES** – will be exploring virtual options to support the increased demand for mental health services that exist. This will be a contract with a vendor and will be funded through the additional \$50k received for FY 23 to support mental health services through institutional allocation.
- **Student Affairs** – will partner with Strategic Enrollment Management. Housing and Student Conduct will be able to house 114 additional students by switching rooms in Melody Hall and Connor Hall back to double occupancy as originally designed. There will be additional cost for furniture, mattresses and staffing, but it is achievable. HU-CARES will present to SEM so they are aware of what the new model of care and wellness coaching model entails. This will be especially important for the Student Success Coaches to know and understand the appropriate referral process. Student Life will organize meetings with SEM and the Alumni Office to ensure event and activities are developed through coordinated efforts and are cross-promoted. All of the departments within Student Affairs will develop brochures so that SEM can better recruit students based on what we offer. We will need support from University Relations on this.



Board of Regents Report

Division: Academic Affairs

Report Provided on: October 17, 2022

Report provided by: Dr. Roxanne M. Gonzales, Provost/VPAA

Example of Divisional activities directly related to the Mission Statement and Strategic Goals 2025:

Office of Research & Sponsored Projects (ORSP)

- NMHU has received numerous grants, awards, and endowments since 2017, see Attachment 2 for a complete list.

Thomas C. Donnelly Library

- The current show in the Ray Drew Gallery is a collection of 28 works from the Dr. Robert Bell Fine Art Collection. The show entitled, "A Season for the Dead" features etchings and engravings of everyday themes from workers to musicians, cooking, to dancing, and politics to revolution. The show will run October 6 through October 31, 2022. (Goals: 1, 5)

College of Arts & Sciences (CAS)

- Received and implemented grants and endowments: \$2.5 million for the Nursing endowment (from state of NM), \$1 million for stipends and financial aid for Nursing students (from state of NM), \$375,000 for new computer equipment and to launch new programs in Business (from LANL), \$1,000,000/3 year CAMINOS grant for ARMAS, \$270,000 for new STEM equipment (from Sherman Fairchild). (Goals: 1, 2, 5)
- Launched a new dean's initiative to have coffee with individual faculty members to discuss and support their research. Have held 5 coffees so far, with many more scheduled. (Goal: 2)
- The Forest Service has awarded \$40k to NMHU's Department of Forestry to support a project entitled "Educational and Professional Development Opportunities for Forestry and Conservation Nursery Personnel in the American Southwest" focusing on academic and workforce development programs related to the New Mexico Reforestation Center. This is a cooperative service agreement that will facilitate future funding and expanded collaborations in this area. (Goals: 1, 2, 5)

Online & Extended Learning

- The Department of Business and the Santa Fe Center are working with NM Department of Finance and Administration (DFA), State and Local Government Division (SLGD) to develop non-credit course options. (Goal: 5)

Registrar's Office

- WICHE Passport Project is now active. See Attachment 1 for a brief description. (Goals: 1, 3, 4, 5)

Academic Affairs

- NMHU Forestry students were supported by CREST to attend and represent NMHU at multiple national and regional forestry conferences: the 16th Biennial Conference of Science and Management on the Colorado Plateau in Flagstaff, AZ (approximately 2 faculty, 1 staff, and 6 students attended, with 4 student research posters presented); the Society of American Foresters National Convention in Baltimore, MD (approximately 1 faculty, 1 staff, and 12 students attended, with multiple students hired by employers on-the-spot at the convention), and the upcoming Southwest Society of American Foresters section meeting in late October in Pinetop, AZ (approximately 2 faculty, 1 staff, and 12 students scheduled to attend, with at least 1 faculty member and 1 student scheduled to receive regional awards). (Goals: 1, 2, 3, 4, 5)
- Dr. Williamson was elected president of the New Mexico Council of Graduate Deans (Goals: 1, 2, 3, 5)

School of Business, Media Arts, & Technology (SBMT)

- The Department of Business has received funding from Los Alamos National Lab to hire a full time faculty member to develop a program in procurement encompassing supply chain management, business analytics, and project management. (Goals: 1, 2, 3, 4, 5)
- The Department of Media Arts and Technology's (DoMAT) Production Club created pop up projections for the Billy the Kid Film Festival on several buildings between the Indigo Theater and the Skillet in Las Vegas. (Goals: 1, 2, 5)

School of Education (SOE)

- Dr. PJ Sedillo received the New Mexico Association for the Gifted Advocate of the Year Award. (Goals: 1, 5)

Facundo Valdez School of Social Work

- Completed the second year of our five-year, 3-million-dollar SWEEP grant. The SWEEP team has developed and coordinated many efforts to support current students, including the creation of a faculty advisement guide and a training program for all faculty advisors; the creation of a student resource guide, and, in partnership with current students, the development of extensive student outreach and academic and non-academic support programming and the initiation of extra-curricular educational opportunities. (Goals: 2, 3, 5)
- The dean, staff, and graduate assistants continue to be involved in the statewide Social Work Workforce Task Force and the National Association of Social Workers (New Mexico Chapter) to collaborate on efforts to build the social work workforce in the state. (Goals: 2, 5)

Key Accomplishments:

Strategic Goal:

Thomas C. Donnelly Library

- The library staff and student employees painted this year's NMHU horse for the homecoming parade. The scenes on the horse show NMHU and the surrounding communities overcoming fire, flood, and the pandemic. Theme: Purple Pride. Together We Thrive. The horse is currently exhibited in the Student Union Building. (Goals: 4, 5)



College of Arts & Sciences

- Faculty continue to publish an impressive range of research, with Dr. Lauren Fath's memoir (English) due to be published this fall (with a book talk organized this November), as well as additional publications by Dr. Sebastian Medina (Biology), Dr. Aalap Dixit (Forestry), and Dr. Tomek Falkowski (Forestry). (Goals: 1, 2)
- Dual credit enrollments doubled Fall 2021 to Fall 2022 (roughly from 40 in Fall 2021 to 80 in Fall 2022), and are looking to double the number of dual credit offerings in the spring and moving forward. (Goals: 3, 5)

Online & Extended Learning

- Outreach activities included: the Farmington team participated in a transfer fair at San Juan College in September, transfer information sessions for Central New Mexico students have been scheduled by the Rio Rancho team for the fall semester, the School of Business held an Open House at Rio Rancho 10/13, the deans of Business and Education met with students at the Farmington Center. (Goal: 5)
- The Farmington and Santa Fe Centers are working on a coordinated operations manual for their Centers. (Goal: 5)

Registrar's Office

- Successful reinstatement of Northern Area Workforce Development partnership for academic programs in the College of Arts & Science, School of Education, School of Business, Media & Technology. (Goals: 1, 2, 3, 5)

School of Business, Media Arts, & Technology

- In partnership with the Office of Strategic Enrollment Management, the dedicated Student Success Coach has been the contact person for students pursuing any degree within the DoBA. This initiative will improve student retention. (Goals: 1, 2, 3, 5)
- Faculty members from the SBMT had several achievements: (Goals: 1, 2, 3, 5)
 - On September 13, 2022, Dr. Melanie Zollner from the DoBA was invited to speak at the Northern New Mexico Human Resource Association Annual Labor and HR Law Conference. The topic of her presentation was *Ethics and Human Resources Management*.
 - Dr. Zollner's paper titled *A Phenomenological Study: Challenges for Undergraduate Nontraditional Hispanic Women Students on the Path to Degree Attainment* was published in *The Journal of Continuing Higher Education* (DOI: [10.1080/07377363.2022.2106085](https://doi.org/10.1080/07377363.2022.2106085)).
 - Dr. Zollner was invited to attend the 2022 Teaching Business Ethics Workshop, sponsored by the Daniels Fund Ethics Initiative at New Mexico State University and the University of Denver to be held on November 11 to 12, 2022. Four students will be accompanying her to the event.

- During Homecoming Week 2022, Dr. Ali Arshad from the DoBA presented on September 15, 2022 to the NMHU community. The topic of his presentation was *Did you Hear the Music Stop? Where is the US Economy Headed?*.
- Mr. Morgan Barnard from the DoMAT showed his artwork as part of a group show at Pie Projects Gallery in collaboration with Turner Carroll Gallery featuring four New Mexican artists from September 23 to October 22, 2022.
- Mr. Barnard received the Epson Emerging Artist Award at the 2022 CODASummit. The award was juried by Sandra Bloodworth, Director of MTA Art & Design.
- On August 31, 2022, the New Mexico Highlands University (NMHU) Society for Human Resource Management (SHRM) Chapter earned the Student Chapter Merit Award for its excellence and achievement during the 2021-2022. (Goals: 1, 2, 3, 4)
- The NMHU SHRM Chapter hosted a presentation on September 28, 2022 entitled *Understand Personal Strengths: Motivation and Accountability* by Dr. Steven Berkshire, Professor and Director of the Doctor of Health Administration, from Central Michigan University, which was attended by 20 students. (Goals: 1, 2, 3, 4)

Center for Teaching Excellence

- An intensive 4-day High-Impact Practices Institute, with the theme of Diversity and Global Learning, was held for faculty in mid-July. (Goals: 1, 2, 3, 4, 5)
 - Theme chosen based on faculty feedback and interest in teaching with greater inclusivity and equity in mind
 - Planning a 4-day intensive institute with the goal of faculty redesigning an existing course for the Fall 2022 semester
- A reading group was formed based on the works of Robin Wall Kimmerer's *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants* (Goals: 1, 2, 4, 5)
 - Scheduled 2 weekly meeting times across 3 weeks to suit a variety of schedules

School of Education

- Special/Gifted Education Department course changes have been approved by Academic Affairs, Faculty, Senate, the Registrar, and the Provost. The changes better support NMHU student and alignment to NMPED needs. 1. Minor in Special Education leading to licensure 2. Minor in Special Education without licensure 3. Master's in Special Education leading to licensure. (Goals: 1, 2, 4, 5)
- Dr. Valenzuela and Adrian Sandoval have written an article for the Soleado Winter Issue (A Publication of Dual Language of New Mexico) titled *Reclaiming the Narrative: Centering Bilingual Multicultural Education as a Cultural and Linguistic Right*. (Goals: 1, 4, 5)
- Six of our Ed Rising members will be attending the La Cosecha Conference as student interns. They are also scheduled to present at the CESDP's Student Leadership Institute. The title of their presentation is *Social Justice, Indigenous Rights, and the Chicano Movement: Learning From the Leaders of Bilingual Education*. (Goals: 1, 2, 5)
- Dr. Kim is schedule to present at the 2022 Mississippi Council of Teachers of Mathematics (MCTM). (Goals: 1, 2, 5)

Facundo Valdez School of Social Work (SW)

- SW was awarded \$250,000 by the State to help launch a Center for Excellence in Social Work, which will conduct research and develop curriculum to respond to emerging social work needs in New Mexico, including needs related to climate change, public health crises, child welfare and child protection, and public safety. (Goals: 3, 5)
- The Native American Social Work Studies Institute (NASWSI), under director Dr. Melissa Riley, continues to develop new courses to prepare social workers for practice with Native American clients and communities. (Goals: 2, 3, 4, 5)

- The NASWSI has developed Continuing Education and other workshops to build the cultural competence of social workers for work with Native American Communities. (Goal: 5)

Office of Research & Sponsored Projects (ORSP)

- In concert with the Provost and the deans of Social Work, College of Arts and Sciences, and Education, applied for and received \$20.5M of HED faculty endowments for the Social Work, Education, and Nursing (Goals: 1, 2, 3, 4, 5)
- Awarded thesis awards to two graduate students (Goals: 1, 2):
 - Ganiyat Adeniji-- *The Authentication of Nigerian Cultural Identity Through the Works of Chinua Achebe And Wole Soyinka* (Student also submitted to the Western Association of Graduate Schools for a regional competition)
 - Philpatrick Gallegos-- *Seizure Detection Utilizing Tensorflow and Keras on a Raspberry Pie 4*
- ORSP submitted a revision of the *Faculty Research Handbook* to the Faculty Senate for review (Goals: 1, 2, 3, 4, 5)

Future Activities:

College of Arts & Sciences

- New programs are well underway in NMHU. (Goals: 1, 2, 4, 5)
 - The B.S. in Wildlife Biology Conservation fully launched in Fall 2022.
 - The B.A. in Organizational Leadership, in collaboration with the SBMT, will be fully launched in collaboration with Wiley in Spring 2023.
- The HLC visit for the MSN in Nursing is now scheduled for November 28-29. (Goals: 1, 2, 4, 5)
- The Forestry program continues to work on the proposal for new Masters degrees in Forestry and expects move those through the faculty governance process in Fall 2022. (Goals: 1, 2, 5)
- NMHU's Department of Forestry is collaborating with NMSU, Luna Community College, UNM-Taos, and others on a \$20-million proposal to the USDA NEXT GEN grant program to support academic and workforce development opportunities in the field of forestry for underserved student populations. (Goals: 1, 2, 4, 5)

Online & Extended Learning

- Options for non-credit partners are being reviewed to support potential expansion of non-credit. (Goal: 5)

Registrar's Office

- Developing a *Department Standard Operating Procedure Manual* for the Office of the Registrar to ensure necessary cross-training and new staff training in the unit. (Goal: 5)

School of Business, Media Arts, & Technology

- The department of Business is gearing up for the 2nd Cowboy Up Pitch Competition, which will be held during the month of April 2023. The Dean in collaboration with Dr. Terri Law, Executive Vice President of Student and Donor Engagement. (Goals: 1, 2, 3, 4)
- No Name Cinema will visit with students from the department of Media Arts in November for a lecture and show of their experimental film work, which will expose students to experimental techniques for filmmaking and approaches to create immersive, expanded cinema. (Goals: 1, 2)

School of Education

- Dr. Scott Parkman has initiated the SOE 3YR Study Cycle for our next CAEP Accreditation visit, Fall 2025. (Goals: 1, 5)
- Counseling is preparing for the 2023 CACREP site visit. (Goal: 1)

- A 6 th Year Educational Specialist Degree planning completed move to AA Nov 2022. (Goals: 1, 2, 3, 4, 5)
- A certificate program in Sign Language is currently in development. (Goals: 1, 2, 4)
- A certificate for Educational Diagnosticians and Evaluation Specialists is currently in development and projected for Fall 2023. (Goals: 1, 2)

Facundo Valdez School of Social Work

- The curriculum committee is working to update the curriculum of our Bilingual-Bicultural concentration courses to best prepare social workers to address changing issues for Spanish-speaking clients and communities in New Mexico and the Southwest. (Goals: 1 ,2 4)
- The curriculum committee is exploring options to offer extra-curricular opportunities and coursework to freshman and sophomore students on the Las Vegas in an effort to nurture their interests and recruit students to the major. (Goals: 1, 2, 4)
- The curriculum committee is working to develop a mission and vision statement for our new Center for Excellence in Social Work, which will help guide the development of a job description to help us recruit a director. (Goal: 5)



Office of the Registrar

505.454.3438

registrar@nmhu.edu

WICHE Passport Project Summary

New Mexico Highlands University (NMHU) signed an MOU with the Western Interstate Commission for Higher Education (WICHE) for Interstate Passport in January 2022. The intent of this agreement was to implement the WICHE Interstate Passport for nationwide accredited block transfer of lower-division general education coursework. This is based on Faculty developed learning outcomes and proficiency criteria rather than prior focus on course by course transfer. This agreement and implementation are based on four guiding principles shared by NMHU and WICHE:

Student focused	Faculty Driven	Institutional Autonomy	Quality Assurance
------------------------	-----------------------	-----------------------------------	--------------------------

NMHU is one of 71 network member institutions in 21 states, and one of 4 institutions in New Mexico to implement and offer Passport to our students. Our partnering institutions in New Mexico are:

- San Juan College
- New Mexico State University
- Dona Ana Community College

The implementation of the WICHE Passport lead by the Office of the Registrar at NMHU will provide the following advantages:

- Expedited transfer processes making the transfer to NMHU more predicable and seamless.
- Eliminates the repetition of coursework already taken.
- Shortened time to degree, thus resulting in higher graduation rates and cost savings for students.
- Passports recorded on the transcript.
- Better service to our transfer population who are well-prepared to jump into majors at NMHU.
- Provides analysis of transfer students' performance data for Quality Assurance.

Full implementation is scheduled for end of Fall 2022 to middle of Spring 2023. Banner Cloud Migration may slow our process slightly. We are in testing and validation phase of the final implementation steps.



MEMORANDUM

TO: NMHU Board of Regents

THROUGH: Dr. Sam Minner, President

FROM: Max Baca, Vice President for Finance and Administration

DATE: October 10, 2022

RE: **Quarterly Reports and Certification (FY23/Q1) - Action Item**

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 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:

1st X 2nd ___ 3rd ___ 4th ___ Quarter, FY 23

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

NEW MEXICO HIGHLANDS UNIVERSITY

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.

Mr. Frank Marchi, Chairman

Date

Dr. Sam Minner, President

Date

Mr. Max Baca, Chief Financial Officer

Date

New Mexico Highlands University

Quarterly Financial Actions Report

Fiscal year 2023

10/10/22

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.



MEMORANDUM

TO: Board of Regents

THROUGH: Dr. Sam Minner, President

FROM: Maria Sena, Senior Ex. Administrative Assistant

DATE: October 28, 2022

RE: 2023 Board Meeting Dates

After a discussion with Chairman Marchi, President Minner, and Mr. Baca, the dates below were determined for 2023:

Board Retreat:
January 13-14, 2023

Regular Board Meetings:
March 10, 2023
June 02, 2023
August 25, 2023
December 08, 2023

Special Board Meetings:
February 03, 2023-discussion of Tuition and Fees-final vote will be in the March 10th regular board meeting.

April 14, 2023-discussion and approval of the FY25 budget

Action:
Approval of the 2023 Regular Board meeting dates:
March 10, 2023
June 02, 2023
August 25, 2023
December 08, 2023

New Mexico Highlands University
Board of Regents
Budget, Finance and Audit Subcommittee Minutes
April 18, 2022 at 3:30 p.m.
Via Zoom: <https://nmhu.zoom.us/j/5054543272>

Call to Order-Chairman Danelle Smith called the meeting to order at 3:32 p.m.

Attendance

Danelle Smith, Frank Marchi, Max Baca, and Maria Sena

Approval of the Agenda for April 18, 2022

Chairman Smith and the committee reviewed and approved the agenda.

Summary of Legislative Session

Mr. Max Baca provided a spreadsheet for review. He indicated that the compensation increase approved went out on Friday. He stated that there were issues with faculty payments. Issues were due to the faculty deferred compensation. Human Resources is working to make the necessary corrections.

He stated that employees would see the full benefit of the increase in one more pay period. The last pay period only consisted of a partial amount of compensation.

He indicated that athletics received \$260,000 and the Reforestation Institute received \$150,000 in additional funding. A new account will be created for the Reforestation Institute and Dr. Joshua Sloan will be responsible for that account.

He stated that new funding included the NM Tribal education at \$200,000, the Teacher Pipeline at \$250,000, and the Center of Excellence Social Work at \$250,000. Non-Recurring new funding included the HED Teach Up, Nursing, Social Work Matching Funds, and Compensation for RPSP Program 170. The approximate amount of funds for these programs will be 3.1 million dollars.

He stated that the Program 300, Capital Outlay, will see a 4.9 million-dollar growth. Highlands also received BR&R funds in the amount of \$330,000.

Mr. Baca discussed President Minner's priorities. Priorities include compensation (TBD), advertising/PR campaign (recurring \$100,000), expanded program (recurring \$150,000), retention (non-recurring \$100,000), student affairs (recurring-2 years \$50,000), game day experiences (non-recurring \$50,000), and internal research (non-recurring \$50,000). Funding was not allocated for two of the President's priorities, which were the succession planning and community liaison.

Budget-Tuition and Fees

Mr. Baca provided a tuition forecast spreadsheet for review. He stated that the approved blended tuition rates had been difficult to separate. Difficulties included separating in-state, out-of-state, undergraduate, and graduate costs, then trying to apply the costs to the different centers as requested by the Higher Education Department. He also stated that online tuition revenue is calculated with the main campus revenue.

He indicated that for Fall 2021, total main campus undergraduate revenue was approximately 4.6 million dollars. Total undergraduate tuition revenue including the centers was \$4.8 million dollars. Total main campus graduate revenue was approximately 2.6 million dollars. Total graduate revenue including the centers was 2.8 million dollars. Spring 2022 total main campus undergraduate revenue was approximately 4.1 million dollars. Total undergraduate tuition revenue including the centers was \$4.2 million dollars. Total main campus graduate revenue was approximately 2.5 million dollars. Total graduate revenue including the centers was 2.8 million dollars.

Mr. Baca provided an additional spreadsheet for review regarding the miscellaneous fees. If increase in fees occur, he would prefer not to have a blended rate. He would like to have specific percentages for both tuition and fees.

He stated that fees will be calculated based on an estimated 60,000 student credit hours. He reviewed the mandatory fees including the Debt Service Fee, Student Senate, Student Health Services, Campus Life, Athletics, Technology Fee, Infrastructure Fee, and the Campus Life Initiative Fee.

Budget-Meal Plan

Mr. Baca discussed the different meal plans. He stated that the budget will be built with 1.2 million dollars to be conservative.

Budget-Housing

Mr. Baca stated that the Housing budget might be short. He stated that the two percent increase might not cover the housing expenses for the year. He indicated that funds might need to be transferred over to cover the shortage.

Budget Overview

Mr. Baca indicated that it will be a flat budget from the prior year. His concerns included athletics. The University will be required to cover their scholarships at \$185,000 and the increase in travel expenses, which includes hotels and meals. These costs are up 30-40 percent.

Another concern included the \$70,000 to cover the golf course re-opening. He stated that \$70,000 will be moved to open the course and then an additional \$70,000 for the second year will be due in December.

He stated that the budget is due to the Higher Education Department by May 1, 2022. A final meeting will occur with the committee to finalize the numbers for the presentation to the Board of Regents.

Adjournment

With no further business, the meeting adjourned at 4:30 p.m.

New Mexico Highlands University
Board of Regents
Budget, Finance and Audit Subcommittee Minutes
September 29, 2022 at 3:00 p.m.
Via Zoom: <https://nmhu.zoom.us/j/5054543272>

Call to Order-Chairman Danelle Smith called the meeting to order at 3:02 p.m.

Attendance

Danelle Smith, Frank Marchi, Max Baca, Sylvia Baca, Denise Montoya, and Maria Sena

Approval of the Agenda for September 29, 2022

Chairman Smith and the committee reviewed and approved the agenda.

Audit

Mr. Max Baca indicated that auditors are still working on the University's audit. He stated that any corrections would need to be made by Tuesday, October 4th. A confidential discussion continued regarding the audit.

FY24 Research and Public Service Projects (RPSP) Request

Mr. Baca indicated that the University will be submitting a RPSP request for approximately 6.1 million dollars for projects such as New Mexico Reforestation Center, Heritage Trades Academy, and Center for Excellence School of Social Work. Dr. Denise Montoya reviewed and discussed each of the projects and the requested amount. She stated that a new project is the collaboration between Luna Community College and New Mexico Highlands University for a Heritage Trades Academy. This project will focus on the preservation of traditional trades providing skilled workers the expertise in restoring existing historic structures and at the same time provide business skills to create and manage new businesses in the local community to undertake the preservation work.

Singer Hall

A confidential discussion occurred regarding the Singer Hall renovation project.

Adjournment

With no further business, the meeting adjourned at 4:30 p.m.

New Mexico Highlands University
Board of Regents
Academic Affairs Subcommittee Meeting
February 16, 2022 at 10:00 a.m.
Via Zoom: <https://nmhu.zoom.us/j/5071585044>

Minutes

Call to Order-Chairman William Garcia called the meeting to order at 10:01 a.m.

Attendance-William Garcia, Roxanne Gonzales, Maria Sena, Joseph Moreno, Gilbert Rivera, Robert Anaya, Patrick Wilson, Veena Parboteeah, Mary Earick, Max Baca, Brandon Kempner, Ian Williamson, Theresa Law, and Frank Marchi

Approval of the Agenda

Chairman Garcia and the committee review and approved the agenda for February 16, 2022.

Objective - Identify data-based review of Center Operations & identify who/how many students we are serving, and what the net operating value of these operations are. Understand the operations. There is a concern by some that the Operations are resulting in a resource drain on the main campus and its operations - we need to understand if there is or not

Chairman Garcia discussed the objective on the Center's review. He stated that the objective is to identify data base review of Center operations, identify how many students the University is serving, and what is the net operating value of these operations. He indicated that there needs to be an understanding of the operations of the Centers due to the concerns that the Centers operations are resulting in a resource drain on the main campus and its operation. He informed the committee that no recommendations will be made today due to the complex issues that will take time to understand. A collective effort will take place to determine the best recommendations at the end of this process.

Process - review the three documents that were forwarded for all to study. Understand how data was derived and how the studies were conducted. Authors will provide review. (i.e. - Max will review the revenue/cost documents, Robert Anaya will review his letter to Dr. Wilson) (Attachment A)

Chairman Garcia indicated that three documents will be reviewed and discussed by the committee with questions and answers to clarify data and situations that are relevant to the discussion.

Dr. Roxanne Gonzales indicated that the three documents will be led for discussion by the authors. She stated that Mr. Max Baca will discuss the excel spreadsheet. However, in collecting the data, she identified areas that need to be reviewed to determine how the data will be collected in the future.

Mr. Baca provided an overview of the excel spreadsheet. He discussed the number of student credit hours taken at the various centers. Hours are tied to course numbers. Course numbers are

not tied to individual Centers or Main Campus. Students are allowed to take any courses no matter where they are located. He stated that the system that is used by Highlands does not allow to distinguish the location of the students.

Mr. Baca discussed the post COVID-19 and during COVID-19 credit hours in the various centers and main campus. The shift to online courses is reflective in the 2021 academic year. He stated that the summer session is the beginning of the academic year and it aligns with the fiscal year.

Chairman Garcia confirmed that the data sets discussed will be pre-pandemic, pandemic, and post-pandemic.

Mr. Baca discussed the headcount. Students are able to take courses that are offered either on main campus or online at the Centers. Students are not restricted to their locations. Dr. Mary Earick indicated that “NMPED views NMHU’s “nimbleness” by allowing students to optimize time to graduation by accessing programming across centers and modalities without restrictions a key reason we are graduating high numbers of teachers when compared to our sister institutions.”

Dr. Venna Parboteeah indicated that she sees our model as an advantage for students because it is convenient for them.

Dr. Patrick Wilson stated that Highlands has a competitive advantage because the course offerings are accessible in different modalities. He indicated that the Centers are strategically placed in high population areas that students can visit with someone near their home. Dr. Wilson also stated that he felt there was three lines of business in higher education. One, the traditional main campus model, two, the local center-based model, and three, the fully online campus. They all have expenses and revenues and need to be managed as they are three separate lines of business.

Dr. Ian Williamson states that many of the online students would not be online students if the Centers didn’t exist. Staff and Faculty at the Centers provide support to many of the online students. The support of the Centers is as important as the physical presence of the Center. He stated that there are grants and contracts that are obtained because of the Centers. As an example, CYFD grant provides six million dollars every three years for social work. He felt this grant would not be given to Highlands if Highlands did not have a presence in Albuquerque and the Rio Rancho area.

Dr. Mary Earick indicated that her department is working hard to bring freshmen back on campus in teacher education. She stated that Highlands graduated forty percent of teachers with licensure in the state of New Mexico. This year they have a cohort of seven freshmen and these students speak very highly about Highlands. Regent Garcia indicated that online ends up attracting more people to the campus by good advertising.

Dr. Parboteeah indicated that her department had a faculty member that would do advising in Santa Fe. She stated that last semester she decided to schedule a few days to advise the students herself. She was supposed to see that most students requesting advising were factually MBA students.

Mr. Robert Anaya, Santa Fe Director, indicated that staff works hard to matriculate students. He indicated that the modality is not the reason for doing our work, it is to bring students into admitted, retained, and graduation. Mr. Romero stated that the Santa Fe Center track all their students. It is important to maintain communication with students so they stay connected with the overall campus.

Mr. Gilbert Rivera, previous Farmington Director, stated that if Highlands did not have a Center in Farmington, the Native American student population would be low. He indicated that the Native American students made up forty-five to fifty-five percent of the total student population at the Farmington Center. Fifty percent of the total Native American student population at Highlands comes from the Farmington Center.

Chairman Garcia indicated that the University had just achieved the ten percent of the Native American population and University is close to achieving the Native American designation requirement.

Dr. Theresa Law indicated that Highlands offers the New Mexico Tribes and Pueblos a Tribal MOU. The MOU waives all the tuition and fees for the student. She stated that three MOUs are available for each Tribe.

Mr. Joseph Moreno, Metro Center Manager, stated that the Center works with any student that walks through the door and works with high school students that are interested in Highlands. The Center also provides exposure to main campus.

Dr. Law stated that fifty to seventy-five Native American students are enrolled at the Rio Rancho Center. She indicated that an Albuquerque based recruiter had been hired to cover the Albuquerque population.

She also indicated that the Centers are currently using Tutor Trac or Slate. Tutor Trac is the system that Highlands uses to help track retention and Slate is used to track recruitment and application contracts. She stated that this would be a great opportunity to have the Centers begin using this software to reach out to the three populations with the same messaging.

Mr. Baca indicated that Highlands was successful in obtaining funds for Facundo Valdez Native American Social Work Institute. These funds were provided to develop culturally sensitive social work curriculum. He stated that the first Native American curriculum is scheduled to come out for the Navajo Nation.

Dr. Gonzales indicated that they met with the Governors of the tribes in November. The initiative is to be one hundred percent online for Social Work. However, the model is intended to go into Education and Business. The model was developed for a long-term projection to provide people with specific education and training into serving those populations. She stated that twelve credits are being developed to address these needs.

Mr. Baca indicated that two plus two agreements are in place with various New Mexico community colleges. A student is able to obtain their Associate's Degree with the community college then

attend Highlands for their Bachelor's Degree. Dr. Law indicated that they actively recruit these students and CNM provides the largest number of students. She stated that the community colleges have been hit hard during COVID. Colleges have seen a dramatic drop in enrollment.

Mr. Baca continued his review of the data set. He discussed tuition and fee dollars. He stated that data sets are reviewed to make sure that Highlands was budgeting appropriately. Discussion occurred regarding dual credit, social work, and graduate students.

Chairman Garcia indicates that more questions are raised after reviewing the data sheet and hearing from the committee members. He stated it was not about just looking at numbers, but the need to understand numbers for the Regents to make the very best decisions.

Member Marchi agreed that Highlands has three different lines of business. Highlands needs to understand and start working through each one. He indicated that the University needs more students. Highlands lost several million dollars of revenue due to the pandemic. He would like to see individual goals for each of the three models. Each model should work to help each other.

Dr. Gonzales stated that one advantage that Highlands has compared to Eastern and Western is how the University is structured at the Centers. Their Centers have separate accreditation and presidents which allow for large overhead costs. Highlands has one accreditation for the entire institution and one president.

Chairman Garcia stated that the market is getting smaller and the University needs to determine how to attract student from not only New Mexico but from other areas. He indicated that there are other students that are in need of education and how can we build our intuition by accommodating the needs to move forward.

Mr. Baca indicated with the declining enrollment, the University cannot sustain with the tuition increase model. Enrollment is the key. He stated that Highlands leaves millions of dollars on the table every year. He felt the only way out was to increase enrollment.

Mr. Baca discussed the center expense report. He indicated that without the CYFD grant, which pays for a lot of the faculty salaries, the Albuquerque Center would be struggling on how to meet the demand of the Social Work Program. The Farmington Center had very little expense, the Rio Rancho Center does have support staff and some faculty.

He indicated that Highlands recently signed an agreement to purchase the Rio Rancho Center. After six years, the University will own it.

Dr. Gonzales indicated that several years ago there was discussions for the Albuquerque Center to be combined with the Rio Rancho Center and that is still a possibility. She stated that the Albuquerque Center is strictly Social Work and when hiring a new Dean of Social Work, this individual will need to understand that in the future their Center might move over to Rio Rancho.

Mr. Baca discussed the Two-Year Revenue Verses Operating Expense Comparison chart. He indicated that most Centers are doing fine. The revenues indicated in the chart are not a clear

picture due to students taking online courses throughout the main campus and Centers. He stated he had discussion with his colleagues to determine where the revenue for the web-based courses should post. The final determination was made that all web-based courses would be categorized as main campus regardless of where it is taught.

Set next meeting date and topics to be covered

Next meeting will be April 20th from 10:00-12:00 p.m. via zoom.

Other issues

Dr. Gonzales shared the Vision for Centers for Post COVID. She envisions the Centers will provide exceptional wrap-around services to all students to ensure student success.

Due to limited time, this flexible model and discussion will be the lead topic for the next meeting. Mr. Baca will also provide a legislative report.

Adjournment

With no further business, the meeting adjourned at 12:02 p.m.

NMHU Board of Regents
Academic Affairs Sub-Committee Meeting
April 20, 2022
10:00 am
<https://nmhu.zoom.us/j/5071585044>

Call to Order-Chairman William Garcia called the meeting to order at 10:02 a.m.

Attendance- William Garcia, Maria Sena, Veena Parboteeah, Roxanne Gonzales, Patrick Wilson, Brandon Kempner, Mary Earick, Buddy Rivera, Robert Anaya, and Terri Law

Approval of the Agenda for April 20, 2022

Chairman Garcia and the committee reviewed and approved the agenda.

Review and approve February 16, 2022 Minutes

Committee reviewed the minutes from February 16, 2022. Changes included clarification by Dr. Mary Earick indicating that looking at our regional universities, Highlands graduated forty-two percent of the teachers and by looking at the twelve programs in New Mexico, including private programs, Highlands graduated thirty-two percent.

Continued discussion occurred regarding previous discussion in the February 16th minutes. Dr. Patrick Wilson stated that it was important to note the primary work of the Centers. The two main audiences include the community colleges and the graduate student markets. The Centers strategy includes working with college partners as a transfer institution. The Centers have a strategically different mission than Main Campus because the Centers are located within a short distance of community colleges.

Chairman Garcia asked how Highlands would evaluate the effectiveness of the Center strategies and what metrics that have been developed. Dr. Wilson indicated that the enrollment metrics are part of the Strategic Enrollment Management Plan. Dr. Gonzales also indicated that a big measure overall is determined by the number of students that are graduated, withdrawn, or do not complete.

Dr. Earick stated that articulation agreements with community colleges are very important. She is currently working with Luna Community College's education program. They have begun discussion on how they can work on a two-two program and pipeline the students from the college to Highlands and keep students in the community.

Chairman Garcia asked for an update on the replacement for Social Work Dean. Dr. Gonzales indicated that a committee had been established, applications were being accepted, and the deadline had been extended.

Dr. Wilson pointed out the different tracking of revenue streams for the Centers and the modalities. Delivery modalities include traditional (face to face), centers, and online.

Review of the Native American Agreements and our Marketing Program.

Chairman Garcia indicated he would like to know what the University is doing to develop greater enrollment numbers of Native student and what are the goals for this student population.

Dr. Gonzales stated that the Education and Social Work departments have initiatives specifically targeted for Native students. She indicated that she has met with individuals working in a social work taskforce to provide funds to ramp up more social work programs and focus on Native students. Funding coming from the legislature will be targeted to the Native American population.

Dr. Earick stated that the State of New Mexico and PED convened a Native American work group. This group will make recommendations to the legislator on to how best serve Native American students and how to pipeline them through our institutions to get them into the workforce.

She stated that part of the Kellogg Grant, the University is working with tribal and indigenous communities to bring students to campus and through the Early Childhood Education program. She indicated that twelve percent of all students in the School of Education, graduate and undergraduate, identify as Native American and twenty-two percent of initial teacher licensure students identify as Native American.

She stated that Highlands is being awarded grants due to three factors. Factors include 1. Highest bilingual professors; 2. Student to student-22% of students are Native American in the initial teacher certification programs; and 3. Professors and directors are attending state level meetings in a regular basis to make sure Highlands is at the table.

Mr. Buddy Rivera discussed Native students at the Farmington Center. He stated that since the Native American population is already in the area, no specific recruitment is done to recruit them. Their primary partner is San Juan College and they have a fifty percent population of Native students.

He indicated that Dine' College had developed programs that compete with Highlands.

Chairman Garcia asked if there was a possibility for growth given the fact that fewer students are graduating high school. Mr. Rivera stated, for undergraduate students, not too many opportunities are left to grow due to the competition with Dine College and Navajo Tech. However, for the graduate students, there is potential for a lot of growth.

Mr. Robert Anaya stated that prior to the pandemic, the Santa Fe Center would attend transfer fairs at pueblos. However due to the transitions of tribal government, he stated it was important to have an ongoing continuous strategy. When tribal leadership changes, everything changes. He felt a structured communication plan and an updated memorandum of agreement is needed on a yearly basis.

Ms. Terri Law stated that during the pandemic, her department restructured the Native American Coordinator position to a Native American Liaison. The Liaison is more externally focused. She

stated that with the pandemic, the pueblos were closed and they were unable to recruit. The Liaison has visited the Farmington Center several times to spend time face to face with students.

She indicated that waivers provided to the Tribes/Pueblos cover both undergraduate and graduate students. The goal is to fill as many waivers spots as possible.

Chairman Garcia asked if the Farmington Director position will be filled. Dr. Gonzales indicated that a proposal has been submitted to Mr. Max Baca. Proposal includes Mr. Robert Anaya handling both the Santa Fe and Farmington Centers.

Mr. Rivera stated that there should be a leadership presence at the Farmington Center even if it is just a few days a week. Currently, the Farmington Center has two full-time staff positions and two tenured track faculty.

Dr. Gonzales indicated that student services critical to be onsite and director's presence at any of the centers is important.

Chairman Garcia stated that Highlands is developing a flexible model that will ultimately meet the students' biggest needs.

Chairman Garcia stated that it is apparent to him the need and importance of the Centers. He indicated that the partnerships with community colleges is a fundamental strategy. He also indicated that the Native American Liaison position decision and the need to develop comprehensive strategies for the Native American recruitment is critical but the University is moving in the right direction.

Due to limited time, remainder of the agenda will be discussed at the next meeting.

- Review the academic offerings of each of our Centers –
 - What is offered and how many students are we attracting (pre COVID and post COVID).
 - Review the staffing models at each Center - responsibilities, etc. Also, review success metrics for each operation.
- Identify revenues by each Center, from the following lines of "business" - i.e. on-line synchronous, on-line asynchronous, and in person face-to-face instructions.
- Discuss previous idea of consolidating academic offerings into RR from the ABQ Center.
- Adult 360 recommendations
- Next Steps

Next Meeting

June 22, 2022 at 10:00 a.m.

Follow Up Items

Refining of Data as it is related to online learning credit hours' discussion
Roxanne will lead a discussion regarding the implementation of Tutor Trac and Slate at the Centers
Review strategies and metrics that are current with respect to the Centers

Adjournment

With no further business, the meeting adjourned at 11:32 a.m.

DRAFT

NMHU Board of Regents
Academic Affairs Sub-Committee Minutes
August 17, 2022 at 10:00 a.m.
<https://nmhu.zoom.us/j/5071585044>

Call to Order-Chairman William Garcia called the meeting to order at 10:01 a.m.

Attendance- William Garcia, Maria Sena, Veena Parboteeah, Roxanne Gonzales, Patrick Wilson, Brandon Kempner, Buddy Rivera, Ian Williamson, Robert Anaya, Joseph Moreno, Judy Barnstone, and Terri Law

Approval of the Agenda for August 17, 2022

Chairman Garcia and the committee reviewed and approved the agenda.

Wiley Update

Dr. Patrick Wilson provided a brief update on Wiley. He indicated that Highlands had 150 continuing students that enrolled through the Wiley partnership. He stated that new students starting this term was one hundred. Of the one hundred, ninety-nine have been admitted and ninety-two have enrolled. He indicated that online enrollment was growing at a good pace.

Dr. Wilson indicated that as of March 06, 2022, Wiley had received 1720 leads or inquiries. Two-thirds of these leads coming from New Mexico and one-third coming from outside of New Mexico. Leads are coming from states like Texas, California, Colorado, Florida, and New York.

He stated that applications are mostly from New Mexico but a good number are from other Western States like Colorado, Texas, and Arizona.

Dr. Brandon Kempner stated that it was important to understand that even our online programs are drawing students from New Mexico. Highlands is still meeting the mission of serving New Mexico and regional students with our online offerings.

Dr. Wilson stated that most starts are from New Mexico. Thirteen percent of the starts are from outside of New Mexico which include students from Colorado, Hawaii, Wisconsin, Texas, and California. He indicated that through March 2022, Highlands has had 52 starts in social work, 37 starts in the MBA program, and 29 starts in the RN to BSN program. Starts means that students have started attending the University.

He provided a few conclusions:

- Most of brand leads account for about a third of the applications while two-thirds come from Wiley's advertising.
- The brand leads have the highest lead/start ratio at 17%.
- The percentage of out-of-state leads help to build brand recognition.
- Wiley funded sources are generating 85% of leads and 63% of starts.

Dr. Judy Barnstone indicated that the new students coming into online are from outside of the Albuquerque metro area due to the MSW online program. This program prepares social workers for practice in rural areas.

Ms. Terri Law stated that the Opportunity Scholarship would cover the Wiley tuition. Dr. Wilson has connected Wiley with Highlands Financial Aid office to provide this information.

Dr. Gonzales stated that two new Wiley programs from Business will be Undergraduate programs that would qualify for the Opportunity Scholarship. Dr. Veena Parboteeah indicated that a soft launch of these programs had occurred. Thirteen new students enrolled and she felt this program would grow quickly. She stated that they have developed articulation agreements where students would transfer to Highlands from a community college.

Chairman Garcia asked that the Wiley presentation be provided at the next Board of Regents meeting on October 28th.

Chairman Garcia asked for any enrollment projections for fall. Ms. Law indicated that she felt Highlands would be slightly up from last year. Enrollment growth is online, student residential halls are to full capacity, and face to face classes are at full capacity.

Dr. Wilson stated that Highlands needs to consider short term and long term strategies for Wiley. As revenue is generated, how does Highlands invest that revenue so that by the time the contract ends with Wiley, the University is not forced to renew the contract. Dr. Gonzales stated that during the fall semester she will bring a small group to start these discussions.

Chairman Garcia stated that he would mention this discussion at the board meeting. He felt it was important for the University to start planning strategies for Wiley.

New Programs for AY22

Dr. Brandon Kempner discussed the new programs in the Arts & Sciences. Biology is launching a new Wildlife Biology Major. He stated that the University is in its final stages to launch the Masters of Science in Nursing. This program was approved at the state level and the Higher Learning Commission (HLC) will visit in November for approval. He stated that the doctoral part of this program was not approved by the State.

Dr. Williamson stated that since 2020, six programs have been approved and one is pending through the State and HLC. The prior ten years, zero programs had been approved.

Dr. Kempner stated that another new program is in collaboration with Dr. Parboteeah is the Bachelors in Organizational Leadership. This program is a Wiley program and is ready for a Spring launch. He also indicated that his department is working on three forestry degrees which include a Master's of Forestry, Master's of Science, and potentially a PhD.

Dr. Parboteeah stated that new programs coming from the School of Business include BA in General Business, in Organizational Leadership in Public Safety and a Concentration in Healthcare

Administration in the fall. She stated that a new faculty member in Marketing will be reviewing and updating the marketing concentration in both the BBA and MBA. She is hopeful for Fall 2023 implementation.

She indicated that Los Alamos National Labs have provided funds to hire a faculty member to start a program in supply chain management. She stated that there are only a handful of universities across the nation that offer such a program.

She stated that discussions are occurring to possibly bring in a cyber-security program in the Department of Business. This type of program is in high demand.

Dr. Gonzales stated that Highlands is working on linking programming to the market needs. She indicated that the University is implementing a mix of programs from high density to programs that meet the needs of New Mexico.

Dr. Gonzales indicated that the Education Department is developing a six-year program called an EDS, Education Specialist. The department is also working towards an EDD, Doctorate of Education, which will focus on rural and cultural communities.

Dr. Williamson stated that the Alternative Teacher Licensure program was approved at the right time. This program has helped the University's enrollment numbers. He stated that the program is growing.

Due to the limited time, all other agenda items will be deferred to the next meeting.

- Center for Teaching Excellence overview
- Course cancellations
 - Deans please provide a couple of examples from this semester of why you cancel or add classes
 - AdAstra demonstration
- Right sizing of departments (faculty hires)

Follow Up Items

Wiley Presentation at the October 28th Board of Regents

Roxanne will start a small committee to discuss Wiley's short and long term planning strategies

Adjournment

With no further business, the meeting adjourned at 11:35 a.m.

New Mexico Highlands University
Board of Regents
Athletic Subcommittee Meeting
February 08, 2022 at 10:00 a.m.
Via Zoom: <https://nmhu.zoom.us/j/94315652138>

Minutes

Call to Order-Chairman William Garcia called the meeting to order at 10:07 a.m.

Approval of the Agenda

Chairman Garcia and committee reviewed and approved the agenda for February 08, 2022.

Athletic Budget Update

Mr. Andrew Ehling discussed the budget for the Athletic Department. He stated that the department tried to predict for hotel, meals, and transportation costs. Expenses for these items have exceeded the budget.

He indicated that transportation costs are a big issue. There are two factors in travel expenses, buses and drivers. Currently there are four buses but only two drivers. Due to the lack of drivers, the department had to resort to renting charter buses. These buses are expensive. Travel expense has doubled because of the rental of the charter buses. He stated that the football budgeted for \$60,000 and spent close to \$150,000. Hotels are another concern. In 2018-2019 the cost of renting a room was around \$85.00. Now the cost is \$113.00 per room. They also have to purchase more rooms due to the COVID-19 restrictions. The department is limiting the number of athletes that stay in the same room.

Mr. Ehling discussed the vacant position available in his department. He stated that the position has been offered to two individuals, however both individuals have turned the position down. Both of these individuals had connection to the area and would have been a great asset. As a last resort, the department hired a consultant to assist in recruiting and hiring of this position. The search was not successful.

Regent Garcia indicated that Highlands is currently trying to fill over 50 vacant positions. He felt that opening the golf course and building housing would attract professors, staff, and coaches to the area. He stated that the University is taking a leadership role in opening the golf course and possibly establish housing for the community.

Mr. Ehling stated that he when he arrived at Highlands his budget was low. His budget has not increased by expenses such as transportation and lodging has increased. He indicated it is hard to keep the budget leveled. If they budget more funds to transportation and lodging, they will take resources away from other initiatives.

He discussed the scholarship packages that are available to student athletics. Out-of-state students can be offered waivers and funds such as in-state tuition and housing waivers. He stated that all scholarship funds were used. No more funds are available.

He stated that the recruitment budget was a challenge. Football conference schools spent \$30,000 for recruitment. Highlands football recruitment budget is less than \$10,000. With such a low budget, the department can't develop relationships face to face with prospective students and parents. It is not effective.

The goal is to get the best student athletic they can find. The recruitment budget overall for all sports is \$41,000.

Important Athletic Issues Update

Mr. Ehling stated all six-year student athletes that are in graduate school are still in eligibility. If students return, they will honor their scholarships. Eligibility is due to the COVID-19 waiver. This waiver allowed the athletes to come back one additional year.

He stated that currently there are 300 student athletics with 100 from New Mexico. He indicated that the new football coach will be changing that. Coach Hudson will be recruiting more forcefully in the New Mexico high schools to find the right athletes.

Mr. Ehling and Ms. Shanna Halalilo, discussed the women sports. They indicated that they are moving in the right direction. New coaches have been hired in most women sports and they have the right vision for Highlands.

He stated that the Sport Information Director has not been hired. Regent Garcia stated a board retreat would be scheduled to determine what Highlands can do to attract people to Las Vegas and surrounding areas.

Strategic Plan Update

Mr. Ehling indicated that RMAC has a new logo. Each school is getting \$10,000 to rebrand. He will be updating signage around the facilities. He stated he is continuing to find ways to improve the student success center. A possible donor and state funds we could create a nice space for students to feel comfortable and focus on other things rather than athletics.

He stated that he is looking at doing a New Mexico only camp. Multi-sport. He will be bringing in admissions and other offices on campus. He has spoken with Benito Pacheco, Senior SEM Director and Joseph Dominguez, Outdoor Recreation Director to collaborate on this event.

Regent Garcia asked that Mr. Ehling speak with the Motel and Hotel Association. They might be willing to donate funds. He suggested a possible golf tournament at the golf course to bring students.

Open Discussion

Chairman Garcia asked if anyone had any items for discussion. No one came forward.

He indicated that the next meeting of this committee will be April 13th at 10:00 a.m.

Adjourn

With no further business, the meeting ended at 10:55 a.m.

Follow Up

- Provide Athletic Strategic Plan to Chairman Garcia and Maria
- Review scholarship process and budget
- Review RMAC matrix
- Review expenses for recruiting
- Review transportation costs

NMHU Board of Regents
Athletic Sub-Committee Minutes
June 15, 2022 at 11:00 a.m.
<https://nmhu.zoom.us/j/94315652138>

Call to Order-Chairman William Garcia called the meeting to order at 11:02 a.m.

Attendance- William Garcia, Maria Sena, Andrew Ehling, and James Deisler

Approval of the Agenda for June 15, 2022

Chairman Garcia and the committee reviewed and approved the agenda.

Athletic Strategic Plan Update

Mr. Andrew Ehling provided the Athletic Strategic Plan update. He shared the goals and initiatives for review. He indicated that adjustments will be made during the summer to their goals and initiatives to move in the right direction. He stated that his team is working on building their brand culture and focusing on things that they can control, think positive and have gratitude.

He stated that part of their facilities plan is to become flashier by having logos on every wall of their facilities. They are working with Graphic Connection from Albuquerque to provide a proposal for branding in the different facilities including the football stadium.

He indicated that his department had received \$100,000 for a Student Athlete Success Center (Center). The architect will provide a rendering of the center and a cost estimate. The drawings for the student center should be available by July 27th.

He stated that the center will be beneficial to reach their department goal of a 3.0 student athlete GPA. Currently the combined GPA is 2.67. The GPA has gone down from 2.83. Athletes are eligible to compete with a 2.0 GPA. He stated that 144 athletics are currently at 3.0 GPA. Football athletes need a lot of attention. They have the lowest GPA. Baseball and wrestling have the higher GPAs.

He indicated that the Center will have study hall hours for the athletes. Depending on the student's GPA, they will be required to meet the Student Success Coordinator. There will be two tutor rooms and the goal will be to grow responsibility for academic and athletic life. Workshops will be provided throughout the year.

Mr. Ehling indicated that the department made \$150,000 in revenue this year. Revenue included ticket sales, game guarantees, apparel sales, and concessions stand sales. He stated that apparel sales on campus was low. He would like to do more apparel sales, but currently there is no budget to start or maintain it.

He discussed the overall athletic success. He stated that all athletics combined were not over 500 in win/loss. However, most sports improved with wins.

He stated that fundraising and annual gift giving increased. Annual gifts were at \$150,000 in gifts an increase from \$90,000 the year before.

Athletic Budget Priorities

Mr. Ehling stated that the department received a good increase this year in their budget. The budget is now at 3.72 million dollars. He indicated that they might receive marketing funds depending on the enrollment numbers.

He stated that the staff received raised in the amount of \$230,000. He also indicated that Mr. Max Baca is allowing him to have full control of the budget. He will use it as the department sees fit.

The travel budget is \$420,000 which in previous years it had been \$250,000-\$300,000. Costs increase in travel include hotel rooms and buses. He stated that a charter bus to Pueblo, CO has increased by \$5,000. One bus to Denver, CO would cost approximately \$10,000-\$14,000

Fundraising

Mr. Ehling stated that Shanna Dominguez has been hired as the Associate Director of Fundraising. Every few weeks they meet with the Foundation Office to determine upcoming events. The first planning engagement will be a corn hole tournament on July 23rd. Additional events will be Senior Days throughout the year that will include a reception after the game with parents and alumni. Senior athletes will meet with alumni and share their stories. He stated that donors have provided approximately \$5000 for senior gifts, one hundred dollars per senior.

He indicated that his department is working on sponsorships. Last year the total revenue from sponsorships was \$15,000. They would like to meet a \$25,000 goal for this year.

Open Discussion

A short discussion occurred regarding the Gene Torres Golf Course. Chairman Garcia indicated that both the City of Las Vegas and San Miguel County assisted with \$70,000 to open the course. A three-person management committee had been developed to oversee the course and this committee is in charge of the budget. He stated that Golf Automation has been hired to run the course. A soft opening occurred on June 25th with the grand opening on July 9th.

Chairman Garcia stated that he would speak with the President Minner to determine if the coaches could be introduced to the members of the Board of Regents at the next board meeting.

Follow Up Items

Introduction of athletic coaches to the Board of Regents.

Adjournment

With no further business, meeting adjourned at 12:13 pm.

New Mexico Highlands University
Board of Regents
Strategic Enrollment Management (SEM) Subcommittee Minutes
September 16, 2022 at 10:00 a.m.
RAB227

Call to Order-Chairman Frank Sanchez called the meeting to order at 10:05 a.m.

Attendance

Frank Sanchez, William Garcia, Maria Sena, Mary Earick, Brandon Kempner, Ben Bencomo, Theresa Law, Benito Pacheco, Ricardo Martinez, Harold Garcia, David Romero, Barbara Perea-Casey, LouElla Marr-Montoya, Carol Linder, Lorraine Martinez, and Paul Cassidy.

Approval of the Agenda for September 16, 2022

Chairman Sanchez and the committee reviewed and approved the agenda.

Introductions

Everyone introduced themselves and provided why they chose to be part of this committee. Chairman Sanchez indicated that Las Vegas had been through some devastating times including the pandemic and wildfires. He stated that the committee needed individuals like Mr. Cassidy to help obtain housing for the area.

Presentation on potential housing in Las Vegas and Surrounding Area

Mr. Paul Cassidy indicated that there was an opportunity to manage the property to better Highlands and the community. He stated that he had seen estimated housing shortages of over 14,000 housing units in the mid-region of New Mexico.

Chairman Sanchez stated that one of the first things he heard when he became a Board of Regents was that faculty does not live in Las Vegas due to lack of housing and a poor school system. He indicated that sixty-nine percent of the faculty live outside of the Las Vegas area. What incentives can be provided or what opportunities can we give faculty to move to the surrounding areas?

Regent William Garcia stated that it's ok to have faults, but encouraged everyone to critically think about the obstacles. He indicated that individuals are making decisions based on perception. The University needs to understand what the perception is and test it against the facts.

Dr. Mary Earick indicated that a private funder will be awarding the School of Education funds to hire a coordinator, at the request of West Las Vegas, to work with West Las Vegas Schools to be the first in the bilingual school in the district. She indicated there will be an opportunity to work with the school districts to develop communications to dispel some of these perceptions.

Dr. Carol Linder stated that Highlands needs to do be a better job of not only attracting the faculty member to the area, but also their partners. She felt that faculty live out of the area because their partners are professionals. Chairman Sanchez agreed. He felt that Highlands needs to include the family when recruiting the faculty members. He suggested a committee for each department that would entice the faculty member to join Highlands and offer all the amenities available in Las Vegas to the family.

Regent Garcia stated that part of the next steps at the golf course is the development of a master plan. He indicated that several lots are ready to be developed.

NMHU Foundation Live Where You Work Initiative-Theresa Law, Frank Sanchez, & Bill Garcia

Dr. Theresa Law indicated that the President funded this initiative at \$25,000 to encourage faculty and staff to live in Las Vegas and the surrounding area. She stated that criteria needed to be developed to determine how the funds will be used. She indicated that she is working through some legal issues including the issue of telling people where to live. She asked for the committees' input on how the Foundation should spend the funds to incentivize people.

She stated that currently Highlands has eighty staff and thirty-three faculty positions vacancies. She indicated that Highlands has had to be aggressive in filling position and that an additional challenge is that people don't know about Las Vegas or New Mexico.

Dr. Ben Bencomo stated that the community has to do a better job of selling our story. Dr. Linder indicated that a social media person is needed to develop messaging for good new stories. Regent Garcia suggested hiring an intern for Luna Community College, New Mexico Highlands University, City of Las Vegas, and San Miguel County, to develop stories and get the message out about the community.

Ms. LouElla Marr-Montoya stated that the current incentives need to be determined and then determine what type of incentives would attract faculty to the area. Dr. Kempner indicated that no incentives are being offered to faculty at the moment.

Dr. Linder suggested a list of volunteers be created so when individuals are being interviewed, if they have questions, the list can be provided to them to obtain information regarding housing, schools, community, etc.

Other suggestions included a welcoming committee for new faculty members, establishing a registry of available job in the area for trailing spouse/partner, and an internship for community development.

Dr. Law indicated that the University has done some master planning. It included a lot of demographic and economic study of the area. Review data to start developing a plan.

She indicated that she is stilling waiting for feedback from attorneys regarding the incentives. Terri will get AdHoc committee together to discuss attorneys finding.

The roadmap for this committee moving forward include:

- Work on the incentives before the next Board of Regents meeting.
- Work on hiring a student employee to help with the communication piece.
- Work on developing a graduate assistantship.

- Next step meeting would be with United World College, President of Luna and Highlands, Las Vegas Mayor, and Superintendents of the Schools.
- Second meeting in with this committee will be in the next few months.

SEM Presentation-Theresa Law, Benito Pacheco & Ricardo Martinez

Dr. Theresa Law provided a PowerPoint presentation for the Fall 2022 enrollment. She indicated that overall, Highlands had a 3.8% increase in overall enrollment. She stated the last time Highlands had an overall year to year was twelve years ago.

She provided the following statistics:

- Graduate enrollment is up 2% to 1146;
- Undergraduate enrollment is up 4% to 1613;
- Main campus first-time freshmen enrollment is 234-151 residential and 83 locals;
- Housing report stated that all rooms are filled;
- Online student enrollment increased by 89%; and
- Main campus enrollment is up 4%
- Majority of students are New Mexican;
- International students increased 55%;
- Native American students fell below the 10% of our population;
- Center enrollment decreased at all centers

She stated that her department is constantly revising recruitment efforts and housing has been a challenge.

Regent Garcia indicated that it is important to keep the Centers opened because they are generating the online revenue that helps build main campus.

Mr. Benito Pacheco discussed the New Mexico agreement outcomes. He stated that 382 students opted-in and 83 students enrolled for a 21.7% yield. The agreements have led to a 5-year high in admissions from Bernalillo High School and Santa Fe Public Schools.

He indicated that the Denver Public Schools Gear Up Agreement generated 277 opt-ins. Six students have enrolled. He stated that six students might sound low, however, a five-year average is one Colorado student.

He discussed the El Paso Agreement. He stated that 48 students opted-in. Twelve students enrolled. It is a twenty-five percent yield. A five-year average is one El Paso student.

Mr. Ricardo Martinez stated that agreements have been presented to San Antonio Independent Schools, Fabens Independent Schools, and Taos High School. Preliminary discussion has begun with Dallas Independent Schools and Chinle Unified School District.

Dr. Law indicated that recruitment efforts are being focused on Arizona, Colorado, and Texas.

She also stated that fall to fall retention rate for first-time freshmen was 60.3%. The targeted goal in the Strategic Enrollment Management Plan (SEM) was 58%. She attributes the retention success to the student success coaching model.

She discussed the SEM Plan goals which include growing enrollment, repopulating main campus, achieving the Native American Serving Non-Tribal Institution designation, and increasing graduation and retention rates.

Adjournment

With no further business, the meeting adjourned at 1:56 p.m.

DRAFT



To: NMHU Board of Regents
From: Dr. Sam Minner, President
Sylvia Baca, AVP for Facilities, Planning, Maintenance & Mgmt. SB
Date: October 28, 2022
Subject: Sininger Hall Renovation Project - General Contractor RFP Update

Per the open meeting on October 3, 2022, the Board of Regents elected to have the two general contractors, who applied to the Sininger Hall RFP, present at the October 28, 2022 Board meeting. However, there has been a new development. Upon university attorney, Ms. Patricia Ives's and NMHU Purchasing Director, Mr. Aaron Flure's review of the Procurement Code, it has been determined that the university may not negotiate with either of the respondents to the RFP because the lowest of their bids exceeds 10% of the construction budget. Please reference the attached NM Stat § 13-1-105 B procurement code.

With the above finding, Mr. Flure has identified another option for the university:

- a) Cancel the existing RFP, and advertise the RFP a second time. If it results in the same outcome and is canceled, the law permits entities to go to the open market and negotiate a contract with a company that can meet the construction budget. However, it may be difficult to find a contractor that can meet the current construction budget during this period of high inflationary costs. Ms. Ives can offer counsel regarding this provision.

(OR)

- b) Cancel the existing RFP, seek additional funding from the State at the upcoming legislative session in early 2023, then advertise a second RFP based on the construction budget that is available at that time. As a safeguard, the university would add "bid lots" to the RFP in the event costs come in higher than today's costs, and the Facilities AVP, along with the architect, would remove the bid lots from the project accordingly so as to bring the project back in line with a viable proposal.

Regardless of the direction taken, the contractor's scope of work will still include everything except the following tasks that the Facilities AVP will directly manage:

Excluded from Contractor's Scope of Work

- I) 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

Required Action:

Board action is being sought.

13-1-105. Competitive sealed bids; receipt and acceptance of bids.

A. Bids shall be unconditionally accepted for consideration for award without alteration or correction, except as authorized in the Procurement Code. In addition to the requirement for the prime contractor and subcontractors to be registered as provided in Section 13-4-13.1 NMSA 1978, bids shall be evaluated based on the requirements set forth in the invitation for bids, which requirements may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria such as discounts, transportation costs and total or life-cycle costs that will affect the bid price shall be objectively measurable, which shall be defined by rule. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the invitation for bids. A bid submitted by a prime contractor that was not registered as required by Section 13-4-13.1 NMSA 1978 shall not be considered for award. A bid submitted by a registered prime contractor that includes any subcontractor that is not registered in accordance with that section may be considered for award following substitution of a registered subcontractor for any unregistered subcontractor in accordance with Section 13-4-36 NMSA 1978.

B. If the lowest responsible bid has otherwise qualified, and if there is no change in the original terms and conditions, the lowest bidder may negotiate with the purchaser for a lower total bid in order to avoid rejection of all bids for the reason that the lowest bid was up to ten percent higher than budgeted project funds. **Such negotiation shall not be allowed if the lowest bid was more than ten percent over budgeted project funds.**

History: Laws 1984, ch. 65, § 78; 1987, ch. 348, § 4; 2005, ch. 98, § 1.



MEMORANDUM

TO: NMHU Board of Regents

THROUGH: Dr. Sam Minner, President

FROM: Emily Montoya, Director of Financial Aid and Scholarships

DATE: **October 19, 2022**

RE: Scholarship Revision Proposal FY23

Background

The Office of Financial Aid and Scholarships in collaboration with the Strategic Enrollment Management team propose a revised institutional scholarship restructure.

NMHU offers various academic scholarships to first-time freshmen, first-time transfer and graduate students. The qualifying criteria differs for each scholarship. Admitted students are not required to submit an application for scholarship consideration. Scholarship offers are made as admission decisions are rendered. All scholarship offers must be accepted online by students and funding is allocated on a first come, first served basis.

The table attached provides detail for the proposed recommended change. The left column presents each scholarship and its criteria as they are currently offered to students. The right column is the recommended change for each scholarship.

Required Action - Approval by the Board of Regents.

Scholarship	Recommended Changes
In-State Freshman Scholarships	
<p>College Incentive Grant: \$500 for first semester only</p> <ul style="list-style-type: none"> • 2.0 – 2.49 HS gpa per high school transcript. • Student is required to complete enrollment success program during first semester at NMHU. • Upon completion of enrollment success program with at least a 2.5 gpa and 15 credits, students will be awarded a one-time \$250 book scholarship. • Will convert to NM Lottery Scholarship pending the completion of 15 credit hours per semester with a 2.5 gpa. 	<p>Remove scholarship.</p>
<p>Freshman Success Scholarship: \$500 per semester</p> <ul style="list-style-type: none"> • 2.5 – 2.99 HS gpa per high school transcript. • Student is required to complete enrollment success program during the first semester at NMHU. • Must complete 15 credit hours per semester with a 2.5 gpa. • Will convert to NM Lottery Scholarship plus \$500 for 7 semesters pending the completion of 15 credit hours per semester with 2.5 gpa. 	<p>Freshman Success Scholarship: \$1,000 fall semester only</p> <ul style="list-style-type: none"> • 2.5 – 2.99 HS gpa. • \$1,000, fall semester only. • Student is required to meet with Student Success Coach prior to enrollment of classes. • Will convert to NM Legislative Lottery scholarship, with completion of 15 credit hours and a 2.5 gpa.
Out-of-State Freshman Scholarships	
<p>New Mexico Purple and White: \$4,000 per year</p> <ul style="list-style-type: none"> • 3.0 HS gpa. • 22 or higher ACT score or equivalent SAT. • Must complete 15 credit hours per semester with a minimum 3.0 gpa. • Renewable for up to 7 semesters. • Must live on-campus. • Must purchase a meal plan. 	<p>New Mexico Purple and White: \$5,000 per year</p> <ul style="list-style-type: none"> • 3.0 HS gpa. • \$2,500 per semester. • No ACT/SAT requirement. • Must complete 15 credit hours per semester with a 2.5 gpa. • Renewable for up to 7 semesters. • Must live on-campus. • Must purchase a meal plan.
In-State Transfer Scholarships	
<p>Dean's Transfer Scholarship:</p> <ul style="list-style-type: none"> • \$500 per semester with a 3.0-3.49 transfer GPA with no Associate's Degree. • \$750 per semester with a 3.0-3.49 transfer GPA with an Associate's Degree. • Must complete 12 credit hours per semester and maintain a 3.0 GPA. • Renewable for up to 6 semesters based on credits transferred and subject to the completion of 12 credit hours with a 3.0 GPA per semester. • Does not apply to on-line programs. 	<p>Dean's Transfer Scholarship: \$1,000 per year</p> <ul style="list-style-type: none"> • 3.0 transfer gpa. • \$500 per semester. • No Associate's Degree required. • Must complete 12 credit hours per semester and maintain a 2.5 gpa. • Renewable for up to 6 semesters. • Does not apply to on-line programs.

Scholarship	Recommended Changes
<p>Presidential Transfer Scholarship:</p> <ul style="list-style-type: none"> • \$750 per semester with 3.5 or higher transfer GPA with no Associate's Degree. • \$1000 per semester with a 3.5 or higher GPA and an Associate's Degree. • Must complete 12 credit hours per semester and maintain 3.0 or higher GPA. • Renewable for up to 6 semesters based on credits transferred and subject to the completion of 12 credit hours with a 3.0 GPA per semester. • Does not apply to on-line programs. 	<p>Presidential Transfer Scholarship: \$2,000 per year</p> <ul style="list-style-type: none"> • 3.0 transfer GPA AND Associate's Degree. • \$1,000 per semester. • Must complete 12 credits hours per semester and maintain a 2.5 gpa. • Renewable for up to 4 semesters. • Does not apply to on-line programs.
Out-of-State Transfer Scholarships	
<p>New Mexico Success Transfer Scholarship: \$4,000 per year</p> <ul style="list-style-type: none"> • 3.0 or higher transfer GPA with Associate's Degree. • Renewable for up to 4 semesters. • Must complete 12 credit hours per semester with a minimum 3.0 GPA. • Does not apply to on-line programs. • Must maintain satisfactory academic progress (pace of progression, must not exceed max time frame). • Must live on-campus. • Must purchase a meal plan. 	<p>New Mexico Success Transfer Scholarship: \$4,000 per year</p> <ul style="list-style-type: none"> • 3.0 or higher transfer gpa AND an Associate's Degree • \$2,000 per semester. • Must complete 12 credit hours per semester with a 2.5 GPA. • Renewable for up to 4 semesters. • Must live on-campus. • Must purchase a meal plan. • Does not apply to on-line programs.
Graduate Scholarships	
<p>Graduate Scholarships: \$1250 per year</p> <ul style="list-style-type: none"> • 3.0 GPA. • Renewable for 4 semesters. • Must complete 9 credit hours with 3.0 gpa. 	<p>Graduate Presidential Scholarship: \$2,500</p> <ul style="list-style-type: none"> • 3.5 or higher GPA. • \$1,250 per semester. • Must complete 9 credit hours per semester with 3.0 GPA. • Does not apply to on-line programs. • GA recipients do not qualify. • International students do not qualify.

Revised 10/18/22

Marketing and Enrollment Analysis

As of March 6, 2022

WILEY
University
Services

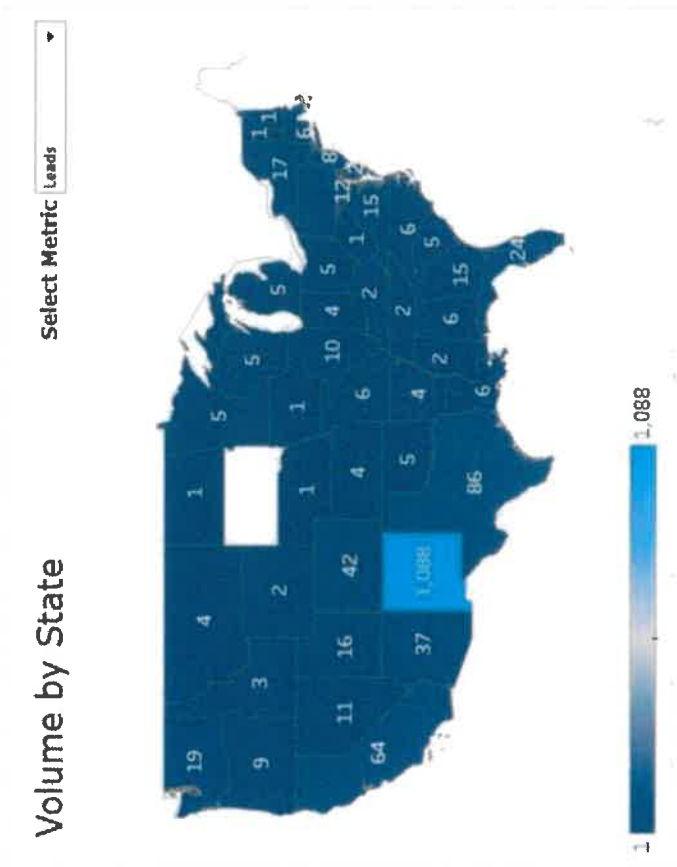


Leads: Two-thirds NM; One-third outside

1,720 Total Leads

Top States beyond NM:

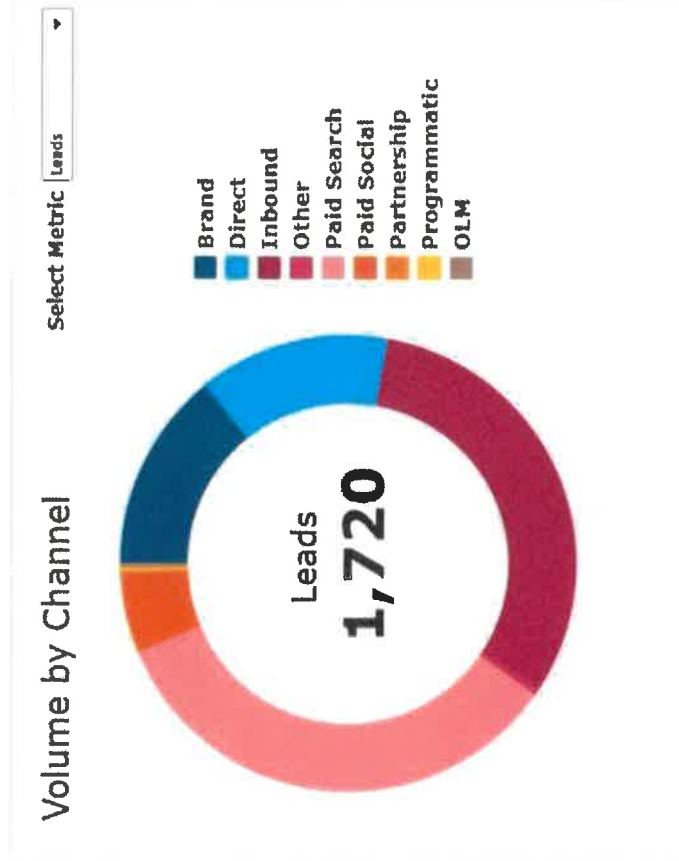
Texas	86
California	64
Colorado	42
Arizona	37
Florida	24
Washington	19
New York	17
Utah	16
Virginia	15
Georgia	15



Broad Mix of Channels

Top Channels:

Paid Search (Google Ads)	34%
Inbound (Website)	31%
Brand (Campus Leads)	14%
Direct (GradSchools.com, etc.)	14%

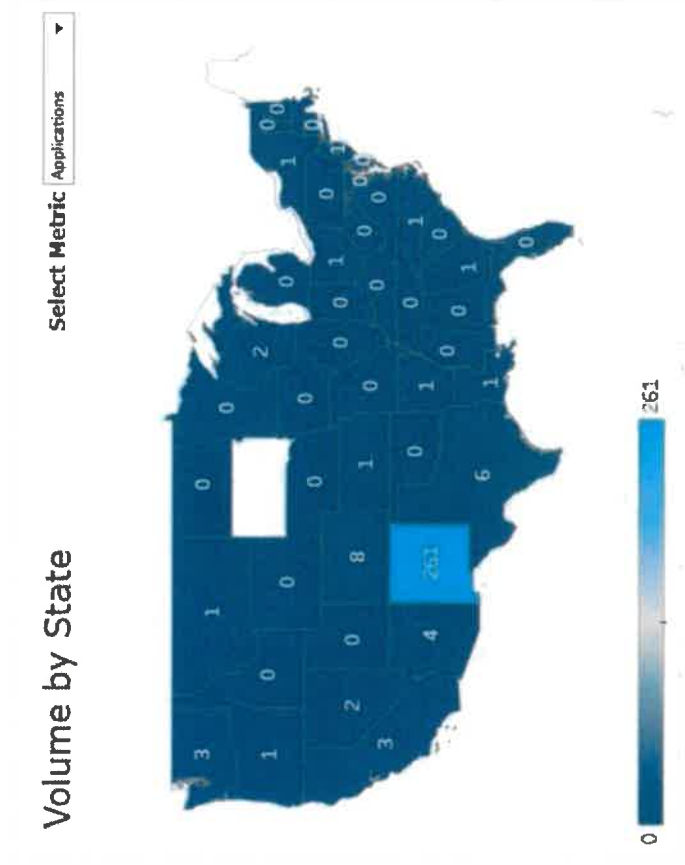


Applications are SW focused

309 Total Applications

Top States beyond NM:

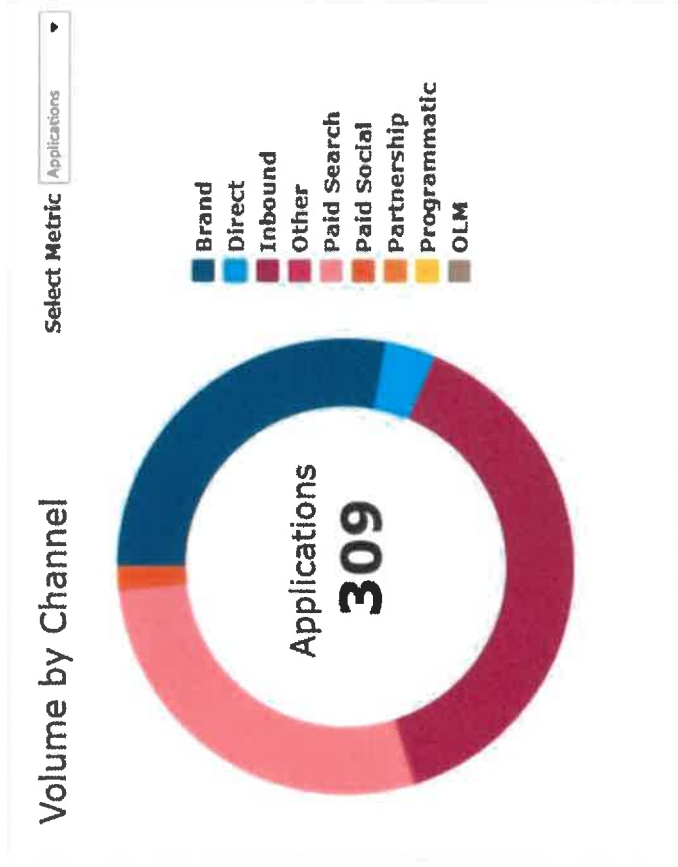
Colorado	8
Texas	6
Arizona	4
California	3
Washington	3



Brand Grows; Direct Decreases

Top Channels:

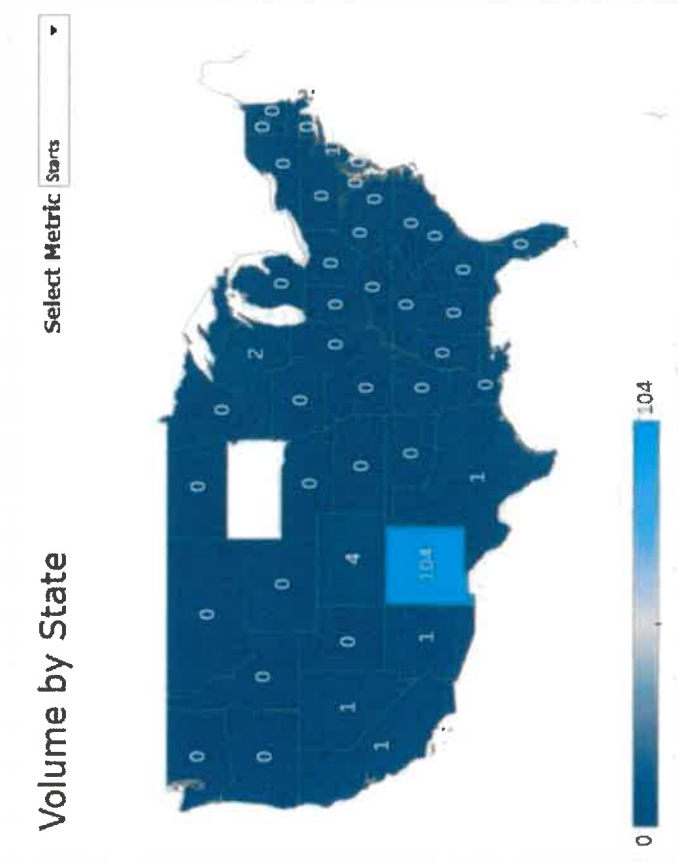
Inbound	39%
Paid Search	28%
Brand	28%
Direct	4%



Thirteen Percent Out-of-State

Out-of-State Starts:

Colorado	4
Hawaii	2
Wisconsin	2
Texas	1
California	1
Arizona	1
Nevada	1
New Jersey	1



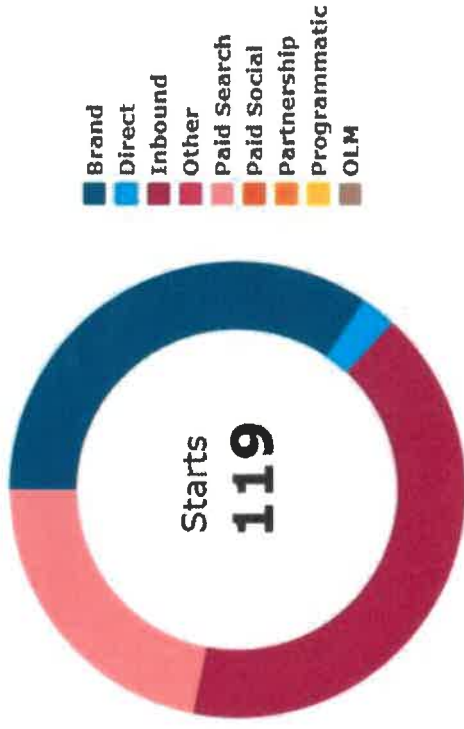
Website & Brand Drive Most Applications

Top Channels:

Inbound	41%
Brand	34%
Paid Search	22%
Direct	3%

Volume by Channel

Select Metric Starts



Spring '22 Revenue Analysis

\$176,826 additional revenue with partnership

Program	Starts	Tuition	SCH	Brand	Non-Brand	Total
MSW	53	\$525	12	\$113,526	\$220,374	\$333,900
MBA	37	\$525	12	\$79,254	\$153,846	\$233,100
RN-BSN	29	\$325	12	\$38,454	\$74,646	\$113,100
				\$231,234	\$448,866	\$680,100
				\$231,234	VERSUS	\$272,040 Revenue Share (40%)
						\$408,060 Net Revenue

Conclusions

- Leads are drawn from a broad mix of channels and multiple states
- Brand Leads account for a third of applications while two-thirds come from website and search engine advertisements
- Brand Leads have highest lead/start ratio at 17% while Direct is lowest at 1.3%
- Percentage of out-of-state leads helps to build brand recognition in new areas
- Wiley funded sources generating 85% of Leads and 63% of Starts

NMHU Foundation Report

10-28-22 BOR Meeting

Staffing

The Director of Advancement position remains unfilled, but a national search by consultants Gonsler Gerber continues. The title has been changed to Executive Director of Advancement to attempt to attract a candidate pool.

2022 Events

The Multi-Board Gathering was held in Santa Fe at the Governor's Mansion on August 25th with good attendance from all boards. The 9th Annual New Mexico Painters' Show, opened with a reception on September 11th attracting more than 100 attendees. The show continues through October 31st in Kennedy Gallery. Homecoming activities included the 5k race, Cowboy Lounge, Alumni Tailgate, and President's VIP Tailgate. The Highlands Beer Fest took place at the Castaneda on October 6th with about 60 attendees. An alumni Happy Hour took place in Scottsdale on October 20th, staffed by Athletic Director Andrew Ehling. Upcoming events include an alumni Happy Hour in Las Cruces on November 10; Giving 'Taco' Tuesday on November 29; the Shop Small Mall on December 1st; a gala event on December 15th in Albuquerque benefiting social work students; and, an alumni Happy Hour at the Plaza Hotel following the Electric Light Parade on December 17th.

Comprehensive Campaign

The initial meeting of the Campaign Cabinet took place on September 28th with Chair Dr. Carlotta Lockmiller presiding. The group will continue to meet every 4-6 weeks throughout the campaign. The group will meet again on November 1st to review a revision of the campaign case statement, a draft campaign plan, initial prospect lists, and presidential prospects. One large planned gift has already been secured, a \$400,000 commitment from an alumnus benefitting the library and music department, and multiple other gifts are under discussion.

NMHU Foundation and Alumni Boards

The Foundation Board will next meet in Santa Fe on November 4th for a regular meeting. The Alumni Board last met over Homecoming on September 16th in Las Vegas, and seated a new President, Jamie Allen. The Alumni Board will next meet in February 2023.

Back From the Dead: Reviving Alumni Boards & Programs

CASE DISTRICT IV CONFERENCE 2022

NEW MEXICO HIGHLANDS UNIVERSITY ALUMNI RELATIONS AND ALUMNI BOARD

Presenters

- ▶ Juli Salman – Director of Alumni & Annual Giving
- ▶ Jeannae Leger – Current President, NMHU Alumni Board
- ▶ Paul Grindstaff – Member, NMHU Foundation Board and Immediate Past President, NMHU Alumni Board

- ▶ Not presenting – Vincent Marchi, Vice-President, NMHU Foundation Board of Directors and Inaugural President, NMHU Alumni Board

There's another Las Vegas!



Yes!

No...



by Unknown Author 11

Cowboy Purple



H NEW MEXICO
HIGHLANDS
UNIVERSITY



FOREVER
Purple
NMHU ALUMNI
ASSOCIATION

Highlands Facts

- ▶ Established in 1893 as a Normal School
- ▶ Public, Master's Level Comprehensive Institution
- ▶ Hispanic Serving Institution (HSI) and Charter (1986) member of the Hispanic Association of Colleges and Universities (HACU).
- ▶ Aspiring/emerging Native American Serving Non-Tribal Institution (NASNTI)
- ▶ Largely first-generation, pell-eligible population
- ▶ More than 80% in-state students for both undergraduate and graduate
- ▶ Centers around New Mexico – Albuquerque, Rio Rancho, Santa Fe, Farmington – and asynchronous, online programs

Highlands People



Foundation & Alumni Board 411

- ▶ NMHU Foundation established in 1986; structure includes Alumni Association (it is not a separate organization from the Foundation). The Alumni Board reports up to the Foundation Board as an advisory board.
- ▶ NMHU Alumni Board started shortly after Foundation inception but minimally active; when we revisited the board in 2016, only the Alumni Board President was active, and no board meetings had taken place since the early 2000s.
- ▶ Prior to 2016 few alumni events took place, and most occurred at homecoming (5-6 events/year). There was no consistent Annual Giving Program, no Giving Tuesday appeal, and no Alumni newsletter. Alumni information was not updated, and the entire donor database had not received an NCOA update.....ever.

Oh No! Our Alumni Board Is Dead!



What killed them? The Suspects Are....

- ▶ Lack of institutional support
- ▶ Lack of leadership in Alumni relations staff – no Director position
- ▶ Few, low-engagement events
- ▶ No web or social media presence for alumni board/programs
- ▶ Lack of alumni information and communications
- ▶ No appeals (yes, not asking for donations helped to kill them.....)
- ▶ No clear way for alumni to engage, even if they wanted to

Back from the Dead!



What magic brought them back to life?

- *Eye of Newt* (New Vision)
- *Single Gold Coin* (Institutional Investment)
- *Charm Spell* (The right staff and volunteers)
- *Love Potions* (Moving to a High Engagement and Relationship-Building Model)
- *Tongue of Bat* (Alumni social media and Newsletter Communications)

.....More Strategy Than Witchcraft

- ▶ Going from 5-6 events per year to 50+ Pre-COVID was a cornerstone
- ▶ Building a great, working Alumni Board
- ▶ Information integrity and management
- ▶ Accepting that engagement comes first, donations later
- ▶ Consistency is key



Planned events



Building and Energizing a New Board

- ▶ Key Takeaway #1: Board member selection is key! Individuals with a deep engagement to the mission is critical!
- ▶ Commencement participation, homecoming ownership
- ▶ Recruiting first board, what resources were needed?, additional staffing needed? (not at first)
- ▶ Executive board meets separately in advance of the general board meeting

Keeping the Momentum Going

- ▶ Key Takeaway #2: Developing Leadership based on the individuals' core competencies and experiences drives confidence and board member satisfaction.
- ▶ Revisit strategic plan at each meeting
- ▶ Expectation management document

Pipeline To the Foundation

- ▶ Key Takeaway #3: Providing a pathway for growth and further service to the organization.
- ▶ Multi-board Gathering
- ▶ Alumni Board report to Foundation/Foundation report at Regents
- ▶ University president attends every meeting

Five Years Later.....

- ▶ How do we measure success? CASE in Scottsdale
- ▶ Board participation in recruiting events
- ▶ Fundraising
- ▶ Transition from hosting 5 events/year prior to 2016 to hosting more than 50 events annually.
- ▶ Alumni Board taking ownership of 3 Homecoming events each year.
- ▶ Happy hours around the state and in other states with large pockets of alumni, usually in conjunction with sporting events or conferences.
- ▶ HU@theZoo attracts 300+ alumni from around the state.
- ▶ Alumni recognition days for each sport.
- ▶ Alumni participation in commencement.
- ▶ Highlands Alumni Gallery events – largest collection of NM painters...
- ▶ Hermit's Peak Alumni-Student hike.
- ▶ Alumni Day at Isotopes Baseball.
- ▶ Signature events: Highlands Loves, Pajama Gala, Molecular Gastronomy, Highlands Bear Fest, Marvelous Night for a Moondance, Highlands Matanza, Harry Potter Tea Party...
- ▶ Giving Tuesday participation.
- ▶ Professional development opportunities for board and staff.

Questions?

- ▶ Concerns/Questions?

To: The New Mexico Highlands University Board of Regents
From: Dr. Daniel Chadborn, Chair, Faculty Senate
Re: Faculty Senate Report

October, 2022

The Faculty Senate reported activity for Spring of 2022, but was not given time to present that information. If the Board would like a broader breakdown of activities from last semester, we would be happy to provide that information again.

The Faculty Senate has the following to report

- Working with Dr. Gonzales and the Association we are happy to report that we are on track with and updated Course Feedback system to address the lack of university collected feedback regarding courses. We would like to thank the faculty, staff, and Dr. Gonzales for helping with this process.
- The Senate is working with the Faculty Affairs Committee to update the Faculty Handbook as several sections are out of date or no longer in line with the CBA. We hope to be moving that forward this academic year for the Board's review.
- We have approved proposals for minor changes in courses and programs for Psychology, Sociology, Anthropology, and Criminal Justice, and several for the School of Education.
- There are a number of ongoing conversations and concerns in the Senate and amongst faculty regarding the critical, chronic understaffing of middle and entry level positions that continue to go unfilled effecting faculty and student hires, grants, and payroll. This is while upper administration grows with both raises and the creation of new VPs and AVPs over the last several years. Many faculty would like to see more support for these entry to middle level positions to increase.
- Finally, there is a growing concern from faculty over the lack of communication regarding the HLC report. We are aware that the report was given to NMHU and they are extending the deadline for our response but with complete silence on the nature of the report and refusal to share information it has only added more questions and calls for transparency.

Respectfully submitted,

Daniel Chadborn
Chair, Faculty Senate



Board of Regents Report for Friday, October 28, 2022

Division: Staff Advisory Senate (SAS)
Report Provided on: 19 October 2022
Report provided by: Veronica Black, MFA, SAS President

The Staff Advisory Senate (SAS) would like to acknowledge the outstanding work and contribution of our Executive Members and Senators for all that they have accomplished and adapted to in this unprecedented year.

A special thanks goes out to our exceptional leadership team Marcy Silva (Parliamentarian), Doris Gallegos (Vice-President), Inca Crespín (Former Employee and Treasurer), Anne Bradford (Newly Retired and Secretary), and Veronica Black (President) along with their colleagues, led the charge for equality for staff across the campus and centers during the COVID-19 pandemic, Hermit Peak wildfires, and water crisis. They are a force to be reckoned with! The SAS would like to publicly thank them for their service and wish them all the best on all their future adventures here at New Mexico Highlands University and beyond.

SAS would like to welcome our new leadership to the campus and centers:

- President – Robert Anaya, Santa Fe Center at HEC, Director
- Vice-President – Carlos Nevarez, NMHU Police Officer
- Treasurer – Doris Gallegos, IT Services Administrative Assistant
- Secretary – Sharon Terry-Doom, Student Support Specialist/Social Work Program Coordinator at NMHU-Farmington
- Parliamentarian – Cathryn Brooks, Graduate Affairs Coordinator

Key Accomplishments:

Strategic Goal:

New Items

- Organize an Employee Forum/committee to discuss concerns about employee salaries and communication across the campus and centers.
 - **Strategic Goal: 3, 4, 5**
- Establish Compensation for Staff Senators
 - **Strategic Goal: 3, 4, 5**

Old or Current Items

- SAS does have four (3) vacancies, two (2) in Maintenance and one (1) in Administrative Professionals.
 - **Staff Senator Lead:** Cathryn Brooks will be supporting the efforts to find and nominate new senators.
 - **Strategic Goal: 4**
- Employee Recognition Event – on hold
 - The committee will continue to work with HR to plan a date in the spring.
 - **Employee Recognition Committee:** Ruby Tenorio, Maria Sena, Josephine Sena, Gina Centineo, and Veronica Black
 - **Strategic Goal: 3, 4, 5**

Future Activities:

- Work with the Staff Collective Bargaining Units and President’s Office to address concerns of NMHU Staff and work conditions.
 - **Strategic Goal: 3, 4**

- Collaborate with the Power of Service committee to offer high quality training and workshops for all NMHU Staff.
 - **Strategic Goal: 3, 4, 5**
- Continued participation on campus committees and initiatives.
 - Such as, the NMHU Strategic Planning committee, Recruit One, Faculty Senate, the Emergency Operation Center, and Power of Service.
 - **Strategic Goal: 3, 4, 5**
- Developing committees that will address staff-related issues and concerns.
- Explore options to offer Sabbatical or compensation for those SAS or Full time Staff members who contribute to committees and organizations throughout campus on top of their work duties.
- Work to organize more Staff Appreciation events, support, and professional development.

Staff Representatives

Executives: President – Robert Anaya Vice-President – Carlos Nevarez Jr. Treasurer – Doris Gallegos Secretary – Sharon Terry-Doom Parliamentarian – Cathryn Brooks	Members: Marian Vargas Marcy Silva Veronica Black Gilbert (Buddy) Rivera
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Staff Advisory Senate Committee Representation

Budget & Finance Committee Representatives Doris Gallegos Anne Bradford	Strategic Planning Representative - Split time Robert Anaya
Recruit One Committee Adele Ludi (Ex-Officio) Doris Gallegos Veronica Black	Power of Service Committee Veronica Black (Co-Lead) Marcy Silva (Co-Lead)
Faculty Senate Representatives - Split time Doris Gallegos	Podcast Program Committee Robert Anaya Carlos Nevarez
Diversity, Equity, and Inclusion Advisory Council Representative Doris Gallegos Robert Anaya	Unit Strategic Improvement Committee Veronica Black
Month Recognition Nomination Committee Doris Gallegos Cathryn Brooks	Campus Safety Committee Carlos Nevarez Marcy Silva Robert Anaya Buddy A Rivera
By-law Committee Cathryn Brooks Robert Anaya Carlos Nevarez Marcy Silva	Art in Public Places Veronica Black



ASSOCIATED STUDENTS OF NEW MEXICO HIGHLANDS UNIVERSITY

October 19, 2022

Dear New Mexico Highlands University Board of Regents,

This letter is to inform you of the proceedings that occurred thus far during the 2022 ASNMHU Fall Session.

During the summer the ASNMHU had several emergency meetings to prepare things for the upcoming Fall Session and passed legislation to allocated funds towards the ASNMHU retreat. On August 13, the ASNMHU met to have its retreat in which the new members of senate, and returning members, were taught their duties and were taught the ASNMHU Constitution and Bylaws. It was during this retreat that the ASNMHU also set their schedule for meeting dates as well as confirmed the Bylaws which were written and presented by myself and our Parliamentarian Cody Rivera.

We had our first meeting of the Fall Session on August 21, and since we have had 4 additional meetings, with 3 meetings left. From these 5 meetings we have passed 13 bills which have allocated almost \$7,000 towards the professional development of NMHU Students, funding for NMHU Clubs and Organizations, as well as events or activities that ASNMHU has participated. We are also fully functioning and have only two vacancies, one seat for an Undergraduate Senator and one seat for the representative for the School of Social Work, which is something that we have not had since before the COVID pandemic.

ASNMHU has participated in many events with the goal to further spread the word about our organization and the aid we offer to the students of NMHU. So far we have participated in the Homecoming activities, including having a float in the homecoming parade, assisted with the marketing and promotion of activities hosted by the department of Student Affairs, as well as passed funding to host our own events including a Halloween event that will be hosted on 10/20.

ASNMHU has also been working with members of the Library, ITS, Academic Affairs, and HU CARES departments to identify a place on campus that can be converted into a student lounge. We have identified a possible location, the Purple Pub, and we believe that should it be converted into a student lounge it will not only provide a space that is designated for students to coalesce in, but also as a central location for NMHU Clubs and Organizations to meet at that will increase student engagement in these clubs and organizations and revitalize the Student Union Building.

A last project that members of ASNMHU have spearheaded is the Water Conservation Campaign which was created at the request of President Minner. I and our President Pro-Tempore, Carmelita Sanchez, have been working with other students from different areas of the NMHU Campus to identify ways that the HU community can better conserve water as we are going through this water crisis. We are also creating materials, such as flyers and pamphlets, that we can distribute that will inform the members of the HU community as to what is occurring and how it is impacting them and how they can impact it in return. We have also been identifying ways we can implement what we learn to serve towards conserving water resources in the long-term as well as the short-term.

ASNMHU is working together with different departments on campus to identify ways to increase student engagement and involvement, as well as to find ways to increase recruitment and retention, and believes that this board will be instrumental in doing so. We would like to thank everyone who has contributed to assisting ASNMHU with our goals as well as those who will continue to partner with us as we finish off the Fall Session and enter the Spring Session.

Thank you for your time,

Samuel People, ASNMHU Student Body President