



**NEW MEXICO STATE UNIVERSITY  
BOARD OF REGENTS SPECIAL MEETING  
WORK SESSION**

**January 20, 2017**

**8:00am**

University Center and President's Residence  
4501 Geothermal Drive  
NMSU Las Cruces Campus  
Las Cruces, New Mexico

**Regents of New Mexico State University**

**MEMBERS PRESENT**

Debra Hicks, Chair	Hobbs, New Mexico
Mike Cheney, Vice Chair	Las Cruces, New Mexico
Jerean Hutchinson, Secretary/Treasurer	Las Cruces, New Mexico
Amanda López Askin, Member	Las Cruces, New Mexico
Kari Mitchell, Member	Las Cruces, New Mexico

**MEMBERS ABSENT**

None

**MEETING MINUTES**

**Approved by the Board of Regents on March 6, 2017**

- 1. Call to Order** – Chair Debra Hicks  
The Chair called the meeting to order at 8:05am and reminded the members the meeting is a work session only, with discussion limited to internal operations and budget for the Board of Regents Office, and no votes or other official actions are to be taken. General Counsel Liz Ellis, Justin Bannister and Kathy Agnew were present. No members of the media were present.
- 2. Approval of Agenda** – Chair Debra Hicks  
No action.
- 3. Board of Regents Protocol** – General Counsel Liz Ellis  
General Counsel Ellis answered questions about protocol and compliance with the Open Meetings Act, including designation and protocol for emergency meetings, regular meetings, special meetings and work sessions. Chair Hicks stressed the importance of working together and communicating effectively as a cohesive BOR body while ensuring OMA protocol and accountability. General Counsel Ellis reminded the Board that work sessions still carry a reasonable expectation for public access.

The Board discussed potential enhancements to BOR operations such as advanced dissemination of meeting agendas (potentially 7-9 days in advance instead of the current 5 days noted in the By-Laws), more timely submission of BOR materials, benefits of more pointed and focused presentations, advantages of work sessions in expediting priorities and enhancing transparency, efficient use of video conferencing for emerging priorities, and the advantages of technology and management software in organizing and disseminating materials (potentially advised by Arrowhead Center).

4. **Board of Regents Roles, Responsibilities and Performance** – Chair Debra Hicks

The Board discussed the Board member's role in NMSU's graduation ceremony, student's pinnacle achievement, as well as the role of Deans and other dignitaries. The Board intends to solicit input from the ASNMSU governing body. There was consensus that Board members and University executives should fully participate in graduation ceremonies and events across all campuses of the institution to demonstrate system unity.

The Board broadly discussed Conflict of Interest policy. General Counsel Ellis committed to reviewing the Foundation policy and the State of New Mexico policy to ensure full compliance across the spectrum of potential conflicts. The Board requested guidelines on email retention. General Counsel Ellis stated all NMSU email is backed up and the Office of General Counsel has oversight of email retention and release.

5. **Office of the Board of Regents Staffing Needs** – Chair Debra Hicks

At 9:00am, the Chair introduced BOR staffing needs. Regent Amanda López Askin recused herself and General Counsel Ellis left the meeting. The Board broadly discussed current staffing requirements and the potential for efficiency gains in keeping with University strategy.

The Board focused on potential duties of staff support personnel including:

- Scheduling of travel and coordination of calendars
- Scheduling and preparation of materials for Board and Committee meetings
- Representation of the Board at social events and functions
- Administrative support related to resolutions, honors and acknowledgements
- Collection, follow-up and timely completion of action items by relevant parties
- Ensuring full compliance with records retention and the Open Meetings Act working through General Counsel as necessary
- Preparation and maintenance of the BOR budget
- Participation in the President's Kitchen Cabinet
- Facilitation of Chancellor's evaluation and presentation to the Board
- Development and presentation of information related to Board committees and priorities, etc.

The Board discussed the position description of the UNM BOR administrative staff member. In addition, members discussed the potential for its administrative staff member reporting directly to the BOR Chair and the consequent need for NMSU HR training.

The Board discussed potential creation of a leadership development committee. The Board also discussed shifting responsibilities for the planning and execution of the Domenici Conference away from BOR in order to focus efforts of this marquis event more appropriately with University personnel.

**Adjournment – Chair Debra Hicks**

Due to time constraints it was determined another work session would be required to complete discussion of planned agenda items. Chair Hicks adjourned the meeting at 10:00am.