



**Board of Regents (BOR) Quarterly Meeting
Southwestern Indian Polytechnic Institute (SIPI)
November 19, 2020
9:00 AM – 12:00 PM (MST) Via ZOOM**

MEETING MINUTES

Haeyalyn Muniz
Chair
Jicarilla Apache
Nation

Adam J. Begaye
Vice Chair
Navajo Nation
New Mexico

Esther Peterson
Secretary/Treasurer
Navajo Nation
Arizona

Larry Brusuelas, Jr
Board Member
Mescalero Apache
Tribe

Dr. John Bush
Board Member
Inter-Tribal Council
of Arizona (South)

Dr. Curtis Chavez
Board Member
Southern Pueblos
Council

Dr. Damon Clark
Board Member
Inter-Tribal Council of
Arizona (North)

Darrell Flyingman
Board Member
Oklahoma Tribes

Francis Tafoya
Board Member
Eight Northern
Pueblos

Jaymie Killsfirst
Board Member
SIPI Student
Government Assoc.

VACANT
Board Member
Northern Plains Tribes

A. Call the Meeting to Order

Chair Muniz called the meeting to order at 9:09 am.

B. Welcome and Invocation

Dr. Chavez provided an opening prayer.

C. Roll Call

Esther Peterson called roll. The following were in attendance:

Ms. Haeyalyn Muniz, Chair, Jicarilla Apache Nation

Ms. Esther Peterson, Secretary/Treasurer, Navajo Nation-Arizona

Mr. Adam J. Begaye, Member, Navajo Nation-New Mexico

Mr. Larry Brusuelas, Mescalero Apache Tribe

Dr. Curtis Chavez, Southern Pueblos Council

Dr. Damon Clarke, Member, Inter-Tribal Council of Arizona-North

Ms. Jaymie Killsfirst, President, Student Government Association, SIPI (or designee)

Dr. Sherry Allison, Ex-Officio member, President, SIPI

Mr. Francis Tafoya, Eight Northern Pueblos –*Joined at 9:23am*

Absent:

Dr. John Bush, Member, Inter-Tribal Council of Arizona-South

Mr. Darrell Flyingman, Vice-Chair, Oklahoma Tribes

Vacant, Northern Plains Tribes

Quorum established.

D. Approval of the Agenda

Dr. Allison and Chair Muniz reviewed the agenda. After review Regent Adam J. Begaye requested to add the February 2020 minutes as F.1 and move the October minutes to F.2.

Chair Muniz also requested for the spelling of Jicarilla be corrected on the letterhead of the October 2, 2020 minutes.

Adam Begaye motioned to approve updated agenda with the addition of F.1. February 11-12, 2020 meeting minutes and to move the October 2, 2020 minutes to F.2. Seconded by Dr. Chavez. Call for questions. Motion APPROVED.

E. Confirmation of Board Member

1. Jaymie Killsfirst, President, Student Government Association, SIPI

Chair Muniz introduced Jaymie Killsfirst who provided an introduction.

Dr. Clarke motion to confirm and approve Jaymie Killsfirst on the SIPI Board of Regents. Seconded by Esther Peterson. Call for questions. Motion APPROVED

F. Approval of the Meeting

1. Minutes-February 11-12, 2020

Chair Muniz reported BOR staff is still searching for the draft February 11-12, 2020 meeting minutes. It was not found on the laptop of the former employee.

Larry Brusuelas motioned to table the February 11-12, 2020 meeting minutes. Seconded by Dr. Damon Clarke. Call for questions. Motion APPROVED.

2. Minutes-October 2, 2020

BOR members indicated they were able to review the minutes and felt the minutes accurately reflected and captured the discussions and actions from the meeting.

Dr. Chavez motioned to approve the October 2, 2020 meeting minutes with the change of Jicarilla to be spelled correctly. Seconded by Larry Brusuelas. Call for questions. Motion APPROVED.

G. Reports (Action)

1. SIPI Quarterly Report

a. Overview

Dr. Allison reviewed the written quarterly report and highlighted the following:

Plans for Spring 2021:

She informed the BOR she recently submitted a letter to BIE Director, Tony Dearman, informing him of SIPI intentions to remain online for the Spring 2021 trimester for the safety and wellbeing of the campus community. Yesterday, she received an email from Clint Bowers, Chief of Staff, indicating Mark Cruz, Office of the Assistant Secretary-Indian Affairs, requested SIPI's CARES funding budget plan which Monte Monteith submitted.

SIPI will provide a hybrid format to a few students needing/requiring hands-on learning for graduation in the Natural Resources and/or Vision Care programs. Faculty from these programs will compress the courses in order to provide hand-on learning the last few weeks of the trimester. SIPI is researching the best possible way to provide off campus housing, transportation and meals to the students in the hybrid courses. Facility modification will be needed in the learning areas. SIPI will also waive all student fees; Division of Student Service will make one to one contact with students; and the campus will remain closed.

The Higher Learning Commission (HLC), SIPI's accrediting agency, granted waivers for SIPI to provide online courses, however the waiver ends in December 2020. SIPI will need to gain approval to continue online for the Spring 2021 trimester. Val Montoya, Vice President-Academic Programs, and her academic team are working on the online learning application for submission to the HLC. Per Ms. Montoya, SIPI's HLC liaison does not see a problem with continuing online, SIPI needs to submit the application by the end of the month. SIPI's Financial Aid Office received approval to continue providing online services from the U.S Department of Education and the Veteran's Administration.

Two memos have been disseminated regarding the Spring 2021 plans, one to Director Dearman and the other to college stakeholders informing them of plans.

Assessment:

SIPI staff and faculty continuing work on program reviews and assessments. Self-assessment is needed for improvement. Due to COVID, SIPI is experiencing and predicting a decline in retention and graduation rates.

COVID-19:

To protect the campus community, our campus is closed. A few staff have contracted COVID-19. A protocol is in place; if a staff contracts COVID, they report to their supervisor who immediately reports the case to the SIPI COVID Response Team leads (Dr. Cecelia Cometsevah and Monte Monteith). Alena Chalan then reports to the BIE.

As a service to the native community, SIPI entered into a Memorandum of Understanding (MOU) with the Indian Health Service (IHS) to serve twice a month as a drive-thru COVID testing sight. IHS provides staffing and security for testing dates.

Monte Monteith and John David are leads for Personal Protective Equipment (PPE) on the campus. SIPI has a two-month supply of PPE on hand, which will be distributed to all divisions when staff returns to campus.

SIPI hired a contractor to conduct a campus assessment for recommended campus modifications due to COVID. The assessment is complete, and SIPI's COVID response team is working with the contractor on recommendations.

Dr. Milford Muskett and Dr. Bill Schaedla researched and submitted proposed gating criteria for SIPI's draft Re-Opening Plan. Dr. Allison still needs to review.

SIPI Name Change:

Alena Chalan has been delegated to draft a plan to move the name change process forward.

IT upgrades, Campus Renovations and Issues with Office 365 migration

Passing of SIPI alumni and friends:

Dr. Allison informed the BOR of several passing of SIPI alumni and friends of SIPI.

b. Appropriated Funds

Bella Lujan, SIPI's Budget Analyst, reviewed the handout on the status of SIPI's federally appropriated funds as of November 4, 2020. As part of her review, she indicated the funding purpose and balances. Regent Brusuelas inquired whether the CARES

funding expired on December 31, 2020. Bella confirmed the CARES funding expires on September 30, 2021.

c. Grant Funds

Karen Coffey, SIPI's Director of Special Programs and Title III, reviewed the handout on grant balances as of November 4, 2020. As part of her review she indicated the grant purposes and balances.

2. Board of Regents Development Office

William "Bill" Lohr, Director of the Development Office, Board of Regents, provided a brief overview of the Board's financial report. He also reported there is \$20,000 from NextEra to build a solar field per NextEra contact. Renee Allen is researching federal guidelines to build the solar field near the NASA building.

Mr. Lohr informed the Board of the following campaigns occurring on the BOR website (he will also send the website links):

- SIPI Alumni
- Watkins Memorial
- Capital campaign for SIPI building renovations

Mr. Lohr discussed the website "blog page", which serves as the voice for the Regents and BOR office to share news, ideas, etc. with the public. If BOR members need assistance with submissions, he offered assistance.

Regent Chavez inquired about the donation traffic and if there would be year-end appeal letters sent to possible donors. Mr. Lohr indicated that donation traffic has been small and mostly small donations from alumni from Marvin Brown making phone calls. The Board office needs to work to increase dissemination of information on social media. If any year-end appeal letter is disseminated, they will be alumni focused and a soft ask. The office needs to build and re-establish relationship with alumni.

Regents Peterson informed the Board that she and Regents Begaye are attempting to set up a meeting with Navajo Nation Tribal Council to inform them about SIPI and possibly request a donation.

3. Student Government Association

Regent Jaymie Killfirst reported that the student concerns regarding contact with the Financial Aid Office and Spring 2021 trimester were addressed. She also indicated there are still issues contacting students as not all students use a SIPI e-mail address. She inquired whether SIPI could make it a requirement for student to use the SIPI e-mail.

Dr. Allison conveyed that every student has the ability to get a SIPI e-mail and there is a policy, but it needs enforcement. The admissions office is looking at the possibility of issuing a SIPI e-mail address to students as part of the onboarding process.

Regent Brusuelas inquired if the student e-mails are housed on the same server as staff and will need to undergo the 365 migration like staff. Dr. Allison was not sure, but she would relay an answer once she receives.

Action to accept reports:

Motion: Dr. Clarke motioned to accept the SIPI Quarterly Report, Board of Regents Development Office Report, and the Student Government Association Report. Seconded by Esther Peterson. Call for questions. Motion APPROVED.

H. Old Business

1. Election of Vice-Chairperson

Chair Muniz informed the BOR that Regent Adam J. Begaye expressed an interest in filling the Vice Chair position, she further asked if anyone else was interested in the position. No other BOR member expressed an interest, they expressed appreciation for Regent Begaye to serve in the role.

Chair Muniz yielded the floor to Regent Begaye who expressed his desire to offer his service as Vice Chair if the Board chooses.

Dr. Clarke motioned to elect and approve Adam J. Begaye as to Vice Chair of the SIPI Board of Regents. Seconded by Esther Peterson. Call for questions. Motion Approved.

Regent Begaye thanked Chair Muniz and the BOR members for their approval and support of his service as Vice Chair for the BOR; he stated he looks forward to serving.

2. Introduction of Student Government Officers

Regent Killsfirst informed the BOR that the Student Government Association (SGA) elected the following new officers in October:

- President - Jaymie Killsfirst
SIPI Program: Business Administration and Culinary Arts
Tribal Affiliation: Apache, Kiowa, and Sioux
- Vice President - Arianna Semallie
SIPI Program: Liberal Arts
Tribal Affiliation: Navajo
- Treasurer - Derrick Shirley
SIPI Program: Network Management and Accounting
Tribal Affiliation: Navajo
- Secretary - Kameron Jim
SIPI Program: Liberal Arts and Early Childhood
Tribal Affiliation: Navajo

3. Introduction of New Staff

Dr. Allison informed the BOR that Jeremiah Powless is the new Director of Financial Aid and Admissions. Mr. Powless provided a self-introduction. He is of the Oneida Tribe of Wisconsin and Navajo and has been in the Albuquerque area for about five years. He expressed his enthusiasm to work at SIPI, as he has started working and planning with the admission and financial staff.

4. Draft Memorandum of Understanding Between the SIPI Board of Regents and SIPI

Dr. Allison provided background information on why there is a need to have an agreement in place that delineates the services, including office furniture and equipment, SIPI provides to the BOR office. She noted this was a recommendation based on a report from the Government Accountability Office (GAO) issued on Haskell. The Memorandum of Understanding (MOU) will ensure there is record in place.

Dr. Allison reviewed the draft MOU and requested members to review and provide feedback and concerns to her. She also mentioned clarification is needed on what entity is responsible for the cost of equipment repairs. She also conveyed she, Mr. Lohr, Dennis Dyer, Chair Muniz and Monte Monteith will conduct a thorough review.

5. Update on SIPI Organizational Chart

Dr. Allison provided the Regents with two draft charts (1) SIPI organizational tree-provides the overall framework for SIPI, and (2) SIPI organizational chart-provides further details of the divisions and staffing positions/patterns. She reviewed the Organizational Tree explaining she reports directly to the BIE Director and works with the BOR (dotted line). Dr. Allison pointed out there are a few recommended name changes for some divisions such as the Office of Institutional Research, Effectiveness and Planning will be changed to the Office of Analytics and Outcomes; Title III and Special Programs will be changed to Office of Grants and Special Programs. There are also name changes and additions to departments, Edward Hummingbird recommended his department include Enrollment Management and Student Success; and Division of Student Services is proposing to separate the Financial Aid and Admissions office into two separate departments. The biggest change is within the Division of Academic Affairs that includes establishment of a Center for Advancement and Teaching and Learning and a Land Grant Office. The academic staff are working extremely hard to create an improved division to serve the community.

Dr. Allison's goal is to forward the organizational chart to the BIE Director by February 26, 2021 for approval; however, there are several steps to be taken before this happens. The major steps are:

1. Meeting with BIE-Human Resources (HR) to ensure the changes are correctly done and there is no harm to current employees. Dawn Ami, SIPI's HR Specialist, is working on the questions that need to be asked and answered.
2. SIPI senior leaders will meet with staff to review the charts and receive feedback.
3. A cost analysis needs to be completed to see how much it will cost to implement the new positions and changes.
4. SIPI senior leadership needs to prioritize positions to be funded.

I. Introduction of New Business

1. Action: Board Resolution

TITLE: *In Full Support of Continued Online Courses and Student Support Services at Southwestern Indian Polytechnic Institute (SIPI) for the Spring 2021 Trimester and Delivery of Hybrid Courses for Students Requiring Experiential Learning Classes*

Dr. Allison noted the resolution is similar to the one the BOR passed for the Fall 2020 Trimester and read the resolution.

Francis Tafoya motioned to approve Board Resolution 2020-4: *In Full Support of Continued Online Courses and Student Support Services at Southwestern Indian Polytechnic Institute (SIPI) for the Spring 2021 Trimester and Delivery of Hybrid Courses for Students Requiring Experiential Learning Classes* Seconded by Dr. Clark. Call for questions. Motion APPROVED.

Chair Muniz also requested for the spelling of Jicarilla be corrected on the Board letterhead.

J. Public Comments

There were no public comments.

K. Future Meetings

1. January, February, March, 2021

Dr. Allison will survey the Board for meeting dates in mid-February 2021.

2. April, May, June, 2021

Dr. Allison requested the BOR to place a hold on April 15, 2021 since the meeting normally occurs around the SIPI Commencement.

L. Adjourn

Before adjournment, Dr. Allison informed the BOR of her plans to retire on April 16, 2021. She currently has numerous hours of Use/Lose leave and plans to be on leave all of December but could be called into work status at any time, thus cancelling her leave for whatever time she is called back into work. This is the case for many of the leadership staff as well. If she is called back into work status, she will be able to have her cancelled leave restored in January, therefore, she may be taking leave/using her restored leave throughout January and April. She also informed members that she does not know how or when the position will be advertised as Director Dearman informed her the SIPI and Haskell President position is being proposed to convert from a GS-15 to a SES position. This has not been confirmed.

After Dr. Allison's announcement, Chair Muniz called for adjournment:

Larry Brusuelas motioned to adjourn at 11:53 am. Seconded by Dr. Clark. Call for questions. Motion APPROVED.
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Meeting adjourned at 11:53 am.

Meeting minutes recorded by: Alena Chalan
Reviewed and edited: Dr. Allison