

**New Mexico Military Institute  
Board of Regents  
Open Meeting, 0830 25 October 2019  
Board of Regents Conference Room, Lusk Hall – Roswell, NM**

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MINUTES

The Board of Regents of New Mexico Military Institute met at 0830 on Friday, 25 October 2019 at New Mexico Military Institute, Board of Regents Conference Room, Lusk Hall – Roswell, NM

**Call to Order:**

COL Tim Paul called the meeting to order.

**Regents Present:**

COL Tim Paul; President

COL Barbara Trent; Vice President

Mr. Bradford Christmas; Secretary/Treasurer

Mr. John Garcia; Member – attended telephonically

Dr. Cedric Page; Member

**ITEM 1            Approval of Agenda**

COL Tim Paul called for a Motion to approve the amended Agenda to move Item 8 before Item 2 as presented for the 25 October 2019 meeting. COL Barbara Trent made a Motion to approve the amended agenda as presented. Seconded by Dr. Cedric Page.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 2            Approval of 18 July 2019 Minutes**

COL Tim Paul called for a Motion to approve the 18 July 2019 as presented. Mr. Brad Christmas made a Motion to approve the minutes as presented. Seconded by COL Barbara Trent.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 3            Approval of Fixed Assets**

COL Judy Scharmer approached the governing board seeking approval for the Fixed Asset Certification as of June 30, 2019. Each year NMMI is required to record the fixed assets after an assessment and audit. The certification has been reviewed by NMMI's Fixed Asset Disposition Committee.

Once approved the certification must be signed to fulfill the State Auditor's requirement.  
COL Timothy Paul called for a motion to approve the Fixed Assets as presented. COL Barbara Trent made the motion to approve the fixed asset certification as presented. Seconded by Mr. Brad Christmas.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 4**      **Bond Pricing Certificate**

COL Scharmer provided information only.

**ITEM 5**      **Approval of Admissions SOP revision**

Medical additions made to the Admissions SOP. Revisions to the high school placement math test, math placement process and junior college placement math test made to the Admissions SOP.

COL Timothy Paul called for a motion to approve the Admissions SOP revision as presented. Dr. Cedric Page made a motion to approve the Admissions SOP revision as presented. Seconded by COL Barbara Trent.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 6**      **Approval of capital expenditures for safety and security**

NMMI seeks Legislative funding support to address various safety and security measures throughout the NMMI campus.

With the support of Legislative funding, NMMI would be able to assess the best opportunities in design, development and modification of multiple systems to increase the safety and security and welfare of students, faculty, staff, and visitors. Measures such as remote lock-down systems, updated access control, video surveillance, campus lighting, perimeter fencing and gates, and software are some of the determined measures needed to adequately address the current situation.

COL Timothy Paul called for a motion to approve the capital expenditures for safety and security as presented. COL Barbara Trent made a motion to approve the capital expenditures for safety and security as presented. Seconded by Mr. Brad Christmas.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 7**      **Approval of capital project for GO Bond**

Reroofing of Willson Hall, GAC and Toles Learning Center.

Willson Hall is an academic education building with 12,287 sf of roof. The existing roof more than 20 years old. It is the #1 reroofing priority on NMMI's roofing program and is the #3 project on NMMI's 5 year capital plan.

The GAC building is an athletic education building with 40,784 sf of roof. The existing roof more than 18 years old. It is the #2 reroofing priority on NMMI's roofing program and is the #4 project on NMMI's 5 year capital plan.

Toles Learning Center is an academic education building and library with 26,856 sf of roof. The existing roof more than 20 years old. It is the #4 reroofing priority on NMMI's roofing program and is on NMMI's 5 year capital plan.

COL Timothy Paul called for a motion to approve the capital projects for GO Bond as presented. Dr. Cedric Page made a Motion to approve the capital projects for GO Bond as presented. Seconded by Mr. Brad Christmas.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 8**      **Approval to accept donation – donation of Major General L.J. Whitlock’s Invitation to Surrender**

Through the generous donation by Ms. Ann Whitlock (deceased), Madelon and Matt Nichols, this piece will be placed in the NMMI Archives to be displayed at the NMMI Museum. The importance of the final surrender to the NMMI family is poignant even as we near the 75th anniversary of the event as every American family was impacted by the war and more so here where faculty, staff and students were involved in both theaters during the war. Bringing this important piece of history to NMMI is an important tribute to the sacrifices of those who served in the Second World War.

COL Timothy Paul called for a motion to approve the donation of Major General L.J. Whitlock’s Invitation to Surrender as presented. Mr. Brad Christmas made a Motion to approve the donation of Major General L.J. Whitlock’s Invitation to Surrender as presented. Seconded by Dr. Cedric Page.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 9**      **Approval of age waiver**

SCPO Scott has been working with the Fiji Navy to bring two of their sailors to NMMI as Annapolis Preps. Annapolis is sponsoring them and will need an age waiver. The Naval Academy has already granted him an

age waiver. Both the Commandant and the Dean support the recommendation of accepting these cadets pending the BOR age waiver.

COL Timothy Paul called for a motion to approve the age waiver as presented. Mr. Brad Christmas made a Motion to approve the age waiver as presented. Seconded by Dr. Cedric Page.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 10**      **Approval of the annual audit plan**

The efforts of the Internal Auditor should be directed toward those areas with the most risk or exposure to loss. Audits and other requested projects will be performed as directed and as time is available. Any projects that have not been completed by the end of the year may be carried over to the following year. Areas considered for audit, review and/or investigation would include the following:

1. Audit of Petty Cash Purchases.
2. Audit of Accounts Payable.
3. Audit of Infirmary Contract.
4. Limited Review of Work Study.
5. Limited Review of Wire Transfers.
6. Limited Review of HR Policies.
7. Audit of Cadet Activity Funds (annual request).
8. Limited Review of Faculty Credentials and Years of Service.
9. Fixed Assets Certification.
10. Creation of a Fraud Prevention Plan.
11. Assist with gathering information for Accreditation.
12. Perform budget to actual comparison of operational activities on a sporadic basis throughout the year.
13. Perform formal follow-up procedures relating to internal or external audit findings.
14. Conduct periodic reviews or analysis of various financial information/records to assess the reliability of the data and to monitor the implementation of established procedures or policies.
15. Assist the audit effort of the external auditors.
16. Maintain audit resource materials and participate in continuing education programs in order to stay updated on changes in the industry.
17. Other requests for services and assistance will be provided as directed.

A coordination of these activities will be made with the President/Superintendent and the Chief Financial Officer so as to best achieve the audit objectives of the Board of Regents.

COL Timothy Paul called for a motion to approve the internal audit plan as presented. COL Barbara Trent made a motion to approve the internal audit plan as presented. Seconded by Mr. Brad Christmas.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

**ITEM 11 Superintendent Update**

MG Jerry Grizzle updated the governing board.

**ITEM 12 Messages from the Board/Committee Reports**

Brief reports from the governing board.

**ITEM 13 Confirmation of the next meeting date, 19 December 2019 1300hrs & Adjourn**

Mr. Brad Christmas made the motion to adjourn. Seconded by COL Barbara Trent.

COL Timothy Paul - For, COL Barbara Trent – For, Bradford Christmas – For, John Garcia – For, Dr. Cedric Page – For.

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For the Board of Regents

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COL Timothy Paul, President

ATTEST:

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Bradford Christmas, Secretary/Treasurer