

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 1, 2011**

BOARD MEMBERS PRESENT

Mr. Paul T. Luna, Chairman
Ms. Belinda Martinez, Secretary*
Mrs. Eloisa Tabet, Member
Mr. Russell Griego, Member
Ms. Corrine Sedillo, Member

*Ms. Martinez joined the meeting
@ 5:55 p.m.

OTHERS PRESENT

Dr. Alice V. Letteney, Campus Executive Director
Mr. Andrew Sanchez, Director Campus Resources
Dr. Richard Sax, Dean of Instruction
Hank Vigil, Director Student Affairs
Elaine Clark, Faculty Assembly President
Mr. Victor Escobar, Student Government President
Ann-Mary Macleod, Mgr. Dev/Donor Relations
Cindy Shue, Program Specialist STEM Transfer
Najib Manea, Manager Teaching & Learning Ctr.
Chad Perry, Sr. Public Information Officer
Mark Valenzuela, George K. Baum & Co.
John Archuleta, George K. Baum & Co.
Duane Brown, Modrall Sperling Law Firm
Ms. Ronnie McComb, Exec Admin/Notetaker
Ms. Julia Dendinger, *Valencia County News-Bulletin*

Members of the UNM-Valencia Campus Advisory Board met in the Administration Conference Room at 5:00 pm on Tuesday, November 1, 2011.

I. PUBLIC FORUM

No issues were raised in the Public Forum.

II. CALL TO ORDER

Mr. Paul Luna called the meeting to order at 5:02 pm.

III. APPROVAL OF THE AGENDA

Mr. Griego moved to approve the agenda without additions. Mrs. Tabet seconded the motion. The vote was as follows:

Mr. Luna	aye	Mrs. Tabet	aye
Ms. Sedillo	aye	Mr. Griego	aye

IV. BOARD BUSINESS

A. Adoption of the Minutes of Regular Meeting, May 3, 2011

Ms. Sedillo moved to approve the minutes of the Regular meeting held on May 3, 2011 as written. Mrs. Tabet seconded the motion. The vote was as follows:

Mr. Luna	aye	Mrs. Tabet	aye
Ms. Sedillo	aye	Mr. Griego	aye

B. Adoption of the Bylaws/Open Meetings Resolution

Ms. Sedillo moved to adopt the Bylaws/Open Meetings Resolution without change. Mr. Griego seconded the motion. The vote was as follows:

Mr. Luna	aye	Mrs. Tabet	aye
Ms. Sedillo	aye	Mr. Griego	aye

C. Consideration of and action on a resolution authorizing issuance of General Obligation Refunding Bonds.

Mr. Sanchez advised the Board that this resolution would authorize issuance of approximately \$4,470,000 to refund the Series 1998 and Series 2002 Bonds. Based on current interest rates the College can refund the Series 1998 and Series 2002 Bonds and generate a present value savings of approximately \$194,234.57 or 4.150%. UNM has a threshold of 3% and if at the time of issue the present value savings are not greater than 3%, the Bonds will not be refunded. The proposed 2012 Bonds would have a final maturity of 2017. Following approval by the Board, the request will go to the UNM-Board of Regents Finance and Facilities Committee on November 3; to the full Board of Regents on November 15; to NM Higher Education Department on December 8; and before the State Board of Finance on December 20. It is hoped to issue the Bonds in February, 2012. As present value interest rates cannot be calculated until the Bonds are released, another meeting will be necessary in January for the Advisory Board to approve the final rate prior to issue.

John Archuleta, George K. Baum & Co. and Duane Brown, Modrall Sperling Law Firm answered questions from the Board following which Mr. Luna requested a motion to approve acceptance of the Resolution. Ms. Sedillo moved to approve acceptance of the Resolution. Mrs. Tabet seconded the motion and the vote was as follows

Mr. Luna	aye	Mrs. Tabet	aye
Ms. Sedillo	aye	Mr. Griego	aye

V. DIRECTOR'S OFFICE

A. Department Update

Campus 30th Anniversary Celebration

The campus will celebrate its 30th anniversary in the Student Community Center on Thursday, December 15 at 11:30 AM. A panel of guests will speak about the history of the campus including, Board member Corrine Sedillo, ex-Board member Tibo Chavez, and faculty members Cindy Chavez and Alex Sanchez. Board Chair Paul Luna will moderate the panel. Everyone from the community associated with the campus will be invited.

Funding Formula

Branch CEO's will participate in a conference call tomorrow (November 2) to discuss how to move forward if the new formula is accepted by the legislature. Proposals in the new formula which will result in major challenges for branch campuses include:

- Reimbursement for workload (courses completed by students) only, and then only at 45%, as opposed to 100%.
- Funding for graduation rates only, not for transfer or student progress which are both acknowledged as assessment measures nationally.
- Does not support the NM tradition of access with no measure supporting developmental (remedial) education.

B. Title V Update

Title V Cooperative

The campus has just been notified of two Title V grant Awards. Najib Manea wrote the successful submission for a Cooperative venture with NMSU-Grants. This grant will fund:

- Set-up of a full-service distance education program, the quality of which will be enhanced by certifying faculty, courses and student.

- Continuation and enhancement of faculty training.
- Set up of a Design & Simulation program from scratch. This Associate's degree will provide students with the skills necessary for work in the film industry. The program will lead to Bachelor's and advanced degrees and will provide connections to the film industry and National Labs. The Games 7 Simulation program will provide an interdisciplinary link to Bachelor degrees at UNM with applications in medicine, business & engineering.

The award provides \$700,000 first year; and a total of \$3.8 million over 5 years, shared with NMSU Grants.

Title V STEM

Ms. Cindy Shue, who was responsible for writing this grant, outlined the main objectives of the grant:

- To increase the number of student pursuing STEM degrees.
- To increase the overall success rates in gateway and STEM courses—Algebra, College Algebra and General Chemistry.
- To increase overall graduation rates in gateway and STEM degrees and increase transfer rates to UNM Main, NMSU, NM Tech and other four year colleges.

The grant award is \$2.9 million over 5 years, \$717,605 in the first year, and will fund the hire of 5 new faculty members. It will also fund Ms. Shue's salary, and that of the full-time transfer adviser Diana Torres. The endowment request of \$24,000 per year will generate \$120,000 over five years. This grant allows for the continuation of many activities started under the 2-year grant which has just ended.

Automatic Graduation Project will also be set up as part of grant activities.

This project will identify students who have transferred to UNM Main without completing a degree at Valencia and who have subsequently gained sufficient credits to earn an Associate's degree from here. In a recent trial, 10 letters were sent out to degree eligible students and 5 of them have responded that they would like to receive their Associate's degree certificate. This effort is particularly important in light of the proposed changes in the new funding formula. Previously it has been difficult to track student attending any 4-year institution other than UNM; this project will set up a system to track all transfers.

Outreach to High Schools

An additional aspect of this grant will be outreach to high school students through existing links via Dual Credit and Upward Bound. A new adviser who will work visit the high schools at least once a year to explain the new STEM careers and update students about courses they need to take in school in order to be accepted into these new career tracks. Mr. Luna suggested that in addition to principals who are aware of this initiative, school Superintendents should be contacted and actively involved in this program.

Dr. Letteney introduced Ann-Mary MacLeod, Manager Development and Donor Relations, whose assistance with the preparation and submission of these two grants had been invaluable.

VI. INSTRUCTION

The Report included updates from Richard Sax, **ABE, Community Education, The Fitness & Wellness Center, and Library.**

A. Department Update

Dr. Sax reported on the following:

- He has now conducted one-on-one meetings with all full-time faculty to discuss individual needs and ideas.
- He has been asked to serve on the Provost's Committee for Academic Success at Main Campus.
- Tom Root, the assessment guru for UNM had complimented Richard on Valencia's culture of assessment stating that Valencia is the best of the branches.
- The first meeting to review the 2009-2012 Strategic Plan is scheduled for November 2.
- When the new structure for the academic area was adopted in 2011, a review was promised in 3 years' time. Dr. Sax has tasked Chairs Council to produce a data driven assessment of the current divisional structure, comparing workloads and looking at the relevant connectedness of instructional areas as part of this review.

Dr. Sax is working with Ann-Mary MacLeod, Rita Logan and others to produce a schedule of cultural events for New Mexico's 2012 Centennial. The first event, in the last week of January, will be a signing of his new book on New Mexico by Richard Melzer. An outdoor event, including drama and dance, is planned for the spring solstice, and there will also be poetry readings and film shows. The schedule is nearly completed and will be posted at NM Centennial.org giving each event the widest publicity and attracting new visitors to the campus.

B. Faculty Assembly Update

Tenure & Promotion

Dr. Clark provided an update on her report stating that the Tenure and Promotion Committee has revised evaluation documents prior to reviewing the six candidates scheduled for tenure or promotion this year. Associate Provost Richard Holder has returned to teaching and the interim Provost has changed the process for tenure and promotion approvals. Previously, recommendations from the campus went to Dr. Holder for approval, now, a new committee comprising 1 member from each of the branch campuses, will be formed to make final recommendations. Dr. Miriam Chavez has been appointed to this committee. Faculty Assembly are now updating Valencia's Faculty Handbook to reflect the criteria for tenure/promotion for teaching faculty which are differ from those for research faculty. They are also undertaking a revision of the faculty evaluation documentation.

Two dates have been scheduled to show a 20 minute training video *Shot Around Campus*. Following this, Andrew Sanchez and head of Security, David Nunez will lead a discussion on campus violence. It is hoped that all faculty and staff will be able to see this video and take part in the ensuing discussion; consideration is being given to organizing an additional Saturday presentation.

VII. STUDENT SERVICES

The report provided by Mr. Vigil included information on the following: **Recruitment; Registration/Admissions; Financial Aid; Testing; trio/SSS/onTRAC; and Community Education Services.**

A. Department Update

There were no questions on Mr. Vigil's report.

B. Student Government Update

Mr. Escobar reported that the Student Senate accepted a scholarship plan which has been approved by Financial Aid, and applications will be sent out on Monday (November 7).

HACU

Mr. Escobar reported on his experience at the HACU Conference. He had networked with students at all levels and noted that many of them had built impressive resumes as result of HACU internships; he also attended workshops offered by representatives from the public and private sectors. Victor expressed his desire to bring “Teaching for America” workshops to our campus, and would appreciate campus administration’s support in setting up essay writing and other workshops which would give students the tools to compete in a competitive business world.

It was suggested that he contact HACU directly regarding bringing workshops to campus, and it was agreed that the campus should consider ways to facilitate more students attending HACU’s annual conference and getting internships.

VIII. BUSINESS OPERATIONS

A. Department Update

Mr. Sanchez reviewed the **FY 2010 – 2011 Financial Summary Report**

- Total Actual Revenues exceeded Total Actual Expenditures and Transfers by \$2,078,135.00.
- The I & G ending Fund Balance was \$1,522,214.
- All three Campus Auxiliaries showed positive pre-debt write-off earnings, but ended the year with a small after write-off loss of (\$9,248.25).
- Restricted Contract and Grants expenditures totaled \$3, 170,007, accounting for 25% of the total Campus budget.

B. Staff Association

Staff Association President Nanci Nielsen was unable to attend the meeting. There were no questions on her report.

IX. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

X. ADJOURNMENT

Ms. Sedillo moved to adjourn the meeting. Mrs. Tabet seconded the motion. All members voted aye. The meeting adjourned at 6:16 pm.

Paul T. Luna, Chair