

DRAFT

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, AUGUST 7, 2012**

BOARD MEMBERS PRESENT

Ms. Belinda Martinez, Secretary
Mrs. Eloisa Tabet, Member
Mr. Russell Griego, Member

BOARD MEMBERS ABSENT

Ms. Corrine Sedillo, Member
Mr. Paul Luna, Board Chair

VISITORS

State Representative David Chavez

OTHERS PRESENT

Dr. Alice V. Letteney, Campus Executive Director
Ms. Sally Hebert, Business Manager
Dr. Richard Sax, Dean of Instruction
Hank Vigil, Director Student Affairs
Dr. Wynn Goering, President's Office
Ms. Kathy Dorcas, Staff Association President
Chad Perry, Sr. Public Information Officer
Ms. Ronnie McComb, Exec Admin/Notetaker
Ms. Julia Dendinger, *Valencia County News-Bulletin*

Members of the UNM-Valencia Campus Advisory Board met for a Regular Meeting in the Administration Conference Room at 5:00 pm on Tuesday, August 7, 2012.

I. PUBLIC FORUM

No issues were raised in the Public Forum.

II. CALL TO ORDER

Secretary Martinez called the meeting to order at 5:02 pm.

III. APPROVAL OF AGENDA

Mrs. Tabet moved to approve the Agenda as written. Mr. Griego seconded the motion. All members present voted "aye."

IV. BOARD BUSINESS

A. Adoption of the Minutes of Regular Meeting, May 1, 2012

Mr. Griego moved to adopt the minutes as read. Mrs. Tabet seconded the motion. All members present voted "aye."

B. Adoption of Bylaws and Open Meetings Resolution

Mr. Griego moved to adopt the Bylaws and Open Meetings Resolution without change. Mrs. Tabet seconded the motion. All members present voted "aye."

V. DIRECTOR'S OFFICE

A. Department Update

Dr. Letteney made apologies for Andrew Sanchez, Director Campus Resources, and Elaine Clark, Faculty Assembly President.

Senator Bingaman

Senator Bingaman visited the new STEM Center in May. Dr. Letteney read his thank you letter which stated how impressed he was with the STEM center and the nursing program; the "highlight" of his visit was meeting the students who he describes as "impressive and a tribute to UNM-Valencia Campus."

First Choice Ribbon Cutting Ceremony

Board members were reminded about the ribbon cutting ceremony at First Choice's new Family Health Center in Los Lunas; Advisory Board Chair Paul Luna, is also President of the First Choice Board.

Convocation

The kick-off for the new academic year will be on Wednesday, August 15th, 9:30 am-1:00 pm. Following campus updates, a training film called "Shots Fired" will be shown. This is a shocking film about a shooter on campus which is considered to be of particularly relevance given recent events. A trainer will be present to answer questions and field discussion afterwards.

Survey Results

Dr. Letteney shared the results of two recent 2-year college surveys:

Excelencia In Higher Education – a non-profit organization which has been in existence for 15 years supported by the Lumina and Ford Foundations and many major US companies. Using IPEDS data this survey identifies the number of Hispanics graduating from 2-year colleges. Out of the top 25 colleges in the country for total degrees awarded to Hispanics (2009-2010) UNM-Valencia is listed 12th for the percentage & number of degrees awarded in physical sciences. It was noted that only 8% of degrees and certificates earned were in STEM.

CCSSE

The campus is proud of the recently received results of the CCSSE community college survey of student engagement. This survey is conducted by the University of Texas at Austin and we participate every two years. The questions are targeted at specific categories, each with benchmarks, to compare New Mexico 2-year colleges with other small colleges nationally. The campus exceeded the benchmarks with every group of peer institutions in the country in all but one category which was down 0.9 compared to national small colleges. Overall, the feedback is that students feel they have enough support; they have good interaction with faculty, feel challenged, work hard and participate actively in their education and with their peers.

Short-Term Certificates

Richard Sax continues to work with main campus to facilitate offering certificates programs of less than 30 credits. HED is paying colleges for workforce training classes although the percentage is very small, maybe 3%. The campus has heard that the Secretary of State for Higher Education wants this percentage raised to a minimum of 30%, so unless we can offer these certificates we stand to lose a lot of funding. Dr. Goering stated that at a meeting on this subject earlier in the day he and Richard Holder had drafted a policy for such certificates to go to the Faculty Senate. Dr. Sax thanked Dr. Goering. Dr. Sax stated that he had been in discussion with Faculty Assembly President Amy Neel, and the Associate Provost for Curriculum Greg Heileman, who has been particularly supportive.

Bond C Higher Education Bond

Dr. Letteney distributed brochures in support of the Higher Education Bond C issue which would fund \$1,000,000 for Valencia Campus. If passed, these funds would be used to upgrade the HVAC and provide additional parking spaces. Dr. Letteney and campus staff will be on local Chamber agendas in support of these Bonds and Board members were encouraged to talk to family and friends about voting.

B. Title V

There were no questions on the Title V reports.

VI. INSTRUCTION

The Report included updates from Richard Sax, **Enrollment, New Faculty, Strategic Plan, Short-term Certificates, ABE, Business Technology & Fine Arts, The Fitness & Wellness Center, The Learning Center and the Library.**

A. Department Update

Enrollment

Dr. Sax reported that in mid-July fall enrollment was down 1.3% headcount, 6.5% FTE; and as of yesterday headcount was down 2.5% and FTE 6.1%. Every effort is being made to increase enrollment, 150 on-line spaces have been added, class caps have been increased, and under-enrolled classes have been cancelled in favor of adding sections to over-subscribed classes.

New Hires

There have been 13 new faculty hires since January, some to replace retirees, most as a result of two new STEM grants. Six faculty members were hired in STEM fields, in addition to 1 nursing, 1 wellness, 1 ESL, 1 Developmental, 1 Sociology, 1 English, and a professor in game plan design.

Strategic Planning

The 6 page Plan is now on-line. One of the goals is to create a Taskforce on Completion, particularly in light of proposed changes to the funding formula. Financial Aid Manager Bill Bloom and Dr. Sax are co-chairing this committee, and attended a Noel Levitz conference in Chicago which generated several new ideas, in particular, to focus on creating a mentoring program.

TK 20 Assessment Software

TK-20 is a software package which UNM is committed to implementing and Valencia is the first Branch to pilot its use. Student learning outcomes for courses and programs, and the way in which these outcomes are measured, are entered by individual faculty and division chairs following which progress reports can be generated instantly. These reports will also be accessible to permitted individuals such as the Provost.

Student Success Summit

Dr. Sax reported that a Student Success Summit will be held at main campus on September 19 8:00-noon. Concepts and philosophies from the Foundations of Excellence at the John N. Gardner Institute will be combined with main campus data. The aim is to create best practices for student retention and completion by improving the exchange of information about student related assistance and support (such as tutoring opportunities) between departments. Dr. Letteney reported that she had tried to get Valencia's participation in the project, however it was decided that the branch campuses would not be significantly involved beyond inclusion in meetings and discussions.

At 5:31 pm, NM Representative David Chavez joined the meeting and spoke briefly about his support for 2-year colleges. He congratulated the campus on pushing for new and innovative programs, such as the Nursing and Gaming programs, and suggested consideration of a program to train airline pilots and a program geared to the performing arts.

Dr. Letteney stated that San Juan College in Farmington has a successful program for pilot training which Dr. Sax would investigate. Dr. Sax reported that the campus is looking at a number of new programs, such as Mortuary Science, and working with NMSU to come up with

new collaborative Agricultural programs, all of which are currently being reviewed in terms of needs assessment and costing.

Dr. Sax stated that he is now in his second year at the campus, and commented on the welcome he had received and how much he enjoyed working here. Dr. Letteney complimented him on his hard work and dedication to the campus.

B. Faculty Assembly Update

There were no questions on the Faculty Assembly report.

VII. STUDENT SERVICES

The report provided by Mr. Vigil included information on the following: **Recruitment; Registration/Admissions; Financial Aid; Testing; Academic Advisement; TRiO/SSS/onTRAC, and Community Education Services; & Upward Bound Program.**

A. Department Update

Mr. Vigil updated the meeting on Express Lane Advisement efforts to encourage students to enroll on-line.

While fall enrollment is slightly down, Chad has recruitment ads on the radio and television, and Danny is active in the community. The lack of Summer Pell impacted both summer enrollment and fall registration as students frequently enroll for both semesters at the same time, with the result that registration for fall is late, but on-going.

Discussion followed on Pell funding and student need – 72% of students enrolled the last summer that Pell funding was available. Dr. Goering stated that the percentage had been similar at main campus.

Dual Credit

Dual credit enrollment is always higher in the spring semester as the high school cycle runs August to May and come January students are finishing their high school classes and moving on to college level classes. Mr. Vigil represented the campus at an LFC meeting which reported on a State-wide study of dual credit compiled by Peter Winograd. He stated that the LFC numbers support Valencia's method of delivery and program success. Despite different processes and methods of delivery, dual credit programs have been successful throughout the state. An accreditation process was recommended to the LFC as a means to strengthen the program and Rita Logan will attend a conference sponsored by the accrediting agency.

Although the report was very favorable, the Legislature does not like what it views as “double dipping,” a system initiated by them to encourage participation by the schools and colleges. Dr. Letteney remarked that in Sally Hebert's (Business Manager) view the system did not “double-dip” as the student receives both high school and college credit.

Auto-Tech Program

Mr. Vigil reported that an instructor has been found to teach the Auto-Tech program requested by Valencia High School. The curricula will follow both Certificate and Associate's programs which the Gallup campus has offered for the last 25 years.

It is planned to start small, with the first class to be offered this fall and build from there until a series of classes can be offered for the certificate and ultimately the Associates Degree.

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Belen schools currently have this program in partnership with CNM as we could not offer it at the time requested; however, Valencia would be interested in offering the program to all the school districts as it builds and it is hoped to offer the engineering program also.

B. Student Government Update

No Student Government representatives attended the meeting as they do not meet during the summer session.

VIII. BUSINESS OPERATIONS

A. Department Update

Business Manager, Sally Hebert reviewed the report submitted by Mr. Sanchez. The FY 2012-13 Budget which is currently being operated under was approved by the Board and the UNM Board of Regents and the appropriate Higher Education Departments. The Business Office is currently working on the Report of Actuals for the FY 2011-12. This report records what was actually spent.

Ms. Hebert again stressed the importance of GO Bond funding for repair and maintenance of many systems on campus.

Police Department

The campus' security department has been approved for upgrade to a Police Department which Mr. Sanchez hopes to have in full operation by the end of the August. Mr. Griego asked if any contact had been made with the 911 Board, and stated that he would provide contact information.

Equipment renewal

The computers in labs are currently being replaced and should be installed by the beginning of the fall semester. Used computers are upgraded and go out onto the campus as needed. It has become increasingly important for faculty members to upgrade with more on-line classes, and the increasing use Web-Ct for instance, even in room based classes.

B. Staff Association

The new Staff Association President, Kathy Dorcas stated that the executive had met once and have started to plan events for the rest of the year. Kathy is currently working with Dr. Letteney on the Executive Director's Awards which will be handed out at Convocation on August 15.

IX. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

X. ADJOURNMENT

Mrs. Tabet moved to adjourn the meeting. Mr. Griego seconded the motion. All members voted "aye". The meeting adjourned at 5:58 pm.

Belinda Martinez, Secretary