

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, MAY 1, 2012**

BOARD MEMBERS PRESENT

Mr. Paul T. Luna, Chairman
Mrs. Eloisa Tabet, Member
Mr. Russell Griego, Member

BOARD MEMBERS ABSENT

Ms. Corrine Sedillo, Member
Ms. Belinda Martinez, Secretary

VISITORS

Nancy Moore, Admin Support Student Services

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
Dr. Elaine Clark, Faculty Assembly President
Mr. Victor Escobar, Student Government President
Ms. Nanci Nielsen, Staff Association President
Dr. Wynn Goering, President's Office
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, May 1, 2012.

I. PUBLIC FORUM

No issues were raised in the Public Forum.

II. CALL TO ORDER

Chairman Paul Luna called the meeting to order at 5:04 pm.

III. APPROVAL OF AGENDA

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

IV. BOARD BUSINESS

Adoption of the Minutes of Regular Meeting, February 7, 2012

Adoption of the Minutes of Special Meeting, April 3, 2012

Mr. Luna requested a motion to approve the minutes from February 7 and April 3, 2012. Mrs. Tabet moved to adopt both sets of minutes as read. Mr. Griego seconded the motion. All members present voted "aye."

V. DIRECTOR'S OFFICE

A. Department Update

Prior to delivering her report, Dr. Letteney introduced staff member Nancy Moore, Hank Vigil's assistant, who is due to retire at the end of June after 15 years of service. Retiring faculty members Dubra Karnes-Padilla and Celestyn Brozek will be honored at Graduation.

Graduation

Dr. Letteney reminded the meeting of the upcoming ABE and College Graduations and the Pinning Ceremony for the first 11 graduates from the ADN Program. Mary Merrell has been invited to the ceremony where she will be pinned also.

Strategic Planning

The campus-wide Strategic Planning Town Hall was held on April 18th, and was the most productive to date. The Strategic Planning Committee will meet on May 9 to incorporate input from the Town Hall and finalize the Plan.

Branch Campus Retreat

A very successful Branch Campus Retreat was held on April 20. Items discussed included the following:

- **Certificate Programs less than 30 credits** – as the new funding formula includes credit for completion, discussion focused on how to get certificates under 30 hours approved for credit. Dr. Goering noted that the Provost can approve these programs once Faculty has approved them
- **Transfer Measure** - A funding formula of a Transfer Measure following successful completion of 15 credit hours of core courses has been forwarded to the NM Department of Higher Education by a committee of Instructional Deans from the two-year colleges.
- **Automatic Graduation** - An automatic graduation process is currently being piloted on campus. Students who have transferred to Main Campus and have since accumulated enough credits to graduate with an Associate's Degree are eligible to graduate from this campus. Eleven such eligible students have been contacted and 5 have expressed the desire to graduate.

Express Lane Registration

Dr. Letteney commended Student Services, specifically Val Garoza, for introducing and implementing an express lane registration for students who are clear about what classes they need. The time taken to register these students was dropped by a third, from 7.5 minutes to 5 minutes, freeing up advisor time for those students who need more assistance.

STEM Center Earth Day

The reception was well attended by community members and students. The Hise's from CEMCO were very impressed with what is being achieved at the Center. Other community members who visited the Center included Nick Blea, Lemuel Martinez, and Vicki Perea. Board members were invited to tour the Center and see the impressive range of technology available to faculty and students.

UNM-Service Award Lunch, April 24

Dr. Letteney attended the Awards Lunch with recipients Debra Venable and Richard Perea for 20 years; and Joe Burgess, Rosa Auletta, Francis Duran and Beverly Zemke, 15 years.

Budget Update

As Mr. Sanchez had just attended the Board of Regents' final budget meeting, Dr. Letteney invited him to report on compensation and health care.

The Regents approved the budget with a one-time bonus of \$1,100 for full-time employees employed prior to January 1, 2012 to be paid in the last August pay packet. If there is sufficient revenue available following fall registration an increase to base salaries might be considered.

The change in Benefit tier levels will result in an increase of between 8%-12% and will assist some employees depending on the policy chosen and number of people insured. Dr. Letteney commented that getting back the 1.75% of ERB retirement contribution will more than cover the increase in insurance costs for most people. The ERB reduction should be noticeable in July pay checks.

B. Title V

There were no questions on the Title V reports.

VI. INSTRUCTION

The Report included updates from Richard Sax, **New Faculty, Assessment, New Catalog, Online Course Delivery, New Mexico Centennial events, ABE, Business Technology & Fine Arts, The Fitness & Wellness Center, The Learning Center and the Library.**

A. Department Update

Dr. Sax reported that the search for a new Assistant Professor of English has been completed and Dr. Heather Wood hired. They hope to hear about the Pre-Engineering position by Friday. Still on the search list are a replacement for Celestyn's position (Biology/Chemistry), and the new Gaming Design position which is proving difficult to fill.

Monthly meeting of 2 year CAO's, both NMACC and NMICC, have been addressing concerns over the need for some form of transfer measure to be included in the next version of the funding formula. They have agreed that earning 15 college level credits indicates measureable student success for 2-year colleges.

2012-2014 Catalog

Dr. Sax thanked Chad Perry for accommodating the many additions to the catalogue which should be available before Memorial Day.

On-Line Policy

Instructional Council has just voted on a new Online Program Policy which will formalize and standardize expectations for compensation and delivery.

Tenure & Promotion

The new system-wide Tenure and Promotion Committee (one representative from each branch and one from each main campus college) has met twice and all 3 Associate to Full Professor, 2 Assistant to Associate Professor and 1 Code 3 are moving along well. Committee members have commented on the strength of the dossiers submitted.

New Mexico Centennial Events

Four monthly Centennial events have been completed and 2 are planned for the fall. Most recently a Poetry Slam on April 4; a theatre/drama event on March 22, the FilmFest on February 10 and Professor Richard Melzer's presentation of his book New Mexico: Celebrating the Land of Enchantment in January. The FilmFest is now set to be an annual campus event.

The Federal decision to discontinue Summer Pell funding has resulted in a drop in registration for the summer session. Dr. Letteney suggested advertising summer classes in the Lobo to attract main campus students who live in Valencia County.

B. Faculty Assembly Update

Dr. Clark advised the meeting that following recent elections, she will return as President, Khalid Kassem as Vice-President, Barbara Lovato the new Secretary, Dani Martinez, and Alexa Wheeler as full-time representatives and a new adjunct representative, Stephen Klinsiek.

The Faculty Handbook is almost completely revised and updated. The Assessment Committee introduced Friday workshops for the people undertaking the assessments to meet with the

committee to make sure that all of the required information is submitted – all assessments for this semester have been completed.

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

Mr. Vigil reported a 20% decrease in student credit hours for the summer, with an average of 4.6 hours per student compared to the same day last year when the average was 5.3. Headcount is at 537, a 12% decrease on last year. This Friday is the deadline to submit applications for scholarships with \$60,000 to award next week, this should increase registration and it is hoped to reach 900 by June 4 first day of school. Discussion followed on LoboTracks, the new electronic system which provides an immediate update on a student's degree status and can also provide "what if" scenarios for students considering changing their major.

Headcount for the fall is 704 as of this day last year, up 10%. FTE is currently 488, an increase of 6%.

As discussed earlier in the meeting, the introduction of express registration is a first step towards allowing quality advisement time for those students who need additional assistance, by speeding up registration for those who know what classes they need. It is also a way of familiarizing students with the online process which will help them to take care of their own registration when they get to main campus.

B. Student Government Update

Mr. Escobar reported that he had been re-elected as President, in an election with 2 challengers. The new Executive team is a mix of old and new faces, who are excited and ready to get going for next year. Loss of summer Pell has been rough on students, many of whom cannot afford to take classes this summer. The Executive had planned to hold a couple more events before the end of the semester, included an inauguration banquet, but with student need high on their agenda, they have decided to donate \$3,000 for summer scholarships which will bring their total scholarship donation to \$9,000 this year. Nanci Nielsen pointed out that Student Government had partially funded last year's TRiO Banquet and funded the entire banquet this year. An Inauguration event will be held on Monday May 7 in LRC 101ABC at 7:15 pm to say goodbye to the old team and welcome the new. Pizza will be served and everyone was invited to attend.

VIII. BUSINESS OPERATIONS

A. Department Update

It was noted that the proposed \$10.00/hour minimum wage was not passed in this budget. Chairman Luna stated that overall the budget outlined earlier in the meeting it was good news for the campus.

B. Staff Association

Ms. Nielsen stated that elections will be held in June, and current Vice-President Kathy Dorcas will serve as in-coming President. Ms. McComb provided a brief update on a Smoking Cessation Day which is being planned in conjunction with Student Government for June 20. Workshops will focus on cessation incentives, learning to break habitual behaviors, in addition to a relaxation class provided by the Wellness Center.

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 5:47 pm.

Paul T. Luna, Chair