

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, November 4, 2014**

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Dr. Alice V. Letteney, Campus Executive Director
Mr. Andrew Sanchez, Director of Business Operations
De. Laura Musselwhite, Dean of Instruction
Tracy Owen, Academic Advisement Specialist
Heather Wood, Faculty Assembly President
Jon Lechel, Sr. Public Relations Specialist
Ryan Baltunis, Staff Association President
John Archuleta, Modrell Sperling Law Firm
Duane Brown, Modrell Sperling Law Firm
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 on Tuesday, November 4, 2014.

I. PUBLIC FORUM

Before the meeting was called to order, Board member Corrine G. Sedillo submitted her resignation from the Board stating health reasons. Ms. Sedillo was presented with a plaque and was commended by the Board for her many years of service to the Board and the campus.

II. CALL TO ORDER

Chairman Luna called the meeting to order at 5:19 pm.

III. APPROVAL OF AGENDA

There were no additions to the Agenda. Mr. Griego moved to approve the agenda. Mrs. Tabet seconded the motion and all members present vote "aye."

IV. BOARD BUSINESS

A. Adoption of Minutes of Regular Meeting, August, 2014

Ms. Martinez moved to approve 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 approve the Bylaws and Open Meetings Resolution. Ms. Martinez seconded the motion, all members present voted "aye."

C. Adoption of the Proclamation/Resolution of Election

Mr. Griego moved to adopt the Proclamation/Resolution of Election. Ms. Martinez seconded the motion. The vote was as follows:

Mr. Luna	Aye	Ms. Martinez	Aye.
Mrs. Tabet	Aye	Mr. Griego	Aye

A. DIRECTOR'S OFFICE

**A. Department Update
TAACCT Grant**

Dr. Letteney reported on the TAACCT grant which was recently award to a consortium of 11 colleges, including Valencia Campus. The total award is nearly \$15 million and the campus'

allocation is \$788,031 over 4 years. The funds will be used to set up a healthcare IT program and to continue funding for the I-BEST grant. The I-BEST Grant assists ABE students to take basic allied health classes giving them an employment credential when they have completed their GED. Laura is currently working on approvals for the IT Healthcare program.

Senator Heinrich's Visit to Campus

The Senator is scheduled to visit the campus tomorrow, November 5 and is particularly interested in our workforce programs. Dr. Letteney stated that she will be talking to him about bring back summer Pell, continued support for Title V, and the US Department of Higher Ed.'s proposal to introduce a college rating system tied to Federal financial aid.

According to the NM Department of Higher Education, Valencia Campus had the highest increase in meeting statewide measure of any college in the State last year at 36%, and second in the State in performance, with an increase of 7.3% over the past year.

Funding Formula

In a brief update on the funding formula, Mr. Sanchez stated that while discussions continue to fluctuate, the latest numbers suggest an almost flat budget for the FY 15-16 year.

B. Title V

There were no questions on the Title V reports.

B. INSTRUCTION

The Report included updates from **The Dean; ABE; Highway to Success; The Learning Center and the Library.**

At the request of the Chair, Dr. Musselwhite provided the Board with a brief biographical background. Although born in S. Carolina, she has spent most of her life in Georgia, and her career has mostly been at a 2-year community college in the Georgia Highlands system. There are many similar issues with the student population there and here – socio-economic, first-generation college, etc. She started as a History professor, moved into administration becoming involved with institutional effectiveness, and from there to Academic Affairs. Dr. Musselwhite's husband is a music professor shortly to retire, at which point he will join her here in New Mexico.

A. Department Update

Dr. Musselwhite reported that headcount is up compared to last fall and that her experience with faculty and students so far presents a picture of good instruction with a focus on student success. The faculty evaluation process is nearly finished and has provided a useful insight into classroom practices at Valencia. The search for a Psychology Professor is underway with 39 applicants, including one adjunct from the campus. It was also reported that 4 new programs for associate's degrees or certificates have been submitted to the provost for review. In addition to the cultural events on campus Dr. Musselwhite has been particularly impressed by the in-class lectures; one given by a woman from NASA, and another on *Women in Engineering*. Strategies for attracting more students into the Pre-Engineering program pipeline are now being considered.

B. Faculty Assembly Update

Dr. Heather Wood reported that it is a busy time for faculty, many are helping students meet their objectives as the semester draws to a close; many are going through mid-tenure reviews with the associated administrative requirements. Campus Committees are busy, in particular the Curriculum Committee and the Faculty Handbook Committee. Two new committees have been generated by the Provost's Office, a General Education Committee sub-committee and an Assessment Committee.

C. STUDENT SERVICES

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

A. Department Update

Tracy Owen reviewed the report for Hank Vigil who was unable to attend the meeting.

Dual Credit

Enrollment for the fall semester is 538 students, 69 of those attending at the campus. This number is up by approximately 40-60 students, and the program is continuing to grow. It was reported that a student from SODA will be graduating with an associate's degree, our first dual credit student to do so.

GED

The number of students taking the test has gone down despite a grant from Walmart to covers the increased cost of the test which increased from \$40.00 to \$120.00. In addition, the fact that the test is now computerized inhibits many non-computer literate students. The State is currently looking at alternative testing options for high school graduation equivalency.

Phi Theta Kappa

Board members invited to the PTK Induction at 6:00 pm on Thursday, November 13.

B. Student Government Update

There were no questions on the Student Government Report.

D. BUSINESS OPERATIONS

The report provided by Mr. Sanchez included information on the following: **FY 2014-15 Budget; FY 2013-14 Budget; HED Capital Projections Request; Facilities Master Plan Update; Equipment Renewal; Departures, New Hires and Vacancies.**

A. Department Update

Report of Actuals, FY 2013-14

Mr. Sanchez reviewed the Report, highlights of which included:

- Total Actual Revenues exceeded Total Actual Expenditures and Transfers by \$1,289,280;
- The I & G ending Fund Balance was \$1,612,616;
- Two of the three campus auxiliaries showed net profit for the year and ended the year with a healthy combined reserve of \$332,561;
- Restricted Contract and Grants expenditures totaled \$3,184,406, accounting for 23% of the total Campus Budget.

A full Report of Actuals for FY 2012-13 is available on request from the Business Office.

B. Staff Association

Association President Ryan Baltunis reported that the team is trying to bolster what had become a lagging Staff Association. They have instigated a weekly Staff Spotlight featuring a faculty or staff member, describing what they do, what they like about working at Valencia, etc. The "spotlighted" employee then chooses the next week's person. They are in the process of setting up an Employee of the Month and Faculty of the Month award; recipients of the award will be allocated favorable parking spots. The Halloween decorating contests had a large and

enthusiastic response with some departments not only decorating, but also performing skits. A craft fair will be held on December 13 to include pictures with “Santa” to be played by Ryan. A Breakfast seminar is planned, serving free breakfast burritos and with a talk about the importance of breakfast, provided by the Wellness Center. Finally, they are working with Staff Council at main campus to bring a motivational speaker to the Campus. Ryan was congratulated on the Associations efforts.

E. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

F. ADJOURNMENT

Mrs. Tabet moved to adjourn the meeting. Ms. Martinez seconded the motion. All members voted “aye.” The meeting adjourned at 6:10 pm.

Paul Luna, Chairman