

**UNM-VALENCIA CAMPUS ADVISORY BOARD  
MINUTES OF THE REGULAR MEETING  
TUESDAY, FEBRUARY 2, 2016**

**BOARD MEMBERS PRESENT**

Mr. Paul Luna, Chair  
Ms. Belinda Martinez, Secretary  
Mr. Russell Griego, Member  
Ms. Roberta Scott

**BOARD MEMBERS ABSENT**

Mrs. Eloisa Tabet

**OTHERS PRESENT**

Dr. Alice V. Letteney, Chief Executive Officer  
Mr. Andrew Sanchez, Director of Business Operations  
Dr. Laura Musselwhite, Dean of Instruction  
Hank Vigil, Director Student Affairs  
Jon Lechel, Sr. Public Relations Specialist  
Julia Dendinger, Valencia County News-Bulletin  
Debi Scoville, Student Government President  
Allison Lucero, Staff Association, President  
Denise Sanchez, Exec Admin/Note taker

Members of the UNM-Valencia Campus Advisory Board met for a Regular meeting in the Administration Conference Room on Tuesday, February 2, 2016.

Prior to the start of the meeting Mr. Luna welcomed and congratulated Ms. Roberta Scott. Ms. Scott was nominated and appointed to fill Advisory Board Member, Position 4. Ms. Scott was sworn-in on January 22, 2016 by Magistrate Judge, John R. Chavez.

Also prior to the meeting, Mr. Luna introduced Keith Diegel, UNM-Valencia Phi Theta Kappa member. Mr. Diegel was one of two nominees from UNM-Valencia who was nominated to the All-State Academic Team in recognition of his top academic achievements. Ms. Kaydra Townsend was the other nominee. Both will be attending the All-State Academic Team Day in Santa Fe, on February 4<sup>th</sup>. Mr. Diegel is majoring in Geology and will pursue math as a minor. Upon his completion with UNM-Valencia, Mr. Diegel will be transferring to the New Mexico Institute of Mining and Technology.

**I. PUBLIC FORUM**

No items were raised in the Public Forum.

**II. CALL TO ORDER**

Chairman Luna called the meeting to order at 5:05 pm.

**III. APPROVAL OF AGENDA**

There were no additions to the Agenda. Ms. Martinez moved to approve the agenda. Ms. Scott seconded the motion and all members present voted "aye."

**IV. BOARD BUSINESS**

**A. Adoption of Minutes of Regular Meeting November 3, 2015**

Mr. Griego moved to adopt the Minutes as read. Ms. Martinez seconded the motion and all members present voted "aye."

**V. DIRECTOR'S OFFICE**

**A. Department Update**

Dr. Letteney welcomed and congratulated Ms. Scott to the Advisory Board. Ms. Scott has been volunteering at UNM-Valencia since her retirement from being Director of the UNM-Valencia Small Business Development Center in 2009. Dr. Letteney stated Ms. Scott brings a wealth of knowledge and experience to our board and is very happy to have her.

Our new fiscal year begins July 1<sup>st</sup> and it is anticipated that we will be very lucky if we have a flat budget. The House Appropriations Committee passed a bill that will cut all of our line items by .4% but still lowers our budget by \$62,000+. There will also be increases in Healthcare benefits for our employees - the initial increase was 11%. The university is working very hard to bring this percentage down and may be able to bring it down some, but there will be benefit changes for our employees. This will be an added expense both to the college and to our employees.

Dr. Letteney stated Senator John Sapien, from the Albuquerque area, has introduced a memorial to create a study on the structure of higher education in New Mexico. Dr. Letteney also stated that Senator Patty Lundstrom, from Gallup, has introduced a bill that she feels would require the Advisory Board to approve the hiring of the Chief Executive Officer. Currently, the advisory boards are consulted when a Chief Executive Officer is hired.

Dr. Letteney announced the upcoming celebrations: Keith Diegel and Kaydra Townsend will be honored as our two Phi Theta Kappa students in Santa Fe for All-State Academic Team Day. She also stated that unfortunately, and effective immediately, the Council of University Presidents have decided to end a long term commitment that they had done in the past to provide a two-year tuition scholarship to any public college in New Mexico to the transfer students from this group of Phi Theta Kappa all-state scholars. Dr. Letteney has spoken with President Frank regarding this issue and he may work with his people to somehow honor these students in the university branch system at UNM.

The Soup-R Bowl event is coming up on February 7<sup>th</sup>. Beautiful bowls have been created by the Tome Gallery artists. These bowls are purchased and are your entrance into the Soup-R Bowl which is held before the super-bowl game begins. All you can eat soup, breads and desserts will be available. Proceeds from this event fund the Tome Gallery's Virginia Cassados-Clark Memorial Scholarship that benefits a student studying art.

The 7<sup>th</sup> Annual Road to Success Gala "Night of the Stars" is scheduled for February 27<sup>th</sup>. Proceeds benefit our scholarship endowment. When UNM-Valencia is awarded a competitive grant from the federal government, there are endowments allowed in that grant, so every dollar we raise is matched by the federal government. Our goal is to match \$42,000. This money will complete the matches from two of our federal grants. This year we have a platinum sponsor whose name is Alberta Flores. Ms. Flores has donated \$20,000. This money will go to an endowment that will produce scholarships for a chemistry or a natural science's student. Dr. Letteney stated that many other sponsorships were purchased and that we are very grateful for these sponsorship purchases and will continue to seek more.

#### **B. Title V**

There were no questions on the Title V reports.

### **VI. INSTRUCTION**

The Report included updates from **The Dean; ABE; Business & Technology and Fine Arts Division; Highway to Success; The Learning Center and the Library.**

#### **A. Department Update**

Dr. Musselwhite reported that we have a growing interest in on-line learning. Faculty member, Elaine Clark, Associate Professor of Mathematics, has been put in charge of offering training and improving practices innovating on-line learning. Ms. Clark has been working with some facilitators from Quality Matters, which is a training and certification program for teaching on-line. She and one of our adjunct faculty are both going to be certified by Quality Matters to lead instruction for the rest of our faculty.

We have one new faculty member coming in January related to the Sunpath grant - a new Health Information Technology professor, Roseanna McGinn. She will start working on curriculum development this semester and will soon start offering courses in HIT. We are also beginning the search for another Information Technology faculty position, also grant funded.

There are three faculty members going through promotion and tenure this year. They are all going through their mid-probationary periods so there won't be an actual promotion or granting of tenure this year. All documents required will be due to the Provost by March 4<sup>th</sup>. The Provost's office will send out announcements the end of June.

The New Mexico Higher Education Assessment and Retention Conference will be in Albuquerque the end of February. Dr. Musselwhite stated she and several faculty members will be attending. Two presentations will be done by our faculty.

There have been developments in the Higher Education department, including the creation of a common course numbering system. The common course numbering system has to happen in tandem with any revision of the core curriculum that's going on state wide. Because the common course numbering system is mandated by the legislature to be finished by August 2017, the new core curriculum is expected to be complete within the next nine months. Several committees have been initiated, starting with English and mathematics. Every time a new committee is created an announcement is sent to every college in the state to nominate people to be on these committees.

#### **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 on TRAC, Upward Bound, and Community Education Services.**

#### **A. Department Updates**

Mr. Vigil reported that as of today our spring 2016 headcount is at 2383, and is flat. The FTE is 1139 and is down 2.9%. That is a little over 17,000 credit hours that we are teaching. Of the 2383, 1141 are degree seeking full time freshman and sophomore students here on campus. There are 341 students from Albuquerque taking a class or two with us and 31 are non-degree students. There are 871 dual credit students, the most we have ever served in a semester. Current total financial aid awarded is \$3.4 million, down from last year \$4.8 million. The difference is dual credit student numbers have gone up and dual credit students are not provided financial aid. Also, the financial aid office is providing more counseling to students by helping them to understand that the loans are for educational purposes and are a financial responsibility and will have to be paid back.

#### **B. Student Government Update**

Ms. Scoville announced that there is a Leap Year Day event scheduled on February 29<sup>th</sup>, which will include laser tag, cotton candy and popcorn. A Wellness Center BBQ is also scheduled to be held in March. The UNM-Valencia cafeteria will be catering this event.

Ms. Scoville stated that Student Government is in the process of planning to upgrade the UNM-Valencia building signs across campus. The Student Government would also like to provide water bottle stations and possibly get new flags all of which are in the planning stages.

Ms. Scoville reported there was a total of 35 applicants for the Fall 2015 semester scholarships. They are hoping to have at least that many or more for Spring 2016 semester.

Elections are in April for the 2016/2017 Student Government members. There will be a cabinet position available, as well as senator positions available. Ms. Scoville stated she is hoping to have a good turnout of students that will be interested in being part of this great organization.

### **VIII. Business Operations**

The report provided by Mr. Sanchez included information on the following: **FY 2016-17 Budget; 2014 State and 2015 Local G.O. Bond Projects Update; 2016 Local G.O. Bond Sale Department Update**

## **FY 2016-17 Budget**

The House Appropriations Committee, and Legislative Finance Committee passed a bill that will reduce appropriations across the board by .4%. For us this is a reduction of \$22,500, but since we were expecting an increase of over \$40,000, that puts us at minus \$62,000+. We continue to see a sizeable decline in student enrollment - our current projections indicate a 7% to 9% decline in tuition revenue or approximately \$150,000. We were informed healthcare costs would be increasing by 11%. As of yesterday we were told the increase would be 6.4% for the university and 7.6% for the employee.

In addition to declining revenue, we are also looking at other rising variable costs as well as required cost matches. As a result, at this time, we will be recommending an estimated 5.0% tuition increase. This recommendation may change should some projections change. Below are some factors that are contributing in our proposed increase:

- The projected amount of State appropriation;
- Projected decrease in tuition revenue;
- Projected increases in employer benefits cost (Health Care);
- Projected increases in other inflationary expenses, such as liability insurance and utility costs;
- Scheduled required funding to cover Grant matches and other unbudgeted salaries of \$608,399; and
- The Valencia County Tuition Policy passed by the Advisory Board.

Budget information is available on request from the Business Office.

## **2014 State and 2015 Local G.O. Bond Projects Update**

1. The Chiller Plant Phase II – This project is the second of two phases to replace the individual cooling plants on campus with a centralized cooling plant. Construction has already begun and has a completion date of April 30, 2016. This phase will be paid for by a combination of 2014 State G.O. Bonds and Local bond revenue. Total estimated cost is \$1.9 million.
2. Re-roofing Project – This project will replace worn roofing material in the Arts and Science and Business and Technology buildings. Evaluations of existing material and construction began in November. This project is expected to start in March of 2016. Estimated cost for both buildings \$1.5 million and will be paid for by 2015 Local G.O. Bond proceeds.
3. Campus Wide Fire Panel replacements – This project will replace outdated non-compliant fire equipment campus wide. Once the construction documents are approved, this project is expected to go out to bid in March 2016. Estimated cost \$655,000 and will be paid for by 2015 local G.O. bond proceeds.
4. Campus wide Parking lot repairs – This project will repair 2.5 miles of cracks that have developed in the parking lots across campus. This project was completed in January. Estimated cost is \$100,000 and will be paid for by 2015 local G.O. bond proceeds.
5. Keyless entry project – This project will replace most exterior locks and many interior lab locks with keyless card access. This project is currently in the evaluation stages by the UNM Lock Shop, when complete it will put out to bid, which is expected to be in April. Estimated cost \$500,000 and will be paid for by 2015 local G.O. bond proceeds.
6. Exterior lighting retrofit – This project will replace existing exterior lighting with LED lighting campus wide. Estimate cost \$100,685 of which PNM will reimburse \$17,859. In addition this project is projected to save \$19,556 in annual utility cost, making it a return on investment of 4.23 years. PNM will also warranty the lights for 10 years therefore eliminating repair costs for that period of time. The project will be paid for by 2015 local G.O. bond proceeds.

## **2016 Local G.O. Bond Sale**

Should all the projects listed above be completed as projected, it is likely that the second of four bond sales will proceed. That decision will be made prior to the May Advisory Board meeting so that we can go through the process and have the sale completed by October 2016. It is essential that we try and keep the sales as proposed in the mil levy election to try and keep the mil rate as consistent as possible.

### **A. Staff Association**

Ms. Allison Lucero announced that the staff member for November was Tamara Archuleta. Professional Development held an event on December 8<sup>th</sup>, on The Mindful Center and Speed Networking. Surveys were sent to staff for their feedback regarding this event.

The first ever Toys for Tots drive was held December 8<sup>th</sup>. Thirty-eight toys were collected, 35 of the unwrapped toys were taken to the Valencia County Sheriff's Office. Combined with the sheriff's office over 400 children were able to receive a gift throughout Valencia County. A very nice thank you letter was received from the Valencia County Sheriff's Office. Staff association hopes to make this an annual event. The other three toys were donated to a faculty member who lost most of her possessions because of the flooding in Texas. UNM Valencia staff were also able to donate clothing and other items for this family.

Staff association would like to continue serving the community and is planning a Spring Clean Up. Staff members will be able to nominate four disadvantaged or elder individuals who need help with yard work. Volunteers will spend a Saturday cleaning up the yard of the individuals selected. Staff association is hoping to get support from student government and all the staff members at Valencia Campus.

Ms. Lucero stated that Staff Association will continue with fundraising efforts. The snack carts produce a steady income. New products will be added to the snack carts to increase sales. A Subway Day is being planned in February and a yard sale is also being planned for this spring. Staff will be asked for donations for the yard sale. Any items not sold at the yard sale will be donated to Adelante.

Ms. Lucero also stated Staff Association will continue to strive to meet the needs of the staff and will continue to recognize what an essential part staff plays at the Valencia Campus.

### **IX. ADDITIONS TO THE AGENDA**

There were no additions to the Agenda.

### **X. ADJOURNMENT**

Ms. Martinez moved to adjourn the meeting. Ms. Scott seconded the motion. All members voted "aye." The meeting adjourned at 5:57 pm.

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Paul Luna, Chairman