

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, May 3, 2016**

BOARD MEMBERS PRESENT

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

GUESTS

Dr. Jeronimo Dominguez, Provost's Office
Katherine M. Creagan, Attorney, Modrall Sperling Law Firm
Raheel Hirji, Advisor for George K. Baum & Co.

OTHERS PRESENT

Dr. Alice V. Letteney, Chief Executive Officer
Mr. Andrew Sanchez, Dir. of Bus. Operations
Dr. Laura Musselwhite, Dean of Instruction
Mr. Hank Vigil, Director Student Affairs
Mr. Jon Lechel, Sr. Public Relations Specialist
Ms. Julia Dendinger, Val. Co. News Bulletin
Ms. Debi Scoville, Student Gov. President
Ms. Allison Lucero, Staff Association, President
Ms. Alexa Wheeler, Faculty Assembly President
Ms. 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, May 3, 2016.

I. PUBLIC FORUM

No items were raised in the Public Forum.

II. CALL TO ORDER

Chairman Luna called the meeting to order at 5:06 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 voted "aye."

IV. BOARD BUSINESS

A. Adoption of Minutes of Special Meeting March 31, 2016

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

B. Adoption of Bond Resolution

Mr. Griego moved to adopt the Bond Resolution as read. Mrs. Tabet seconded the motion and all members present voted "aye."

V. DIRECTOR'S OFFICE

A. Department Update

Dr. Letteney thanked everybody for being present. Dr. Letteney announced that graduation week is next week, May 11th, 12th, and 13th. Adult Basic Education graduation is on the 11th, the Nursing Pinning is on the 12th and the College Commencement is the 13th. The commencement speaker will be Dr. Ken Armijo, from Sandia Labs. Both of Dr. Armijo's parents have worked here at UNM Valencia in the past. Also attending our college commencement will be Dr. Jozi DeLeon, Vice President of Diversity, from the Provost's Office.

Dr. Letteney stated that she is pleased to announce that Kristina Martinez, our Development Officer has accepted two \$5,000.00 scholarships in the last couple weeks, which will be matched by our federal grants endowment.

Dr. Letteney stated she has been looking at opportunities for us to improve our student completion. One very promising opportunity is through analytics, which is ways of figuring out what is delaying or blocking our students from succeeding in any given program. UNM has created their own programs to create data which informs advisors and faculty how to help students complete their programs. Our staff are looking for grants that would enable UNM Valencia to accelerate the process of providing the branches with this information. Some of this information is being supported by a special projects grant from the state. We are one of seven, two-year colleges that are part of that project led by Greg Heileman, from the office of the Provost. We are looking at two potential grants that would give us the money to hire a staffer to do the work that needs to be done to customize the data analytics for us. Once a template is built, it can be used by all the other branches, and once the data analytics consultant is hired we could have what we want in less than one year.

Dr. Letteney stated there has been some discussion in Santa Fe about restructuring higher education. Senate Memorial 35 has been introduced to create a study on the structure of higher education in New Mexico. We have been asked to do an informal survey about whether we would prefer to be part of a community college system. Dr. Dominguez stated there are a lot of legal issues involved and he has spoken with HED Lawyer, David Andrews and asked him specifically what the department's plans were regarding Senate Memorial 35. Mr. Andrews informed Dr. Dominguez that the HED Secretary assigned the responsibility to his office because of the legal issues involved and Mr. Andrews plans to create a small task force which would consider some plans or ideas. This project will be completed within the next six months.

Several members of Valencia campus, including Dr. Letteney were honored last month at our Annual Service Awards Luncheon at main campus.

Dr. Letteney thanked the board and Dr. Dominguez for all the work they do and the support they provide to the students and to this institution.

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 had a very active spring semester in terms of faculty-sponsored events.

We recently received approval from the Board of Regents for an Associate of Science in Mathematics for the Valencia Campus. This will give our students, especially the hundreds who are in the General Science program, another option for transfer. This is our third degree in the Mathematics, Engineering, and Science Division (along with Pre-Engineering).

Four faculty searches have been completed (Mathematics, Biology, Information Technology and Geology). Three others are still in progress (Game, Nursing, and Business).

Dr. Musselwhite reported that the work of the Higher Education Department in the revision of the core curriculum and the creation of new core course number system is ongoing and progressing. Valencia has two faculty members who have been chosen to be members of this state-wide committee.

Summer session begins on June 6. Seventy-three sections are scheduled for summer, covering the basic core curriculum areas plus some technical program areas. Forty faculty (full-time and adjunct) are scheduled to teach this summer.

Valencia will be sending a team of four faculty members to the New Mexico Higher Education Assessment and Retention summer workshop in Ruidoso at the end of June. Each team is tasked with working on a project to advance teaching and learning at their home institution. The goal of our project is to create a fuller training program for faculty who are teaching online/hybrid courses.

Dr. Musselwhite introduced Alexa Wheeler, Lecturer in Digital Media Arts, who will be Heather Wood's replacement as president of faculty assembly.

B. Faculty Assembly Update

Ms. Wheeler reported that we are using our Faculty Online Teaching Committee to create a new course for Faculty Training in Online Instruction. When completed this will help us reach one of the goals of the Title V grant, which is to have faculty 100% trained in online instruction. Also, as part of this effort faculty will be able to take Quality Matters courses through the Valencia Campus, which will prepare them to be certified peer reviewers of our online courses.

Several events took place on campus including the Earth Day Celebration, The Valencia Experimental Film Fest and the New Mexico Film Festival which highlighted our student's work.

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 summer enrollment headcount is 382, which is 4 1/2% down, with 1501 registered credit hours taken, down 15.7%. Our fall enrollment headcount as of today is 540, with 4,400 registered credit hours taken, up 18% on headcount and 4.1% up on FTE, averaging 8.1 credit hours per student.

Some changes have been made with recruitment – advertising will take place full time in the movie theater, fall schedules will be printed and should be ready to pass out to the community by end of May or early June, advertising will be done in the Valencia News Bulletin, and ongoing recruitment will take place at all the high schools in the surrounding areas, including graduations and robing ceremonies.

B. Student Government Update

Ms. Scoville introduced the new incoming Student Government President, Adan Etling. His term will start this fall. A full Student Government cabinet has been elected, with the exception of a couple senators who will be recruited this summer.

Student Government collaborated with PTK and Staff Association for the annual yard sale by providing ice cream sundaes to students, staff and faculty. It was a great success.

Ms. Scoville announced that nine scholarships were provided by student government for the spring 2016 semester. Ms. Scoville informed each recipient with a personal congratulatory email.

Ms. Scoville gave an update on student government community projects – all campus signs will be updated within the next two weeks, student government helped the campus police with a banner to hang outside of their office along with two table runners for UNM-Valencia-New Student Orientation. Campus maps have been ordered that will be put on display throughout campus. The maps should be placed out for display within the next two weeks.

VIII. Business Operations

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

Department Update

FY 2016-17 Budget

The budget for FY 16–17 has been completed and submitted and is pending approval by the UNM Board of Regents, the Higher Education Department, and the Department of Finance and Administration in accordance with state statute.

Budget information is available on request from the Business Office.

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

Mr. Sanchez reported that the projects related to the 2014 bond issue will be completed this summer – re-roofing of two buildings, Fire Alarm/Mass notification system and Keyless entry system.

2016 Local G.O. Bond Sale

Mr. Sanchez stated that we are proposing the second of four bond sales which will occur in early August. The second sale will cover the following projects: Campus wide IT infrastructure upgrade; sustainability improvements – solar photovoltaic system and replace high water use plumbing fixtures; site and facility renewal; surveillance system enhancement; and electrical, mechanical and plumbing upgrades.

Mr. Sanchez also stated that we are working with UNM-Main to install a solar farm. UNM-Main is collaborating this project. UNM-Valencia also has money set aside in our second bond issue for this project. The solar panels will be placed on our roof tops.

A. Staff Association

Ms. Allison Lucero reported that the Annual Yard Sale was held in April during the Valencia Campus Earth Day event. Any items that were not sold were donated to Adelante. The first Spring Clean Up was held and an elderly woman, who had lost both her husband and son, was chosen to help with cleaning up her yard. A Saturday morning was spent making her yard presentable. The Staff Association will be choosing one more individual from the community to help out with their yard work.

Staff Association provided a 3D modeling/printing event to staff. Staff were able to attend this free event where they used software to create a 3D model. The model will be printed with the 3D printer on campus. Each staff member who participated will be able to keep the model they created and printed. The Teaching and Learning Center facilitated the classes for the staff. A second session will be held for those staff who were unable to attend the first session.

Towards the end of summer the Staff Association is planning to order name badges for new employees, or current employees who don't have a name badge, or need an updated name badge.

IX. ADDITIONS TO THE AGENDA

Dr. Dominguez briefly discussed credit for prior learning, which is currently one of the points of the Sun Path Grant. UNM currently accepts credit from the Armed Forces. Details have not been worked out yet on how to accept credit from other areas, but some of our schools that are participating in this particular grant do have procedures in place for prior learning. Dr. Dominguez wanted to inform the board that this issue is currently being addressed.

X. ADJOURNMENT

Mrs. Tabet moved to adjourn the meeting. Ms. Martinez seconded the motion. All members voted “aye.” The meeting adjourned at 5:48 pm.

Paul Luna, Chairman