

**UNM-VALENCIA CAMPUS ADVISORY BOARD  
MINUTES OF THE REGULAR MEETING  
TUESDAY, November 1, 2016**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Mr. Paul Luna, Chair

**GUESTS**

Dr. Jeronimo Dominguez, Provost's Office

**OTHERS PRESENT**

Dr. Alice V. Letteney, Chief Executive Officer  
Mr. Andrew Sanchez, Dir. of Bus. Operations  
Mr. Hank Vigil, Director Student Affairs  
Mr. Jon Lechel, Sr. Public Relations Specialist  
Mrs. Vanessa Montoya, Staff Assoc. Pres.  
Mr. Adan Etling, Student Gov. President  
Ms. Annette Hatch, 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, November 1, 2016.

**I. PUBLIC FORUM**

No items were raised in the Public Forum.

**II. CALL TO ORDER**

Secretary Belinda Martinez called the meeting to order at 5:07 pm.

**III. APPROVAL OF AGENDA**

There were no other additions to the agenda. Mr. Griego 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 August 2, 2016**

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

**B. Appoint Board Secretary for November 1, 2016 Advisory Board Meeting**

Ms. Scott moved to appoint Mrs. Tabet as Board Secretary for the November 1, 2016 meeting only. Mr. Griego seconded the motion and all members present voted "aye."

**C. Adoption of By Laws/ Open Meetings Resolution**

Ms. Scott moved to adopt the By Laws and the Open Meetings Resolution as read. Mrs. Tabet seconded the motion and all members present voted "aye."

**D. Adoption of Proclamation/Resolution of Election**

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

**V. DIRECTOR'S OFFICE****A. Department Update**

Dr. Letteney stated that Dr. Musselwhite, Dean of Instruction, is in Washington, DC attending a Minority Serving Institution Conference that the Department of Education is sponsoring.

Dr. Letteney thanked the Advisory Board members that attended Senator Tom Udall's visit last Friday. Over 200 high school and middle school students were here from MESA. Robotic and gaming demonstrations were part of the program. Dr. Letteney stated she also spoke with the Senator regarding resuming year around Pell grants.

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Dr. Letteney stated that the State Legislature has approved a reduction to FY 17 budgets. It is 5%, totaling approximately \$281,000. We can also anticipate another 1% to 4% cut for the coming year.

UNM has reached an agreement on how they are handling Title IX compliance with the Department of Justice, in particular on how sexual harassment complaints are being processed. UNM Valencia is part of this agreement which requires that every single student enrolled in a program of study for six credits or more has to have face to face sexual harassment training. Mr. Hank Vigil is in the process of coordinating this training, which will be completed by December 2017.

UNM Valencia campus will be a voting site for the upcoming general election. Bonds B and C are on the ballot. If Bond C passes, UNM Valencia will receive \$1.5 million for upgrades of our IT infrastructure.

UNM Valencia will be celebrating our 35<sup>th</sup> Anniversary on November 10<sup>th</sup>. A Veteran's ceremony will be held at 11:00 am, followed with a dedication of the Tamara Long-Archuleta statue. Lunch will be served while Dr. Richard Melzer recounts the history of our campus. An exhibit of the faculty and staff artwork will also be on display at the art gallery.

Dr. Letteney thanked all for everything they do and all the support they provide to our students and our campus.

#### **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**

There were no questions on the Instruction reports.

#### **B. Faculty Assembly Update**

Ms. Annette Hatch announced that overhauls are underway on campus as the Curriculum Committee reviews, modifies and adds degrees and certificates to better fit the needs of our students. Ms. Hatch thanked all the faculty, staff and the students that helped out on MESA Day. She also thanked the board members that attended.

### **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 headcount is 2,247 for the fall semester, which is a 2% increase. Mr. Vigil thanked the faculty for working with the students and keeping in classes longer. Our student credit hours and FTE is still down 3%.

Parent Nights were held at Belen High School on October 20<sup>th</sup> and at Valencia High School on October 26<sup>th</sup>. Los Lunas High School is scheduled for November 14th. Parent Nights are held at the high schools to implement early college high school model with our public schools.

Students from local area high schools are participating in Dual Credit with UNM Valencia at the high schools. Some students are attending courses at UNM Valencia Campus on-site, supplementing their regular high school schedules. Our current total Fall Semester headcount for students participating in Dual Credit is 708.

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

Mr. Etling reported that Student Government helped in providing food and refreshments for several events on campus – The Learning Commons Open House, The Writing Center Meet’n Greet, The STEM Center Meet’n Greet, and also lunch was provided to all the Wellness Fair vendors. All events went very well.

Mr. Etling attended HACU in San Antonio, Texas, in October on behalf of Student Government. Mr. Etling stated he was able to network with other students of Hispanic Serving Institutions and brought back a lot of valuable information.

### **VIII. Business Operations**

The report provided by Mr. Sanchez included information on the following: **FY 2015-16 Budget; 2016-2017 Budget; FY 2017-18 Budget; 2015 Local G.O. Bond; 2016 Local G.O. Bond**

#### **Department Update**

##### **FY 2015-16 Budget**

The “Report of Actuals” for FY 15–16 was submitted to the Higher Education Department on September 15, 2016.

Budget information is available on request from the Business Office.

##### **FY 2016-17 Budget**

The State Legislature approved a reduction to most state agency FY 17 budgets in an attempt to balance the state budget. Although specific numbers have not been released the reduction for our campus is expected to be 5.0%, totaling approximately \$281,200. The reduction will be covered using a number of resources including, budgeted contingencies, non-salary cutbacks, and salary and benefit savings from vacancies and fund balance if necessary.

##### **FY 2017-18 Budget**

There have been no formal recommendations by the Higher Education Department to the Legislative Finance Committee for the FY 17-18 budget. However, we do not expect those recommendations to include any new workload funding, and we are being advised of the possibility of additional budget reductions. We will continue to analyze the budget in order to be prepared for any reduction.

##### **2015 Local G.O. Bond**

The infrastructure projects funded by 2015 Local G.O. Bond are essentially complete. The re-roofing of two buildings is 100% complete, the Fire Alarm/Mass notification system is 98% complete, and the keyless entry system is 100% complete.

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

Planning, design and scheduling has also begun on the following projects: Security camera enhancement, power panels testing and upgrades (campus wide), plumbing upgrades/replace water heaters and pumps, campus wide IT infrastructure upgrade, replace boiler and air handlers Buildings A-D, site and facility renewal (campus wide), and sustainability improvements (solar farm and LED lighting).

**A. Staff Association**

Vanessa Montoya took office in September as our new Staff Association President. Mrs. Montoya stated that the new staff association committee is in the process of working with UNM Main Campus Staff Council on trying to reflect some of the staff recognition and events that UNM Main campus does for their staff. She also stated that there have been new sub-committees formed for Rewards and Recognition and Staff Professional Development.

A fundraiser Subway sale was held during fall break which went very well.

The Staff Association requested a group of nominations from UNM-Valencia staff for the Gerald W. May Outstanding Staff Award. The final nomination will be submitted by October 28<sup>th</sup>. The award dinner will be held in December.

The Department Halloween contest was held. Six departments participated. The winning department, which was Computer Support will receive a pizza party.

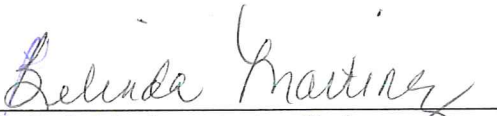
A Monthly Staff Newsletter is currently being created to inform staff of any upcoming activities, professional development events, Staff of the Month, campus news, new employees, etc. The first edition is expected to go out in November.

**IX. ADDITIONS TO THE AGENDA**

Dr. Dominguez announced that there will be a UNM Presidential search process started. A search firm will be selected to help with this search. Dr. Dominguez stated the intention is for the search committee to move aggressively, with a selection made by the spring. If no selection is made by May 2017 an interim president will be appointed.

**X. ADJOURNMENT**

Mrs. Tabet moved to adjourn the meeting. Ms. Scott seconded the motion. All members voted "aye." The meeting adjourned at 6:13 pm.

  
Belinda Martinez, Acting Chair