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 Bitting, 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. Robotics and gaming demonstrations were part of the program. Dr. Letteney stated she also spoke with the Senator regarding resuming year around Pell grants.
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 35th Anniversary on November 10th. 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 20th and at Valencia High School on October 26th. 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 28th. 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