

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 7, 2017**

BOARD MEMBERS PRESENT

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

ABSENT

Mr. Paul Luna, Chair

OTHERS PRESENT

Dr. Alice V. Letteney, Chief Executive Officer
Mr. Andrew Sanchez, Director of Business Operations
Dr. Laura Musselwhite, Dean of Instruction
Mr. Hank Vigil, Director Student Affairs
Mr. Jon Lechel, Sr. Public Relations Specialist
Ms. Mary McCarthy, Staff Association President
Mr. Marcus Gallegos, Dev. & Donor Relations Manager
Mr. Rick Goshorn, Chief Financial Officer, UNM-Gallup
Ms. Denise Sanchez, Exec Admin/Notetaker

Members of the UNM-Valencia Campus Advisory Board met for a Regular meeting in the Administration Conference Room on Tuesday, November 7, 2017.

I. PUBLIC FORUM

No items were raised in the Public Forum.

II. CALL TO ORDER

Board Secretary, Belinda Martinez, called the meeting to order at 5:00 pm.

III. APPROVAL OF AGENDA

A. Additions to the Agenda

Mr. Griego moved to approve the agenda without any additions or changes. Ms. Scott seconded the motion and all members present voted "Aye."

IV. BOARD BUSINESS

A. Adoption of Minutes of Regular Meeting August 1, 2017

Mrs. Tabet moved to adopt the minutes of the Regular Meeting of August 1, 2017. Ms. Scott seconded the motion and all members present voted "Aye."

B. Review Operating Agreement

Ms. Martinez asked if they as UNM-Advisory Board Members would be meeting with the Board of Regents or their designee, once a year as stated in the Operating Agreement. Dr. Letteney stated she will relay this request to the Provost. Mr. Griego asked if the 3.6% administrative services fee paid by the Branch to the Board of Regents would remain the same. Dr. Letteney stated nothing has been decided yet, but 3.6% is the current number.

V. DIRECTOR'S OFFICE

A. Department Update

Dr. Letteney welcomed Marcus Gallegos, our new Development Officer. Mr. Gallegos worked for UNM-Valencia as Manager of the Wellness Center. Previously to that, Mr. Gallegos managed his own insurance company for many years in Los Lunas. Mr. Gallegos has significant experience in fundraising and is one of the founding members of the Hispano Chamber Matanza. He also served as President of the Hispano Chamber. Mr. Gallegos will also be responsible to administer our National Science Foundation Scholarship Grant and our Daniels Fund Scholarship Grant.

Dr. Letteney introduced Mr. Rick Goshorn, who will be our new incoming Business Operations Director. This will be Mr. Sanchez's last Advisory Board meeting, as he will be retiring. Mr. Goshorn has served in the past as the Chief Financial Officer at the UNM-Los Alamos Campus, Extended University and the College of Arts and Sciences. He is currently the Chief Financial Officer at UNM-Gallup. We welcome Mr. Goshorn.

The New Mexico Higher Ed Strategic Planning Group met yesterday to hear recommendations from the governance committee. No recommendations were made. Dr. Letteney is on the Legislative and Constitution Committee and that committee will meet on December 4th. The committee will be reporting to the legislature later in December.

Dr. Letteney chaired the Search Committee for the UNM-Gallup CEO. Dr. James Malm was selected. Dr. Malm last worked at Mohave College in Arizona.

Dr. Letteney and some of the Advisory board members recently attended the Hispanic Association of Colleges and Universities Annual Conference in San Diego, California.

Dr. Letteney stated that our current endowment is over \$1.7 million, which all goes towards scholarships. Ninety-nine scholarships were awarded at this year's scholarship reception.

Dr. Letteney reported that three of our students in our undergraduate research program from our Title III STEM Grant are going to do a presentation at a conference in Austin, Texas in late November.

B. Title V

There were no questions on the Title V report.

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 invited all present to attend the Veteran's Day Celebration which will be held this Thursday, November 9th, at 11:00am. The ceremony will be held at the UNM-Valencia Flagpole.

The new Nursing Curriculum has been passed by the Senate Curriculum Committee at main campus. This will allow students a more direct pathway to their BSN degree. Also in the process of being reviewed is our manufacturing curriculum and three new IT certificates.

Our current NCLEX pass rate is at 93% which is very good. This is in very good standing with the New Mexico Board of Nursing.

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; Academic Advisement, Community Education Services and Upward Bound**

A. Department Updates

Mr. Vigil stated that he will be meeting with Main Campus IT Department staff tomorrow, regarding the implementation of the software SAGE and Advisor Trac. This software has an early alert system that will

allow the faculty to send a report, alerting the Student Services to help a student in need. Mr. Vigil will also be discussing the implementation of another software called Award Spring. This software will help us in awarding our endowed scholarships.

B. Student Government Update

There were no questions on the Student Government report.

VIII. Business Operations

The report provided by Mr. Sanchez included information on the following: **FY 2016-2017 Budget; FY 2018-2019 Budget; Campus Renewal Projects; 2015 Local G.O. Bond; 2016 Local G.O. Bond; Staff Changes**

A. Department Update

Mr. Sanchez stated that UNM-Valencia was recently recognized by PNM for energy conservation programs this year. We took first and second place in the County for the chiller upgrades and for other recent upgrades that have been done at UNM-Valencia.

Mr. Sanchez reported that 14-15% of our energy costs are being covered by our solar project. Future solar project planning is underway.

Mr. Sanchez also reported that the Campus Door Rekey/Hardware Replacement project is approximately 60% complete with expected completion by December 30th.

Mr. Sanchez reviewed the FY17 ending budget and stated that the end of year numbers ended with positive balances.

A. Staff Association

Ms. McCarthy reported that the Halloween celebration went very well. The Administration Department took first place, the Library took second place, and the Adult Education Program took third place. The theme was Hollywood Recycled.

Ms. McCarthy is planning to work with the local growers market in trying to integrate them with the campus so our farming students can get real world experience. She would also like for our staff and students to have access to purchase fresh foods as well.

Ms. McCarthy stated she is working on improving communication and integration with the main campus staff association.

The Toys for Tots Drive will be held again this year for local children.

B. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

C. ADJOURNMENT

Ms. Tabet moved to adjourn the meeting. Mr. Griego seconded the motion. All members voted "aye."
Ms. Martinez adjourned the meeting at 6:06 pm.

/s/ Paul Luna, Chairman