**UNM-VALENCIA CAMPUS ADVISORY BOARD**

**MINUTES OF THE REGULAR MEETING**

**TUESDAY, MAY 1, 2018**

**BOARD MEMBERS PRESENT** **OTHERS PRESENT**

Mr. Paul Luna, Chair Dr. Alice V. Letteney, Chief Executive Officer

Ms. Belinda Martinez, Secretary (by phone) Mr. Rick Goshorn, Director of Business Operations

Mrs. Eloisa Tabet, Member Dr. Laura Musselwhite, Dean of Instruction

Ms. Roberta Scott, MemberMr. Hank Vigil, Director Student Affairs

**ABSENT** Mr. Jon Lechel, Sr. Public Relations Specialist

Mr. Russell Griego, Member Mr. Daniel Alsup, Attorney, Modrall Sperling

 Mr. Clint Atkins, Attorney, Modrall Sperling

 Mr. John Archuleta, George K. Baum & Company

 Ms. Hanna Dillie, Student Government President

 Mr. Kevin Hobbs, Faculty Assembly President

 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, May 1, 2018.

1. **PUBLIC FORUM**

No items were raised in the Public Forum.

1. **CALL TO ORDER**

Chairman, Paul Luna, called the meeting to order at 5:00 pm.

1. **APPROVAL OF AGENDA**
2. **Additions to the Agenda**

Ms. Scott moved to approve the Agenda without any additions or changes. Mrs. Tabet seconded the motion. All members present voted “Aye.”

1. **ADOPTION OF MINUTES**
2. **Adoption of Minutes of Special Meeting April 4, 2018**

Ms. Scott moved to adopt the Minutes as read. Mrs. Tabet seconded the motion and all members voted “Aye.”

1. **Adoption of Award Resolution**

The meeting was turned over to Rick Goshorn who introduced the members of the George K. Baum (GKB) and Modrall Sperling (MS) representatives.  The legal team for MS/GKB presented the Award Resolution for the sale of $7,000,000 in local bond financing, Preliminary Official Statement, and Disclosure Memo for discussion, and opened the meeting for questions.  Mr. Luna presented the motion to the Advisory Board members for discussion and questions.  Upon hearing no questions or discussion, Mr. Luna called for a motion to adopt the Award Resolution and other documents in conformity with the Official Notice of Sale and financing schedule.

Ms. Scott moved to adopt the Award Resolution as read.  Ms. Tabet seconded the motion and all members voted in the affirmative.  Signatures were obtained from Mr. Paul Luna and Ms. Eloisa Tabet (Sec. Belinda Martinez was present by phone).

1. **DIRECTOR’S OFFICE**
2. **Department Update**

Dr. Letteney stated that she and several board members and staff attended Ms. Corrine Sedillo’s funeral services yesterday. Ms. Sedillo was a past Advisory board member and served on the board on and off for 18 years. As chair of the Belen School Board, Corrine was instrumental in gaining approval for our campus. She will be greatly missed.

Mr. Luna stated, on behalf of UNM-Valencia he also recently attended a funeral service for Rosemary Armijo. Rosemary was an artist here at UNM-Valencia and a writer.

As we are approaching graduation, our Registrar reports that we have 282 total associate degrees and certificates. Yosilin Ordonez-Suarez, UNM-Valencia alumni, will be our guest speaker this year. Ms. Ordonez-Suarez will be graduating from the UNM Pharmacy School next year. Dr. Letteney stated that we are looking forward to our adult education and health certificate graduation on May 9th, our nursing pinning ceremony on May 10th and our commencement ceremony on May 11th.

Dr. Letteney stated that our operating fee will remain the same for this year.

Our new UNM President, Garnett Stokes is tentatively planning to visit UNM-Valencia on June 7th. Dr. Letteney is planning a tour of our campus, along with a staff, faculty and students’ meeting, lunch with board members and chief officers, and two off campus receptions. One reception will be held at the Harvey House in Belen and one at Teofilio’s Restaurant in Los Lunas, so President Stokes can meet with the citizens of our community.

1. **Title V**

There were no questions on the Title V report.

1. **INSTRUCTION**

The Report included updates from **The Dean and the Library.**

1. **Department Update**

Dr. Musselwhite had no additions to her report, and asked for any questions. There were no questions on the Instruction report.

1. **Faculty Assembly Update**

Faculty assembly committee elections were held last week and Mr. Hobbs will continue to be the Faculty Assembly President until next academic year. In addition to what is listed in the report, Mr. Hobbs stated that our faculty have done a lot of work, including presentations at national conferences, some of which have been invited presentations. Also, one of our English faculty members has set up a literary magazine which has just published a second issue, and many of our STEM faculty have guided undergraduates in presenting at regional and national conferences. Mr. Hobbs stated that he is very proud to be part of this faculty.

1. **STUDENT SERVICES**

The report provided by Mr. Vigil included information on the following: **Recruitment; Registration/Admissions; Financial Aid; Academic Advisement; TRiO Upward Bound**

1. **Department Update**

Mr. Vigil reported that the summer numbers were up 12.1% in headcount and 24% in student credit hours. Fall headcount was at 458, which is down 6%, and 4149 in student credit hours which is 2.6% down. Mr. Vigil stated the fall numbers will be made up between now and the fall semester.

Mr. Vigil attended an early high school summit today, which will continue through tomorrow. The Public Education Department has changed the rules for the early college high schools which will directly affect our relationship with the School of Dreams Academy, but Mr. Vigil stated he feels that not much change will occur.

1. **Student Government Update**

Ms. Dillie stated that a scholarship contest was held in the spring with $900 in scholarships awarded. A second scholarship contest will be held for the summer which will help up to 50 students. Ms. Dillie has been re-elected as Student Government President for next year.

1. **Business Operations**

The report provided by Mr. Goshorn included information on the following: **Current Fiscal Operations; Compensation Increases; Current Projects; Solar Projects; Personnel Matters**

1. **Department Update**

Mr. Goshorn stated that current fiscal operations are running very smoothly. The HED budget was submitted yesterday which was exactly on track of what was presented.

A compensation increase has been budgeted at 3% across the board. Collective Bargaining discussions will be taking place to see if the compensation increase can take place for everyone.

HVAC work is planned for Buildings A, B, and C. Physical plant is working on where to set the injection molding machines, some vibration may take place.

We have new grounds personnel who have been working really hard on trying to green up our campus, which is looking really nice.

Our Solar project is in the process of being approved by HED. After HED approval we will seek approval from the State Board of Finance. In July an additional Solar project will be installed on the Academics Building.

All projects over $300,000 now have to be approved by HED. Mr. Goshorn stated he will be working on retroactively getting past projects approved and will now be sending future projects to HED for approval.

In the next week or so the surveillance/wireless projects will be wrapping up. A few cameras are left to be set up, and an upgrade to the wireless setup will be done.

Searches are underway for Math and Engineering faculty. There have been several new hires on campus. Our HR Director is currently attending the CUPA-HR Conference.

Mr. Goshorn will be attending the NACUBO Conference in July.

1. **Staff Association**

There were no questions on the Staff Association report.

1. **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

1. **ADJOURNMENT**

Mrs. Tabet moved to adjourn the meeting. Ms. Scott seconded the motion. All members voted “aye.”

Mr. Luna adjourned the meeting at 5:45 pm.

/s/ Paul Luna, Chairman