

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 6, 2012**

BOARD MEMBERS PRESENT

Mr. Paul T. Luna, Chair
Ms. Belinda Martinez, Secretary
Mrs. Eloisa Tabet, Member
Ms. Corrine Sedillo, Member
Mr. Russell Griego, Member

OTHERS PRESENT

Dr. Alice V. Letteney, Campus Executive Director
Dr. Richard Sax, Dean of Instruction
Mr. Andrew Sanchez, Director Campus Resources
Elaine Clark, Faculty Assembly President
Dan Chadborn, Student Government Vice-President
Ms. Kathy Dorcas, Staff Association President
Chad Perry, Sr. Public Information Officer
Ms. Ronnie McComb, Exec Admin/Notetaker
Ms. Julia Dendinger, *Valencia County News-Bulletin*

Members of the UNM-Valencia Campus Advisory Board met for a Regular Meeting in the Administration Conference Room at 5:00 pm on Tuesday, November 6, 2012.

I. PUBLIC FORUM

No issues were raised in the Public Forum.

II. CALL TO ORDER

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

III. APPROVAL OF AGENDA

Mr. Griego moved to approve the Agenda as written. Ms. Martinez seconded the motion. All members present voted "aye."

IV. BOARD BUSINESS

A. Adoption of the Proclamation and Resolution of Election

Ms. Sedillo moved to adopt the Proclamation and Resolution of Advisory Board Election. Ms. Martinez seconded the motion. The vote was as follows:

Mr. Paul Luna	Aye	Ms. Belinda Martinez	Aye
Ms. Corrine Sedillo	Aye	Mrs. Eloisa Tabet	Aye
Mr. Russell Griego	Aye		

B. Adoption of Bylaws and Open Meetings Resolution

Mr. Griego moved to adopt the Bylaws and Open Meetings Resolution without change. Mrs. Tabet seconded the motion. The vote was as follows:

Mr. Paul Luna	Aye	Ms. Belinda Martinez	Aye
Ms. Corrine Sedillo	Aye	Mrs. Eloisa Tabet	Aye
Mr. Russell Griego	Aye		

C. Adoption of Minutes of Regular Meeting, August 7

Mrs. Tabet moved to adopt the minutes of the Regular August 7 meeting as read. Ms. Martinez seconded the motion. All members voted "aye."

V. DIRECTOR'S OFFICE

**A. Department Update
Funding Formula**

Dr. Letteney reported that work to revise the funding formula has been on-going since the spring and that the Higher Education Secretary called a meeting to present proposals to all college CEO's. Prior to this meeting the four-year college CEO's sent a letter to the Secretary stating that they did not agree with any of the proposed formulas causing the Secretary to cut the meeting short. As a result, we are looking at a flat budget, based on the Secretary's recommendations, with no compensation increases. It is hoped that the Legislature will increase funding particularly for compensation, and to cover any increases in employee retirement contributions.

Completion Agenda

Dean Sax and Bill Bloom will present a Completion Agenda Workshop on November 14th aimed at generating ideas on how to improve program and degree completions. Advising and Developmental Studies are areas of specific focus in terms of moving students along their program and degree paths more quickly. The Workshop is to take place over lunch and Board members were invited to attend.

Operating Agreement with Main Campus

The Board of Regents Academic Affairs Committee will approve our Operating Agreement on November 7; Dr. Letteney and Andrew Sanchez will attend the meeting. The University is still arguing for an increase in Administrative Service fees which have been at 2.81% for many years. However, as our budget has increased in recent years, the actual amount of our fee has increased by over 250%, and as of this year will be \$406,892. The Administrative Service Fee is in addition to the approximately \$200,000 paid to main campus in Banner Tax. Andrew Sanchez has been appointed to the Taskforce set up to evaluate Administrative Service fees.

Campus Events

Recent campus events have included an exhibit of professional watercolors, a well-attended Wellness Fair, a poetry reading event and a very successful Scholarship Banquet attended by Board member Eloisa Tabet. Approximately 150 people attended the banquet and 60 students were present to be honored for their scholarship awards. The largest scholarships came from the National Science Foundation with awards of up to \$10,000/year.

Last Friday, November 2, a successful STEM Conference brought together science and writing professors, faculty, students, academic staff and students to learn about how to teach students to write for science.

B. Title V

There were no questions on the Title V reports.

VI. INSTRUCTION

The Report included updates from Richard Sax, **2-Year Cycle of Courses, IC Policies & Procedures Manual, Game Design Program, Common Core State Standards, "Math Mall," ABE, Business Technology & Fine Arts, The Fitness & Wellness Center, The Learning Center and the Library.**

A. Department Update

Two-Year Cycle of Classes

Dr. Sax reviewed progress on Two-Year Cycle of Courses which will project class schedules two-years into the future. When completed, the cycle will be posted on-line so that students can plan ahead for classes which are not offered every semester. It is hoped to have cycles for each academic area on-line by January 2013.

Spring Schedule

The spring schedule of classes has been sent to the printer, with 318 sections scheduled, down from 322 in the spring. This reduction in sections is partly due to slightly lower enrollment, and also to cost saving; once registration begins sections will be added as needed and cancelled if classes are under enrolled.

Game Design Program

The Game Design Major has been sent to main campus for approval. The program is interpreted as being in a technical, not liberal arts area and as such can be approved by the Provost, by passing main campus' Curriculum Committee. A Visiting Lecturer has been hired for the program and it is hoped to move forward as quickly as possible. This is the first program of this type in New Mexico. Discussion followed on the construction of the Game Design program and the many different applications and uses for gaming technology.

Common Core State Standards

Dr. Sax attended a statewide CAO meeting at which the NM Department of Higher Education presented on the State's commitment to implement Common Core Standards and the Partnership of Assessment for Readiness for College and Careers. This has the potential to create a K-20 continuum, whereby students in Grades 3-11 are evaluated in math and language arts at the start and end of term to measure progress. This evaluation process will eventually continue through the college years.

Math Mall

Dr. Sax and Elaine Clark outlined the restructuring of math classes into 3 one-credit modules consistent with Math 120. Students will work through the modules at their own pace, only progressing when they are proficient at each level. The restructure is not final, and consideration is being given to the fact that some degrees in liberal arts/social science might not require all 3 modules, and that the first 2 modules might replace the Math 100 requirement for some education majors.

ATI Software

The Nursing program is using ATI, a student paced interactive software, as part of the curriculum. Unlike a text book, the software responds to a student's comprehension of a subject generating more practice in areas of weakness; moving the student through the program as competence is reached in each subject area. Dr. Sax reported that this is an exciting innovation which is likely to be more widely used in the future.

B. Faculty Assembly Update

Mentoring Program

Faculty Assembly President Elaine Clark provided updates on her report. The Program Development Committee is starting to put together a mentoring program for adjuncts and junior faculty in response to requests from adjunct faculty.

Faculty Website

Alexa Wheeler who runs the Digital Media program has updated the Faculty webpage Web site creating a banner which is now ADA compliant and more user-friendly. The updated website is also piloting a live campus calendar which will be updated on a daily basis.

Restructure of Divisions

Restructuring of Divisions is still under discussion – faculty will need to decide whether there is a need to change and if so how to implement such changes.

VII. STUDENT SERVICES

The report provided by Mr. Vigil included information on the following: **Recruitment; Registration/Admissions; Financial Aid; Testing; Academic Advisement; TRiO/SSS/onTRAC, and Community Education Services.**

A. Department Update

Dr. Letteney made apologies for Hank Vigil who was unable to attend the meeting. Discussion followed on the significant amount of funding the Financial Aid Office brings into the campus and the importance of Pell funding.

B. Student Government Update

Vice-President Dan Chadborn reported that they now have a full senate & cabinet. The focus this semester has been on providing scholarships, and funding campus organizations. The welcome back event provided free pizza and included campus orientation for new students with prizes for finding places on campus, and a raffle for backpacks and flashdrives. Funds were allocated to the Phi Theta Kappa café, which provides an alternative to vending machines when the cafeteria and bookstore are closed. Funds were also provided to the new Media Arts Club to assist with their food drive, and The Wellness Club for their Healthy Barbecue.

In the knowledge that financial need directly relates to retention, \$3,000 of Student Government funds were released for scholarships in the fall of 2011-12. Next year they aim to be included in the annual Scholarship Banquet as a sponsor and make their awards that evening. Another \$3,000 will be released for the spring semester and an unspecified amount for the summer.

Students are currently working with Phi Theta Kappa to organize a Veterans Day event, and plan to participate in the Los Lunas and Belen parades

Discussion followed on the recent HACU Conference attended by Board members Corinne Sedillo and Eloisa Tabet, Student Government President and Vice-President Dan Chadborn. Mr. Chadborn stated that he and President Escobar will be telling students about HACU's excellent scholarship and internship opportunities.

VIII. BUSINESS OPERATIONS

A. Department Update

Report of Actuals FY 2011-2012

The Report of Actuals for FY 2011-12 was submitted to the Higher Education Department on September 15, 2012. Mr. Sanchez reviewed the Report highlights of which included:

- Total Actual Revenues exceeded Total Actual Expenditures and Transfers by \$1,418,367.
- The I & G ending Fund Balance was \$2,255,918.
- Two of the three Campus Auxiliaries showed a net loss for the year due to major equipment repairs and higher costs, but still ended the year with a healthy combined reserve of \$383,633.
- Restricted Contract and Grants expenditures totaled \$2,959,504, accounting for 23% of the total Campus budget.

FY 2013-14 Budget

Mr. Sanchez reiterated Dr. Letteney's earlier statement, that a flat budget is anticipated for FY 2013-14.

Police Department

Mr. Sanchez reported that the Campus Police Department is now fully certified.

B. Staff Association

Staff Association President Kathy Dorcas reported on 2 fundraising events held in October: the first - selling a slice of watermelon and a glass of lemonade for “one lousy buck,” which raised \$60.21. The second event was a costume contest for Halloween with an entry fee of “one lousy buck.” Fifty-two staff and students participated and judges Andrew Sanchez, Hank Vigil, and Richard Sax, awarded 28 gift certificate prizes which had been donated by local businesses. In addition there was a prize for the best decorated office. This day’s event raised \$52.00.

IX. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

X. ADJOURNMENT

Mrs. Tabet moved to adjourn the meeting. Ms. Sedillo seconded the motion. All members voted “aye”. The meeting adjourned at 5:50 pm.

Paul Luna, Chairman