

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, NOVEMBER 3, 2015**

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Dr. Alice V. Letteney, Chief Executive Officer
Mr. Andrew Sanchez, Director of Business Operations
Dr. Laura Musselwhite, Dean of Instruction
Tracy Owen, Academic Advisement Specialist
Heather Wood, Faculty Assembly President
Jon Lechel, Sr. Public Relations Specialist
Julia Dendinger, Valencia County News-Bulletin
Debi Scoville, Student Government President
Tamara Archuleta, Staff Association, President
Allison Lucero, Staff Association, Future President
Rosa Auletta, Manager, Learning Communities
Cindy Shue, Senior Program Manager
Denise Sanchez, Exec Admin/Note taker

GUESTS

Dr. Jeronimo Dominguez, Provost's Office

Members of the UNM-Valencia Campus Advisory Board met for a Regular meeting in the Administration Conference Room on Tuesday, November 3, 2015.

I. PUBLIC FORUM

No items were raised in the Public Forum.

II. CALL TO ORDER

Chairman Luna called the meeting to order at 5:01 pm.

III. APPROVAL OF AGENDA

There were no additions to the Agenda. Mr. Griego moved to approve the agenda. Mrs. Tabet seconded the motion and all members present voted "aye."

IV. BOARD BUSINESS

A. Adoption of Minutes of Special Meeting August 4, 2015

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

B. Review of Revised Bylaws

Mr. Griego moved to approve the Bylaws. Ms. Martinez seconded the motion, all members present voted "aye."

C. Review of Open Meetings Resolution

Mrs. Tabet moved to approve the Open Meetings Resolution. Ms. Martinez seconded the motion, all members present voted "aye."

D. Member for Board Position 4 – Discussion & Nomination

Mr. Luna requested a nomination for the vacant at-large position for the unexpired term of Ms. Corrine Sedillo which is one year from February 2013. Mrs. Tabet moved to nominate Antonio Sedillo. No second. Mr. Luna requested a motion for a second nomination. Ms. Martinez moved to nominate Ms. Roberta Scott. Mr. Griego seconded the motion. The vote was as follows:

Mr. Luna Aye Ms. Martinez Aye

Mrs. Tabet Aye Mr. Griego Aye

Mr. Luna thanked all the board members and the people who were interested and willing to serve.

V. DIRECTOR'S OFFICE

A. Department Update

Dr. Letteney thanked Dr. Dominguez for attending the meeting and asked if he would like to address the board. Dr. Dominguez reported that enrollment is down and as a result revenues are down. He stated our UNM President has announced that he is putting in place a hiring freeze of about 100 faculty and staff positions, this freeze will not affect the branch campuses. The strategy at the main campus is not to fill vacant positions and hope to not lay off people at this time. Discussion is underway looking at tuition and fee increases.

Dr. Letteney reported that there is \$120,000 in our new Title V Grant to be matched by private funds for our endowment which is now at \$1.3 million.

Dr. Letteney stated that two weeks ago UNM-Valencia campus was visited by a three member team from the Arizona Science Foundation. The Arizona Science Foundation received a grant from the National Science Foundation, called "Kickstarter," which is trying to assist two-year Hispanic serving institutions in getting grants from the National Science Foundation. The team toured the campus and visited the STEM programs and the STEM Center. The team also helped with forming a plan. They suggested we have a STEM strategic planning sub-committee. We are obligated to write three NSF grants in two years. One has already been written before they visited, which counts as one of the three. Dr. Letteney reported that our latest statistics from 2014-2015 show that 32% of our students that transferred to main campus were STEM students. We now have 80 pre-engineering students in a program just started three years ago.

Dr. Letteney announced that she has been appointed to serve on the National Honor Society, Phi Theta Kappa Advisory Board and will be attending a board meeting in Jackson, Mississippi next week. Dr. Letteney also stated that the US Department of Education has invited minority serving community colleges to go to Washington to share best practices and meet with funding officers. Dr. Letteney and Cindy Shue will be going to Washington for two days to meet with the Department of Education and White House staff.

Dr. Letteney thanked everybody for their tremendous support and their willingness to be creative, for working together and getting more done with less. With student enrollment down and state appropriations declining, the support from the community helps us to keep moving forward.

B. Title V

There were no questions on the Title V reports. Dr. Letteney reported that Valencia campus has been selected to receive a 2.1 million Title V Grant over five years. It is called "The Next Generation." Ms. Rosa Auletta, Manager, Transitional Studies: Learning Communities, will be the grant manager. The grant will provide funding for a writing and math center, revamping of our information technology program and will also expand our tutorial money. Over the grant period two new IT faculty will be hired. This grant will support the creation of five on-line/hybrid programs of study. Experimentation with gamification will be done as a teaching methodology. Ms. Auletta stated she will be recruiting an IT person to start up this program. An open house will be held once the new math center is open. Ms. Auletta announced that a new piece of equipment was received today, a new form of smart board, that will be placed in the Math Center.

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

This fall we are running 335 total courses, with sixty-five of those being online (eight are hybrid). That compares to 347 total courses in the spring.

In addition to the information regarding the new Title V Next Generation grant, a new Information Technology faculty member will be hired. Also, the hiring process is underway for the new Health Information Technology faculty member associated with the Sun Path Grant Health IT associate degree program.

A workshop was held last week for on-line training, to promote on-line teaching, which went very well. Twenty five faculty attended, which currently teach on-line or are interested in teaching on-line.

Faculty have been involved in some cultural events during the last semester: an installment of Valencia Speaks, sponsored by the CHESS Division; Mole Day, sponsored by MES Division; and Reading New Mexico, sponsored by CHESS.

Dr. Richard Melzer was chosen to receive the honor of a Regents' Professorship for 2016-2018. Dr. Melzer will receive an associated stipend from the Provost's Office for the next two years and will retain the title indefinitely.

B. Faculty Assembly Update

Dr. Wood reported that there has been some exciting events on campus, Mole Day and Reading New Mexico. Several authors from the local community read their writing on October 22 at the Reading New Mexico event, which was sponsored by the English Department. The online Teaching Committee is creating standards for online instruction to be implemented campus-wide. The English Department's annual field trip to Santa Fe museums is coming up in early November. Three faculty members will be up for Code 3 Review in the Tenure Process, which will occur in January 2016. Instruction on campus is occurring with new and innovative technologies used to expedite student learning in the classroom. The use of wireless technology is being considered for future use in the labs, which is a popular idea among faculty.

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

Ms. Owen reported in Mr. Vigil's absence. A Halloween contest was held by Staff Association. Each department chose a theme to decorate and Student Services chose the Wizard of Oz. It was enjoyed by all.

Recruitment activities are in progress for next year's 2016 semesters at college fairs, College/Career Day at the New Mexico State Fair, and at Los Lunas Elementary through promotional items to students and Parent Outreach Night.

We have about 58 Student Veterans who are currently using veteran benefits while attending Valencia Campus for the fall 2015 semester. Thirty-six are service men and women, and 22 are dependents.

Mr. Vigil, Ms. Owen, and Rita Gallegos-Logan have gone to Belen High School to talk about Dual Enrollment and how important it is for students to get in to classes that count and are valuable towards a program of study. The next visit will be at Los Lunas High School. UNM-Valencia is already working with School of Dreams Academy, and expecting three or four students to graduate with their high school diplomas and associate degrees.

A scholarship reception was held in October, and went very well. Sixty-four scholarships were given. Also, the UNM Valencia Assessment Center has become active and will provide a variety of testing.

Upward Bound volunteered at the Balloon Fiesta this year, staff and students had an enjoyable time. The Sun Path grant has started at Community Ed and is coming along well. Students in health care careers are interviewed and provided with academic support, job listings and help with resume writing.

The Spring 2016 Cultural Enrichment Series has been scheduled for 2016 which includes the Annual Martin Luther King Jr. Celebration, the International Mother Language Day, Valencia Speaks, Pi Day, National Poetry Month Celebration, UNM-Valencia Film Festival, and Earth Day.

B. Student Government Update

Ms. Scoville reported that UNM-Valencia will not be participating in this year's Belen and Los Lunas parades, but will be having a Turkey Day. Donated turkeys will be given to needy families in the community. Two events have been held - a Pumpkin Painting Day on Halloween and a Sundae Afternoon, which included an open sundae bar and was free to all students, staff and faculty. Upcoming Student Days are being planned, along with community projects.

The report provided by Mr. Sanchez included information on the following: **FY 2014-15 Budget; FY 2016-17 Budget; Campus Renewal Projects Update; Staff Changes**

A. Department Update

FY 2014-15 Budget

The "Report of Actuals" for FY 14-15 was submitted to the Higher Education Department on September 15, 2015. Mr. Sanchez reviewed the highlights of which include:

- Total Actual Revenues exceeded Total Actual Expenditures and Transfers by \$1,365,670.00;
- The I & G ending Fund Balance was \$2,099,246;
- The three campus auxiliaries showed net profit for the year and ended the year with a reserve of \$346,293.00;
- Restricted Contract and Grants expenditures totaled \$3,068,980, accounting for 23% of the total campus budget.

FY 2016-17 Budget

There have been no formal recommendations by the Higher Education Department to the Legislative Finance Committee for the FY 16-17 budget. However, the Higher Education Department has been working on updating the formula resulting in a number of possible funding alternatives for us. All scenarios begin with FY 16 funding as the base, that amount is then shaved by a percentage, which varies by scenario, and then adds or subtracts revenue according to the institution's performance. Institutional performance includes completed student credit hours, number of awards in certificates and degrees, as well as degrees in the STEMH area and for at risk students. The favored scenarios at this time appears to be the one that assumes 1% new money and 6.5% to be used for Performance Funding. This scenario generates approximately \$41,000 in new revenue for us. The final outcome will depend on what the state's revenue projections are and those will be updated in December.

In addition to our state appropriation, we will be dealing with a number of other budget factors including declining tuition and fee revenue as well as required grant matches in excess of \$400,000. Preliminary estimates indicate it will be necessary to implement a tuition increase by an amount which will be determined once all the factors are known. Since most of our expense is tied to personnel, we have also begun a hiring review and a review of vacant positions as hiring restrictions have also been implemented.

Budget information is available on request from the Business Office.

Campus Renewal Projects

The Chiller Project Phase 1 was the first of two phases to replace the individual cooling plants on campus with a centralized cooling plant. This project has been completed. The Loop Road & Parking Expansion project has also been completed.

The Chiller Plant Phase II project went out to bid September 9th and closed on September 29th. A Contractor has been selected, RMCi out of Albuquerque. Construction is expected to begin mid to late November.

B. Staff Association

Ms. Tamara Archuleta, current President of Staff Association announced that she has accepted a promotion with another organization within UNM and will be leaving UNM-Valencia. Ms. Allison Lucero will assume the position of Staff Association President. Ms. Archuleta stated that the staff association will continue to do the Staff Spotlight on a bi-weekly basis. The goal is to reach every staff member on campus. The staff of the month receives a special parking spot in the north parking lot, a gift certificate from the UNM Bookstore, balloons and an award certificate. Six employees have been awarded.

A fall professional development event has been planned for December 8th, Mindfulness, Meditation, and Speed Networking will be the topics. In conjunction with Student Government, UNM-Valencia held their first Tailgate Party in September. Over 70 attended, which included staff, students and community members. The staff association is in preparation for the Annual Halloween Department Decoration Contest. Four departments will be awarded for their creativity and design. The Staff Association is also planning a Toys for Tots campaign in December.

ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

VIII. ADJOURNMENT

Mr. Griego moved to adjourn the meeting. Ms. Martinez seconded the motion. All members voted "aye." The meeting adjourned at 6:11 pm.

Paul Luna, Chairman