

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, AUGUST 1, 2017**

BOARD MEMBERS PRESENT

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

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
Dr. Alfonso Heras-Llanos, Faculty Assembly President
Ms. Julia Dendinger, Valencia County News Bulletin
Ms. Vanessa Montoya, Staff Association President
Ms. Nallely Carmona, Student Government 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, August 1, 2017.

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

A. Additions to the Agenda

There were no other additions to the agenda.

IV. BOARD BUSINESS

A. Adoption of Minutes of Regular Meeting May 2, 2017

Ms. Scott moved to adopt the minutes of the Regular Meeting of May 2, 2017. Ms. Scott seconded the motion and all members present voted "Aye."

B. Review of ByLaws

Ms. Tabet moved to approve the ByLaws. Ms. Scott seconded the motion, all members present voted "aye."

C. Review of Open Meetings Resolution

Ms. Scott moved to approve the Open Meetings Resolution. Mr. Griego seconded the motion, all members present voted "aye."

V. DIRECTOR'S OFFICE

A. Department Update

Dr. Letteney thanked all present for attending this meeting. Dr. Letteney invited all present to attend our annual Convocation, which is scheduled for August 16th from 10:00 a.m. to 1:00 p.m, lunch will be served.

Miriam Chavez, STEM Project Director, has been chosen by Insight Into Diversity Magazine as an outstanding STEM professional. She will be featured in the September issue. This is a national magazine that focuses on diversity in higher education. Dr. Letteney stated that this is a very well deserved award.

Dr. Letteney is serving as Chair on the Gallup Search Committee for their new CEO. The position was recently posted.

Dr. Letteney attended the New Mexico Higher Education Strategic Planning Committee meeting which is a group of higher education trustees, presidents and some people from the business community. This is a committee that has been formed to look at the possibility of restructuring higher education.

Dr. Letteney is also on the Constitutional and Legislation Committee which is co-chaired by Gary Carruthers and John Sapien, Senator from Albuquerque, and Becky Rally, who is President of Clovis Community College, to look at the legal requirements for changing the status of the institutions.

Dr. Letteney announced the retirement of Andrew Sanchez our Director of Business Operations. Mr. Sanchez will be retiring after 29 years; he is one of our longest serving employees. We are very fortunate to have had Andy for this amount of time. Mr. Sanchez has agreed to work 25% of the time, for up to a year to complete some major capital projects and help us with our bond sales. Dr. Letteney stated Mr. Sanchez has been a guiding force at this campus even before he was in charge of business operations. Dr. Letteney also stated that Mr. Sanchez has a tremendous work ethic, commitment and expertise. Richard Goshorn, Business Operations Director from UNM Gallup, has agreed to do a lateral transfer when Andy retires from his full time duties.

B. Title V

Rosa Auletta has retired, but is working 25% time on our Title V grant. Cindy Shue has taken over the responsibilities of Project Director at 50% of her time. Kristina Martinez is managing the S-STEM grant.

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 stated that several new faculty members have been hired. These are replacement positions, plus one grant funded position. The grant funded position for IT will also manage our Teaching and Learning Center. The two Teaching and Learning Center support techs have both left. Dr. Musselwhite stated that she is in the process of replacing both positions as soon as possible. Computer support will be helping until the positions are filled.

B. Faculty Assembly Update

There has been a change in Faculty President. Dr. Alfonso Heras-Llanos is now our new Faculty Assembly President. Dr. Heras-Llanos is an Assistant Math Professor here at UNM-Valencia.

VII. STUDENT SERVICES

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

A. Department Updates

Mr. Vigil reported some updates since his report was submitted. The end of our summer enrollment numbers were at 556, but our end of term actually ended up being 552, a couple of students withdrew at

the very end. We ended up at 2.6% down on headcount, and 6.1% FTE for summer. For fall, as of today's enrollments we are at 1253 headcount and 738 FTE, which are both about 8% down from the prior year. Mr. Vigil stated that he has initiated a mentoring program to try to keep students longer. This program includes students that were successful in our last semester to mentor new incoming students.

On July 14th a Freshman Literacy Day was held. Topic of discussion with the new students was explaining to them what it takes to be a college student and how to be successful as a college student.

B. Student Government Update

Nallely Carmona introduced herself as our new Student Government President. Ms. Carmona stated she is very happy to serve the board and our students. The student government has been busy brainstorming new projects. One of the new prospective projects is buying new cafeteria furniture for the students. The student government is currently in the process of filling vacant senator positions.

VIII. Business Operations

The report provided by Mr. Sanchez included information on the following: **FY 2017-2018 Budget; FY 2016-2017 Budget; Campus Renewal Projects: 2015 Local G.O. Bond Issue, Facilities Master Plan Update, 1.3 Kilowatt Solar Array, Equipment Renewal – Student Computer Lab Updates**

Mr. Sanchez reported some updates since his report was submitted. FY 17 budget numbers have ended in the positive by \$80,000 for the year, which has been added to the fund balance. We continue to have a healthy fund balance which is a positive note for our bond sales next year.

All projects have been completed from the original 2014 Master Plan. The new enclosed update recaps the progress from the 2014 Master Plan. It highlights the demographic changes since the original plan, and the positive economic indicators for both the county and Los Lunas. It also discusses three new projects – the Work Force Training Center that we are still proposing on the west side in Los Lunas, expanding the Student Center, the Driveway and Parking Area Improvements and the second phase of the Solar Array installations.

A. Staff Association

Ms. Montoya stated that she has served her term as Staff Association President. This will be the last meeting that she will be attending. The committee is currently working on the transition of the members. The Staff Association is planning on hosting a Cyber Security training for all staff, which will be presented by UNM IT. The date has not yet been determined.

IX. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

X. ADJOURNMENT

Ms. Tabet moved to adjourn the meeting. Ms. Martinez seconded the motion. All members voted "aye." Mr. Luna adjourned the meeting at 5:50 pm.

/s/ Paul Luna, Chairman