

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

**BOARD MEMBERS PRESENT**

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

**GUESTS**

Dr. Jeronimo Dominguez, Provost's Office

**OTHERS PRESENT**

Dr. Alice V. Letteney, Chief Executive Officer  
Mr. Andrew Sanchez, Dir. of Bus. Operations  
Mr. Hank Vigil, Director Student Affairs  
Dr. Laura Musselwhite, Dean of Instruction  
Mr. Jon Lechel, Sr. Public Relations Specialist  
Mrs. Vanessa Montoya, Staff Assoc. Pres.  
Ms. Annette Hatch, Faculty Assembly President  
Ms. Julia Dendinger, Val. Co. News Bulletin  
Ms. Denise Sanchez, Exec. Admin/Note taker

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

**I. PUBLIC FORUM**

No items were raised in the Public Forum.

**II. CALL TO ORDER**

Chairman Luna called the meeting to order at 5:05 pm.

**III. APPROVAL OF AGENDA**

There were no other additions to the agenda. Ms. Martinez moved to approve the agenda. Mr. Griego seconded the motion and all members present voted "aye."

**IV. BOARD BUSINESS**

**A. Adoption of Minutes of Regular Meeting November 1, 2016**

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

**V. DIRECTOR'S OFFICE**

**A. Department Update**

Dr. Letteney stated that she recently attended a Budget Leadership Team - Branch Campus Subcommittee meeting. The Branch Campus Subcommittee is charged with discussing and making recommendations to the full BLT on a range of issues affecting the branch campuses.

There are two current items that are being reviewed by the BLT. The first item being reviewed is what amount the branch campuses pay main campus for services received. In the current Operating Agreement the branch campuses are paying the rate of 3.6%. Dr. Dominguez stated that it has been proposed that a study be conducted to see what services are being provided and at what cost.

The second item being reviewed by the BLT is what amount if any, the branch campuses are charging for on-line tuition and fees paid by students. The branch campuses set their own fees for on-line tuition and fees and decide what to do with those fees. The Regents give final approval.

The UNM-Valencia Soup-R-Bowl event is scheduled for this weekend. Jan Pacifico from Tome Art Gallery leads this event. Last year's event brought in \$5000 for UNM Art student scholarships. Dr. Letteney stated we are hoping this year's event does the same or better. This event will be held in our Student Community Center and all the soups are prepared in our cafeteria with our Food Services Supervisor overseeing all the preparation. Dr. Letteney thanked all the staff and volunteers that help with this event.

Dr. Letteney announced that on January 13<sup>th</sup> the NSF S-STEM grant was confirmed. This grant amount is for \$999,999 and is for need-based student scholarships for STEM students. Up to 15 scholarships will be granted up to \$10,000 a year for students to take STEM programs.

Dr. Letteney discussed updates from the Legislature - we lost 5% of our budget appropriations for this year, which amounts to \$280,000. For next year we anticipate losing \$280,000 plus 1%, which totals to \$334,000. The nursing special project is also going to lose a little over \$10,000. Dr. Letteney stated that all expenditures are being reviewed and we are also working to increase our student enrollment. She also stated that we are fortunate to have the Federal grants which allow us to explore and experiment with all kinds of teaching and learning programs and special services to students.

Three members from the Accreditation Commission for Education in Nursing (ACEN) will be here March 7<sup>th</sup> through March 9<sup>th</sup>. A public meeting will be held on March 8<sup>th</sup> at 4pm, here at UNM-Valencia in the Nursing Department. Dr. Letteney asked that anyone that is interested to attend. This is our first national accreditation. The team will hold an exit interview on March 9<sup>th</sup>.

UNM Valencia's 8<sup>th</sup> Annual Gala is scheduled for March 4<sup>th</sup> which will be held in the Student Community Center. Scalo's Northern Italian Grill is donating the catering for this event.

Dr. Letteney stated that Rick Gaona, our Department of Education Grant Monitor, recently visited our campus. Mr. Gaona oversees over 300 grants in Texas, New Mexico and Arizona. Mr. Gaona was thrilled to see how well our Title V and Title III STEM grants are doing.

#### **B. Title V**

There were no questions on the Title V reports.

### **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 reported that we are currently running 329 course sections, with fifteen of those being hybrid and ninety-five of them being online.

A full-time instructor of Mathematics was hired for spring semester and a Nursing faculty member has been hired to replace a faculty member who resigned recently.

Dr. Musselwhite and several faculty members will be attending the New Mexico Higher Education Assessment and Retention Conference in Albuquerque at the end of February.

Dr. Musselwhite reported that work continues at the state level on revising the common core and creating a common course numbering system which will be completed by August.

Dr. Musselwhite stated that she feels the Nursing Accreditation visit will be very positive. Meetings and touring will be done on the 7<sup>th</sup> and the 8<sup>th</sup> and an exit interview will be held on the 9<sup>th</sup> with Dr. Musselwhite and Dr. Letteney attending. Dr. Musselwhite welcomed board members to attend the public meeting on March 8<sup>th</sup> at 4pm.

#### **B. Faculty Assembly Update**

Ms. Annette Hatch stated that we have some lecturers up for promotion. She also stated that the math faculty will be attending a Math Conference at the Dona Ana Community College. Ms. Hatch will be attending and assisting at a math festival in Santa Fe at the end of February.

### **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**

Mr. Vigil reported that as of today our headcount for our spring semester is 2,343 students, a 1.4% decrease compared to the year before. Our FTE is 1067, down 5%. Last year at this time our FTE was down 20%, so there was significant improvement. There are 947 students being served Dual Credit, 103 of those students are high school students taking a full college load on our campus. This coming May we will have three high school graduates receiving their associates degrees along with their high school diplomas, two from School of Dreams Academy and one from Belen High School.

#### **B. Student Government Update**

Mr. Vigil announced that Adan Etling has stepped down as Student Government President. Rachel Mixon has been voted in as President, she was our previous vice president. An election will be held at the next student government meeting to vote in a new vice president.

### **VIII. Business Operations**

The report provided by Mr. Sanchez included information on the following: **FY 2016-2017 Budget; FY 2017-18 Budget; 2016 Local G.O. Bond; Department Update**

#### **FY 2017-18 Budget**

Mr. Sanchez reported a few updates have occurred since submitting his report – Our state appropriation went down an additional \$38,800 with other miscellaneous adjustments that have occurred. The overall budget is now a total deficit of \$61,895 instead of the \$29,518 that was previously reported. Mr. Sanchez stated that changes are still occurring on a daily basis and that there may be an additional 1% decrease in appropriations. If this occurs that would be a little over \$56,000 in additional reduction.

Mr. Sanchez reported that UNM is indicating that we are going to see a 7% increase in healthcare benefit cost for all of the university personnel. This will cost the institution \$32,500. Mr. Sanchez stated that the process of reviewing budgets and trying to make reductions to budgets is ongoing. Final budget recommendations will be presented to the Advisory Board Budget Committee and the Advisory Board in April.

Mr. Sanchez stated that we are recommending a 4.2% tuition increase at this time, which will amount to a \$3.00 tuition increase. This will help with the reductions already in place. Over \$400,000 of reductions in current campus budget have been implemented this year in different areas.

**A. Staff Association**

Our Staff Rewards and Recognition is under way. Our first Staff of the Month for February was presented to Sargent Richard Guzman.

Our Professional Development Committee is meeting this week to plan a Spring Professional Development Event.

Ms. Montoya stated that she is very happy to announce that last December, 70 toys were collected from the UNM-Valencia campus staff and faculty for the 2016 Sheriff's Toyland Program for Valencia County. Notice was received from the Valencia County Sheriff's office that this contribution helped provide toys for 425 children within Valencia County.

**IX. ADDITIONS TO THE AGENDA**

Dr. Dominguez stated that the UNM Main campus, Information Technology Office is redefining its mission. The IT office is wanting to find a better model to service our branch campuses. They are looking to create an IT Officer position to service all the branches. They are hoping to find somebody very well versed in technology. Dr. Dominguez has suggested that a meeting be held with all the branch campus CEOs and the IT staff for further discussion.

**X. ADJOURNMENT**

Mr. Luna adjourned the meeting at 6:02 pm.

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Paul Luna, Chairman