

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
TUESDAY, AUGUST 7, 2018**

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. Rick Goshorn, Director of Business Operations
Dr. Laura Musselwhite, Dean of Instruction
Mr. Hank Vigil, Director Student Affairs
Mr. Jon Lechel, Sr. Public Relations Specialist
Mr. Kevin Hobbs, Faculty Assembly President
Dr. Jeronimo Dominquez, Provost Office
Ms. Margie Campbell, Director of Nursing
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 7, 2018.

I. PUBLIC FORUM

No items were raised in the Public Forum.

II. CALL TO ORDER

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

III. APPROVAL OF AGENDA

A. Additions to the Agenda

Ms. Scott moved to approve the Agenda without any additions or changes. Ms. Martinez seconded the motion. All members present voted "Aye."

IV. ADOPTION OF MINUTES

A. Adoption of Minutes of Special Meeting May 1, 2018

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

B. Review of ByLaws/Open Meetings Resolution

After review and with no requested changes, Mr. Luna motioned for approval of the ByLaws and Open Meetings Resolution, as read. Mr. Griego moved to approve the ByLaws and Open Meetings Resolution, as read. Mrs. Tabet seconded the motion and all members voted "Aye."

V. DIRECTOR'S OFFICE

A. Department Update

Dr. Letteney reported that our head count was up 15% after our summer semester. The implementation of the summer PELL may have contributed to the increase. Currently, our headcount is down 5.2%. We have 140 dual credit students already registered for fall, we are estimating 650-700 by the time registration is complete.

Dr. Letteney invited all present to attend Convocation, Wednesday, August 15th, 10:00 a.m. – 2:00 p.m.; lunch will be served. Past year events and future plans for UNM-Valencia will be discussed.

Dr. Letteney stated that she and Mr. Goshorn presented to the Higher Education Capital Committee today. Funds were requested for the renovation of the inside of the Learning Center, which gets renovated every several years due to the changing needs of the campus. The Learning Center building was built in 1994. UNM-Valencia will pay for 25% of the cost.

Dr. Letteney stated that she is currently in discussion with a number of people regarding the building of a new Workforce Center on the west side of Los Lunas.

Dr. Letteney stated that Mr. Vigil attended the Los Lunas Transportation meeting in her absence. Discussion was held regarding the potential new I-25 interchange crossing through Los Lunas, on Morris Road, and coming out at Hwy 47. Project funding is still in discussion.

B. Title V

There were no questions on the Title V report.

VI. INSTRUCTION

The Report included updates from **The Dean, Adult Ed and the Library.**

A. Department Update

Dr. Musselwhite introduced Marji Campbell, Nursing Director, who attended this meeting to share some information with the board regarding the Nursing Program. There were seven graduates in May, all took the nclex test and all passed. Ms. Campbell stated that she recently attended a statewide New Mexico Nursing Education Consortium meeting that was held at NM Tech. The consortium consists of nursing educators that have developed a statewide baccalaureate curriculum which is a pre-licensure curriculum in nursing that paves the way for the transfer of nursing credits. This provides a direct path for students to complete an associate's degree (ADN) or a bachelor's degree (BSN) in nursing through their community college or hometown local university. There is a huge effort nationwide to increase the baccalaureate degrees in nursing. This group has been meeting since 2009. Ms. Campbell stated that this fall the UNM-Valencia Nursing Program has accepted eight students to participate in the associate degree nursing program and eight participating in the Dual-degree program for their BSN.

Dr. Musselwhite announced that the three faculty members that successfully went through the tenure and promotion process during the 2017-2018 academic year and are now tenured Associate Professors.

UNM-Valencia will be hosting The Community College Chemistry Association conference in October.

Dr. Musselwhite stated that since Rita Logan has retired, she has replaced her position with the Workforce Connection of Central New Mexico. She has attended several meetings and feels it is very beneficial to maintain our presence with the Workforce Connection.

Dr. Musselwhite attended the Los Lunas Tourism Task Force meeting. A marketing campaign was discussed for the region.

B. Faculty Assembly Update

Mr. Hobbs stated that the Faculty Assembly has not met since last April. Regular meetings will resume in September.

VII. STUDENT SERVICES

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

A. Department Update

Since Rita Logan retired and Leslie Russel resigned, Francis Duran, Registrar, is now overseeing the Dual Credit program. Five other staff have also been assigned to work with the Dual Credit registrations.

Danny Vigil, Student Recruiter, has verbally announced that he will be retiring. Mr. Vigil stated he is working with main campus to change the title to a Student Recruitment Specialist, which is an exempt position. The title change is being requested due to the required afterhours and weekend work.

B. Student Government Update

The Student Government cabinet is getting ready to swear in all their cabinet members for this year, there are no new members. They are also planning to be more interactive with the student body and are planning to host more events.

VIII. Business Operations

The report provided by Mr. Goshorn included information on the following: **Current Fiscal Operations; Fiscal Year 2017-2018; 2018 Local Bond Sale; Current Projects and Updates**

A. Department Update

The Fiscal Year 2018-2019 Budget has been approved. We now have a full budget authority for the upcoming fiscal year. The Fiscal Year 2017-2018 has been closed. Overall campus reserves increased by \$954,283.

The 2018 Local Bond sale is complete. Net proceeds after the premium was \$7,004,959.60. \$4,959 is not available for projects and will be transferred to the debt service index.

An RFP has been released for Engineering/Architecture services to begin the design work on the remodel of the Cafeteria Building.

The Phase II Solar installation on the Academics building has a tentative start date of September 1.

Ten solar picnic tables have been ordered, which include battery and charging stations for phones, laptops, and other equipment, with an expected delivery date of October 1.

HVAC work continues on the Academics, Administration, and B&T Buildings. This is the last of the major projects funded by the 2016 bond issues.

Other upgrades currently underway: The infrastructure upgrades (rewiring, cable upgrades and camera installations) are almost complete; a gunshot detection system is being installed on campus - they are small boxes called Fire Flies, which detect energy and can triangulate where a gunshot took place and transmit that to up to 60 text messages; some minor roofing repairs will be taking place; media site cameras will be replaced; gaming lab and IT repair labs are under renovation; the Plastic Injection Lab renovations are underway; the Student Services area is undergoing some reconfiguration; we are looking at providing a safe-room in the Library; Building signage will be standardized.

Phase III of the Solar installation will be the VCTC, Health Sciences, Ice Farm, and PPD Buildings with the RFP development beginning in mid-August and an install date likely in December.

Campus Security Updates – Clery reporting is underway and due in September; Building Coordination and emergency management are also underway.

Physical Plant Updates – We have full staff grounds keepers in place.

A. Staff Association

There were no questions on the Staff Association report.

B. ADDITIONS TO THE AGENDA

Dr. Dominguez reported on some main campus updates. An interim position will be appointed for our vacant Provost position, and an international search will be done for the replacement. David Harris, Executive President for Business and Finance and Chief Financial Officer, will be leaving at the end of the year, some restructuring of that particular operation will take place. A search is underway for the vacant Vice President for Equity and Inclusion. There will be a reporting change with this position when filled, they will now report to the President's Office instead of to the Provost. Also, a search is underway for our Senior Lead Counsel. The dean from the UNM School of Law has been appointed as the interim. The President's Chief of staff is leaving at the end of August. The dean from the Fine Arts Department has also submitted her resignation, she has accepted a Provost position in Massachusetts.

Dr. Dominguez is in the process of finalizing the Operating Agreement and will be offering the Advisory Board members the first right of refusal.

The President is winding down her statewide listening tour. When finished she will have visited 33 counties.

There will be five vacant Board of Regents positions this year.

C. ADJOURNMENT

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

Mr. Luna adjourned the meeting at 6:10 pm.

Paul Luna, Chairman