

**UNM-VALENCIA CAMPUS ADVISORY BOARD
MINUTES OF THE REGULAR MEETING
Tuesday, August 6, 2019**

BOARD MEMBERS PRESENT

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

OTHERS PRESENT

Dr. Alice V. Letteney, Chief Executive Officer
Mr. Rick Goshorn, Director of Business Operations
Mr. Hank Vigil, Director of Student Affairs
Dr. Laura Musselwhite, Dean of Instruction
Mr. Jon Lechel, Sr. Public Relations Specialist
Ms. Vanessa Montoya, Staff Association President
Ms. Val Thomas, Student Government President
Ms. Jeanne Lujan, Executive Assistant

Members of the UNM-Valencia Campus Advisory Board met for a Regular meeting in the Administration Conference Room on Tuesday, August 6, 2019.

I. PUBLIC FORUM

No items were raised in the Public Forum.

II. CALL TO ORDER

Chairman, Paul Luna, called the meeting to order at 5:10 pm.

III. ADOPTION OF AGENDA

A. Additions to the Agenda

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

IV. BOARD BUSINESS

A. Adoption of Minutes of Regular Meeting May 7, 2019

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

B. Review of Bylaws/Open Meetings Resolution

Mrs. Tabet moved to review the bylaws and open meetings resolution as read. Ms. Martinez seconded the motion and all members voted "Aye."

V. DIRECTOR'S OFFICE

A. Department Update

Dr. Letteney, thanked everyone for their participation in welcoming the new provost, Dr. Holloway to Valencia Campus in July. There is a sense that under his leadership there will be a renewed understanding between Main Campus and the Branches. Dr. Letteney has been appointed to the UNM Budget Leadership Committee.

She announced that Shireen McDonald and Cindy Shue are retiring but will continue working at 25% FTE to assist with the transition in Human Resources and Contracts and Grants. LaVern Rodriquez is coming from the Provost's Office and will assume the duties of HR Administrator. Carolina Aguirre will oversee the Grants and Development Office and Brittany Padilla is the new Development and Donor Relations Manager.

Convocation will take place on August 14 at 10:00 – lunch will be provided. August 27th is the day for Advisory Board Members to file with the Valencia County Clerk's Office, from 9:00 to 5:00, for the upcoming November election. Under the new election laws the state will cover all fees associated with the election.

B. Title V

There were no questions on the Title V report.

VI. INSTRUCTION

The report provided by Dr. Musselwhite included information on the following:

A. Department Update

Dr. Musselwhite mentioned the success of summer camps hosted by Valencia Campus and sponsored by Facebook through a community action grant. Ms. Martinez and Mr. Luna remarked that their grandsons enjoyed participating in all of the various camps. The process of course renumbering at the state level has commenced.

B. Faculty Assembly Update

The Faculty Assembly President has not been identified at this time. Justine Bendell is unable to continue in this capacity because he was selected as a division chair. A president will be elected at the first faculty assembly during convocation.

VII. STUDENT SERVICES

The report provided by Mr. Vigil included information on the following:

A. Department Update

Enrollment numbers are as follows: 1,302 students are currently registered increasing headcount by 1.4 percent. Credit hours equal 9,747 indicating fewer classes per student which means more part-time students. There are approximately 1,000 to 1,200 dual credit applications pending – once processed they will improve enrollment numbers. Statewide trends are showing a decrease in enrollment numbers. Main Campus has recently experienced a reduction of 7.7 percent.

Mr. Vigil was on the committee who hired Dan Garcia as the new VP of Enrollment Management at Main Campus. He comes from Texas A&M where his expertise lies in increasing enrollment numbers. He was the only candidate who asked about the relationship between the campuses.

Mr. Griego inquired about the exit interview process. Students are given a form to determine the reason for their departure. Generally speaking economic issues are a factor but family issues tend to be the leading cause at Valencia Campus. There is a focus on offering more online classes and partnering with local manufactures to address business needs in the community. Strategic approaches to advertising and low tuition costs are also key influences in drawing students to Valencia.

Mr. Luna acknowledged the advisors for their exceptional work and how their efforts are making a difference in the success of the students.

B. Student Government Update

Ms. Thomas is the current Student Government president through Spring 2020. She has served prior on Student Government as a senator and treasurer. She is proud to announce that the remaining funds from last year's budget were used to fund summer scholarships.

VIII. Business Operations

The report provided by Mr. Goshorn included information on the following:

A. Department Update

The 2019 – 2020 budget has been approved and the 2018 – 2019 fiscal year has closed. Revenues exceeded expenditures in Instruction and General by half a million dollars.

Plans have been released to renovate the Student Union Building, Academics 101 and improvements to the parking lot. We are seeking funds to help with the addition of fire suppression systems to five of the older buildings on campus.

Mr. Goshorn attended the Capital Projects hearing – HED is very interested in the Westside Center. Presentation of land donation to the Regents has been delayed until a future date due to surveying issues. Nine acres will be utilized to accommodate a 20,000 square foot building plus parking with a 5 to 10 year option for the use of an additional 9 acres.

Phase III of the solar instillation will include 500 kilowatt hours of solar power on five different buildings with a return of 18 percent savings on electric use. We are replacing all fixtures on campus with energy efficient LED lighting. Eventually air dryers will be installed in place of paper towel dispensers to eliminate paper waste. We have exceeded PNM's mark of 15 percent in transformer usage and parking structures with electric hook ups will be erected in the north parking lot.

B. Staff Association

Vanessa Montoya is the new Staff Association President. She stated that this will be a rebuilding year and is excited to work with and listen to suggestions made by staff members. Dr. Letteney thanked Staff Association for purchasing name badges for the staff, advisory and development board members.

IX. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

X. ADJOURNMENT

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

/s/ Paul Luna, Chairman