**Advisory Board Meeting**

Monday, May 13, 2019

5:30 pm, Lecture Hall, Building 2

 MINUTES

1. **Call to Order, Confirmation of a Quorum** (5 board members present)

Steve Boerigter called the meeting to order at 5:30 pm. There were four board members present when the meeting was called to order at 5:30 p.m. Sheila Schiferl arrived at 5:35 p.m.

 **Board Members Present**:

Stephen Boerigter

David Sutton

Michelle Hall

Pat Soran

Sheila Schiferl

 **UNM LA Staff Present**:

 Cynthia Rooney, Chief Executive Director

 Sharon Hurley, Dean of Instruction

 Bob Harmon, Director Business Operations

 Kathryn Vigil, Director of Student Affairs

 Nancy Coombs, Marketing Representative

 Jerry Dominguez, Provost Liaison

 Grace Willerton, Student Success Specialist

 Laci Taylor, Executive Assistant to the CEO

 **Visitors Present:**

There were twelve visitors present: Rudy Trujillo, Laura Loy, Rueben Trujillo, Tara Trujillo, Monica Cordova, Kelly Stewart, James Gomez, Jennifer Gomez, James Gomez, David Hampton, Pat Fitch, and Tris DeRoma from the Los Alamos Monitor.

1. **Routine Business – *Board Action Items***
	1. Adoption of Agenda
2. Motion made by Pat Soran to approve agenda. Seconded by Michelle Hall, Motion passed by unanimous vote.
	1. Approval of Advisory Board Meeting Minutes-April 15, 2019 (Attachment A)
3. Motion made by David Sutton to approve minutes. Seconded by Pat Soran. Motion passed by unanimous vote.
4. **Public Comment**
	1. There was no public comment
5. **Introduction of Visitors**
	1. Representing UNM-ABQ: Dr. Jerry Dominguez
	2. Cindy Rooney introduced Pat Fitch, David Hampton, Team Rudy, Nancy Coombs, Grace Willerton and Laura Loy
6. **Information for the Board**
	1. Community Internship Collaboration Presentation
		1. Cindy Rooney opened by explaining that we have had the Community Internship Collaboration for several semesters. This year it was not funded through LANL or others, but was funded internally by UNM-LA.
		2. Rudy Trujillo was the one student who participated in the Community Internship Collaboration this year. Laura Loy introduced Rudy Trujillo and complimented him on his engagement and commitment to the community.
		3. Rudy Trujillo began his internship in January and completed three projects this semester. He reviewed each of the three projects.
			1. Economic Vitality Strategic Plan

Steve Boerigter asked Rudy how many comments were submitted. Rudy stated 600 responses/comments were submitted. Rudy read them all and categorized them into goals for his first project.

* + - 1. Vending in Los Alamos
			2. Hospitality and Tourism Convention Event
		1. Rudy Trujillo thanked his mentor Kelly Stewart, Laura Loy, Grace Willerton and Tony Gallegos for their support during his internship. He also thanked UNM-LA and the Advisory Board for allowing him the opportunity.
		2. Rudy Trujillo has applied for the academy of Los Alamos fire fighters and was accepted. He is looking forward serving the Los Alamos community.
		3. Kelly Stewart commented that the program is enriching and beneficial to gain a younger perspective. She confirmed the value of the program.
		4. Cindy Rooney confirmed the value of the project based internship. She thanked Kelly Stewart, Rudy Trujillo. And others involved in the program.
	1. Update on the Formation of an Advisory Board Temporary Committee
		1. Cindy Rooney stated that there has been one meeting. The committee discussed the role of UNM-Los Alamos and various opportunities with Triad, N3B and others.
		2. The board will consist of Pat Fitch from LANL, David Israelivitz from the County, and Pat Sullivan from LACDC. The committee has reached out to N3B and is waiting to hear from Glenn Morgan. Laura Loy from the LAPS Public Schools Foundation has also been invited to serve. Cindy Rooney and Sharon Hurley will represent the UNM-LA Campus. Steve Boerigter will chair the group.
1. **Presentations by the Executive Team**
	1. Chief Executive Officer (Attachment B)
		1. Steve Boerigter inquired about the CEO title. Jerry Dominguez has spoken with the head of HR but nothing has been resolved in regards to changing the branch campus CEO’s to the title of President.
		2. Cindy Rooney recapped graduation and thanked the Advisory Board members for their participation.
		3. There was discussion on how full the venue was for Graduation. Steve Boerigter and David Sutton agreed that we would no longer fit into previous venues.
		4. At the ceremony, Cindy Rooney recognized Dr. Leslie Dendy and her accomplishments over the past 40 years at UNM-LA.
		5. Cindy Rooney and Bob Harmon both attended the budget summit and the UNM-LA budget was approved.
		6. Cindy Rooney and Bob Harmon will present the capital projects this summer during the Higher Education Department Committee hearings.
		7. Cindy Rooney noted that she and others have been working with LANL, N3B, and others to set up workforce training and apprentice programs.
		8. On May 21 many of the New Mexico Cabinet Secretaries will be coming to LANL. Cindy Rooney and Dr. Rick Bailey from Northern New Mexico College will be discussing the role of colleges in meeting workforce needs.
		9. Cindy Rooney has worked with Dr. Rick Bailey at Northern, and Kathy Keith from LANL on a presentation submission for HACU. The presentation has been accepted for a panel discussion at the HACU annual meeting in October.
		10. The UNM-LA Endowment has grown to $29,240. The account portion available to spend this year is $432.68. The advisory board agreed that an auto-darkening welding helmet should be purchased with the money. Cindy Rooney thanked the Advisory Board for their support.
		11. UNM-LA will be participating in the Los Alamos Science Fest. The campus will be opened up for tours of the EMS simulation classroom and ceramics studio. There will also be a professor representing UNM-LA by Ashley Pond on Discovery Day.
		12. Cindy Rooney stated that August 27 was the date to file at the County Clerk’s Office for Advisory Board Member Elections. Two seats would be available on the November ballot. Pat Soran and Steve Boerigter’s seats are up for re-election this year.
		13. David Sutton inquired about the term limit. There was discussion about terms amongst the board and UNM-LA staff.
	2. Dean of Instruction (Attachment C)
		1. Sharon Hurley commented that the welding certificate was approved and added to the Fall 2019 catalog. There will be three sections of beginning welding and one section of MIG and TIG.
		2. Michelle Hall inquired about the newest purchase for welding (an auto darkening helmet). Sharon confirmed that there were many helmets but the auto darkening helmets are the favorite among the students.
		3. Sharon mentioned that faculty voted on Emeritus status for Leslie Dendy and they received a 76% response rate with a unanimous vote for her to receive Emeritus status. Sharon hopes to fill Dr. Dendy’s position prior to the fall semester.
		4. Sharon Hurley reviewed the common course numbering. UNM will continue to use a dual numbering system until all of the new numbers have been developed.
		5. Five additional faculty will be certified in Quality Matters. UNM-LA will have a total of six faculty certified in this program.
		6. The Program Review has a rotating schedule every five years. This allows time for implementation and changes to be made to programs. This year the EMT program and Art Studio programs will be assessed.
		7. Steve Boerigter inquired about the General Education Assessment. Sharon Hurley confirmed that they would start gathering data after the May finals. Next year there would be a different assessment on the Essential Skills. Steve Boerigter commented on the importance of critical thinking as part of the essential skills.
	3. Director of Student Services (Attachment D)
		1. Kathryn Vigil is experiencing some staffing concerns due to the Student Success Manager transferring to the main campus and another employee out on long term medical leave.
		2. Kathryn Vigil has focused recruitment energy on high achieving students which has increased the honor society membership.
		3. Steve Boerigter and Cindy Rooney both complimented Kathryn Vigil on a job well done with Graduation especially since she is short-handed.
		4. Michelle Hall asked the Executive Team what keeps them up at night in regards to UNM-LA.
			1. Cindy Rooney stated that safety and security is her biggest concern. She mentioned the county wide drill that was taking place on our campus will allow the Los Alamos police and fire department to know our campus well. Her goal is to prevent or minimize situations that are a safety risk.
			2. Bob Harmon’s biggest concern is finding employees. He is also concerned about housing for candidates who are not local.
				1. Steve Boerigter agreed with Bob Harmon on the challenges of hiring with the pay rates.
			3. Sharon Hurley has 80 faculty that report to her. Her biggest concern is making sure everyone is in the right place to maintain quality education.
			4. Kathryn Vigil spends a majority of her time developing her staff. With limited staff , it is a concern when people are absent or there are vacancies.
			5. Steve Boerigter stated that four years ago he used to worry about the legislators closing the doors on the Branch Campuses. He no longer worries about this.
			6. Jerry Dominguez stated that there are new people coming into key positions at UNM and he encouraged UNM-LA to maintain collaborations especially with the new regents.
	4. Director of Business Operations (Attachment E)
		1. Bob Harmon stated that he was short staffed in Business Services. This week the finalists for the HR Administrator position will be interviewing May 15 and 16.
		2. Cindy Rooney and Bob Harmon met with the County Clerk and UNM will be a polling location in November.
		3. Bob Harmon highlighted some of the financials. Summer enrollment is $99,688 as of today and a check was received from the county for $359,000 for the mil levy.
		4. Michelle Hall inquired about the sale of the housing money and what it was being used for.
			1. Bob Harmon confirmed that $50,000 was used for the testing center which is almost complete.
			2. Next fiscal year $150,000 of housing money will be used as a match for capital projects. Cindy Rooney confirmed that we have budgeted for the 25% match which is required for the capital projects.
		5. Michelle Hall inquired about the local contracts for housing.
			1. Kathryn Vigil confirmed that there was less housing available for our students than expected which has resulted in a wait list.
		6. Bob Harmon noted that updates on the library would be to replace the HVAC and address some outside problems with leaks.
		7. Cindy Rooney mentioned that on May 14, she, Bob Harmon, Sharon Hurley, and Dennis Davies-Wilson will tour CNM and the UNM-ABQ library to gather ideas.

**7. Main Campus Update**

a. Jerry Dominguez, UNM Provost Liaison, provided an update from main campus and other branches.

1. Jerry Dominguez stated that main campus did not award the 4% salary increase, but may ask for additional funds.
2. The IT fee for the Adobe suite is $20 a year to main campus students. The branches are excluded at this time. UNM-LA will consider opportunities for students in the fall.
3. A union vote for both regular faculty and adjunct faculty, including the branches, will take place this fall.
4. On June 30, Jerry Dominguez’s position as Branch Liaison will be eliminated. He thanked the Advisory Board, Cindy Rooney, faculty, staff, and students for their support.
5. Steve Boerigter thanked Jerry Dominguez on behalf of the Advisory Board for his service.
6. Cindy Rooney complimented Jerry Dominguez on doing an outstanding job and thanked him for always being an advocate for the branches.
7. **Next Meeting**
8. September 9, 2019 at 5:30p.m. UNM-LA Lecture Hall
9. **Adjournment:** 6:44 p.m.