



**Advisory Board Special Meeting  
Monday, January 14, 2013  
5:30 p.m., Lecture Hall**

<b>MINUTES</b>
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**1. CALL TO ORDER**

At 5:33 p.m., Steve Boerigter, Chairperson called the meeting to order and provided brief opening remarks.

**2. ROLL CALL**

**Board Members Present:**

Dr. Steve Boerigter  
Ms. Linda Hull  
Micheline Devaurs  
Dr. Ron Dolin

**Staff & Visitors Present:**

Dr. Cedric Page, Executive Director  
Dr. Kate Massengale, Dean of Instruction  
Ms. Lisa Wismer, Campus Resources Director  
Ms. Cindy Leyba, Los Alamos Site Manager  
Dr. Pat Boyer, Student Services Director  
Cindy Rooney, Associate Dean of Instruction  
Jeff Dietz, Academic Advisor and Recruitment Specialist  
Bonnie Gordon, Reporter for the Daily Post  
Michelle Hall, Advisory Board candidate  
Aysha McClory, Student Government

**3. PRESENTATION OF VISITORS & INFORMATION FOR THE BOARD**

Bachelor & Graduate Programs: Cindy Leyba, Los Alamos Site Manager

Cindy Leyba presented an update for Bachelor and Graduate Programs. Her program has 56 ITV classes, 24 have enrollment. She is hoping for added enrollment. Online classes are up 26% over last year. She presented an explanation of the differences in ITV and online classes noting that TV is old technology and is expensive while online classes offer student flexibility. She suggested that if we lose ITV classes that would be a loss for the Engineering students.

Student Government Association, Aysha McClory

Ms. McClory reported that Student Government has not yet had its first meeting. They are working on getting planners for UNM-LA instead of using the ones from main

campus. Student Government will sponsor an Explore Your Future day on February 13<sup>th</sup>. Student Government members have also decided to work with PTK in order to combine resources and improve student involvement.

Faculty Assembly. No one in attendance.

Dr. Massengale said they will be voting for the Dean's succession plan in February.

#### **4. ROUTINE BUSINESS - BOARD ACTION**

Approval of Advisory Board Meeting Minutes of November 12, 2012

No changes were necessary. A motion to approve the Minutes was made by Ms. Hull and seconded by Dr. Ron Dolin. Motion was passed.

#### **5. PUBLIC COMMENT**

There was no public comment. Guests at the meeting were recognized:

Cindy Rooney, Associate Dean of Instruction  
Jeff Dietz, Academic Advisor and Recruitment Specialist  
Bonnie Gordon, Reporter for the Daily Post  
Michelle Hall, Advisory Board candidate  
Aysha McClory, Student Government

#### **6. STAFF PRESENTATIONS:**

##### a. Office of the Executive Director/Current Activities/Updates

Dr. Page discussed some highlights from his report noting that the transition of the SBDC Los Alamos to UNM-LA has been completed. Ted Trujillo will be managing the operation until a permanent business counselor is hired. The SBDC will continue their workshops at our campus. Anne Lantrip has been selected to be the Administrative Assistant for the Los Alamos SBDC. Dr. Page reported that he has been selected to serve on the search committee for the UNM-Gallup branch executive director. He reported that he is planning a meeting with newly elected Representative, Stephanie Garcia Richard.

Dr. Page noted that the UNM-LA Annual Report for FY 11-12 is included in the meeting packet and that an electronic copy of the NM Association of Community Colleges Annual Report was included. A discussion followed about how the targets are set by the Department of Finance and Administration. Enrollment and graduation rates were discussed by the Advisory Board members and the staff.

For the Personnel Matters attachment, the resignation of Bonnie Gordon, Communications and Marketing Association was noted.

##### b. Instruction/Dean's Report

Dr. Massengale reviewed issues for this spring semester. There have been several meetings about bringing programs like Fire and Science here. The department is struggling with their budget. They are working on funding and grants with LANS. They are looking for a new faculty member for the cyber security program. There is still a need to improve campus marketing.

##### c. Student Support Services, Director's Report

Jeff Dietz provided a PPT presentation of the status of the web redesign project. Dr. Boyer discussed the enrollment Management Plan noting that he first goal is to develop a marketing plan that brands UNM-LA. The focus of the plan is on student retention and success. Dr. Massengale added that things can be done on the programs side to increase student responsibility for their success. Dr. Page noted that re-organization may be necessary to address the goals of student success and the emphasis of the changing state funding formula.

Dr. Boyer addressed the fact that our ADA (Americans with Disabilities Act) services for our student population is growing.

d. Campus Resources/Financial Matters, Director's Report

Ms. Wismer addressed the second quarter report emphasizing revenue shortfalls. She suggested that an 8% budget cut is required to end the current fiscal year without a deficit. Ms. Wismer noted that our revenues were \$170,000 short of our budgeted amount. The unplanned expenditures for the UNM surcharge and benefits contributed to the deficit. She suggested that revenues from grants could offset some of these revenue shortfalls.

**7. NEW BUSINESS**

There was no new business.

**8. UNFINISHED BUSINESS**

Strategic Plan Implementation Update

Ms. Wismer gave an update on the Strategic Plan. They have identified priorities and investments. Investments have been incurred to bring students in. A grant writer has been hired.

Ms. Wismer also provided a draft of the charter for the Los Alamos Committee for Higher Education. It is an action item for Board approval. Ms. Hull motioned to approve the draft as presented. Dr. Boerigter seconded the motion. The motion passed 4 to 0.

**9. FUTURE BUSINESS**

Ms. Wismer reported that the Strategic Plan is going to be revisited and revised at a campus retreat on January 25-26. Dr. Carl Moore will facilitate the retreat and a visioning exercise. Dr. Page said our focus will be on our vision. He reported that he attended the UNM president's 2020 Plan review earlier in the day and that partnerships with the branches was mentioned as a focus for the plan.

The next Board meeting will be Monday, March 11, 2013 at 5:30 p.m.

**10. ADJOURNMENT:**

Upon a motion by Ms. Hull, the Board unanimously voted to adjourn the meeting at 7:30 p.m.

*Approved by the UNM-LA Advisory Board on March 11, 2013  
Anne Lantrip, Recording Secretary*