



**Advisory Board Meeting
Monday, March 10, 2014
5:30 p.m., Lecture Hall**

MINUTES

1. CALL TO ORDER

At 5:31 p.m., Steve Boerigter, Chairperson called the meeting to order and provided brief opening remarks.

2. ROLL CALL

Board Members Present:

Dr. Steve Boerigter
Dr. Michelle Hall
Mr. David Sutton

Staff & Visitors Present:

Dr. Cedric Page, Executive Director
Dr. Cindy Rooney, Dean of Instruction
Ms. Lisa Wismer, Director, Business Operations
Ms. Kay Willerton, Associate Dean of Instruction; Department Chair, Mathematics
Ms. Gayle Burns, Manager, Business Services
Ms. Elizabeth Rademacher, Academic Student Success Manager
Mr. Ted Lopez, Director, SBDC Los Alamos
Ms. Cindy Leyba, Operations Manager, Bachelor and Graduate Program
Ms. Aysha McClory, Student Government Representative
Ms. Leah Roach, Student Government Representative
Mr. Alex Zubelewicz, Visitor

3. PRESENTATION OF VISITORS & INFORMATION FOR THE BOARD

Ted Lopez presented an overview of the Los Alamos Small Business Development Center. Highlighted were key points of the SBDC, its role and its functions. Information was given about what the SBDC does and how it collaborates with local businesses and offices. The SBDC's new location and its strategy were discussed.

Student Government was represented by Aysha McClory and Leah Roach. They shared Student Government's plans for this semester. They will be hosting two movie nights. They will be selling drinks and snacks to help cover the cost of the movies. An open mic night is planned for May 2, 2014. They will be giving out prizes and they hope to get a

band to play after the performances. They are still considering funding proposals for the next fiscal year. Planned for the end of the semester are Food for Finals and Study Night.

Cindy Leyba gave an update for the Bachelor and Graduate Program. This semester 44 ITV courses were offered, 26 courses made. Two live courses are being offered. Ms. Leyba is starting new discussions with main campus regarding low enrollment in their programs. She has participated in several high school recruitment days. She is working on finalizing the hiring of her new assistant. She shared that the new vice provost is looking to add to the role of her program. Some new ITV technology should be in place by fall.

4. ROUTINE BUSINESS - BOARD ACTION

Approval Advisory Board Meeting Minutes

A motion to approve the Minutes for the Advisory Board Meeting on January 13, 2014 and for the Special Meeting on February 3, 2014 was made by Dr. Hall and seconded by Mr. Sutton. One change was noted for the February 3rd meeting; Dr. Page was not in attendance. His name will be removed from the attendees. Motion was passed.

5. PUBLIC COMMENT

There was no public comment.

6. STAFF PRESENTATIONS:

a. Executive Director's Report

Dr. Page gave an update on his activities. He provided information on his activities relating to goals in our Strategic Plan. First, he noted that he has been building ties with the community and stakeholders in his position on the board for the Los Alamos Commerce and Development Corporation and the Regional Development Corporation Board and the LAC Economic Vitality Action Team. Additionally, he visited Santa Clara Pueblo to discuss the development of a possible grant.

Next, in regard to our plan to further excellence in programs and services, Dr. Page noted that PTK has received recognition at a state wide convention with a two-star, platinum award. One of our Accelerate students received a summer internship at Fermilab in Illinois. We also had a successful SmartStart Workshop. He stated that he and Dr. Rooney will be teaching classes this fall.

In regards to our most important goal, increasing enrollment, he stated our intent to identify a STEM programs recruiter. Student Success Services has begun working with students to help them develop more personal responsibility for their academic success. Our OnCourse program is an example of how this is being achieved. Dr. Page reported that he and Valida Dushdurova developed an enrollment projection for the next five years at the request of the NMHED. This projection will be detailed in the next few months to show the market characteristics and our recruitment and enrollment strategy as they relate to specific demographic and student head count.

Last, Dr. Page will be meeting with LANL/CPO staff on March 20th to work on an agreement to re-allocate funds for the Applied Technologies program. UNM-LA's housing situation is on hold while the LAC staff review available options to move the project forward. The Legislature approved a plan for temporary solvency for going forward with the NM Lottery. An update to the Personnel report cited the resignation of the financial aid advisor.

A brief discussion with the Board followed.

b. Office of Instruction's Report

Dr. Rooney presented the report for the Office of Instruction. Their challenge is to target needed classes. This spring 160 classes were offered, 19 were cancelled. There are two professional development opportunities scheduled for faculty this summer. Speaker Dr. Jeff Saul from main campus will be here on March 11th to speak on Student Success. An OnCourse Seminar is to be presented on March 28th.

Los Alamos Public School has received a \$100,000 planning grant to work on an early college high school program. Ms. Willerton and Dr. Rooney have met with the high school vice-principal regarding the grant. Three summer youth programs are being developed. Tech Frontiers will be in June and July. We will also have a STEM program for students in grades 9-10, and the traditional "Children's College" for students in grades 1-3 and 4-10.

Regarding personnel issues, Dr. Lyn Williams has decided to give up her regular faculty appointment although she will continue to teach for us as an adjunct faculty. Dr. Monique Morin has decided she will no longer serve as Department Chair of Computer Science and Information Technology.

Dr. Kate Massengale has agreed to lead the process of preparing our next Title V grant proposal for a grant of \$500,000 which would be spread over a 5 year period. The library has hired a new employee. This helps the library be able to offer extended hours. Community Education is in the process of transitioning its role. ABE had a site visit today that went well.

These issues were discussed by the Board.

c. Student Support Services

Elizabeth Rademacher gave an update for Student Services. They are working on creating a new advisement model which will keep with the OnCourse program. They are also preparing to implement a new electronic sign-in for students. This will help with data collection and reporting requirements.

The Accelerate program's star student was awarded a position at Fermilab. Grace Willerton is working on presenting a job fair along with UNM's Transfer Day.

On March 13th, Accelerate students who have completed the course will make their final presentations.

PTK members are working on having a faculty and staff appreciation luncheon in April. They will be hosting the PTK regional conference next October here at UNM-LA.

Recruitment held 12 site visits in January and February. Emily Macdonald has been seeking out new ways to be more visible in the community.

d. Business Operations

Lisa Wismer presented the Business Operations update. The science lab renovation should be taking place this summer. Vint Miller is continuing in his marketing efforts. IT is ready to test two products for the print management system. They are also working on finding a mechanism to track requests for several of our departments. Annual Performance reviews have been conducted across campus. In the UNM reporting portal, the Hyperion reporting system has been replaced with MyReports. UNM-LA has been instructed to discontinue its use of the credit card payment system used in the Business Office. Credit card payments will now only be done online through the main campus Bursar's office, Touchnet Marketplace.

UNM-LA will need to increase tuition in 2015. There are three choices, an increase of: 10%, 7%, or 5%. According the Board of Regents, this is not a good time to ask for an increase. Additionally, we have a 15% budget reduction campus-wide for 2015 that will impact everything at our campus.

A brief discussion with the Board followed regarding the tuition increase. It was decided that it would be best to ask for a 5% increase. A motion to increase the tuition was brought by Dr. Hall and seconded by Mr. Sutton. The motion was approved.

Next, the print management system which would include adding a document services fee to students was discussed. A motion to approve adding the fee was brought by Mr. Sutton and seconded by Dr. Hall. The motion was approved.

7. NEW BUSINESS

Election of Officers: Steve Boerigter was nominated for president and Linda Hull was nominated for secretary. A motion to elect Dr. Boerigter and Ms. Hull was brought by Mr. Sutton and seconded by Dr. Hall.

8. UNFINISHED BUSINESS

A motion was made by Dr. Hall to close the meeting for an executive session. The motion was seconded by Mr. Sutton. The meeting was closed at 7:05 p.m.

- a. Executive Session. Discussion and determination where appropriate of limited personnel matters pursuant to section 10-15-1. H (2), NMSA (1978)

- b. A motion to open the meeting was made by Dr. Hall and seconded by Mr. Sutton, and to certify that only those matters described in Agenda Item 8 were discussed in the executive session. The motion passed unanimously

9. FUTURE BUSINESS

The next Special Budget Board meeting will be on Monday, March 31, 2014 at 5:30 p.m.

10. ADJOURNMENT: Meeting was adjourned at 8:05p.m.

*Approved by the UNM-LA Advisory Board on March 31, 2014
Anne Lantrip, Recording Secretary*