

**Advisory Board Meeting
Monday, April 4, 2016
5:30 p.m., Lecture Hall, Building 2**

Minutes

1. **Call to Order; Confirmation of Quorum** (4 Board Members present)
Chairman Steve Boerigter called the meeting to order at 5:34 pm.
Board Members Present:
Stephen Boerigter
Micheline Devaurs
Michelle Hall
David Sutton

UNM Staff Present:
Cynthia Rooney, Chief Executive Director
Kay Willerton, Dean of Instruction
Lisa Wismer, Director, Business Operations
Gayle Burns, Business Services Manager
Elizabeth Rademacher, Academic Success Manager
Cindy Leyba, Extended Learning
Gabriel Baca, Adult Basic Education
Alex Zubelewicz, Event Coordinator
Nancy Coombs, Marketing Representative
Kateri Morris, Administrative Assistant to the Dean

Visitors:
Norman Delamater
Ed Birnbaum
Patrick Soran
Andrew Wall
James Robinson
Bonnie Gordon, LA Daily Post
Tris DeRoma, LA Monitor
2. **Routine Business- Board Action Items**
 - a. **Adoption of Agenda**
 - b. **Approval of Minutes from March 7, 2016:** MichelineDevaurs motioned to approve the minutes. Seconded by Michelle Hall. Passed.
3. **Public Comment**
No public comment.
4. **Old Business:**
 - a. **Selection of a new Advisory Board member**
 - i. Introductory remarks were made by each of the following individuals who had indicated an interest in the vacant position:
 1. Norman Delamater
 2. Ed Birnbaum

3. Patrick Soran
 4. Andrew Wall
 5. James Robinson
- ii. Each candidate responded to the following questions from Board members:
If UNM-LA moves forward with a Mil Levy election, what are your views and what can you contribute? (Micheline Devaurs)
How long are you planning to stay in LA? (Dave Sutton)
 - iii. The Advisory Board members had a closed deliberation to make the selection:
The Board selected Patrick Soran, who will be sworn in at the next meeting.
- b. General Updates**
- i. Nancy Coombs has joined UNM-LA as our marketing representative.
 - ii. Barbara Stoddard provided \$10,000 as seed money to start a Personal Care Attendant program.
 - iii. The 9th Street property sold for \$800K; UNM-LA receives \$700K (less closing costs) and UNM Main campus receives \$100K
- c. Update on Mil Levy Process**
- i. Cindy Rooney and others have had various conversation and email exchanges with individuals related to the timing of the mil levy election. There is potentially a legal issue for a “school” participating in a general election. The election may be required to held on a different date than a general election if UNM-LA is considered to be a “school” in terms of the regulations.
 - ii. The Board directed Dr. Rooney to contact a legal firm to address the timing issue.
 - iii. The Board also discussed hiring a consultant for the campaign and/or hiring someone to gather research and polling information.
 - iv. Steve Boerigter indicated that for the Regents F&F committee, we need a crisp story. Let’s present information regarding our current budget situation and how we spend the additional funds. We need to establish a political action committee to support an election. There was also discussion on the importance of support from LAPS.
 - v. David Sutton noted that even if we choose January, we will still have to go through F & F now.
 - vi. There was discussion of the need for a strong collaborative effort, and concern about the amount to money we should spend on legal fees and consultants. Discussion also clarified that we can use UNM-LA funds for the actual election costs, but not on the campaign.
 - vii. Michelle Hall commented that we already have a working relationship and a strong collaboration with LAPS, but the public does not know that UNM-LA does not receive adequate financial benefits from the dual credit classes. We need to make sure we have our own message. Michelle Hall reiterated her desire for a November election noting that people will be more engaged in political issues in November than in January.
 - viii. Next steps will be to resolve the issue of a possible November election get on the F&F agenda for either May or June and make progress on setting up the PAC. The Board was asked to submit names for possible PAC chairs to Cindy who will pass them on to Steve.

5. **New Business:**
 - a. **Overview of FY 17 Budget:** An overview was given in Attachment C
 - b. **Budget Adjustment Request (BAR) for FY 16:**
 - i. Unrestricted BAR: Biggest change was the over-realized revenues related to the sale of the housing. There was also some restructuring of expenditures.
 - ii. Restricted BAR: Increased structure on what we closed out last fall.
 - c. **FY 17 Operating Budget:**
 - i. Cindy Rooney provided introductory comments indicating that we despite the challenges related to the ending of some key grants, we wanted to keep employees employed at the same level and providing key services. We also identified key revenue drivers, such as number of classes, and tried to protect those areas from budget reductions.
 - ii. Lisa Wismer presented the budget information.
 - iii. Michelle Hall asked about room rentals at UNM-LA. Alex Zubelewicz and Lisa Wismer indicated that they project \$24,000 in revenue for next year. Ms. Hall noted that she would like to see increased room utilization by more public/community programs.

6. **Budget-Board Action Item**
 - a. **Approval of Budget Adjustment Request (BAR) for FY 16 and FY 17 Operating Budget:** Michelle Hall motioned to approve, seconded by Micheline Devaurs.

7. **Next Meeting:** May 9, 2016, 5:30 pm UNM-LA Lecture Hall

8. **Adjournment:** Meeting adjourned at 7:43 pm