



**Advisory Board Special Meeting  
Monday, May 13, 2013  
5:30 p.m., Lecture Hall**

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

At 5:32 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  
Dr. Michelle Hall  
Mr. John Hofmann  
Ms. Micheline Devaurs

**Staff & Visitors Present:**

Dr. Cedric Page, Executive Director  
Dr. Kate Massengale, Dean of Instruction  
Ms. Lisa Wismer, Director, Business Operations  
Dr. Cindy Rooney, Associate Dean of Instruction, Department Chair, Business  
Kay Willerton, Associate Dean of Instruction, Department Chair, Mathematics  
Gayle Burns, Manager, Business Services  
Kathryn Vigil, Student Enrollment Director  
Cindy Leyba, Operations Manager, Bachelor and Graduate Program  
Aysha McClory, Student Government Association  
Dr. Ron Dolin, Former Board Member

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

Cindy Leyba provided an update on the Bachelor and Graduate Programs. The current enrollment numbers are: 11 for summer and 38 for fall. Dr. Page and Dr. Dominguez have met regarding ITV needs in FY14.

Dr. Ron Dolin was present as a special guest. He was presented with a gift and was thanked for all of his years of service to UNM-LA and to the community.

Aysha McClory presented for the Student Government. She went over their finalized budget. They have decided not to meet over the summer.

**4. ROUTINE BUSINESS - BOARD ACTION**

Approval of Advisory Board Meeting Minutes of April 8, 2013

Dr. Hall noted a clarification on Page 2, under Staff Presentations. In the third paragraph, the language regarding the motion should be changed to “motion to approve the budget as provided to Board members in the Advisory Board Meeting packet.”

Another clarification was added by Dr. Hall, that under Unfinished Business, the header for Strategic Plan Implementation should be removed. A motion to approve the Minutes was made by Ms. Hull and seconded by Dr. Hall. Motion was passed.

Approval of Schedule of Proposed Advisory Board Meetings for 2013-14

It was decided that the November 11<sup>th</sup> meeting would be changed to November 18<sup>th</sup>. To avoid having a meeting during spring break, the April 7<sup>th</sup> meeting was changed to March 31<sup>st</sup>.

Additionally discussed was the prospect of calling a Special Advisory Board before the next scheduled meeting on September 9<sup>th</sup>. More information may be needed to be ready for the mil levy in September, 2013.

**5. PUBLIC COMMENT**

There was no public comment.

**6. STAFF PRESENTATIONS:**

a. Executive Director’s Report

Dr. Page initiated discussions and planning that will result in a Student Success model as the basis for a reformulated Student Services department. The transition of the Los Alamos SBDC is almost complete with the expected hiring of a consultant for the Los Alamos office. The Sandoval County SBDC will receive the Service Excellence and Innovation Center Award on June 4<sup>th</sup>. The LAHA robotics team held a demo of their 2013 entry and a thank you presentation on campus.

The redevelopment proposal for UNM-LA Student Housing site is awaiting an appraisal as the next step in negotiations with the developer. A new public information representative, Vint Miller, has been hired. Pat Boyer and Richard Norton have retired.

b. Office of Instruction’s Report

Dr. Massengale presented her update. Dr. Cindy Rooney has been approved for tenure. The Faculty Contracts office at UNM continues to struggle with the hiring process for faculty. The Office of Instruction is focusing on the Title III Grant, and not planning on doing the DOL grant. ABE has been having budgeting issues due to some confusion about the UNM HR processes when the program’s budget was reduced. The site visit did not go well in terms of procedures; however things are looking up now.

c. Student Support Services

Kathryn Vigil reported for Student Services. She has been meeting with Cindy Rooney and Mickey Marsee; they are working on improving the student experience. They are adopting the “On Course” model which helps us help students make better decisions. Last year their Summer Bridge Program had 3 students, this year enrollment to date is 23. They credit the enrollment increases to the work of the consultants that were brought in the fall 2012 semester and to the work of the outreach the advisors.

Business Operations/Financial Matters, Director’s Report

Ms. Wismer presented the update on the finances. We are hoping for the best case scenario where we will only have a deficit of \$50,000, the worst case scenario would be a \$100,000 deficit. We will not be able to absorb the entire deficit.

We will have a tuition increase of 2% for summer and fall. In spring 2014, the tuition will increase 5.6% to accommodate a decision by the UNM Regents after the UNM-LA Advisory Board vote on this item in March 2013. Our housing department will not be accepting new students this fall. Students who are already there will be able to stay on with the understanding that they could get a 30 day notice to move if the property is leased to a developer.

**7. NEW BUSINESS**

Ms. Hull would like for us to work with the news agencies in town to promote UNM-LA. Dr. Hall would like for us to do a story on Kay Willerton’s math program. Dr. Page noted that our new Public Information Representative will be working with the press to help market UNM-LA.

**8. UNFINISHED BUSINESS**

Ms. Wismer said the goal of raising \$5000 for the mil levy campaign has been met. Subcommittees of the LACHE are working on messaging, logistics and campaign events.

Dr. Page presented the 2.0 version of the Strategic Implementation Plan. This version reflects input by faculty and staff across all units on campus. Additional time is needed to vet the report. Dr. Hall had several issues that she wanted clarified. Dr. Boerigter said he would like clarification too. Dr. Page suggested that each of the advisory board members rank the top three goals that should be addressed in order to give guidance to the staff as they finalize the SIP. Members commented that our current focus needs to be first-time first year enrollment and the mil levy campaign.

Ms. Wismer brought to attention the need for Board action on amending the Proclamation for the mil levy made last July. A date has been set now and we will need new signatures. Dr. Hall made a motion to amend the Proclamation that was made last July

for a two mil levy in September of 2013. Motion was seconded by Ms. Hull. Motion passed.

**9. FUTURE BUSINESS**

The next Regular Board meeting will be on Monday, September 9, 2013 at 5:30 p.m. There will be a Special Board meeting on Wednesday, May 22, 2013 at 5:30 p.m.

**10. ADJOURNMENT:**

Upon a motion by Mr.Hofmann, the Board unanimously voted to adjourn the meeting at 7:00 p.m.

*Approved by the UNM-LA Advisory Board on September 9, 2013  
Anne Lantrip, Recording Secretary*