

**Advisory Board Meeting
Monday, September 12, 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 5:36 pm.

Board Members Present:

Stephen Boerigter
Michelle Hall
David Sutton
Pat Soran

UNM Staff Present:

Cynthia Rooney, Chief Executive Director
Kay Willerton, Dean of Instruction
Sharon Hurley-Johns, Assistant Dean of Instruction
Lisa Wismer, Director, Business Operations
Kathryn Vigil, Student Enrollment Director\
Elizabeth Radamacher, Academic Student Success Manager
Gayle Burns, Business Services Manager
Valida Dushdurova, Research & Information Manager
Nancy Coombs, Marketing Representative
Cindy Leyba, Sun Path Grant Coordinator
Julie Smith, Accounts Payable, Notary Public
Anne Lantrip, SBDC

Visitors:

Jerry Dominguez, UNM Branch Campus Liaison
James Robinson, Representative of Mil Levy PAC
Tris DeRoma, LA Monitor

2. **Routine Business- Board Action Items**

a. Adoption of Agenda

b. Approval of Minutes from May 16, 2016: Michelle Hall motioned to approve the minutes. Seconded by David Sutton. Passed.

c. Annual Review of UNM-Los Alamos By-Laws: Motion to postpone the discussion. Michelle Hall motioned to approve, seconded by David Sutton. Review of the By-Laws will be postponed.

d. Annual Review of the Operating Agreement. Stephen Boerigter declared the item reviewed.

3. **Public Comment**

No public comment.

4. **Introduction of Visitors:**

Tris DeRoma of the LA Monitor and James Robinson with the Mil Levy PAC were introduced.

5. Information for the Board:

a. Enrollment Update:

Cindy Rooney spoke about the fall enrollment showing a significant increase in both Head Count and Student Credit Hours. Head Count was 1056, up 11% from last fall. Student Credit Hours was at 6,398, up 6% from last fall. Kathryn Vigil noted that the increases were across the board, including minority students. Steve Boerigter observed that these numbers show that we are providing a high quality product at a very reasonable price and that excellent things are happening at UNM-LA.

b. Sun Path Grant:

Cindy Leyba spoke on the Sun Path Grant. This is its third year of the grant for UNM-LA. The grant is designed to prepare students for careers in healthcare. It is intended to increase the number graduates entering the work force. The Personal Care program is the newest addition to the program and can be completed in one 5 credit hour course. EMS is also part of this program. This program works with students and the community to help meet the needs of the local businesses.

c. UNM-LA and LAPS and Partnership and Collaboration Resolution Update:

Cindy Rooney reviewed the partnership and collaboration with LAPS. Kay Willerton described the program and the progress being made. This year's goal is to have 20-25 participants in the LAECCA program. Jerry Dominguez said that Gallup and Taos also have very successful dual credit programs.

d. Student Housing Opportunities Update:

Kathryn Vigil spoke about our arrangement for student housing. It has been very successful. She foresees next year will be even more successful. Stephen Boerigter sees this as a big win-win for the involved organizations.

e. Strategic Plan Update:

Cindy Rooney gave an update on the Strategic Plan. The Mission, Vision, and Values portion of the Plan have been updated to more closely align with the UNM plan. This will prepare us for the next accreditation process. Three goals have been identified: Student Excellence, Community Excellence, and Institutional Excellence. Specific items will be identified in each category that we want to accomplish in the next 10 years.

6. Unfinished Business

a. Mil Levy Plan Discussion:

On June 7th, Cindy Rooney, Steve Boerigter, and Lisa Wismer met with the UNM Regents F&F Committee to request to move forward with a mil levy election. They approved the request. On June 10th, the full Board of Regents also approved the request. A political action committee has been established for the project. Discussions are taking place on the timing of the election, the possibility of coordinating the election with the local schools, and the strategy for the election.

James Robinson is the leader of the political action committee. Kathy Boerigter is the treasurer.

7. Reports

a. Executive Director:

Grants Update:

- i. The Sun Path Grant was discussed by Cindy Leyba. The 5 year collaborative HSI Stem Capacity Building grant will end at the end of September. The grant has been coordinated by Dr. Zandree Stidham on campus and has brought over \$1.5 million to campus during the 5 year period. The grant is currently providing

- funds for the remodel of the old dark room into office space and for a remodel of the robotics/electronics classroom.
- ii. An HSI Title III – Stem grant proposal was submitted in late May.
 - iii. In August, Dr. Mary Martucci attended a five day workshop in Santa Fe on grant writing. She is now preparing an NSF Advanced Technological Education grant.
 - iv. Dr. Sharon Hurley and Dr. Irina Alvestad are working on separate NSF grants to be submitted later this year.
 - v. Faculty members are exploring grants in the area of Humanities and a Department of Justice grant.
 - vi. Collaboration with LANL on the Community Internship Collaboration (CIC) was successful last year. LANL has committed to funding again for the 2016-17 academic year.
 - vii. EMS Open House was held on August 11th. Senator Carlos Cisneros, Los Alamos Fire Department Chief Troy Hughes, and several others participated in the event. An estimate of over 100 people attended the event.
 - viii. Work is continuing to establish a local vendor to provide food service in the Student Center. The service should be available in October of this year.
 - ix. An Employee Appreciation event was held on September 7th. A presentation on “The State of the Campus” was shared and ice cream and various desserts were enjoyed.

b. Dean of Instruction Report:

- i. Kay Willerton presented an update for the Office of Instruction. Dr. Zandree Stidham successfully completed her mid-probationary review for tenure.
- ii. In July, Dr. Sharon Hurley was hired to be the Associate Dean of Instruction, she will be teaching half-time and doing administration half-time.
- iii. This fall we offered 204 classes compared to 181 last fall, a 12.7% increase in offerings. Of the 204 classes offered this fall 24 (11.7%) were cancelled compared to 19 (10.5%) cancelled in fall 2015.
- iv. Work is continuing with Los Alamos High School on the Los Alamos Early College and Career Academy (LAECCA).
- v. Department chairs have submitted General Education assessments for 2015-16. Staff and faculty continue to participate in the Assessment and Institutional Effectiveness meetings in preparation of the 2018-19 reaccreditation visit.
- vi. ABE/Community Education: Enrollment continues to meet their goals.

c. Student Services Report:

- i. Kathryn Vigil presented an update on fall enrollment, which is up 11% from the same time last fall. Student credit hours are also up 6.2% from the previous fall term. Part of the success is attributed to strategic marketing started by Vint Miller and continued by Nancy Coombs.

d. Business Operations Report:

- i. Lisa Wismer reported that Human Resources is implementing changes as a result of the new FLSA regulations related to overtime eligibility.
- ii. Los Alamos County completed new redesign of the 40th Street Circle.
- iii. IT has a new professional grade printer
- iv. In June we lost a member of the UNM-LA family, Ted Lopez, the Los Alamos SBDC Manager. A candidate has been selected to fill the vacancy and we hope to have the individual in place by the end of September.
- v. The renovation of the old darkroom is underway.

- vi. We are close to completing a licensing agreement with a local vendor for a “Grab and Go” food operation in the student center
- vii. UNM-LA will be represented in the Bond C election for \$500,000
- viii. On August 11th, an Open House was held for the EMS renovation project. The project came in on time and under budget.
- ix. The instruction and general fund for FY17 is off to a strong start with increased enrollment numbers generating tuition and fees revenues ahead of the budget by \$28,000. The new revenues will be important as the legislature enters a special session later this month. Based on the forecasts from state economists, we are anticipating a state-wide budget reduction in FY17.

8. Next Meeting:

Special Meeting: October 11, with the LAPS Board, 5:30 pm at the LAPS School Board Room

Regular Meeting: November 7, 2016, 5:30 pm UNM-LA Lecture Hall

9. Adjournment: Meeting adjourned at 7:33 pm