

**Advisory Board Meeting
Monday, September 14, 2015
5:30 p.m., Lecture Hall, Building 2**

Minutes

1. **Call to Order; Confirmation of Quorum** (5 Board Members present)

Chairman Steve Boerigter called the meeting to order at 5:34 pm.

Board Members Present:

Stephen Boerigter
Micheline Devaurs
Michael DiRosa
Michelle Hall
David Sutton

UNM Staff Present:

Jerry Dominguez, Branch Liaison
Cynthia Rooney, Interim Executive Director
Kay Willerton, Interim Dean of Instruction
Lisa Wismer, Director, Business Operations
Gayle Burns, Manager Business Services
Vint Miller, Public Relations
Kathryn Vigil, Student Enrollment Director
Elizabeth Rademacher, Academic Student Success Manager
Valida Dushdurova, Research and Information Manager
Alex Zubelewicz, Event Coordinator
Cindy Leyba, Extended Learning
Kateri Morris, Administrative Assistant to the Dean

Visitors:

Tris DeRoma, Los Alamos Monitor

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

- a. **Adoption of Agenda:** No changes to the agenda. No public comment.
- b. **Approval of Minutes from April 11, 2015 Meeting:** Michelle Hall motioned to approve the minutes. Seconded by Micheline Devaurs. Passed.
- c. **Annual Review of UNM-LA By-Laws:** Michelle Hall motioned to approve the by-laws, Seconded by Michael DiRosa. Passed.
- d. **Election of Officers:** Michelle Hall motioned that Steve Boerigter continue to be Chairperson, seconded by Micheline. Michael nominated Michelle Hall for Chairperson. She declined the nomination. Steve Boerigter was elected as Chairperson. David Sutton nominated Michelle Hall for Secretary. She accepted the nomination. Michelle Hall was chosen as Secretary.

3. **Public Comment**

No public comment.

4.

Status Reports

a. Executive Director:

- i. **Transitions:** The decision to have a “full time” executive director resulted in Cindy Rooney assuming the role of Interim Executive Director and Kay Willerton serving as Interim Dean, effective August 1, 2015. Other changes to the organization structure reversed some changes that were made last year. Both Student Services and Institutional Research will return to reporting directly to the Executive Director. Also, Adult Basic Education and Community Education will return to reporting to the Office of Instruction.
A physical transition occurred in July when Student Services and Business Operations exchanged locations.
The key focus for the fall semester will be the revision of our Strategic Plan.
- ii. **Fall enrollment:** At census date, three weeks into the semester, we have 964 students enrolled, which is an 11% increase from last fall; Student credit hours are up 9% from last fall. Dual Credit and concurrent enrollment students make up 13% of our head count. Online classes represent 42% of student credit hours.
- iii. **Key Updates:** UNM Real Estate has secured a listing broker for the sale of the former UNM-LA housing site. Jerry Dominquez indicated that he would continue to monitor any progress. A new Workforce Development & Mentoring program (UNM-LA, LAHS, local businesses, LANL) was introduced.
- iv. **Grant Activity:** The NSF –Cybersecurity grant ends in September 2015. The HSI-STEM-will end next year (Sept 2016). The SunPath grant started October 1, 2014 and will run for four years, with the majority of the activity in the first three years.

b. Office of Instruction:

- i. **Faculty:** Irina Alvestad was promoted to Associate Professor and received tenure this summer. Mary Martucci was hired as a .5 FTE Assistant Professor and will serve as Department Chair of Science.
- ii. **Enrollment:** 181 classes were scheduled this fall (6% increase); 19 classes cancelled, effecting 21 students (most transferred to other courses).
- iii. **Early College High School:** We continue to work with personnel from Los Alamos High School on the implementation of their Early College Program.
- iv. **Assessment and Accreditation:** Institutional Assessment Day at UNM-LA is scheduled for October. General Ed assessment has been submitted by Dept. Chairs. Staff and Faculty have been attending prep meetings for the 2018-2019 reaccreditation visit to UNM by the Higher Learning Commission.
- v. **Library:** Adoption of information courseware package which will be available to all students, faculty, and staff. This was funded by Bobbye Straight.

c. Student Services:

- i. **New location:** The new location has made Student Services more accessible to students.
- ii. **Staff changes:** New hire-Melissa Torres, recruitment and advisement; Irene Martinez retired after serving 25 years on our campus, vacant position-hiring process near completion.
- iii. **Retention:** Implementation of LoboAchieve in advising process.
- iv. **Discussion item:** Michael DiRosa brought up the availability of food/concession on campus. Cindy Rooney indicated that this was an on-going issue. Most recent suggestion has been to explore a grab-n-go format for a trial period. Main concern: lack of foot traffic. Discussion identified several possible customers: LAHS students, staff, students, Lab employees in the area, and people in the surrounding neighborhood.

d. Business Operations:

- i. Business Services and HR:** Two required financial reports have been submitted to the Office of Planning Budget and Analysis and HED this summer.
- ii. Information Technology:** Testing and limited use of Opencast, a free open source solution to replace MediaSite, is underway.
- iii. Marketing:** Replacement of monument sign on Diamond; approval to proceed; the new sign will go over the old one by this fiscal year. Logo will not change. Michael suggested lighting. Vint will look into it.
- iv. ABE/CE:** Computer lab and smart board installed; Summer Program for Youth had enrollment of 137 participants; also had a successful Parenting Workshop with JJAB.
- v. Facilities:** Widened and newly paved road to the back parking lot; the County is looking for feedback on the round-about scheduled for work in the summer of 2016; EMS renovation project presented to the LA school board including a permanent drainage solution, LAPS supportive.
- vi. Highlights of FY 16 financials:** Summer tuition-down, Fall-up; I & G revenues were 20% within budget, expenditure level less than budget due to encumbrances & payment timing of FY closure.

5. Information/Discussion:

a. Strategic Plan:

- i. Introduction:** Define who we are. What do we want to be? How are we uniquely qualified to serve our community?
- ii. Discussion:** The previously approved Mission, Vision, Goals Statement is suggested as a starting point. Taos Strategic Plan 2014 is shared for discussion. Should we have consultation? What level of community involvement?
- iii. Input:** The discussion started with the need to identify key things that changed since the strategic planning efforts in 2012 and 2013. It was also suggested to pick five things to concentrate on over the span of a few years. Dr. Dominquez noted that it is important to have a strategic plan in place to recruit for an Executive Director. The discussion included topics of recreating ourselves; the need to meet both Lab needs and community needs; and the importance of enrollment. Dr. Rooney will lead the planning effort. Steve Boerigter emphasized the importance of input from faculty and staff because they will be the ones to execute the plan.

b. Ongoing Interaction and Discussions with UNM-ABQ personnel (Dr. Dominquez):

- i.** Dr. Dominquez shared several activities that were happening related to ongoing interaction with UNM-ABQ. These include: Executive Directors retreat, meetings with Office of Research; and meetings with Enrollment management. Dr. Dominquez announced a change of title for Branch Executive Directors. The new title will now be Chief Executive Officer. Dr. Dominquez also announced that he will continue his role as the Provost's Liaison to the Branches. It was suggested that the UNM President and Provost be invited to the next Advisory Board meeting with an opportunity for interaction with the Los Alamos community.

6. Next Meeting:

The next meeting will be Monday, November 9, 2015 at 5:30 pm UNM-LA Lecture Hall.

7. Adjournment:

Steve Boerigter declared the meeting adjourned at 7:53 pm.