



**Special Advisory Board Meeting  
Monday, October 8, 2013  
5:30 p.m., Lecture Hall**

<b>MINUTES</b>
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**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  
Ms. Linda Hull  
Dr. Michelle Hall  
Mr. John Hofmann  
Ms. Micheline Devaurs

**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  
Ms. Kathryn Vigil, Student Enrollment Director  
Ms. Valida Dushdurova, Research and Information Manager  
Ms. Cindy Leyba, Operations Manager, Bachelor and Graduate Programs  
Dr. Irina Alvestad, Program Manager Applied Technologies  
Mr. Vint Miller, Public Relations Representative  
Ms. Elizabeth Rademacher, Financial Aid Officer  
Mr. Alex Zubelewicz, Event Coordinator  
Mr. Joseph Martinez, Grants Coordinator  
Mr. Jack Hanlon, Instructor  
Mrs. Colleen Hanlon  
Mr. Troy Hughes  
Ms. Lori Heindall Gibson  
Mr. Morris Pongratz  
Mr. Mike Wheeler  
Ms. Helen M. Milenski

**3. ROUTINE BUSINESS - BOARD ACTION**

Approval of Advisory Board Meeting Minutes of September 9, 2013

A motion to approve the Minutes was made by Ms. Hull and seconded by Dr. Hall. Motion was passed.

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

Dr. Page noted that there were a number of visitors present. He asked them all to sign in.

**5. STAFF PRESENTATIONS and ADVISORY BOARD DISCUSSION**

a. Review and Analysis of Election Results

Dr. Boerigter suggested that Ms. Dushdurova make her presentation and then the board and visitors could have discussion afterward. Ms. Dushdurova presented data on the election results. An engaged discussion followed highlighting the profiles of those who voted in the mil levy election.

Review of Historical UNM-LA Enrollment

Dr. Page introduced Ms. Dushdurova who presented a review of the UNM-LA enrollment history. A significant portion of our enrollment includes life-long learners (Community Education), undeclared majors, and students enrolled from other campuses in our online courses.

Review of Historical UNM-LA Personnel: Faculty and Staff

Dr. Cindy Rooney presented a review of faculty and staff employment at UNM-LA. She highlighted the fact that compared to five years ago we have had a reduction in total faculty FTEs (Full Time Equivalents) of 79%, while we have increased the number of credit hours offered during the same period by 102%. The total faculty FTE number includes both “core faculty” and our adjunct faculty. We have 23 individuals at UNM-LA classified as “core faculty,” which includes the executive director, dean, associates deans, library director, and academic resource center director. Many of our core faculty are part-time and several have other duties related to administration (department chairs) or grant work. When we exclude administrators and the administrative and grant components of faculty positions, and adjust for the part-time loads of individuals, the twenty-three “core faculty” individuals noted above is reduced to 6.8 FTE of teaching faculty. This results in a heavy reliance on adjunct faculty, with approximately 71% of our courses this semester taught by adjuncts.

Review of UNM-LA Current Financial Situation

Dr. Page presented information on our current financial position. He reported that the FY14 budget does not include anticipated revenue from an increase in the mil levy. He emphasized that we do not have to make any budget adjustment decisions right now because the budget for this year was approved without expectation of an increase of funds from the mil levy. At the end of Q1 (September 30) we were on target with our revenues and expenditures. He noted that we will watch our spring enrollment and the projected tuition revenue. If our enrollment does not meet our expectations, we might have to make budget

adjustments early in 2014. He stated that we had to go into our fund balance last year to cover, in part, the unexpected shortfall in tuition.

There was discussion on how to retain current students and increase enrollment of new (first-time freshmen) students in fall 2014.

UNM-LA Strategic Planning Process

Dr. Boerigter led the discussion on what we will need to focus on for our Strategic Plan. The advisory board agreed that we should think “outside the box” to find ways to fund our college. He asked the Board, faculty and staff to think about methods and action we should consider and bring those ideas to the regular meeting on November 18<sup>th</sup>.

Ms. Devaurs commented that we should sustain our efforts to maintain the visibility of UNM-LA in the community that we had during the campaign.

**6. FUTURE BUSINESS**

The next Regular Board meeting will be on Monday, November 18, 2013 at 5:30 p.m.

**7. ADJOURNMENT:**

Upon a motion by Ms. Hull, the Board unanimously voted to adjourn the meeting at 7:49 p.m.

*Approved by the UNM-LA Advisory Board on November 18, 2013  
Anne Lantrip, Recording Secretary*