

**Advisory Board Meeting
Monday, November 7, 2016
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 5:35 pm.

Board Members Present:

Stephen Boerigter
Micheline Devaurs
Michelle Hall
David Sutton
Pat Soran

UNM Staff Present:

Cynthia Rooney, Chief Executive Director
Kay Willerton, Dean of Instruction
Lisa Wismer, Director, Business Operations
Kathryn Vigil, Student Enrollment Director
Elizabeth Rademacher, Academic Student Success Manager
Sharon Hurley-Johns, Associate Dean of Instruction
Alex Zubelewicz, Event Coordinator
Nancy Coombs, Marketing Representative
Cindy Leyba, Sun Path Grant Coordinator
Joe Montes, SBDC Director
Anne Lantrip, SBDC Business Advisor

Visitors:

Jeremy Varela, Secret City Kitchen
James Robinson, Education Drives Discovery PAC

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

a. Adoption of Agenda

b. Approval of Minutes from September 12, 2016 and October, 11, 2016, UNM-LA/LAPS Special Advisory Board Meeting: Pat Soran motioned to approve the minutes. Seconded by Michelle Hall. Passed.

3. **Public Comment**

No public comment.

4. **Introduction of Visitors:**

- a. James Robinson, Education Drives Discovery PAC was introduced
- b. Joe Montes, the new Director of SBDC was introduced and gave information on his background and his ideas for SBDC.
- c. Jeremy Varela of Secret City Kitchen was introduced and spoke about the opening of the café at the Student Center. It will have a soft opening next week. The hours will be 7am – 3 or 4pm.

5. **Business Items:**
 - a. Mil Levy Update:
 - i. Cindy Rooney discussed the joint election with LAPS. The time table was identified.
 - ii. Cindy has met with Kurt Steinhaus to file paperwork.
 - iii. Cindy has also met with Steve Boerigter, James Robinson, and Laura Loy to discuss campaign strategies.
 - b. Impact of Additional State Funding Reductions:
 - i. The 5% reduction to Higher Education made during the special session of the New Mexico legislature was discussed. For UNM-LA, this is expected to be a budget reduction of approximately \$92,000
 - ii. An executive team has considered various options. Discussed were a combination of decreases in expenses, possible increases in revenues, and a possible reduction to reserves.
 - c. Strategic Plan Update:
 - i. Cindy Rooney talked about the ongoing process of updating the Strategic Plan. Specific items have now been identified in each category that UNM-LA wants to accomplish in the next 10 years.
6. **Reports:**
 - a. **Executive Director:**
 - i. Fall enrollment: at census date Fall enrollment was 1050, up 9% from Fall 2015. Valida Dushdurova has been working on our annual reports for HED.
 - ii. Grants Update:
 1. Cindy Leyba is continuing to expand and improve the Sun Path grant program at UNM-LA. A CNA program is being added to the program, it should be available for the Spring semester.
 2. UNM-LA was not awarded the HSI Title III Stem grant this year.
 3. An update was given on work being done on other grants in preparation and in process.
 - iii. State and Federal Higher Education Items: HED has announced plans to set a goal for the state to increase the percentage of New Mexicans with postsecondary education to 66% by 2030. HED will be embarking on strategies over the next year to pursue that goal.
 - b. **Office of Instruction:**
 - i. Kay Willerton gave an update on the Spring 2017 schedule that has been completed and should be similar to last year.
 - ii. Events on Campus: This year for the second time, UNM-LA was a stop on the annual Los Alamos Art Studio Tour
 - iii. Grants, leadership development, assessment and accreditation, classroom improvements, adult education, and customized training were discussed.
 - c. **Student Services:**
 - i. Department of Education, Upward Bound/Dual Credit Grants was discussed.
 - ii. Updates for recruitment, financial aid, admissions and registration were given.
 - iii. Advisement huddles and Transfer Day were successful. UNM Institutional Assessment was held on October 25 and 26 which will provide UNM-LA with feedback on our services.
 - iv. Student Government events for the semester were discussed.
 - d. **Business Operations:**
 - i. Business Services and Human Resources: Go live date is December 1, 2016 for the new ChromeRiver financial software. Implementation of the new FLSA classifications of exempt and non-exempt status for employees becomes effective

this month. UNM-LA has nine employees impacted by the interpretation of eligibility for earning overtime pay.

- ii. Information Technology: IT has collaborated with several other service departments in the implementation of ticketing system tentatively named ATLAS. With HSI grant funds, it purchased 40+ laptop computers and locking charge carts for use in classrooms where computers are needed for students. Five laptops have also been added for faculty to checkout, replacing the many obsolete ones.
- iii. Small Business Development Center: The new Director of the SBDC, Mr. Joseph Montes, started his assignment at UNM-LA on September 26, 2016. He has begun meeting key stakeholders in the community and outreach will continue to be a priority.
- iv. Facilities:
 1. The replacement of building 4 HVAC and the renovation of the old darkroom and the elector-mechanical lab was completed in October as part of the HSI grant.
 2. Secret City Kitchen is being readied for their operation. Installation of a new sink will proceed as soon as a permit is obtained by the contractor.
 3. UNM Safety and Risk Services conducted ergonomic assessments for employees and provided suggestions to improve work stations.
- v. Highlights of the FY17 financials as of 9/30/16:
 1. Revenues are at 29% of total budgeted revenues and expenditures are at 23% of total expenditures. We anticipate a stronger second quarter for revenues based on large billings for specialized instruction that will post in the second quarter. We are preparing for a 5% state appropriation reduction and will monitor all revenue streams to evaluate potential availability to mitigate reduced resources from the state.
 2. It appears we have options in regards to addressing a state appropriation reduction in FY17, the prospects for FY18 are not optimistic and we have begun campus-wide discussion should further permanent budget cuts be implemented by the 2017 legislative session.

7. **Next Meeting:** January 9, 2017, 5:30 pm UNM-LA Lecture Hall

8. **Adjournment:** Meeting adjourned at 6:50 pm