



**Advisory Board Meeting
Monday, November 18, 2013
5:30 p.m., Lecture Hall**

MINUTES

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

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, Department Chair, Mathematics
Ms. Gayle Burns, Manager, Business Services
Ms. Kathryn Vigil, Student Enrollment Director
Ms. Elizabeth Rademacher, Academic Student Success Manager
Ms. Valida Dushdurova, Research and Information Manager
Ms. Cindy Leyba, Operations Manager, Bachelor and Graduate Program
Dr. Wynn Goering, President's Office, Albuquerque
Mr. Tris DeRoma, Reporter, Los Alamos Monitor
Ms. Helen Melinsky, Student Government
Ms. Daizzare Quintana, Student Government
Ms. Leah Roach, Student Government
Ms. Aysha McClory, Student Government
Ms. Coleen Hanlon, Visitor
Mr. Jack Hanlon, Instructor

3. PRESENTATION OF VISITORS & INFORMATION FOR THE BOARD

Dr. Page introduced Dr. Wynn Goering from the President's Office. Cindy Leyba gave an update for the Bachelor and Graduate Programs. She has had two information sessions for engineering students. She is hoping to keep having events to work with the

engineering students. She wants to build groups that can go through classes together. Ms. Leyba went to a meeting at main campus and they are trying to build an engineering program with community colleges in New Mexico. They are also proposing a new math course for engineering students for branches to offer.

Student Government had four representatives present to give an update. Ms. Helen Melinski reported that she is working with Vint Miller in Marketing on a new UNM-LA planner to give to students. Aysha McClory spoke about the Winterfest Parade float they are working on. The theme is snowflakes and an Abominable Lobo. They are collecting donations for lights, paint and stuffing. Daizzare Quintana reported that Student Government will be working with PTK on *Pizza Study Night*. Home Run Pizza is donating some pizza, plus Student Government will place an order for more pizza for the evening. Leah Roach discussed *Food for Finals*. Ruby K's will be providing bagels and Student Government will be bringing in food from Smith's also.

4. ROUTINE BUSINESS - BOARD ACTION

Approval of Special Advisory Board Meeting Minutes of October 8, 2013

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

Review of Operating Agreement; Branch Community College and Learning Center Acts

Dr. Page suggested we hear from Dr. Goering on the subject of the Operating Agreement. Dr. Goering said he is still in the process of gathering information from the other branches. Dr. Page said the major change will be in the wording for the operating fee. He said the other documents were included to guide the Board on what can and cannot be done according to the bounds of the Acts. A brief discussion followed regarding how to move forward.

5. PUBLIC COMMENT

Jack Hanlon, an adjunct instructor presented a plan he believes UNM-LA should consider. He has been working with Dr. Irina Alvestad on the plan. His plan includes refocusing on core programs; rebalancing the staff/core faculty ratio to 1:1; establishing bachelor's and master's degree programs in EE and ME program with 80% of the classes on UNM-LA campus. He suggested that LANL and National Instruments would be partners; and that efforts should be made to negotiate a lower Extended University cost. Michelle Hall commented that she has seen Jack's curriculum plan and it is good and that it could work at UNM-LA.

6. STAFF PRESENTATIONS:

a. Executive Director's Report

Dr. Page presented a certificate of completion to Valida Dushdurova from the Data & Decisions Academy as a 2012 Presidential Scholarship Recipient.

Dr. Page presented his report and noted that the NM HED Secretary presented the agency's proposed state funding formula for FY15. The new HED formula

requires a holdback ('skin in the game') of 10% of FY14 appropriation levels however the mission based funding formula put forth by the higher education institutions would be more equitable and fair to the two-year colleges. Dr. Page reported that the application for rezoning the site of our student housing was submitted by UNM Real Estate department and the anticipated hearing date before the LAC Planning and Zoning Commission is December 11. The UNM Secretary received our 2013 Annual Report on November 15. He noted that November 19 is Native American Heritage Day at UNM-LA and the campus community is invited to participate. This annual event is sponsored by the Native American employees of LANL. Lastly, regarding the Personnel Report, we have maternity leave and sick leave coming up soon for two executive group staff.

b. Office of Instruction's Report

Dr. Cindy Rooney provided her update. The spring 2014 schedule has been sent to the printer. In program news, paperwork has been submitted for a new AAS degree in Environmental Technology. Dr. Irina Alvestad is preparing an NSF grant for submission in early December. Dr. Rooney, Kay Willerton, Elizabeth Rademacher and Gayle Burns attended the Assessment Institute conference October 26-29 and they are working on bringing an Institutional Assessment program to UNM-LA. On September 28th a team from UNM-LA walked in the 2013 Walk to End Alzheimer's event in Los Alamos. The team raised over \$1,000.

Also reviewed were the ABE Report and the Library Report.

c. Student Support Services

Ms. Elizabeth Rademacher presented the update for Student Services. They have a registration open house kick off on November 19. Jeff and Emily are working on cohort advising. Student Services has a new Bio Board to introduce themselves to students which will help students find who they will need to talk to.

7. NEW BUSINESS

Gayle Burns presented information on the implementation of PawPrints student print management system at UNM-LA. The PawPrints program will allow students to print at all IT managed lab locations on campus as well as the library. All enrolled students will pay a \$10 printing fee and will be provided with a \$10 print credit on their Lobo Card. The system will be a self-sustaining program. A brief discussion regarding the program followed.

8. UNFINISHED BUSINESS

John Hofmann told the Board that he will be resigning his position as of December 12th. He will send a letter to the Board when his decision becomes final.

Strategic Implementation Plan

Dr. Page presented the Strategic Implementation Plan 3.1. The focus is growing our enrollment while keeping fees and tuition affordable. He added that we need to build core faculty and grow our online and hybrid course offerings. A discussion followed about the most effective ways to achieve these goals.

Institutional Effectiveness Strategy

Dr. Rooney presented the highlights from the Assessment Institute conference attended October 26-29. She plans on implementing some of the ideas here at UNM-LA.

9. FUTURE BUSINESS

The next Regular Board meeting will be on Monday, January 13, 2013 at 5:30 p.m.

10. Vote to close the meeting and proceed to Executive Session.

11. Vote to open the meeting and certify that only matters described in Agenda Item 10 were discussed.

12. ADJOURNMENT: Meeting was adjourned at 7:35 p.m.

*Approved by the UNM-LA Advisory Board on January 13, 2014
Anne Lantrip, Recording Secretary*