



**Advisory Board Meeting  
Monday, January 8, 2018  
5:30 pm, Lecture Hall, Building 2**

<b>MINUTES</b>
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1. **Call to Order, Confirmation of a Quorum** (5 board members present)

Chairman Steve Boerigter called the meeting to order at 5:39 pm.

**Board Members Present:**

Stephen Boerigter  
Michelle Hall  
Sheila Schiferl  
Pat Soran  
David Sutton

**UNM LA Staff Present:**

Cynthia Rooney, Chief Executive Director  
Sharon Hurley, Dean of Instruction  
Bob Harmon, Director, Business Operations  
Kathryn Vigil, Student Enrollment Director  
Gabe Baca, Program Manager ABE/Community Education, SUN PATH Program Specialist  
Gayle Burns, Business Services Manager  
Nancy Coombs, Marketing Representative  
Alex Zubelewicz, Special Events, Campus Safety Coordinator/IT  
Ken Holmes, CIC Coordinator, Temp Part-time Faculty  
Cindy Leyba, Executive Assistant

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

- a. Adoption of Agenda (Attachment A)  
Michelle Hall motioned to adopt agenda. Seconded by David Sutton. Motion passed.
- b. Approval of Advisory Board Meeting Minutes-November 13, 2017 (Attachment B)  
Michelle Hall motioned to approve minutes. Seconded by Pat Soran, Motion passed.

3. **Public Comment**

No public comment.

4. **Introduction of Visitors**

- a. Dr. Jerry Dominguez, UNM Branch Liaison (Unable to attend)  
Dr. Rooney shared information relayed to her by Dr. Dominguez.
  - i. The Council of University Presidents (CUP) supports continuation of the branch system in New Mexico.
  - ii. Discussions concerning the UNM branch operating agreements are ongoing via Budget Leadership Team (BLT) at UNM ABQ. UNM LA currently pays 3.6%. Dr. Dominguez has proposed a study of the UNM branch operating agreements, with a one-year extension at 3.6%, 4%, or 5% remittance.

The committee to study branch operating agreements will include Rick Goshorn; two UNM ABQ representatives; and one branch CEO.

- b. UNM-LA Student Government representatives (None present.)
- c. Community Internship Collaboration student  
Serenity Maestas, CIC Student Intern with LA Daily Post.  
Bonnie Gordon, LA Daily Post mentor.  
Ken Holmes, CIC Coordinator.  
Naomi Maestas, mother of Serenity Maestas.

**5. Presentation to the Board on the UNM-LA SUN PATH grant**

- a. Dr. Gabe Baca highlighted UNM-LA's participation on the SUN PATH grant (Attachment C)
- b. UNM LA is one of 11 consortium members funded by the SUN PATH grant from the US Department of Labor.
- c. This is the fourth and final year of the grant.
- d. Three UNM LA programs are funded through the SUN PATH Grant: Emergency Medical Technician (EMT), Certified Nurse Assistant (CNA), and Personal Care Attendant (PCA). SUN PATH funds were utilized start both the PCA and CNA programs.
- e. To date, UNM LA has 83 unique SUN PATH participants.
- f. The employer relationships cultivated by the SUN PATH staff were beneficial and will continue.

**6. Reports**

- a. Chief Executive Officer (Attachment D)
  - i. Spring 2018 enrollment is down 4.6% compared to Spring 2017 comparable point of two weeks prior to start of semester. Dual Credit applications, once entered will likely result in level enrollment for this year.  
There are ongoing discussions about 2-year institutions receiving credit for students completing 30 credit hours before transferring.
  - ii. The identified priorities for FY18 from the UNM LA Strategic plan are helping to focus campus efforts.
  - iii. Regarding fundraising, UNM Foundation records for UNM LA indicate that three of our four largest donors last calendar year were first time donors to UNM LA.  
A UNM LA Fundraising Committee has formed, including three Advisory Board members, UNM LA personnel and community members.  
Discussions considered the benefits of working with UNM Foundation vs. Los Alamos Community Foundation (LACF).  
In December 2017, an anonymous \$25,000 donation received for scholarships.
  - iv. The NM Legislative Session begins on January 12, 2018. Pay raises for educators and state employees, formula funding, and branch oversight will be part of the session discussions.
- b. Office of Instruction (Attachment E)
  - i. Spring 2018 classes begin next week, January 16, 2018.
  - ii. UNM LA is close to finalizing HED required curriculum mapping project.
  - iii. Certificate for Robotics recently approved. LAHS Early College interested in this certificate in addition to the already available certifications in EMT, Marketing, and Electro Mechanical.

- iv. Core faculty positions filled. (Anne Kaul for Math; Nicole Lloyd-Ronning for Physics, and Program Coordinator for Science; Joan Lucas for Computer Science).
  - v. Alyssa Stubbs hired as Library Specialist and began employment on January 8, 2018.
- d. Student Services (Attachment F)
- i. Student Services continues the self-assessment process, looking at positive changes, and analyzing causes of the favorable difference in student retention.
  - ii. Student Services is following through on relationship building with rural schools. Most recently collaborated with the Cuba school system. Cuba H.S. currently has 14 online students enrolled at UNM LA in the dual credit program.
  - iii. Changes in the eligibility requirements for the NM Lottery Scholarship now allow students 16 months to enroll.
  - iv. Approximately 25% of student housing referrals resulted in tenancy. The Consortium is filling remaining student housing units. Student housing opportunities are currently publicized via UNM LA course schedule, website, admissions letters, high school counselors, presentations, etc.
- e. Business Operations (Attachment G)
- i. Jeremy Varela has moved all Secret City Kitchen operations to the UNM LA campus. UNM LA kitchen upgrades made over the holiday break to accommodate expanded Secret City Kitchen operations. Benefits include extended hours of operation and a percentage of all sales to UNM LA, in addition to rental revenue.
  - ii. The vendor was contacted to provide combinations to the lockers located in Bldg. 5. Lockers will be available to rent for \$10 per semester once policy is established.
  - iii. Digital signage will be installed in Bldgs. 1, 2, and 6. License fee is required. UNM LA is responsible for message content. Digital signs will be utilized for publicizing various announcements about student activities, including student housing options, etc.
  - iv. Our first check reflecting the increase in the mil levy check was received in December.
5. Next Regular Meeting: March 12, 2018, 5:30, UNM-LA Lecture Hall, Bldg. 2.
6. Adjournment: Meeting adjourned at 6:59 pm.