

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

**MINUTES**

1. **Call to Order, Confirmation of a Quorum** (4 board members present)

Chairman Steve Boerigter called the meeting to order at 5:32 pm.

**Board Members Present:**

Stephen Boerigter

Michelle Hall

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

Gayle Burns, Business Services Manager

Nancy Coombs, Marketing Representative

Cindy Leyba, Executive Assistant

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

a. Adoption of Agenda

Michelle Hall motioned to adopt agenda. Motion passed by unanimous vote.

b. Approval of Advisory Board Meeting Minutes-January 8, 2018 (Attachment A)

David Sutton motioned to approve minutes. Motion passed by unanimous vote.

3. **Public Comment**

No public comment.

4. **Introduction of Visitors**

a. Dr. Dominguez, UNM Branch Liaison (Unable to attend).

Dr. Rooney shared information relayed to her by Dr. Dominguez.

i. Dr. Garnett Stokes began her role as UNM President on March 1, 2018.

ii. Dr. Chaouki Abdallah will resume his position as UNM Provost.

iii. David Harris, UNM's Executive Vice President for Administration, has announced his retirement.

iv. Budget Leadership Team (BLT) at UNM ABQ has not yet made a decision on a tuition increase.

v. All UNM branch campuses will have a one-year extension of the current operating agreement with a rate of 3.6% remittance to UNM ABQ.

## 5. Old Business

- a. Update on Fundraising Committee
  - i. Conducted first meeting in February 2018.
  - ii. Consensus of the committee is to solicit funds for student scholarships.
  - iii. UNM Los Alamos was the recipient of a \$25,000 anonymous donation which will be designated at the “Pay it Forward Part-Time Scholarship” and will be primarily for part-time students.
  - iv. Pat and Ann Soran have decided to donate \$10,000 for a UNM Los Alamos endowment through the Los Alamos Community Foundation. They have pledged an additional \$5000 for matching funds.

## 6. New Business – *Board Action Items*

- a. Election of Officers
  - i. Michelle Hall motioned to nominate Steve Boerigter for a consecutive term as UNM Los Alamos Advisory Board President. Motion carried by unanimous vote.
  - ii. David Sutton was nominated as Secretary. Motion carried by unanimous vote.
- b. Tuition Proposal for 2018-2019 (Attachment B)
  - i. Based on the increase of 2% funding to higher education funding through the legislative process, most NM higher education entities are committed to not raising tuition.
  - ii. Exhibits presented by Bob Harmon showed that UNM Los Alamos has the highest tuition rates for two-year higher education institutions in NM. Continued discussions included the inclusion of tuition rates of UNM ABQ and Highlands University on this table in the future, recognizing that they are not two-year institutions.
  - iii. Despite previous tuition increases, UNM Los Alamos continues to grow in enrollment.
  - iv. Tuition comprises approximately 20% of overall revenue for UNM Los Alamos
- c. Several revisions to fees were proposed. (Attachment B)
  - i. Eliminate the application fee would make registrations easier and would be consistent with some of the other branches. It would result in a \$3000-\$3500 reduction in revenue.
  - ii. Revise the Student Facility Fee proposal to charge a flat fee of \$3 per credit hour rather than having a “floor” of a \$12 fee for 1-4 credit hours with \$3 per credit hour fee charged to those taking 5 or more credit hours. This will simplify our overall fee structure.
  - iii. Changes to course fees and curriculum fees were also proposed. The proposed change to the Online Fee (a curriculum fee) would eliminate the current \$50 per online fee per course, and change it to a \$10 per credit hour fee renamed as an Instructional and Technology Fee. This fee will fund faculty training for online course development and provide funding for a tutor to assist students in navigating online courses. The change in online fees will result in approximately \$40K loss of revenue for the campus, but the monies from this fee must be spent consistent with guidelines for curriculum fees.
  - iv. Michelle Hall motioned to not to raise tuition and adopt the proposed fee structure. Motioned passed by unanimous vote.
- d. Proposed letter to the new UNM President
  - i. A draft welcome letter to the new UNM President, Dr. Stokes, was presented to the Advisory Board for consideration.
  - ii. Michelle Hall suggested that a unique fact about UNM LA be included in the letter.
  - iii. The board agreed that the Chair would work with Cindy Leyba to finalize and send the letter.

## 7. Reports

- a. Chief Executive Officer (Attachment C)
  - i. UNM Los Alamos enrollments have increased by 2% from 2017 spring semester. At least two of the UNM branches report double digit declines in enrollment this semester.
  - ii. NM Legislature approved a 2% wage increase for ongoing faculty and staff, pending final approval of Governor Martinez. This increase is partially funded by state appropriation, but UNM LA will allocate funds to cover the shortfall.
  - iii. UNM LA held open forums on the budget process for staff, faculty, and students.

- iv. Active shooter training session is planned for 3/2/18 on the UNM LA campus. LAPD helped organize the training for staff and faculty.
  - v. UNM LA was recently approached by LAPS to collaborate in bringing a threat assessment presentation to both campuses for staff and faculty. Research needed to determine if this particular content is appropriate for our campus.
  - vi. Kathryn Vigil was selected as Interim Director of Student Services.
- b. Office of Instruction (Attachment D)
- i. Dr. Steve Rugala from UNM's Counseling, Assistance & Referral Services (CARS) presented "Civility and Emotional Intelligence in the Classroom" at the spring faculty orientation event.
  - ii. The Summer-Fall 2018 course schedule is almost complete. Built into the Fall 2018 schedule is a Wednesday, 1:15-2:15 p.m. common hour to accommodate University events such as guest speakers, special celebrations, cohort meetings, etc. This will contribute to a more vibrant campus.
  - iii. Personnel changes include:  
A resignation from Dr. Carol Furchner, who will continue as adjunct faculty.  
Dr. Tom Beach has requested to drop from .5 FTE to .25 FTE. He will continue to teach astronomy and serve as faculty assembly representative.  
Diana Ballesteros resigned her position as Biology Lab Technician.  
Dr, Nichole Lloyd-Ronning, Dr. Joan Lucas, and Dr. Ann Kaul have taken on core faculty roles.
- c. Student Services (Attachment E)
- i. A few additional statistics about Spring enrollment: Readmit enrollment is up 73%. Dual Credit enrollment is up 26%. First time freshman enrollment for Spring 2018 declined by 14%.
  - ii. UNM Los Alamos will host the fifth annual job fair on April 3.
  - iii. UNM Los Alamos will hold the 37<sup>th</sup> annual graduation convocation on Thursday, May 10<sup>th</sup> at 6:00 p.m. at Crossroads Bible Church. Duane Smith Auditorium is reserved for 2019 graduation.
  - iv. Student Services works directly with UNM's Clery Officer, counselors, Dean of Students, and provides referral information on locally available support, such as Family Strengths Network.
- d. Business Operations (Attachment F)
- i. Current capital projects include replacement lights for two classrooms, all Bldg. 1 offices, and common areas.
  - ii. Meeting held with Connie Clark of LAPS to discuss Bldg. 6 stucco work to coincide with the stucco work that UNM Los Alamos has planned. This would ensure all of Bldg. 6 exterior finish would match.

**8. Next Meeting:** Special Budget Meeting, April 2, 2018, UNM Los Alamos Lecture Hall.

**9. Adjournment:** Meeting adjourned at 6:45 p.m.