



**Advisory Board Meeting**  
**Monday, May 7, 2018**  
**5:30 pm, Lecture Hall, Building 2**

<b>Meeting Minutes</b>
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1. Call to Order, Confirmation of a Quorum (5 board members present)  
Chairman Stephen Boerigter called the meeting to order at 5:31 p.m.  
Board Members Present:  
Stephen Boerigter  
Michelle Hall (via Zoom)  
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  
Gabriel Baca, ABE/ESL/WT/CE Program Manager  
Nancy Coombs, Marketing Representative  
Cindy Leyba, Executive Assistant  
Mickey Marsee, Division Chair, English/Humanities  
Elizabeth Rademacher, Academic Success Manager  
Alex Zubelewicz, Auxiliary Operations and IT Services
  
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 – April 2, 2018 (Attachment A)  
David Sutton motioned to approve minutes. Motion passed by unanimous vote.
  
3. Public Comment  
No public comment.
  
4. Introduction of Visitors  
Naomi Maestas, Los Alamos County Clerk, attended.
  
5. New Business
  - a. Potential impact of new law passed in 2018 NM Legislative Session related to local elections and specifically UNM-LA Advisory Board elections  
Presentation by Naomi Maestas, Los Alamos County Clerk
    - i. HB 98 concerning local elections will impact school board elections.

- ii. There will now be a statewide election every November that can include school board member elections.
  - iii. A move from February to November election of Advisory Board members will extend terms.
  - iv. The estimates for the impact on UNM-LA will be a decreased cost.
  - v. Any mail-out election ballots will be paid by schools.
  - b. Update on the UNM-LA High School Equivalence (HSE) Program by Gabe Baca
    - i. Five HSE certificates will be awarded spring 2018.
    - ii. This is a decrease from prior years and is due primarily to students entering the UNM-LA HSE Program coming in at lower levels, taking longer to pass the required examinations, and resulting in less graduates.
  - c. Proposed New Rules by New Mexico Higher Education Department (Attachment B)
    - 5.5.6 NMAC, Approval of New Undergraduate Programs
    - 5.55.3 NMAC, Transfer and Articulation
    - 5.55.5 NMAC, Common Course Numbering
    - 5.55.6 NMAC, General Education Curriculum
    - 5.55.7 NMAC, Meta-Majors and Transfer Modules
      - i. Dr. Rooney referred to the proposed new rules by the NM HED, included in the packet.
      - ii. Dr. Mickey Marsee attended to elaborate on the common course numbering system and the changes to General Education programming.
      - iii. General Education Program currently requires 35 credit hours, but in the near future will require 31 credit hours. Changes will be phased in gradually.
        - a. Phase I – includes the 2018 adoption of core curriculum and a General Education assessment.
        - b. Phase II – General Education will officially be a program with innovative strategies.
      - iv. Dr. Hurley reported that 156 UNM-LA courses have been submitted for common course numbering. This will make transferring from institution to institution easier for the student.
6. Reports
- a. Chief Executive Officer (Addressing Board Material Attachment C)
    - i. Dr. Rooney highlighted the spring 2018 enrollment numbers, head count is 1,151 students, up 2% from previous spring.
    - ii. The Community Endowment for UNM-LA has grown to approximately \$21,500.
    - iii. David and Sheila Schiferl donated \$1,260 to purchase a MIG welder for the UNM-LA Welding program.
    - iv. A fundraising event, featuring Dr. Terry Wallace, was discussed and will be referred to the UNM LA Fundraising Committee for consideration.
    - v. Bob Harmon and Dr. Rooney will present final budgets for FY 19 at the May 11, 2018 UNM Regents Meeting
    - vi. UNM Anderson School of Management representatives were on campus May 3, 2018, to discuss possible collaborations.
    - vii. The Community Partnerships Office donated \$15,000 to the CIC program and as seed money for a UNM LA testing center.
    - viii. There will be over 100 degrees awarded at the 2018 commencement ceremony.
    - ix. Dr. Michelle Hall will be the 2018 commencement speaker.

- x. President Stokes will visit Los Alamos on May 16, 2018, as part of her statewide listening tour.
    - b. Office of Instruction (Addressing Board Material Attachment D)
      - i. Dr. Hurley announced that Drs. Hans-Peder Hanson and Kristy Nadler signed .5 FTE Lecturer contracts to teach in the General Studies area beginning fall 2018.
      - ii. Associate Provost Pamela Cheek will visit UNM-LA on May 10, 2018, to review changes in assessment policy and procedures. NM HED is starting to emphasize program assessment rather than course assessment.
      - iii. In April, Dr. Hurley attended a two-day New Mexico Town Hall meeting on Higher Education in New Mexico.
      - iv. Dr. Hurley also attended the NM Business Articulation Committee meeting and the HED meeting on Common Course Numbering for Chief Academic Officers.
    - c. Student Services (Addressing Board Material Attachment E)
      - i. Kathryn Vigil shared that Grace Willerton was awarded the UNM Excellence in Advising Award.
      - ii. Graduation is scheduled for Thursday, May 10, 2018, at 6:00 p.m., at Crossroads Bible Church. Kateri Morris will be available to assist board members in dressing for the ceremony.
    - d. Business Operations (Addressing Board Material Attachment F with Exhibits 1 and 2, and Attachment G)
      - i. Bob Harmon indicated that fiscal year end closeout activities are underway.
      - ii. At this date, UNM LA revenues are up by 8%.
      - iii. Mr. Harmon shared that UNM-LA will host the LANL Physics Summer Workshop June 11-August 17, 2018. The executed contract was submitted.
      - iv. The NM HED Budget Approval Form for 2018-2019 was submitted on May 1, 2018.
7. Closed Session
- a. Discussion and determination where appropriate of limited personnel matters pursuant to Section 10-15-1H (2), NMSA (1978).
  - b. No matters other than personnel issues were discussed.
8. Next Meeting
- a. Monday, September 10, 2018 at 5:30 p.m. UNM-LA Lecture Hall, Bldg. 2