



Advisory Board Meeting
Monday, April 15, 2019
5:30 pm, Lecture Hall, Building 2

MINUTES

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

Steve Boerigter called the meeting to order at 5:33 pm.

Board Members Present:

Stephen Boerigter
David Sutton
Pat Soran
Sheila Schiferl

UNM LA Staff Present:

Cynthia Rooney, Chief Executive Director
Sharon Hurley, Dean of Instruction
Bob Harmon, Director Business Operations
Kathryn Vigil, Director of Student Affairs
Nancy Coombs, Marketing Representative
Jerry Dominguez, Provost Liaison
Laci Taylor, Executive Assistant to the CEO
Irina Alvestad, Division Chair

Visitors Present:

There were two visitors present: Pat Fitch and one other community member

2. Routine Business – Board Action Items

- a. Adoption of Agenda
 - i. Motion made by Pat Soran to approve agenda. Seconded by David Sutton, Motion passed by unanimous vote.
- b. Approval of Advisory Board Meeting Minutes-January 14, 2019 (Attachment A)
 - ii. Motion made by David Sutton to approve minutes. Seconded by Pat Soran. Motion passed by unanimous vote.

3. Public Comment

- a. There was no public comment

4. Introduction of Visitors

- a. Representing UNM-ABQ: Dr. Jerry Dominguez
- b. Pat Fitch is new to Los Alamos and LANL and has served on other advisory boards

5. New Business – Board Action Items

- a. Budget Adjustment Request (BAR) for FY19 (Att. B)
 - i. Bob Harmon presented Attachment B and provided an overview of the FY19 Budget Adjustments Request (BARS).
 - ii. Bob Harmon explained that the new material included a revised unrestricted BAR because the beginning balances were not uploaded before the packet was sent out on Friday, April 12 at noon.
 - iii. Bob Harmon provided information on all of the budget transfers from the unrestricted account.
 1. There was an \$8,100 transfer of funds for student aid programs.
 2. The second transfer of \$100,000 out of Instruction and General went into BR&R to help with the UNM-LA match for capital projects.
 3. There was also a transfer of \$20,415 from the housing index to support the construction of the testing center.
 - iv. There were no questions from the board in regards to the budget transfers. Motion was made by Pat Soran to approve the BAR for FY19. Seconded by Sheila Schiferl. Motion passed with a unanimous vote.
- b. Overview of FY20 Budget Process (Att. C)
 - i. Cindy Rooney introduced the budget process by noting that the initial budget memo asked preparers to keep in mind that “our core product is quality education; our students/customers are measured by student enrollment, retention and completion; and our greatest assets are attracting and retaining employees.
 - ii. Cindy Rooney provided information on the compensation increases. UNM-LA received a partially funded 4% compensation increase for employees. Based on the directions received from NMHED, all qualifying employees will receive a 4% raise.
 - iii. Bob Harmon stated that there was some cost savings in other areas.
 - iv. Pat Soran asked how the executive team member would grade UNM-LA on the budget priorities.
 1. Sharon Hurley gave UNM-LA a high grade on education because of quality instruction.
 2. Kathryn Vigil assigned an A for support and good retention and a unique structure.
 3. Bob Harmon and Cindy Rooney indicated high grades as well.
 - v. Jerry Dominguez mentioned the stability in leadership at UNM-LA. Some campuses struggle with programming, however there is a strong relationship between the main campus and branches. Jerry Dominguez gave all of the UNM Branches a high grade.
 - vi. Sheila Schiferl inquired about continuing education paying with credit cards. Her husband had difficulty trying to pay.
 1. There was a brief discussion about payment with credit cards, payments made face-to-face vs. online payments, and registration for community education classes vs. academic classes.
 - vii. Cindy Rooney stated UNM-LA received \$1.25 million in capital outlay during the legislative session. This will require UNM-LA to provide a 25% match (\$416,667) over the next three years.
 - viii. During the development of the budget process, an Open Forum was held on campus for staff, faculty and students. Pat Soran asked how many students attended the Open Forum. Cindy Rooney noted that there were approximately ten students who attended.
- c. FY20 Operating Budget (Att. D)
 - i. Bob Harmon reviewed budget items from Attachment D.
 1. There is an overall budget increase of 2.91%.
 2. Unrestricted Revenues show an increase of \$174,651.
 3. Total Instructional and General (I&G) Revenue was increased by \$48,822.
 4. State Appropriations were increased by \$131,279.
 5. Based on a five year analysis, the amount of tuition revenue budgeted for FY20 is less than in FY19.
 6. The 4% increase for employees is about \$93,372.

7. This year, an additional \$20,000 was allocated for scholarships and financial aid and the amount transferred to BR&R was increased by \$20,966 to prepare for the 25% match for the capital outlay.
 8. A transfer of \$20,966 was also proposed to move funds into BR&R to prepare for the 25% match for the capital outlay.
 9. Payroll benefits have been over budgeted and have been decreased to budget closer to the actual number.
 10. Services which is comprised of insurance, copying, printing and other was decreased by \$6,000.
- ii. Stephen Boerigter recapped that a balanced budget has been presented and that the CEO is pleased with the spending priorities. The budget is balanced against expenditures and revenues. The budget meets the 4% compensation increase and UNM-LA has begun to set aside money for capital outlay.

6. Budget – Board Action Items

- a. Approval of Budget Adjustment Request (BAR) for FY19
- b. Approval of FY20 Operating Budget
 - i. Pat Soran motioned to approve the FY20 Budget. Seconded by David Sutton. Motion passed with a unanimous vote.

7. Main Campus Update

- a. Jerry Dominguez, UNM Provost Liaison, provided an update from main campus and other branches.
 - ii. Main campus is having a different experience covering the salary increases. Because the state only covered 48% of the salary increase, for UNM, it is a 10 to 12 million dollar challenge.
 - iii. UNM will be looking at tuition increases, especially at the graduate and upper division level.
 - iv. Budgets at the main campus are being reduced by 1.5%.
 - v. The branch campuses have received approval from the Regents for 4% the 4% compensation increase.
 - vi. The new budget summit will be on the 22nd of April.
- c. Cindy Rooney mentioned that is was also difficult for UNM-LA to find the additional funding for the 4% compensation increase that was only partially funded by the state. For example, next year we will likely eliminate a few more of the low enrollment classes.
- d. Jerry Dominguez reviewed the hiring status for several of the executive position openings at UNM.
- e. There is ongoing conversation about unionization. One of the issues is should branch faculty be treated the same as faculty at a research university.
- f. Jerry Dominguez mentioned that the UNM College of Education is working on plans to offer BA and MA degrees at UNM-Gallup. There may be opportunities in Business and Engineering in the future.
- g. Jerry Dominguez mentioned that his position will no longer be funded and he will be working on a transition plan with the new Provost.
- h. Stephen Boerigter shared his appreciation for Jerry Dominguez’s work in advancing the branch mission.

7. Next Meeting

- i. May 13, 2018 at 5:30p.m. UNM-LA Lecture Hall

8. Adjournment: 6:39 p.m.