



**Advisory Board Meeting
Monday, November 26, 2018
5:30 pm, Lecture Hall, Building 2**

MINUTES

1. Call to Order, Confirmation of a Quorum (5 board members present)

Chairman Steve Boerigter called the meeting to order at 5:35 pm.

Board Members Present:

Stephen Boerigter
Michelle Hall
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
Irina Alvestad, Division Chair, Math, Engineering, and Science
Cindy Leyba, Executive Assistant
Elizabeth Rademacher, Academic Student Success Manager

Visitors Present:

Jerry Dominguez, UNM Branch Liaison

2. Routine Business – Board Action Items

- a. Adoption of Agenda
 - i. Steve Boerigter motioned to accept the agenda. Motion passed by unanimous vote.
- b. Approval of Advisory Board Meeting Minutes-September 17, 2018 (Attachment A)
 - ii. David Sutton motioned to adopt meeting minutes. Motion passed by unanimous vote.

3. Public Comment

- a. No public comment.

4. Unfinished Business

- a. Continued review of UNM-Los Alamos Bylaws (Attachment B)
 - i. The Bylaws with the suggested changes from the previous meeting were presented and discussed. One item was noted for correction and was deleted (Bylaw 1330.10, Section 7, a – f). Michelle Hall motioned to approve the Bylaws with already agreed upon amendments and proposed correction. Pat Soran seconded the motion. Motion passed by unanimous vote.

- b. Continued Review of the Operating Agreement (Attachment C)
 - i. Jerry Dominguez presented a revised Operating Agreement and communicated that the UNM President and Provost have changed the Operating Agreement to a 2-year agreement (from a 3-year). Their reason for the change is due to both the UNM President and Provost being new in their positions. Pat Soran motioned to adopt amended Operating Agreement. Michelle Hall seconded the motion. Motion passed by unanimous vote.

5. Information for the Board

- a. Overview of Recruiting Process (Attachment D)
 - i. Student Service efforts are focused on enrollment via staff areas of responsibility.
 - ii. Three UNM-LA Student Services staff members will focus on recruitment.
 - iii. There will be increased recruitment efforts at area charter schools and smaller schools such as Menaul High School.
 - iv. There will be follow up with new and returning students, and enhanced engagement with parents;
 - v. Scholarship and internship opportunities may also entice students.
 - vi. Kathryn mentioned the possibility of enrollment management software that could be employed to assist in student follow up efforts, but may be cost prohibitive.
 - vii. Board member Michelle Hall questioned whether housing was an issue for recruitment and Kathryn explained that Student Services makes referrals to a local participating apartment complex and to the Los Alamos Chamber of Commerce.
- b. Overview of Academic Program Reviews (Attachment E)
 - i. Program review is an integral part of the accreditation process.
 - ii. Earlier in the year Irina Alvestad and Sharon Hurley attended a conference on program review. UNM-LA utilizes program review to analyze the viability of existing programs, to identify necessary changes in existing programs and to determine the need to develop new programs.
 - iii. Sharon Hurley shared three documents explaining the process for annual program reviews.
 - iv. UNM-LA utilized program review to identify six programs for deletion or moratorium status.
 - v. Board member David Sutton asked what programs would be deleted. Sharon Hurley explained that three programs were placed on moratorium (Environmental Technology AAS, Solar Technology concentration in Applied Technology AAS, Solar Technology certificate), and three other programs were submitted for deletion due to overlap in content (Office Communication and Technology AAS and certificate, EMS concentration in Fire Science AAS).

6. Presentations by the Executive Team

As an extension to the materials included in the board packet, the following items were discussed by executive team members:

- a. Chief Executive Officer (Based on Attachment F)
 - i. The CEO had been engaged in numerous meetings held with Triad personnel to discuss opportunities related to education and economic development.
 - ii. A meeting was held with individuals from UNM Rainforest, Feynman Center personnel, and others to discuss involvement in a grant secured by the UNM Rainforest group.
 - iii. We continue to explore opportunities to partner with Triad, N3B, and others.
 - iv. Initial conversations about the upcoming legislative session are being held and all of the higher education institutions will be united in asking for more money for higher education and for higher education employees.
- b. Office of Instruction (Based on Attachment G)
 - i. The spring schedule of classes is complete and available throughout the community.

- ii. There are several new and rarely offered courses on the spring schedule, including Designing Your Life; Create, Sell, Bank; History of Los Alamos; Sculpture I; Introduction to Engineering; and Technology in Society.
- iii. An offer was made to a candidate for the .5 FTE Math faculty.
- iv. Degree programs were updated to align with new General Education Core requirements established by NM HED.
- v. UNM-LA preparation for 2019 reaccreditation by the HLC is on-going.
- vi. Irina Alvestad completed the seven course Quality Matters Teaching Online certificate program.
- vii. Los Alamos middle school students will visit UNM-LA to tour campus and observe demonstrations as part of the effort to promote the Early College Program.

c. Student Services (Based on Attachment H)

- i. Student Services has posted for a full-time, exempt Student Success Specialist. The selected candidate will be responsible for cultivating internship opportunities, and will complete the Global Career Development Facilitator certification program.
- ii. Student Services has implemented an online student orientation module for those students unable to attend in person.

d. Business Operations (Based on Attachment F)

- i. Bob Harmon informed the board that the new Facilities Coordinator should be hired by next week.
- ii. FY19 financial information as of 9/30/18 was provided in Exhibits 1 – 5. There were no requests for clarification on any of the financial information provided.

7. Board Requested Action or Discussion

- i. No items noted.

8. Future Business

- i. Please send Cindy Rooney any agenda items for the next board meeting.
- ii. Monday, January 7, 2018, at 5:30 p.m. in the UNM Los Alamos Lecture Hall.

9. Adjournment: Meeting adjourned at 6:57 p.m.