



Advisory Board Meeting
Monday, January 10, 2022
5:30 pm, Wallace Hall

MINUTES

1. Call to Order, Confirmation of a Quorum

Stephen Boerigter called the meeting to order at 5:30 p.m.

Board Members Present:

Stephen Boerigter
Laura Burrows
Charles McCullough
Alissa Grissom (via zoom)
David Hanson (via zoom)

UNM LA Staff Present:

Cynthia Rooney, Chancellor
Paul Allen, Dean of Instruction
Bob Harmon, Director Business Operations
Kathryn Vigil, Director of Student Affairs
Irina Alvestad, Associate Dean of Instruction
Grace Willerton, Sr. Student Success Specialist
Sarah Jimenez, Marketing and Communications
Laci Taylor, Executive Assistant to the Chancellor

Visitors Present: Elizabeth Allen, Carra Webster, Karen McCullough, David Hampton

2. Installation of Recently Elected Board Members

a. Judge Elizabeth Allen conducted the ceremony to swear in the three recently elected board members: Alissa Grissom, David Hanson, and Charles McCullough.

3. Confirmation of a Quorum

a. Five board members were present.

4. Routine Business – *Board Action Items*

- a. Adoption of Agenda
 - i. Motion made by Laura Burrows to approve the Agenda. Seconded by Charles McCullough, motion passed.
- b. Approval of Advisory Board Meeting Minutes-November 8, 2021 (Attachment A)
 - i. Motion made by Laura Burrows to approve the minutes. Seconded by Charles McCullough, motion passed.

5. Public Comment

a. There was no public comment.

6. Introduction of Visitors

- a. UNM-Los Alamos Student Government Member Carra Webster introduced herself and presented t-shirts to the Advisory Board members.
- b. UNM Provost & Executive Vice President James Holloway and Isaacson Miller Managing Associate Lindsay Gold discussed the upcoming Chancellor search with the Advisory Board members.

7. New Business – *Board Action Items*

- a. Election of Officers
 - i. Stephen Boerigter allowed each board member the opportunity to express their interest in the two officer positions Chair and Secretary.
 - ii. Stephen Boerigter was re-elected as the Chair and Alissa Grissom was elected as the Secretary.

- b. Bob Harmon reviewed the tuition and fees proposal for 2022-23. The UNM-LA executive team proposed no tuition or fee increases for FY23.
 - i. Motion made to approve the proposal by Charles McCullough. Seconded by Laura Burrows, motion passed unanimously.

8. Information for the Board

- a. Advisory Board Resource Materials
 - i. Updated copies of the Advisory Board Resource Materials were distributed to the newly elected Advisory board members. Cynthia Rooney gave a brief overview of the material and offered further review individually or as a group at a later date.

9. Presentations by the Executive Team

(Highlights of items detailed more completely in the Appendices)

- a. Chancellor (Attachment C)
 - i. Updates to the Campus pandemic operations were reviewed with the Advisory Board.
 - ii. Contributions exceeding \$7,000 were made to the Title V endowment during November and December.
 - iii. Brooke Parsons has been hired as the Title V Data Analyst, the SBDC manager is scheduled to begin working on February 1, and the search for a Development Director continues.
 - iv. The thirty day legislative session begins on January 18, 2022.
 - v. The UNM-LA highlights from 2021 and “Five Things You Need to Know about UNM-LA” rack card were shared with those present and will be distributed electronically to those who attended via zoom.
- b. Office of Instruction (Attachment D)
 - i. Ivette Jimenez was hired as the Assistant to the Dean and Linda Barril as the online course designer. Recently there have been two resignations and two retirement announcements in the Office of Instruction.
 - ii. Enrollment is strong with the most recent data showing over 1,200 students signed up for spring classes. Most students are choosing online classes.
 - iii. Online course offerings are being reviewed in preparation for this fall’s Higher Learning Commission accreditation visit to UNM.
 - iv. UNM-LA will run two cohorts of Radiation Control Technology with N3B this spring semester.
 - v. The Dean and Division Chairs are proceeding with the creation of a UNM-LA Branch Workload Policy to present to the Provost’s office.
- c. Student Services (Attachment E)
 - i. Enrollment is currently up over 26% in headcount and 13% in student credit hours as of the same time frame for the spring semester.
 - ii. Student Services has been recruiting potential students in person, and online, at various recruiting events.
 - iii. A specific “Five Things You Need to Know about UNM-LA” rack card has been developed for student recruitment.
 - iv. The first student from the graduation project graduated this December and others will graduate at the end of the spring semester.
 - v. Jennifer Jenson and Lucilyn Quintana were part of the Fall cohort for the CIC Internship program. Jennifer was appointed to the LA County Lodger’s Tax Advisory Board and Lucilyn Quintana accepted a permanent job with Hartway & Breshears CPAs.
 - vi. Graduation will be held at the Duane Smith Auditorium on Friday, May 13, 2022 at 6:00 PM.
- d. Business Operations (Attachment F)
 - i. The business office is preparing documents for the FY22 projected year-end spending activity.
 - ii. IT is working with main campus on a shared storage upgrade utilizing SharePoint.
 - iii. Construction is completed in the Learning Resource Center, but there is a delay in the arrival of furnishings.
 - iv. The capital projects for workforce development and campus wide infrastructure are in the approval process.
 - v. Bob Harmon reviewed the financial information through December 31, 2021. Revenues are at 46% of total revised budgeted annual revenues and expenditures are 40% of revised total budgeted annual expenditures.

10. Board Requests for Future Agenda Items

- a. Requests for agenda items should be sent to Stephen Boerigter or Cynthia Rooney.

11. Next Meeting

- a. There was discussion about changing the date for the board meeting scheduled on March 7, 2022 at 5:30 p.m. UNM-LA Wallace Hall. We will consider possible alternate days.

12. Adjournment: 7:13 p.m.