



**Advisory Board Meeting
Monday, November 8, 2021
5:30 pm, Wallace Hall**

MINUTES

1. Call to Order, Confirmation of a Quorum

Stephen Boerigter called the meeting to order at 5:31 pm.

Board Members Present:

Stephen Boerigter
David Sutton
Michelle Hall
Laura Burrows

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
Susan Schauer, Division Chair
Anne Jarrett, Title V Program Manager
Alissa Grissom, Lecturer II
Laci Taylor, Executive Assistant to the Chancellor

Visitors Present:

David Hampton and David Hanson

2. Routine Business – Board Action Items

- a. Adoption of Agenda
 - i. Motion made by Michelle Hall to approve the Agenda. Seconded by Laura Burrows, motion passed.
- b. Approval of Advisory Board Meeting Minutes-September 13, 2021 (Attachment A)
 - i. Motion made by Michelle Hall to approve the minutes. Seconded by Laura Burrows, motion passed.

3. Public Comment

- a. Susan Schauer introduced herself as a member of the faculty assembly and requested that the faculty assembly President, Kris Nadler be added to future agendas and receive the board package prior to the Advisory Board meetings.

4. Introduction of Visitors

- a. Newly elected board members Alissa Grissom and David Hanson were introduced to the Advisory Board.

5. Information for the Board

- a. Update on the Title V Grant (Attachment B)
 - i. Anne Jarrett introduced herself to the board and provided an overview of her education and previous work experience.
 - ii. The four key components for Pathways to Academic Success and Excellence (PASE) Title V Grant were presented for discussion.
 - iii. A committee is reviewing financial literacy programs to meet the financial literacy goals outlined in the Title V Grant.

6. Administrative Reports

(Highlights of items detailed more completely in the Appendices)

- a. Chancellor (Attachment C)
 - i. An update was provided on the campus pandemic operations as well as the status of the vaccine mandate for faculty, staff and students.
 - ii. There was discussion about the endowment match for the Title V Grant for up to \$250,000 over the period of the grant. Cynthia Rooney listed the ways the endowment match will be promoted during November and December.
 - iii. An update on staffing for the SBDC Director and the Development Director was provided.
 - iv. Cynthia Rooney and Paul Allen attended the Legislative Finance Committee meeting in October. An overview of the meeting and priorities were shared with the Advisory Board.
 - v. Cynthia Rooney and Stephen Boerigter recognized the three board members, David Sutton, Michelle Hall, and Sheila Schiferl, who are completing their terms and expressed appreciation for their service. Stephen Boerigter shared some of the key contributions of each of the board members.
- b. Office of Instruction (Attachment D)
 - i. Instruction continues to address staffing challenges and move forward to create a strong new team. The last open Division Chair was recently replaced and interviews will begin soon for the Assistant to the Dean.
 - ii. Dr. Michael McNaughton, a faculty member here since 1987, was recently awarded Emeritus Status, following his retirement this summer.
 - iii. There was discussion about the increased importance online instruction plays in students' educational pathways. A renewed agreement with Quality Matters will ensure faculty access to design support and online teaching training.
 - iv. The Office of Instruction continues to establish collaborative relationships with area partners including the Workforce and Academic Development Network, LANL and a partnership around Dual Credit with Los Alamos High School.
 - v. An academic strategic plan is being developed. The focus is creating Guided Pathways for students to increase persistence and accelerate completion.
- c. Student Services (Attachment E)
 - i. UNM-Los Alamos had seven students that were dis-enrolled for failure to comply with the vaccine mandate.
 - ii. Registration for the Spring 2022 semester opened this week. Student Services is engaged with students in schedule planning.
 - iii. Student Services hosted a scholarship luncheon in October to recognize students and also express appreciation to donors.
 - iv. Space has been designated on campus for a professional clothing closet as well as a food pantry for students.
 - v. UNM-LA was awarded a \$5,000 grant from the Triad Small Grant program to create a Career Center. The career center will be located in the Learning Resource Center.
- d. Business Operations (Attachment F)
 - i. The FY21 year-end processes have been completed.
 - ii. Bob Harmon shared pictures of the Learning Resource Center renovation project. Construction is expected to be complete by the end of November. The furniture order has been delayed.
 - iii. Actual revenues were over budget by \$257,937 and actual expenditures were under budget by \$611,752. State appropriations revenue matched the budget and actual local appropriations revenue exceeded the budgeted amount.
 - iv. The full report of actuals was submitted to HED on September 15, 2021.
 - v. The categorization of reserves report was presented for discussion.

7. Next Meeting

- a. January 10, 2022 at 5:30 p.m. UNM-LA Wallace Hall

8. Adjournment: 7:02 p.m.