



**Advisory Board Meeting
Monday, March 13, 2023
5:30 pm, Lecture Hall, Building 2**

MINUTES

1. Call to Order, Confirmation of a Quorum

Charles McCullough called the meeting to order 5:32 p.m.

Board Members Present:

Charles McCullough
Stephen Boerigter
Laura Burrows
David Hanson

UNM-LA Staff and Faculty Present:

Mike Holtzclaw, Chancellor
Paul Allen, Dean of Instruction
Kathryn Vigil, Director of Student Affairs
Bob Harmon, Director of Business Operations
Irina Alvestad, Associate Dean of Instruction (Zoom)
Kelley Garrett, Executive Assistant to the Chancellor

Visitors Present:

David Hampton

2. Routine Business – *Board Action Items*

- a. Adoption of Agenda
 - i. Motion made by Stephen Boerigter to approve agenda. Seconded by Laura Burrows. Motion passed.
- b. Approval of Advisory Board Meeting Minutes- January 9, 2023 (Attachment A)
 - i. Motion made by Laura Burrows to approve minutes. Seconded by Stephen Boerigter. Motion passed.

3. Public Comment- None

4. Introduction of Visitors

David Hampton

5. **New Business – *Board Action Items***
 - a. **April work session meeting discussion**
 - i. Charles McCullough proposed a work session in order to analyze the Board's role and function, its priorities and shared ideas from Board members.
 - ii. Work session will allow opportunity for new Chancellor to talk to and hear from the Board as it pertains to strategic planning and vision.
 - iii. Work Session will be public, have a quorum, an agenda, be publicly advertised, and notes taken.
 - iv. Discussion around when work session will take place; date to be determined.

6. **Information for the Board**
 - a. **Open Meetings Act and attendance requirement**
 - i. Information about attendance was provided to the Board with reference to statutory guidelines derived from the Open Meetings Act.

7. **Presentations by the Executive Team**
 - a. **Chancellor (Attachment B)**
 - i. Working with Legislators in Santa Fe. Legislature looking to increase salary by 5% Statewide in Higher Education. Legislature proposing to fund 80% of that 5% increase; each institution responsible for 20% of cost of the raises.
 - ii. UNM-LA conducting nationally recognized survey this spring, to determine how our students are doing compared to similarly sized institutions in other regions.
 - iii. The University of New Mexico recently removed vaccination mandate.
 - b. **Dean of Instruction (Attachment C)**
 - i. Posted full-time position in Engineering and will soon be posting two replacement Lecturer faculty positions in biology and physics. Adult Education Director resigned; enlisting assistance of former program manager to act as interim support. Applied Science Division Chair will be leaving the end of the semester.
 - ii. Our Educational Partnerships Officer attended Apple Swift Coding Training and will be building an Apple Swift Coding Program on the non-credit side.
 - iii. Tentative partnership in place with Los Alamos Maker Space. This will allow eventual move of ceramics and studio art into that space.
 - iv. Good Jobs Challenge Grant in final stages of MOU and will be receiving \$481,000 to transform workforce system. Grant will allow for purchase of virtual welding machines and expand number of students admitted to welding program.

c. Director of Student Affairs (Attachment D)

- i. Recognition of individual students at UNM-LA in receipt of important scholarships and achievement.
- ii. Need for engaging online platform for student orientation. Working with innovative educators to implement online platform. Title V is covering expense and ongoing costs are minimal.
- iii. As a result of COVID, traditional recruitment has been difficult and ineffective.
- iv. Academic and career advisors at UNM-LA are also recruiters. Going to work with schools to do career development in late middle school and early high school with underlying recruitment intention.
- v. Reminder that graduation is Thursday, May 11, 2023. Need to coordinate with Kelley to see what our representation from the Board will look like at the ceremony. Expecting large graduating class due to COVID delays.

d. Director of Business Operations (Attachment E)

- i. Human Resources posted four new positions. There are three new hires and three employee resignations.
- ii. Revenue should exceed expenditures and there is a difference of \$550,000 that will go back into reserve indices.
- iii. The Executive Team are reviewing budgets.
- iv. State will fund 80% of the 5% compensation increase based on end of last year's salaries and benefits.
- v. Discussion of Capital Projects; passed through drawings and received construction costs. Able to combine two infrastructure projects into one which totaled around \$1,937,000. Plan was to touch Bldgs. 1,2,6 and 7. Construction costs came in at \$1,900,000 for just Bldg. 6.
- vi. Supply chain issues affecting start dates and management of projects.

8. Next Meeting

- a. Special Budget Meeting, April 10, 2023, UNM-LA Lecture Hall, Building 2

9. Adjournment

6:57 p.m.