



**Advisory Board Meeting  
Monday, September 13, 2021  
5:30 pm, Wallace Hall, Building 5**

<b>AGENDA</b>
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1. Call to Order, Confirmation of a Quorum
2. Routine Business – *Board Action Items*
  - a. Adoption of Agenda
  - b. Approval of Advisory Board Meeting Minutes-May 10, 2021 (Attachment A)
  - c. Annual Review of UNM-Los Alamos By-Laws (Attachment B)
  - d. Annual Review of the Operating Agreement (Attachment C)
3. Public Comment
4. Introduction of Visitors
5. Information for the Board
  - a. Update on Current Operations (Attachment D)
6. Administrative Reports
  - a. Chancellor (Attachment E)
  - b. Office of Instruction (Attachment F)
  - c. Student Services (Attachment G)
  - d. Business Operations (Attachment H)
7. Next Meetings
  - a. Regular Meeting: November 8, 2021, 5:30, UNM-LA Wallace Hall
8. Adjournment



## Advisory Board Meeting

Monday, May 10, 2021

5:30 pm, Zoom Meeting

**DRAFT**

### MINUTES

#### 1. Call to Order, Confirmation of a Quorum

Stephen Boerigter called the meeting to order at 5:32 pm.

##### **Board Members Present:**

Stephen Boerigter

David Sutton

Michelle Hall

Sheila Schiferl

##### **UNM LA Staff Present:**

Cynthia Rooney, Chancellor

Irina Alvestad, Interim Dean of Instruction

Bob Harmon, Director Business Operations

Kathryn Vigil, Director of Student Affairs

Tony Gallegos, Student Success Manager

Laci Taylor, Executive Assistant to the Chancellor

##### **Visitors Present:**

David Hampton, Chris Mae Paladon, Katherine Shera, Benji Bonnet

#### 2. Routine Business – *Board Action Items*

##### a. Adoption of Agenda

- i. Motion made by David Sutton to approve the Agenda. Seconded by Sheila Schiferl, motion passed.

##### b. Approval of Advisory Board Meeting Minutes-April 14, 2021 (Attachment A)

- i. Motion made by Michelle Hall to approve the minutes. Seconded by David Sutton, motion passed.

#### 3. Public Comment

- a. Katherine Shera and Benji Bonnet participated with public comments about concerns regarding UNM-LA workforce programs related to Los Alamos National Lab.

#### 4. Introduction of Visitors

- a. David Hampton, Tony Gallegos and Chris Mae Paladon were introduced to the Advisory Board.

#### 5. Information for the Board

##### a. Presentation on Community Internship Collaboration (CIC) (Attachment B)

- i. Tony Gallegos gave an overview of the Spring CIC Program.
- ii. Chris Mae Paladon shared her experience with the CIC program and her final project.

- b. Presentation on Title V Grant (Attachment C)
  - i. Dr. Cynthia Rooney presented a PowerPoint presentation on the Title V Grant.
  - ii. There was discussion about the Title V Grant following the presentation.

**6. Presentations by the Executive Team**

- a. Chancellor (Attachment D)
  - i. Guidance from the Governor's office and UNM is expected in the next two weeks on re-opening the campus, but the most recent discussions indicate that operations will slowly be returned to campus this summer.
  - ii. Dr. Paul Allen will begin as the Dean of Instruction on June 1 and a verbal agreement has been made with a Marketing Representative to begin work on the same day.
  - iii. The collective bargaining process continues. The Provost has been inclusive with the branch chancellors in gathering data and discussing ideas.
  - iv. Los Alamos County has included \$200,000 for capital projects for UNM-LA in their most recent budget.
  - v. Dr. Cynthia Rooney has been invited to serve on a committee considering revisions to the higher education funding formula during the Interim Legislative Session.
- b. Dean of Instruction (Attachment E)
  - i. Dr. Irina Alvestad attended a roundtable discussion with leadership at UNM College of Education to develop pathways for students to complete a four year degree in education.
  - ii. UNM-LA continues to partner with the group organizing the Los Alamos ScienceFest. Three faculty will present at the event this summer.
  - iii. The office of instruction continues preparations for the summer and fall semesters.
  - iv. Details are being finalized with LANL for their financial support of the BSME program.
- c. Director of Student Services (Attachment F)
  - i. An early headcount and student credit hours for Summer and Fall indicates that there is strong momentum for both semesters.
  - ii. Student Services is reaching out to a cohort of students that left UNM-LA prior to completing a credential. An invitation will be provided to this cohort to return.
  - iii. Student Services partnered with the Office of Instruction to provide needed workshops for students focused on "Documenting and Citing Sources" and "Study Skills."
  - iv. This year 90 students have been named in the graduation program for UNM-LA.
- d. Director of Business Operations (Attachment G)
  - i. Bob Harmon provided an update on the following capital projects: Library/Learning Resource Center, Campus wide Infrastructure and Improvements, Security System Upgrade, and Workforce Development/Career Technical Education.
  - ii. Revenues as of March 31 are at 82% of the total budgeted revenues and are projected to be at 100% or greater by the year-end.
  - iii. Expenditures as of March 31 are at 64% of total budgeted annual expenditures. Expenditures are down 2.5% compared to last year at this time. Excess revenues over expenditures will be added to the reserve balance.
  - iv. The UNM-LA FY22 operating budget has been submitted to the New Mexico Department of Higher Education and to UNM Albuquerque.

**7. Next Meeting**

- a. September 13, 2021 at 5:30 p.m. UNM-LA Lecture Hall

**8. Adjournment: 6:54 p.m.**



## **BYLAWS OF THE ADVISORY BOARD**

### ADOPTED

May 11, 1987

### APPROVED WITH NO CHANGES

September 19, 1988

September 11, 1989

May 13, 1991

September 14, 1992

August 22, 1994

September 11, 1995

September 9, 1996

September 8, 1997

September 14, 1998

September 13, 1999

September 11, 2000

September 17, 2001

September 9, 2002

September 15, 2003

October 4, 2004

September 25, 2006

September 10, 2007

September 8, 2008

September 14, 2009

September 13, 2011

September 10, 2012

September 9, 2013

September 14, 2015

September 12, 2016

September 11, 2017

September 14, 2020

### AMENDED

November 9, 1993

November 7, 2005

November 26, 2018

November 4, 2019

**BYLAWS OF THE ADVISORY BOARD**

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## **I. ORGANIZATION**

### ***NAME***

### ***BYLAW 1100***

**These are the Bylaws for the Branch Community College Advisory Board of the University of New Mexico, Los Alamos Campus.**

### ***MEMBERS***

### ***BYLAW 1110***

**The Advisory Board of the Los Alamos Branch of the University of New Mexico shall be composed of the five members elected by the registered voters of the Los Alamos Branch Community College District.**

### ***ELECTION OF OFFICERS***

### ***BYLAW 1120***

**The Advisory Board shall elect a chairperson and a secretary from among its members. The election shall be held at the first regular Board Meeting after the board member election by the voters.**

**The term for officers shall be for one year beginning immediately upon their election and ending at the regular Board meeting one year thereafter when their successors have been elected.**

**The Advisory Board may hold a special election to fill officer vacancies.**

### ***VACANCY AND REPLACEMENT OF MEMBER***

### ***BYLAW 1130***

**In the event of a vacancy occurring in the membership of the Advisory Board caused in any other manner than by the expiration of the term of office, the remaining board members will appoint a qualified person to serve the remainder of the term.**

### ***ADVISORY BOARD DUTIES***

### ***BYLAW 1140***

**The duties of the Advisory Board shall be as stipulated by the Operating Agreement between the Branch Community College Advisory Board and the University of New Mexico, and by the Branch Community College Act, as amended.**

**BOARD COMMITTEES**

**BYLAW 1150**

**Standing Committees**

**No individual member and no group comprising less than the full membership of the Advisory Board shall be designated as a standing committee to perform any of the Advisory Board's function.**

**Temporary Committees**

**With the consent of the Advisory Board, the chairperson shall appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The chairperson shall be an ex-officio member of any such committee. The chairperson shall have the option of appointing community members for special committees with the consent of the majority of the Advisory Board.**

**TRAVEL AND REIMBURSEMENT**

**BYLAW 1160**

**Members of the Advisory Board will not be reimbursed for attendance at regularly scheduled meetings in Los Alamos.**

**Members of the Advisory Board may be reimbursed by the Los Alamos Branch at the rate of staff reimbursement for mileage and per diem for discharge of official duties outside of Los Alamos.**

**II. DUTIES OF MEMBERS**

**DUTIES OF THE CHAIRPERSON**

**BYLAW 1220**

**The chairperson shall preside at all meetings of the Advisory Board and shall appoint all committees unless otherwise directed by the Advisory Board.**

**The chairperson shall sign for the Advisory Board and generally represent the Advisory Board at all times when it is not convened. In this function, in the absence of official Advisory Board action, the chairperson may not make commitments, which bind the Advisory Board. The chairperson shall notify the convened Advisory board at the next regular meeting of any such representations.**

***DUTIES OF THE SECRETARY***

***BYLAW 1220***

**The secretary shall co-sign with the chairperson when required.**

**In the absence of the secretary, another member of the Advisory Board shall act as signatory.**

**In the absence of the chairperson, the secretary shall call the meeting to order and conduct the meeting.**

***DUTIES OF INDIVIDUAL MEMBERS***

***BYLAW 1230***

**Members of the Advisory Board have no individual authority.**

**III. METHOD OF OPERATION**

***AMENDMENT AND REVIEW OF BYLAWS***

***BYLAW 1310***

**The Advisory Board's Bylaws shall be reviewed annually at the regular September meeting.**

**Bylaws or amendments to the existing bylaws of the Advisory Board shall be proposed at one Advisory Board meeting and voted on at one of the next two regular meetings. A proposed bylaw or amendment may be further amended at the second meeting and may then be voted on at that same meeting.**

**An affirmative vote by at least three members of the Advisory Board shall be necessary to adopt or suspend a bylaw.**

***REVIEW OF OPERATING AGREEMENT***

***BYLAW 1320***

**The Advisory Board shall annually review the Operating Agreement between the Advisory Board and the University at the regular September meeting.**

***BOARD MEETINGS***

***BYLAW 1330***

**The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except**



**July, at 5:30 p.m., at the Branch Campus unless otherwise directed by the chairperson of the Advisory Board.**

***NOTIFICATION OF MEMBERS***

***BYLAW 1330.01***

**The Chancellor shall notify members of the Advisory Board of the regular, special, information, and emergency meetings of the Advisory Board.**

**The listing of all regularly scheduled meetings of the Advisory Board for the ensuing fiscal year will be determined at the regular May meeting and announced and posted publicly on or about the first of July each year.**

***TIME AND PLACE***

***BYLAW 1330.02***

**The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except July, at 5:30 p.m. at the Branch campus unless otherwise directed by the chairperson of the Advisory Board. All meetings will be posted in advance on the UNM Los Alamos website and distributed to local media or by such other appropriate means, giving the date, the time, and the place, as well as the major topics discussed. This information will be made available to the news media on Friday prior to the regular Monday meetings.**

**A listing of the dates for the regularly scheduled meetings will be posted on the UNM Los Alamos website on or about the first of July each year, with copies made available to the public upon request.**

***PUBLIC SESSIONS***

***BYLAW 1330.03***

**All meetings of the Advisory Board, except executive sessions or meetings shall be open to the public and conducted in accordance with the Open Meetings Act of the State of New Mexico.**

***EXECUTIVE SESSIONS***

***BYLAW 1330.04***

**The Advisory Board may hold executive sessions according to and for those purposes expressly permitted in the Open Meetings Act of the State of New Mexico.**

**CONSTRUCTION OF THE AGENDA**

**BYLAW 1330.05**

The agenda for regular meetings will be set up by the Chancellor and the chairperson and will be delivered to the Advisory Board members no later than Friday before the regular meeting.

**ADVANCE DELIVERY OF MATERIALS**

**BYLAW 1330.06**

Background and resource material pertinent to agenda items shall be prepared and distributed to Advisory Board members by the Chancellor no later than the Friday before the regular meeting.

**PROCEDURES FOR MAKING REPORTS AND  
RECOMMENDATIONS TO THE ADVISORY BOARD BYLAW 1330.07**

The Advisory Board may require that the following steps be followed when individuals are presenting reports, recommendations, or requests to it:

1. The report should be submitted to the Chancellor's Office allowing sufficient time (a ten-day period is suggested) for copies to be submitted to individual Advisory Board members for study.
2. The Advisory Board will review and discuss reports at a regular meeting of the Advisory Board following the submission of the report or request. Individuals, or their representatives, submitting requests are invited to be present to discuss and answer questions relative to the report that has been submitted.
3. At a subsequent meeting, and after careful study and consideration of the recommendations of the Chancellor, the Advisory Board will act upon these requests.

**QUORUM**

**BYLAW 1330.08**

Three (3) Advisory Board members, meeting at the designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions of the Advisory Board must be made by a majority vote of those present. Revisions and suspensions of policies and Bylaws require the approval by at least three (3) Advisory Board members. The only business that can be

conducted in the absence of a quorum is to take measures to obtain a quorum, fixing a time of adjournment, or to take a recess.

***MINUTES***

***BYLAW 1330.09***

**Regular Meetings**

The minutes of regular Advisory Board meetings shall be kept by a UNM LA staff member in accordance with New Mexico Statutes. The minutes shall include but not be limited to the date and time of meeting, the Advisory Board members present, action taken by the Advisory Board members, and subjects discussed.

The minutes of work sessions and informational sessions will be kept. The minutes shall include but not be limited to the date and time of the meeting, the Advisory Board members present, and the subjects discussed.

***ORDER OF BUSINESS***

***BYLAW 1330.10***

The order of business for regular meetings of the Advisory Board shall consist, when necessary, of the following:

1. Call to Order and Confirmation of a Quorum
2. Routine Business
  - a. Approval of minutes of the previous meetings
3. Public Comment
4. Information for the Board
5. Unfinished Business
6. Presentations of the Directors
7. Board Requested Action or Discussion
8. Future Business
9. Adjournment

***INFORMATION TO PRECEDE ACTION***

***BYLAW 1330.11***

The Advisory Board shall defer action on questions for which the members determine insufficient information exists until such time as adequate information is furnished.

The Chancellor may be required to examine and evaluate information and recommend action before the Advisory Board makes a decision.

***PARLIMENTARY PROCEDURES***

***BYLAW 1330.12***

Advisory Board meetings shall be conducted by generally recognized procedures. Robert's Rules of Order, Revised, may be used as a standard parliamentary procedure, except when otherwise provided by the Advisory Board's bylaws.

***SPECIAL ADVISORY BOARD MEETINGS***

***BYLAW 1340***

Special meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Chancellor and one member of the Advisory Board. For any such meeting, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.

Special meetings shall be conducted according to the Advisory Board bylaws governing the conduct of regular meetings whenever applicable.

Notice of special meetings will be provided to the news media at least twenty-four (24) hours prior to the date of the meeting together with agenda items.

Each special meeting shall have an announced agenda.

***EMERGENCY MEETINGS***

***BYLAW 1350***

Emergency meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Chancellor and one (1) member of the Advisory Board. Notice of emergency meetings will be given to the Advisory Board members and the news media immediately upon the decision to have the meeting, together with the agenda.

**Emergency meetings shall be conducted according to bylaws governing regular meetings whenever applicable.**

***INFORMATION MEETINGS***

***BYLAW 1360***

**Information meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board.**

**The Advisory Board may meet to receive and discuss instructional and business matters. These information meetings will be held at such time and place determined by the Advisory Board. For any such meeting an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.**

**Invitations may be extended to staff, faculty, community organizations, and other groups who can or wish to provide information, which, at a future time, may lead to decision and action by the Advisory Board.**

**Notice of information meetings will be provided to the news media twenty-four- (24) hours in advance. No decisions will be made at these meetings, but all known subjects to be discussed will be announced. Subjects for discussion will not be limited to the agenda.**

***EXECUTIVE MEETINGS***

***BYLAW 1370***

**The Advisory Board may meet in closed executive session. Such executive sessions shall be governed by the Open Meetings Act of the State of New Mexico.**

**Executive meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board. For any such meetings, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance. A quorum of the members of the Advisory Board must be present to conduct the executive meeting.**

**During an open meeting, the Advisory Board may go into executive session upon approval of a motion to do so by a majority of the quorum.**

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**Executive meetings may be called to discuss only those agenda items allowed by the Open Meetings Act. No official action shall be taken and no minutes shall be recorded.**

**During executive sessions, only members of the Advisory Board and persons invited by the Advisory Board shall be present.**

**Notice of executive meetings shall be given to the news media twenty-four (24) hours prior to the date of the meeting except for those called during an open meeting. Notice shall state purpose for the meeting. Public notice is not required for an executive session to discuss threatened or pending litigation.**

**OPERATING AGREEMENT BETWEEN  
THE BOARD OF REGENTS OF THE UNIVERSITY OF NEW MEXICO  
AND  
THE LOCAL BOARD OF THE LOS ALAMOS CAMPUS OF THE  
UNIVERSITY OF NEW MEXICO**

This agreement between the Board of Regents and the Los Alamos Advisory Board is founded on the recognition of the need and opportunity for the parties to partner together to provide quality educational services through a cooperative, coordinated effort.

The specific duties and responsibilities of the Advisory Board in relation to the operation of the Los Alamos Campus include the following:

1. Act as an advisory board to the Board of Regents or their designee in all matters pertaining to the conduct of the Los Alamos Campus.
2. Approve an annual budget for the Los Alamos Campus for recommendation to the Board of Regents for final approval.
3. Provide approval and certification for the tax levy, as required by state law, to the Los Alamos County Commission.
4. Call election for tax levies for the Los Alamos Campus, after approval of the Board of Regents.
5. Call Elections for the Advisory Board positions pursuant to the Branch Community College Act, Section 21-14-2.1, NMSA 1978.

The Board of Regents, or their designee, shall have full authority and responsibility in relation to all matters of the Los Alamos Campus, although the Advisory Board shall be consulted and will serve in an advisory capacity in such matters. The UNM Main Albuquerque campus (hereinafter referred to as "Albuquerque Campus") shall provide administrative support to the Los Alamos Campus in exchange for an administrative services fee, as set forth below in this Agreement.

The Advisory Board and the UNM Board of Regents, or their designee, shall jointly conduct a search for qualified candidates for Chancellor. The Board of Regents, or their designee, after consultation with the board, shall then select the Chancellor for the Branch community college.

**PURSUANT TO THE PROVISIONS ABOVE:**

- 1, The Board of Regents through their designee shall have full authority and responsibility in relation to all matters of the Branch, although the Advisory Board shall be consulted and will serve in an advisory capacity in such matters.

2. The Branch will propose the curricula to be offered, subject to the approval of the UNM Office of the Provost. Course offerings shall be drawn from UNM lower division courses and technical courses to meet local needs.

UNM shall honor credits earned by students at the branch, in accordance with the following regulations:

- a. Credits earned in lower division courses that have been approved by the UNM Faculty Senate and Office of the Provost shall carry residence credit and be applicable to all UNM baccalaureate programs.
  - b. Credits earned in lower division technical courses offered by the Branch that have been approved by the Office of the Provost, may count towards degree programs specific to the branch and may transfer to UNM baccalaureate programs without explicit articulation agreements or exceptions defined in the UNM Faculty Handbook policy F80.
3. Degree and certificate programs at a branch shall be available to other branches subject to any accreditation requirements.
  4. Financial oversight of the Branch shall be the responsibility of the Board of Regents in accordance with its established requirements and procedures.

Funds for the support of the Branch will come principally from the following sources:

- a. State funds appropriated as provided by law;
- b. Local tax supports as provided by law;
- c. Student tuition as recommended by the Advisory Board and set by the Board of Regents;
- d. Fees as recommended by the Advisory Board and set by the Board of Regents;
- e. Grants, gifts, and other funds that may be available.

No funds of the Albuquerque Campus or any other UNM branch shall be allocated for the support of the Los Alamos Campus, although indirect administrative costs may be borne by UNM. No funds of the Los Alamos Campus may be reallocated to the Albuquerque Campus or to any other UNM branch, except for the payment of the administrative services fee, defined below.

The branch will remit annually to UNM a fee for the use of all management systems of records as of July 1, 2018, including those employed for financial services, enrollment services, advisement services, legal services, library services, enterprise systems, data services, research services, learning management systems, grants and contracts, planning and campus development, faculty contracts and human resources to the extent that no direct transfer of funds is required.

Administrative service fees may not be changed for the duration of the agreement, however, new services that may cost more to UNM during the term of this agreement the Branch will be assessed their portion of the cost if they choose to be included in the new services.

The Branch may, at its discretion, contract with UNM administrative divisions for other services. Service Level Agreements are to be negotiated between the relevant administrative division(s) and the Branch. It is understood that the Branch may, at its discretion, contract with non-UNM vendors for any services other than those required



for the management systems of record. Should negotiations reach an impasse, the matter will be negotiated by the Branch Advisory Board Chair or his/her designee and the Board of Regents President and his/her designee.

#### **POLICIES:**

1. The Board of Regents or their designee will meet with Branch Advisory Boards or their designee at least once a year or more often as needed to foster and sustain communication between the Branch and UNM Albuquerque.
2. All employees of the Branch campus are employees of the University of New Mexico and subject to the policies and procedures thereof, including annual performance reviews. The Chancellor of the Branch reports to the UNM Provost, who will conduct his or her annual performance review. Input on the Chancellor's performance will be sought, and the outcomes of the review shared, with the Advisory Board. Authority for contract decisions to remove or retain the Chancellor rest with the UNM Provost, after consultation with the President and the Advisory Board. Authority for all other contract decisions, including salary, performance improvement plans, or interim appointments in the event of a vacancy in the office of the Chancellor, rest with the UNM Provost.
3. As part of UNM, the Branch shall have available to it liability insurance under the public liability fund administered by the New Mexico Risk Management Division. The New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, will govern any liability of the Branch.
4. The Branch may use facilities other than public school facilities, subject to the approval of the Provost.
5. All rights and responsibilities of the Board of Regents in this Agreement not specifically delegated herein and not requiring Board of Regents approval by statute, regulation, or University policy, are hereby delegated to the Provost of the University, who may re delegate them as appropriate.
6. This proposed agreement expresses UNM main campus' commitment to better fostering full 4-year and (2 plus 2) degree programs tailored to the specific needs and priorities of each UNM branch and their communities. At the same time, it strives to protect UNM's interest at the branches and main campus and in keeping a coherent academic mission with healthy enrollments.  
*Right of First Refusal:* In the event a Branch Campus identifies the need for upper division or graduate course(s) or program(s) to meet a 2 plus 2 model or a community need, the request will be made to the Office of the Provost in writing. The Provost or her/his designee will review the request and respond within 30 days of receiving the request. The Provost office will work with the appropriate main campus academic unit and the branch to confirm need and viability of the request. If approval and delivery of the course(s)/programs(s) by main campus is not granted, the Branch has the option to enter into an agreement for a cohort model with another provider under conditions stipulated by Academic Affairs (as the unit holding oversight of the entire University's academic mission).  
Such stipulations will include the option for UNM main campus to review programs being delivered at any time after two years in the event main campus elects to provide the program.

In order to successfully implement this arrangement and foster thriving 4-year degree and 2 plus 2 offerings at the branches, each branch agrees to collaborate with the Office of the Provost in identifying high-priority degree programs and assessing their enrollment viability.

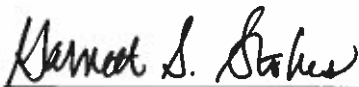
## ADDITIONAL STATUTORY REQUIREMENTS

1. All property acquired for the Branch shall be held in the name of the Board of Regents. In the event the agreement is terminated, and a different public college entity evolves from the Branch, all property shall be transferred by the Board of Regents and conveyed to the governing board of the new public college entity.
- 2 This agreement shall be binding upon both the Board of Regents and the Branch Advisory Board; however, it may be terminated by mutual consent or it may be terminated by either board upon six months' notice. If the branch community college has outstanding general obligation or revenue bonds, neither the Board nor the Board of Regents may terminate the Agreement until the outstanding bonds are retired, except as provided by Section 21-13-24.1 NMSA 1978.

The UNM Board of Regents or their designee and the Branch Advisory Board shall review this Agreement as they deem necessary, but at least biennially per statutory requirement. Any changes must be in writing and have signature approval of both UNM Board of Regents and the Branch Advisory Board. The amount of administrative services fee paid by the Branch to the Board of Regents is set at 3.6% based on actual expenditures from the previous year and will be in force from July 1, 2020 thru June 30, 2022. Subsequent rate amounts will be negotiated with proper advanced notice by the Board of Regents or their designee and the Branch Advisory Board or their designee. Should the two parties to this agreements (BOR and Elected Advisory Boards) come to an impasse on matters including but not limited to the amount of the administrative fee paid by the Branches to the Albuquerque Campus, the matter will go to a mutually agreed arbitrator who will render a decision binding to both parties. The Branches and the Albuquerque Campus will share arbitrations costs.

This Agreement has been reviewed, accepted, and approved as follows:

For the Board of Regents of  
The University of New Mexico

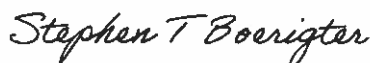


UNM President

11/10/2020

Date Signed

For the Advisory Board of  
The Branch Campus



Branch Chairperson

11/5/20

Date Signed

**UNM-Los Alamos Advisory Board Report  
September 13, 2021  
Chancellor's Report**

**Re-Opening the Campus**

From mid-March of 2020 until August of 2021, the majority of the operations of the UNM-LA campus were primarily remote. With the availability of the vaccine, and based on guidance from the Governor of New Mexico, New Mexico Higher Education Department (HED), and UNM, our campus began the transition to on-campus operations this summer. This movement toward “post pandemic” operations continues.

**Update on Staffing and Hiring Plans**

- We are very pleased that Dr. Paul Allen assumed the role as Dean of Instruction for UNM-LA starting June 1. His experience in leadership roles in higher education, commitment to excellence, collegiality, and work ethic have all been evident during this very busy transition period.
- We are also very pleased that Sarah Jimenez started on June 1 as our Communications and Marketing Coordinator. Sarah has also had a very busy transition, and we have greatly benefited from her communications and marketing efforts in press releases, social media, and photographic skills.
- Starting her work with UNM-LA on September 13, Anne Jarrett has been hired to be the Project Director for our Title V grant. She was hired after an extensive search and comes to the position with a strong background in grants. We plan for her to attend the November meeting of the Advisory Board.
- We continue our search for the position of a Development Director to raise endowment funds related to the Title V grant and to assist with the pursuit of grant opportunities has been posted.
- We also have posted the position of the Director of our Small Business Development Center.
- Several other part-time positions related to the Title V grant are in various stages related to posting, recruiting, and hiring.
- As an information basis, a new Chancellor at UNM-Taos assumed the role on August 1, ending Dr. Rooney's service as the Interim Chancellor for UNM-Taos,

**Collective Bargaining Agreements with Faculty**

The collective bargaining agreements for the two faculty groups were completed this summer and the agreements are being implemented. The implementation of the agreements has been the responsibility of the Office of Instruction, working closely with individuals in the Office of the Provost at UNM.

**Title V Grant**

Our first interim report was submitted in April and approved in May of 2020. A budget carryover document is due September 15. Conversations indicate that most grant recipients have faced challenges in their first year of the grant and approvals of the carryover of funds is expected.

**Stronger Relationships with the Los Alamos County Council and LAPS**

As indicated at the May UNM-LA Advisory Board meeting, we have been invited to attend regular meetings with individuals from Los Alamos County (senior staff and rotating County Council members) and Los Alamos Public Schools (Interim Superintendent and rotating Board members). Thanks to Steve Boerigter and Michelle Hall for their attendance at these meetings.

**Development of Programs with UNM**

In June, we had a kick off event for our Bachelor of Science in Mechanical Engineering collaboration with UNM School of Engineering and LANL. The pilot program started last year with funding from the Los Alamos Consortium. Funding through LANL for future years was approved early this summer. Representatives from LANL, UNM, UNM-LA, and others attended this event which was our first event on campus in over a year. Thank you to Michelle Hall for attending to represent our Advisory Board.

We continue to engage in discussion with representatives at UNM about future programs in nursing, education, and an expansion of the project management program.

**Interim Legislative Items**

A subcommittee of the Legislative Finance Committee has been requesting information and meeting with individuals from higher education regarding potential changes to the higher education funding formula. Discussions revolve around protecting the base (even when enrollments decrease); increasing funding for dual credit programs; increasing funding for non-credit and workforce training programs; and adding a metric to reward transfers (current metrics focus on completion of degrees).

**Other Activities**

Dr. Paul Allen, Kathryn Vigil, and Sarah Jimenez will be participating in the Leadership Los Alamos (LLA) program this year. UNM-LA will collaborate with Los Alamos Public Schools to host the education session of LLA in January.

Dr. Allen and Dr. Rooney are participating in the early stages of a collaborative new initiative around workforce development with the Regional Development Corporation (RDC).

Dr. Rooney's term as President of the New Mexico Association of Community Colleges (NMACC) ended on June 30. She will continue to serve on the Executive Board as Past-President.

Dr. Rooney will be attending the International Economic Development Council (IEDC) Annual Conference in October of 2021 at the invitation of the Los Alamos Commerce and Development Corporation (LACDC).

UNM-Los Alamos Advisory Report  
September 2021  
Dean of Instruction

### Administrative Changes

- Dr. Paul Allen joined UNM-LA as the new Dean of Instruction on June 1, 2021. He brings twenty-five years of academic and administrative experience to the role, including nineteen years at community colleges.
- Dr. Irina Alvestad, who had been serving in the role as Interim Dean, returned to her position as Associate Dean of Instruction.
- Kateri Morris, who has taken on more responsibilities over the past few years, was promoted to Office of Instruction Administrator.
- Dr. Mario Velardi, Division Chair for Engineering and Applied Sciences, resigned to take a position at the Los Alamos National Laboratory (LANL). Dr. Velardi has been granted a Joint Appointment between LANL and UNM and will continue to serve UNM-LA at 0.5 FTE. He will continue to coordinate and teach in the new Bachelor's of Science in Mechanical Engineering (BSME) program.
- Dr. Reuben Sanchez, Division Chair for General Studies and English faculty member, resigned on Aug. 11. A search is underway for his replacement.
- Due to these personnel changes, the structure of Instruction has been modified. Dr. Alvestad will now serve as the Division Chair over Engineering and Math (in addition to serving as Associate Dean), while Sarah Fisher, newly hired as a 0.5 lecturer in Environmental Science, has been appointed as Division Chair of Applied Disciplines, consisting of Applied Sciences, Business, and Communications. She will also serve as Academic Activities Director with our PASE Guided Pathways Title V grant.

### Faculty/Staffing Changes:

- Dr. Nima Fathi, was hired as Research Assistant Professor in Mechanical Engineering to support the development of the BSME program.
- A new adjunct Ceramics instructor has been hired to replace Barbara Yarnell, who retired in 2020.
- A new 0.5 FTE laboratory tech, Laura Reyes, was hired to coordinate the operations of the science labs.
- Dr. Nicole Lloyd-Ronning, continuing faculty in Physics, will serve as coordinator of the Nuclear Enterprise Science & Technology (NEST) program.
- Dr. Peninah Wolpo will serve as Assessment Coordinator, following Dr. Reuben Sanchez's resignation.
- Dr. Thomas Beach is retiring as continuing faculty in Astronomy, effective December 31, 2021.
- Dr. Michael McNaughton retired as continuing faculty in Physics, effective July 31, 2021. He will remain as an adjunct instructor.
- We have posted a position for a temporary Continuing Education Program Coordinator
- This fall, we will conduct a search for a continuing faculty position in Chemistry, with a proposed start date of January 2022.

### Classes/enrollments

- Fall semester headcount is down 4%. Much of the decline was in our in-person, on-campus classes, many of which we were forced to cancel due to very low enrollment. 37% of our courses are either fully in person or have an in-person component.
- Spring scheduling is underway, and we will again offer a mix of in-person, online, and hybrid (mixed online and in-person) courses to meet student needs.

### Online Instruction

- We continue to use a variety of online learning modalities for our courses to meet student needs, including fully online (i.e. asynchronous), online via video conferencing (i.e. synchronous, via Zoom, Teams, Skype, etc.), and mixed online and in-person (i.e. hybrid). We are also experimenting with simultaneous online and in-class instruction modes.

- All faculty teaching online or hybrid courses this semester completed Regular and Substantive Interaction (RAI) training, required for compliance with NC-SARA and HLC accreditation.
- Cindy Budge will serve as the new Remote Learning Coordinator (a title change from Instructional Technologist) and her focus this coming year will be to provide information and support transitioning to Canvas, the new Learning Management System.
- Blackboard to Canvas Migrations
  - Spring 2021 we will begin pilot transfers of web-based instruction content from the Blackboard LMS to the new Canvas LMS
  - In preparation, the outgoing Instructional Technologist and the incoming Remote Learning Coordinator have created a webpage outlining the transitions and providing supporting material
  - Throughout the coming year the Remote Learning Coordinator and others will provide appropriate training to students and faculty
- We purchased web cams for continued video-conferencing capabilities from faculty offices now that campus has reopened.

### Partnerships

- On June 7, 2021, UNM-LA celebrated the official launch of its Bachelor's of Science in Mechanical Engineering Program in partnership with the Los Alamos National Laboratory and UNM-Albuquerque. Attendees included: UNM President, Garnett S. Stokes; Provost James P. Holloway; Dr. Edl Schamiloglu, Special Assistant to the Provost for Laboratory Relations; Dr. Yu-Lin Shen, Chair of Mechanical Engineering; Dr. Thomas Mason, Los Alamos National Laboratory Director; Secretary Stephanie Rodriguez of the NM Higher Education Department; and NM State Representative, Christine Chandler. The program will expand the UNM-LA existing two-year pre-engineering program to develop a BSME program in Los Alamos, with the upper-level courses being delivered on the UNM-LA campus by the School of Engineering at UNM-A.
  - The program began as a pilot during fall 2020 and continued through summer 2021 with a course in Statics. For fall 2021 we have courses in: Mechanical Engineering Design; Energy, Environment, and Society; Applied Ordinary Differential Equations; Mechanical Engineering Lab; and Thermodynamics.
  - We have created dedicated BSME office space and are coordinating equipment purchases to equip a laboratory on campus with new wind and water tunnels.
- For fall 2021 we are running our third cohort of the N3B Nuclear Waste Operator Certificate for ten students/N3B employees
  - We have requested 3 new Letters of Academic Title for instructors to teach in the program
- Also for fall 2021, we have recreated our partnership with Los Alamos County, and will facilitate employee training in November.

### Grants/Awards

- We received an award of \$35,000 from the Regional Development Corporation (RDC) for the development, distribution, and analysis of a survey of community education and workforce needs. Using the results, UNM-LA plans to expand the course offerings within the AE and Community Education (CE) programs through development of additional skills-focused courses that are designed not only for adult learners with esoteric interests, but also for a broader workforce population. We have posted a coordinator position (see above).
- New Mexico State renewed our Adult Education awards, but at reduced rates due to the significant decrease in state funds this year and the inclusion of two new programs within the state.
- We obtained a renewal of our Perkins grant for the Welding and CNA Dual Enrollment Programs (in partnership with Los Alamos High School), but at a reduced rate from 2020-21.

### New Faculty Union Contracts

- Two new bargaining agreements were established between UNM and its faculty effective July 1, 2021, one to govern continuing faculty and one to govern temporary faculty.

- As part of the bargaining agreement, new pay rates went into effect on July 1, with TPTs getting a 4% increase and Unit 1 Faculty getting a 1.5% increase.
- In accordance with the contract, we are developing new Faculty Workload standards –the Faculty Operations Committee, a sitting committee of the Faculty Assembly, approved a draft of the new standards at their August meeting. It will now be discussed by continuing faculty and Division Chairs. Timeline for completion is Spring 2022.
- In accordance with the contract, we have revised our faculty onboarding process.

### Faculty Professional Activities

- At the Faculty Meeting in August, we awarded Faculty Service Awards to 8 faculty who completed 10-40 semesters of teaching. This program recognizes faculty for continued teaching service to UNM-LA and is open to all faculty members who teach credit-bearing courses. The awards are based upon the number of semesters that the instructor taught for UNM-LA and are awarded when the instructor has reached any multiple of 10 semesters taught. The award includes a gift certificate in the amount of one dollar per the number of semesters taught.

### Other

- The Office of Instruction established Covid case reporting guidelines for faculty.
- Fall Break no longer aligns as it did in previous years with LANL's observance of holidays. It is scheduled for October 14-15 when no classes will be held.
- The Office of Instruction is currently working with the Marketing Office to update all instructional websites.
- The Office of Instruction requested HEERF funds for instructional technology upgrades.
- Academic support for students in math, science, and English will continue with virtual/online tutoring as we strategize the Academic Support Center operations for changing student needs.
- Geology and environmental science faculty, Pete Worland and Sarah Fisher, represented UNM-LA at ScienceFest on July 10-11 where they hosted a Geology Tent. They were recognized for their service to UNM-LA by Chancellor Rooney at the Fall Faculty Meeting.

**UNM – Los Alamos Advisory Board Report  
September, 2021  
Student Services Report**

**Enrollment**

Fall 2021 Census will take place on Friday, September 10. In July, we were optimistic about our enrollment trend that was showing double digit increases compared to the same timeframe in the previous Fall. That trend continued throughout July and part of August. Enrollment slowed down in August and as of September 6, our headcount was 860, down 12% from Fall 2020. Our student credit hours were, down 11% from Fall 2020.

	Fall 2020	Fall 2021	Percent Change
Headcount	964	860	-12%
Student Credit Hours	5436	4830	-11%

**Recruitment/Enrollment Strategy**

Although we have been able to carry out recruitment activity during remote operations, recruitment alone is not promoting enough new enrollment to balance student attrition. We will be collaborating with the Department of Instruction and Marketing to implement new retention strategies and rebuild an outreach campaign focusing on degree-seeking students.

Generally, we have a high rate of applicants who follow through and enroll. This Fall, we noticed that we had more students than usual apply for admission but chose not to register for classes. We will be contacting those students to find out more about where they are enrolled and the factors that influenced their decision to register somewhere else or not enroll at all. Anecdotally, we know that some students chose other intuitions during uncertainty regarding vaccination requirements. Also, our enrollment in courses that were initially scheduled in-person was low. Students were choosing online over face-to-face. When we converted some of those in-person classes to online, many students chose not to make the switch.

**Return to Campus**

We scheduled a staggered opening through June and July. Student Services started opening the doors to students and the community on a limited basis on June 15. Starting on July 12, we were open Monday through Thursday. Then, beginning August 2, we opened full-time (Monday through Friday, 8am to 5pm). We have experienced that most students are preferring to interface by Zoom or phone. Moving forward we will continue to meet with students both remotely and in-person.

This Fall semester we facilitated various ways for students to be oriented to campus. We provided a traditional in-person New Student Orientation program for students and their families. We also provided the same information through an online orientation. We provided a later opportunity for students who had missed an in-person orientation during remote operations. Additionally, we held a walk-in session where we provided information, resources, and campus tours to anyone who wanted to show up. We partnered with the NM Department of Health and Las Clinicas del Norte to provide two all-day walk-in vaccination clinics in conjunction with the in-person orientation and the walk-in event. Several of our students and many others from the community participated in the vaccination event.



**Summer Bridge**

We held another remote Summer Bridge Program this Summer. Ten students initially started the program with us. Two did not finish the program. Of the eight remaining, all but one (who started late) passed their courses--both math and electives. The average GPA of the group was a 3.69 for the summer term. Six of the original 10 are enrolled at UNM-LA this fall. One of these was planning to attend Main Campus and committed to us over the summer instead.

**Community Internship Collaboration**

We are in the process of matching students to business projects for the Fall 2021 class of the Community Internship Collaboration (CIC). Some of the new businesses that submitted proposals for projects this semester include Los Alamos Co-op, Boomerang Consignment, Hartway & Breshears CPAs. We also had some businesses who have not participated in several semesters submit new projects. They include Pajarito Environmental Education Center (PEEC), Fuller Lodge Art Center, Pajarito Mountain, Los Alamos Chamber of Commerce, and The Finishing Touch. ErgoTech, Los Alamos STEAM Lab, Los Alamos Retired & Senior Organization, and Los Alamos County Economic Development Division are other ongoing participants who have project-based internships available to students this Fall.

**UNM-Los Alamos Advisory Board Report**  
**September 13, 2021**  
**Business Operations**

**Business Operations Updates**

Human Resources

- UNM staff employees have an opportunity to apply for the newly implemented Remote Work/Telecommuting program to perform all or part of their work away from a UNM worksite within the state of NM. UNM-Los Alamos currently has ten employees approved to work under this policy.
- UNM requires COVID-19 vaccinations (with submitted documentation), or approved exemptions, by September 30, 2021 for all faculty, staff, and students who access University facilities and programs.
- On July 1, 2020, UNM temporarily increased the balance cap for annual leave to 308 hours. The leave cap will be reduced to the pre-COVID-19 cap of 252 hours at the end of 2021. Employees with leave balances in excess of 252 hours will be forfeited on December 31, 2021.
- UNM-Los Alamos currently has six open positions for staff and student employment.

Business Operations

- Completed the Report of Actuals review process. The FY21 Report of Actuals is will be submitted to HED on September 15, 2021 as required.
- Completed the Categorization of Reserves report.
- FY21 year-end close processes will be completed by September 17, 2021.

Capital Projects Update

**Building 7 Learning Resource Center Renovation - \$625,000**

- Past Timeline Events:
  - December 2019 - Architectural and Engineering design request for quotation
  - January 2020 – Selection of Architectural and Engineering Firm
  - February 18, 2020 – Design Kick-off Meeting
  - March 6, 2020 – UNM-Los Alamos team to visit UNM Zimmerman and CNM West libraries
  - April 2020 – Architectural/Engineering firm drafted a preliminary design
  - August 2020 – Ad-hoc committee formation/Final design developed
  - September 2020 – Stucco and window replacement on Building 7 – West wall
  - October - December 2020 – Board of Regents, HED, and State Board of Finance approvals
- Current and Future Timeline Events:
  - August - December 2021 – Construction
  - January 2022 - Occupancy

**Campus wide Infrastructure and Improvements (Classrooms) - \$937,500**

- Past Timeline Events:
  - August 2020 – Temporary timeline developed
  - August 2020– Ad–hoc committee identified
  - August 2020 – Obtaining quotes for ceiling grids, flooring, painting, and lighting
  - September 2020 – Ad-hoc committee meeting
  - August 2021 – Architectural and ADA evaluation studies completed
- Current and Future Timeline Events:
  - September 2021 – Ad-hoc committee meets
  - October - December 2021 – Finalize plans and start approval process
  - January 2022 – Construction begins

## Los Alamos Workforce Development/Career Technical Education - \$2,125,000

- Past Timeline Events:
  - February 2021 – Project Scoping Report completed
  - May 2021 – RFP out for Architectural/Engineering design services
  - August 2021 – Vigil & Associates selected for Architectural/Engineering design services
- Current and Future Timeline Events:
  - October 2021 – February 2022 - Board of Regents, HED, and State Board of Finance approvals
  - April 2022 – 95% Construction documents completed
  - June 2022 – Construction begins
  - February 2023 – Occupancy

### Categorization of Reserves

Each year branches/departments responsible for current unrestricted funds categorize their reserves as outlined in the University Administrative Policies and Procedures 7000, and prepare a UAP 7000 report. It is critical to the fiscal integrity of the University that adequate central reserves be available to address unexpected and critical needs of the University. The State of New Mexico considers central reserves ranging from 3% to 5% of the University's Instruction & General expense budget to be a prudent amount for the University to maintain.

Positive reserves are categorized according to the following definitions:

Committed: Includes funds where a formal, written commitment is in place for their use.

Dedicated: Includes funds that have a clear, focused purpose with a documented description and identify the entity/individual making the dedication.

Discretionary: The remaining reserves after accounting for all committed and dedicated funds.

Exhibit 1 provides detailed information on the net available reserve balances and how the reserve balances have been categorized for the previous six fiscal years. UNM-LA submitted our UAP 7000 report to the UNM Provost Office on August 20, 2021 as required.

- Exhibit 1 – Categorization of Reserves history
- Exhibit 2 – Categorization of Reserves chart

### Financial Information (FY22) as of 9/7/2021

Tuition revenue for summer FY22 is 12.68% over budget for the first half and fall tuition for FY22 is 7.62% under budget. Exhibit 3 provides additional detail on tuition.

- Exhibit 3 – FY22 Tuition Budget and Actuals as of 9/7/2021.

Learning Resource Center construction photos



**UNM-LA Categorization of Reserves History**

<b><u>Fiscal Year</u></b>	<b><u>Net Available Reserve</u></b>	<b><u>Department Commitments</u></b>	<b><u>Department Dedications</u></b>	<b><u>Net Discretionary Reserve</u></b>
FY17	\$1,394,640	\$190,500	\$371,012	\$833,128
FY18	\$1,400,844	\$380,036	\$814,421	\$206,387
FY19	\$1,853,258	\$469,920	\$941,636	\$441,703
FY20	\$2,299,920	\$504,943	\$1,170,813	\$624,164
FY21	\$2,719,145	\$661,407	\$1,566,055	\$491,683
FY22	\$3,464,127	\$726,129	\$1,947,370	\$790,629

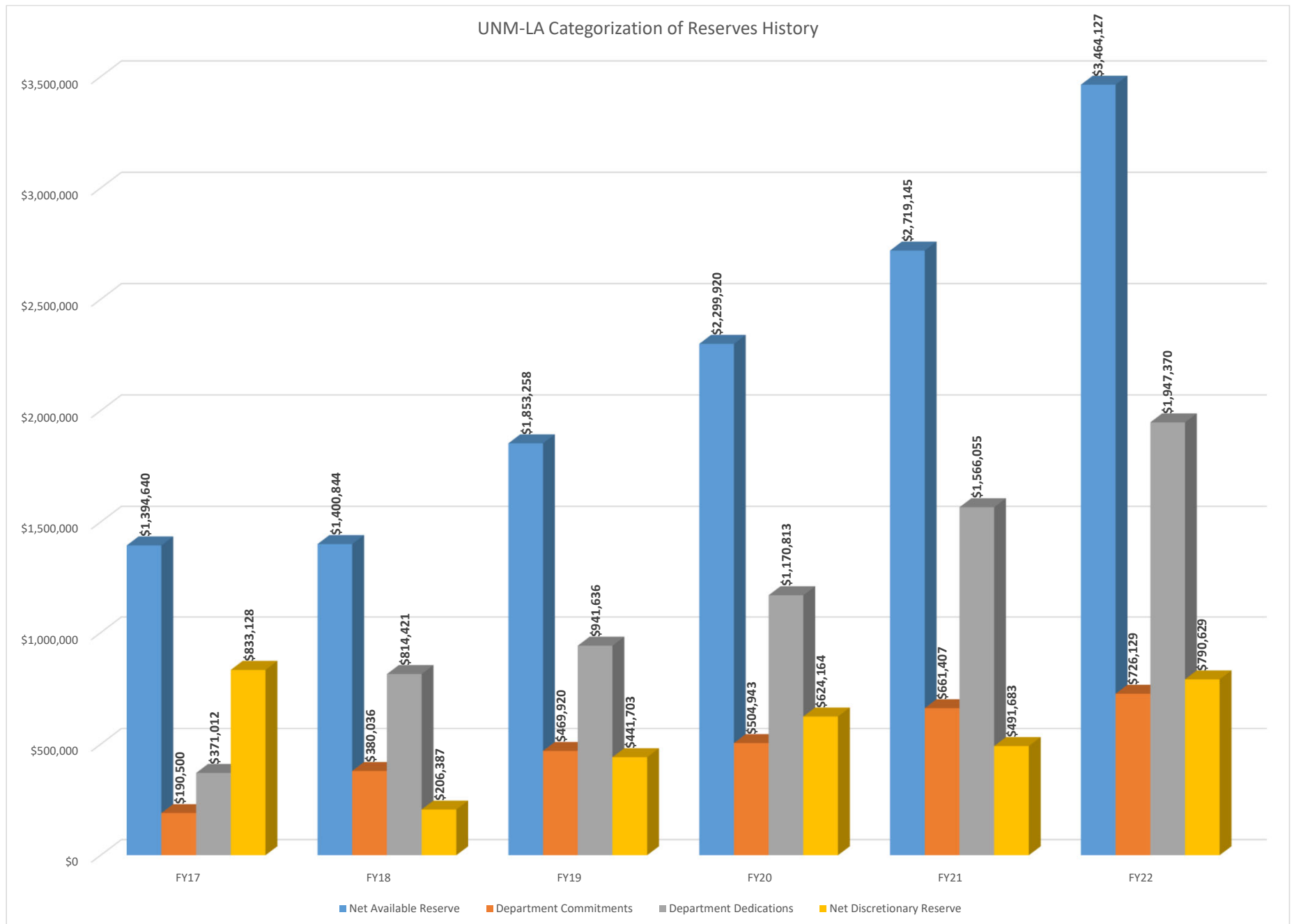


Exhibit 2

UNM-LA FY22 Tuition

		Revised Budget FY22	*Actuals as of 9/7/21	Difference	% of Budget Received
Summer Tuition					
	Res FT	\$ 39,700	\$ 20,008	\$ 19,692	50.40%
	Res PT	\$ 75,900	\$ 48,544	\$ 27,356	63.96%
	Senior Waiver	\$ (1,500)	\$ -	\$ (1,500)	0.00%
	Uncollectible	\$ (2,600)	\$ -	\$ (2,600)	0.00%
	Dual Credit	\$ (13,400)	\$ (7,063)	\$ (6,338)	52.71%
Total Summer		\$ 98,100	\$ 61,490	\$ 36,611	62.68%

\*Actuals represent half of the FY21 Summer tuition

		Revised Budget FY22	Actuals as of 9/7/21	Difference	% of Budget Received
Fall Tuition					
	Res FT	\$ 171,900	\$ 118,080	\$ 53,820	68.69%
	Res PT	\$ 254,860	\$ 253,872	\$ 988	99.61%
	Non Res FT	\$ 8,200	\$ 5,460	\$ 2,740	66.59%
	Non Res PT	\$ 12,500	\$ 12,058	\$ 443	96.46%
	Senior Waiver	\$ (4,500)	\$ (1,095)	\$ (3,405)	24.33%
	Foster Child	\$ (200)	\$ (492)	\$ 292	246.00%
	Uncollectible	\$ (10,700)	\$ -	\$ (10,700)	0.00%
	Other Tuition	\$ (1,500)	\$ -	\$ (1,500)	0.00%
	Dual Credit	\$ (43,000)	\$ (29,843)	\$ (13,158)	69.40%
Total Fall		\$ 387,560	\$ 358,040	\$ 29,520	92.38%

		Revised Budget FY22	Actuals as of 9/7/21	Difference	% of Budget Received
Spring Tuition					
	Res FT	\$ 129,600	\$ -	\$ 129,600	0.00%
	Res PT	\$ 314,300	\$ -	\$ 314,300	0.00%
	Non Res FT	\$ 6,900	\$ -	\$ 6,900	0.00%
	Non Res PT	\$ 13,500	\$ -	\$ 13,500	0.00%
	Senior Waiver	\$ (3,300)	\$ -	\$ (3,300)	0.00%
	Foster Child	\$ -	\$ -	\$ -	0.00%
	Uncollectible	\$ (8,600)	\$ -	\$ (8,600)	0.00%
	Dual Credit	\$ (109,200)	\$ -	\$ (109,200)	0.00%
Total Spring		\$ 343,200	\$ -	\$ 343,200	0.00%

Total FY22 Tuition	\$ 828,860	\$ 419,530	\$ 409,330	50.62%
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