



Advisory Board Meeting
Monday, September 14, 2020
5:30 pm, Zoom Meeting

MINUTES

1. Call to Order, Confirmation of a Quorum

Stephen Boerigter called the meeting to order at 5:30 pm. All Advisory Board members were present on the Zoom video conference.

Board Members Present:

Stephen Boerigter
David Sutton
Michelle Hall
Sheila Schiferl
Laura Burrows

UNM LA Staff Present:

Cynthia Rooney, Chancellor
Sharon Hurley, Dean of Instruction
Bob Harmon, Director Business Operations
Kathryn Vigil, Director of Student Affairs
Irina Alvestad, Associate Dean
Laci Taylor, Executive Assistant to the Chancellor

Visitors Present:

David Hampton

2. Routine Business – *Board Action Items*

- a. Adoption of Agenda
- b. Approval of Advisory Board Meeting Minutes-June 29, 2020 (Attachment A)
 - i. Motion made by Michelle Hall to approve the minutes. Seconded by David Sutton, motion passed by unanimous vote.
- c. Annual Review of UNM-Los Alamos By-Laws (Attachment B)
 - i. There were no proposed changes to the By-Laws. Michelle Hall motioned to approve the By-Laws. Seconded by David Sutton, motion passed by unanimous vote.
- d. Annual Review of the Operating Agreement (Attachment C)
 - i. There was discussion about minor changes that UNM has proposed for the Operating Agreement: changing the title of the campus leader from CEO to Chancellor, extending the duration of the agreement by two years, and clarifying the timing of the payments. Once UNM confirms the minor changes, an email will be sent to the Advisory Board for approval of the Operating Agreement.

3. Public Comment

- a. There was no public comment.

4. Introduction of Visitors

- a. David Hampton was introduced.

5. Information for the Board

- a. Update on Current Operations and Future Re-Opening Plans (Attachment D)
 - i. The re-opening plan for UNM-LA incorporates guidance from UNM as well as state and national recommendations.
 - ii. The UNM system is utilizing software for contact tracing to document faculty, staff, and students who come to campus. This system is supplemented by forms to be completed by visitors.
 - iii. Over the summer, many faculty completed training offered by the UNM Center for Teaching Excellence as well as Quality Matters for online instruction.
 - iv. Student Services focused on accessibility and alternative ways for providing services during the pandemic.
 - v. The Advisory Board asked several questions to the Executive Team and there was discussion about the UNM-LA current operations.

6. Reports

- a. Chancellor (Attachment E)
 - i. UNM-LA was awarded a Title V grant that will provide over \$500,000 in funding each year for five years.
 - ii. A brief overview of other grant activities was presented.
 - iii. UNM-LA has a \$1.7 million project on the ballot for General Obligation (GO) Bond C for the November election. The project will provide funds to upgrade classroom space dedicated to Workforce Development and Career Technical Education programs to address the current workforce needs in Los Alamos.
- b. Office of Instruction (Attachment F)
 - i. In collaboration with UNM School of Engineering, a pilot program was started this fall to offer BSME in Los Alamos. Fall enrollment increased in courses related to the engineering program.
 - ii. UNM-LA and LANL have created an Individual Joint Appointment Agreement for an individual who will teach in the NEST program.
 - iii. Average class size is up from prior years, with average enrollment across all fall classes at 16.
- c. Student Services (Attachment G)
 - i. At the census date, UNM-LA reported a headcount enrollment increase of 2.96% over the prior year.
 - ii. This fall, UNM-LA offered various scholarship opportunities to students, including the New Mexico Opportunity Scholarship, Start Here Scholarship and the High Achiever Scholarship.
 - iii. The Community Internship Collaboration (CIC) is targeting 11 internship opportunities for students this fall.
- d. Business Operations (Attachment H)
 - i. The FY20 Report of Actuals will be submitted to HED on September 15, 2020.
 - ii. Bob Harmon reviewed the timeline for the upcoming capital projects: Library Renovation, Campus Infrastructure and Improvements, Security System Upgrade, and the Solar Project.
 - iii. The UNM-LA categorization of reserves report was presented.
 - iv. At this point, tuition from enrollment is 143% of the revised budget amount.

7. Next Meeting

- a. November 9, 2020 at 5:30 p.m. UNM-LA Lecture Hall, Zoom

8. Adjournment: 6:36 p.m.