



Advisory Board Special Meeting
Wednesday, April 8, 2020
5:30 pm, Zoom Meeting

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| MINUTES |
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1. Call to Order

2. Confirmation of a Quorum

Stephen Boerigter called the special meeting related to the budget to order at 5:35 pm. All Board members were present on the Zoom video conference meeting.

Board Members Present:

Stephen Boerigter
David Sutton
Michelle Hall
Laura Burrows
Sheila Schiferl

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
Nancy Coombs, Marketing Representative
Gayle Burns, Accountant III
Laci Taylor, Executive Assistant to the Chancellor

Visitors Present:

David Hampton, community member

3. 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 by unanimous vote.
- b. Approval of Advisory Board Meeting Minutes-March 2, 2020 (Attachment A)
 - i. Motion passed by unanimous vote.

4. Public Comment

- a. There was no public comment.

5. Introduction of Visitors

- a. David Hampton was introduced.

6. New Business

- a. Overview of the UNM-LA Response to the COVID-19 Pandemic (Attachment B)

- i. UNM and other New Mexico higher education institutions have converted all classes to online delivery for the remainder of the Spring semester.
- ii. UNM-LA faculty members who had previously taught in an online environment partnered with other faculty members without prior online experience to convert classes to the online format.
- iii. Kevin Rosenberger, a tutor for online classes, has been very engaged with the students, assisting them with the online transition.
- iv. Dr. Rooney presented a timeline of the responses of UNM-LA in adjusting operations this semester.
- v. Students have the option of choosing credit/non-credit for their courses this semester.
- vi. Positive examples of faculty leadership and student success were shared with the Advisory Board.
- b. Budget Adjustment Request (BAR) for FY20 (Attachment C)
 - i. The completion of the restricted and unrestricted BARS is required by the Department of HED and UNM Board of Regents.
 - ii. Two adjustments were identified for the FY20 Unrestricted BAR.
 - 1. An adjustment to the beginning balance of \$487,805 of FY20 to reflect the actual ending balances of June 30, 2019.
 - 2. An adjustment to reflect an increase of \$35,000 in Public Service for funds received in FY20 to support the Community Internship Collaboration.
 - iii. There were no adjustments identified for a FY20 Restricted BAR.
- c. Overview of FY21 Budget Process (Attachment D)
 - i. A timeline of the UNM-LA budget process was presented.
 - ii. The legislature passed a 4% compensation increase, which once again will not be fully funded.
 - iii. New initiatives, as detailed in attachment D, were included in the proposed budget.
 - iv. The majority of the proposed budget was completed before the declaration of the COVID-19 pandemic. Regarding possible revisions before the submission of the budget to UNM and to the New Mexico Higher Education Department, for now, we were advised to base the budget on expectations based on HB2.
 - v. A special session of the NM legislature is expected and cuts to state appropriations are anticipated. Potential revisions to the budget are anticipated after the special session.
- d. FY21 Operating Budget (Attachment E)
 - i. The FY21 Operating Budget, as documented in Attachment E, was presented to the Advisory Board.
 - ii. The largest increase in expenditures relates to salary and benefits. A key priority during the budgeting process was to fully fund the proposed 4% compensation increase, which was only partially funded by additional state allocations.
 - iii. There was discussion about the recognized uncertainty surrounding this budget due to the COVID-19 pandemic, declining oil and gas prices (and related revenue to the state), and the outcome of the special session of the New Mexico legislature expected this summer.
 - iv. The increase in “other expenses” of \$37,987 was discussed briefly and additional information will be provided to the Advisory Board members.

7. **Budget – Board Action Items**

- a. Approval of Budget Adjustment Request (BAR) for FY20
 - i. Michelle Hall moved to approve the BAR for FY20, seconded by David Sutton. The motion passed by unanimous vote.
- b. Approval of FY21 Operating Budget
 - i. Michelle Hall moved to approve the FY21 Operating Budget, seconded by Laura Burrows. The motion passed by unanimous vote.

8. **Next Meeting**

- a. May 11, 2020 at 5:30 p.m. UNM-LA Lecture Hall (Zoom Meeting)
- b. UNM-LA’s Graduation Ceremony has been postponed to a later date because of the recommended guidance regarding large assemblies during the pandemic.

9. **Adjournment:** 6:22 p.m.