



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

**MINUTES**

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

David Sutton called the meeting to order at 5:37 pm.

**Board Members Present:**

David Sutton

Laura Burrows

Sheila Schiferl

Michelle Hall arrived at 6:05 pm

**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

Sarah Jimenez, Marketing and Communications Representative

Laci Taylor, Executive Assistant to the Chancellor

**Visitors Present:**

David Hampton, Chuck McCullough, Chris Luccini

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

a. Adoption of Agenda

i. Motion made by Laura Burrows to approve the Agenda, motion passed.

b. Approval of Advisory Board Meeting Minutes-May 10, 2021 (Attachment A)

i. Motion made by Laura Burrows to approve the minutes. Seconded by Sheila Schiferl, motion passed.

c. Annual Review of UNM-Los Alamos By-Laws (Attachment B)

i. Cindy Rooney provided clarification on bylaw 1120. This section was written prior to the change in the election.

ii. There was discussion of the bylaws and clarification that the first meeting for newly elected board members is in January following the November election. No changes were made.

iii. Motion made by Laura Burrows to accept the bylaws as written. Seconded by Sheila Schiferl, motion passed.

d. Annual Review of the Operating Agreement (Attachment C)

i. The Operating Agreement is in effect through June 30, 2022.

ii. Motion made by Laura Burrows to approve the Operating Agreement. Seconded by Sheila Schiferl, motion passed.

**3. Public Comment**

a. None

**4. Introduction of Visitors**

- a. Chuck McCullough, Sarah Jimenez, Chris Luccini, David Hampton and Irina Alvestad were introduced to the Advisory Board.

**5. Information for the Board**

- a. Update on Current Operations (Attachment D)
  - i. UNM-LA returned to a more significant on-campus approach to operations on August 2, 2021.
  - ii. UNM-LA, along with the UNM system has adopted a COVID-19 Vaccine requirement and mask mandate.
  - iii. There was discussion about vaccination percentages for faculty, staff, and students. Detailed information can be found at <https://covid.unm.edu/>.
  - iv. There was discussion about exemptions and compliance in the system for the vaccine mandate.

**6. Administrative Reports**

(Highlights of items detailed more completely in the Appendices)

- a. Chancellor (Attachment D)
  - i. Cindy Rooney introduced the Dean of Instruction, Paul Allen, and the Marketing and Communications Representative, Sarah Jimenez. Both started working for UNM-LA on June 1.
  - ii. Anne Jarrett has been hired as the Title V Program Manager. There are still vacancies for a Development Specialist, SBDC Director and other Title V positions.
  - iii. UNM-LA continues to build a stronger relationship with the Los Alamos County Council and Los Alamos Public Schools by attending joint meetings on a monthly basis.
  - iv. A subcommittee of the Legislative Finance Committee has been meeting with individuals from higher education regarding potential changes to the funding formula.
- b. Office of Instruction (Attachment E)
  - i. Enrollment was down slightly. Much of the decline came in face-to-face classes with 37% of our courses either fully in person or have an in-person component. The remaining courses are online.
  - ii. UNM-LA celebrated the official launch of the Bachelor's of Science in Mechanical Engineering program on June 7, 2021. The program continues to grow. Dedicated lab space is being developed along with the acquisition of new equipment.
  - iii. For fall 2021 we are running our third cohort of the N3B Nuclear Waste Operator Certificate.
  - iv. The Regional Development Center has awarded UNM-LA with \$35,000 for community education and workforce development.
- c. Student Services (Attachment G)
  - i. Enrollment and student credit hours are down 12% compared to last year. Census date was Friday, September, 10, 2021.
  - ii. The largest decrease in students are from dual credit and non-degree seeking students.
  - iii. This fall there was a decrease in applications and enrollment yield. Student Services is planning to contact students to find out the reasons they chose not to enroll.
  - iv. There is a plan to increase marketing efforts to improve enrollment.
- d. Business Operations (Attachment H)
  - i. Ten UNM-LA staff members are participating in the Remote Work/Telecommuting program.
  - ii. The FY21 Report of Actuals will be submitted to HED on September 15, 2021.
  - iii. Bob Harmon provided an update on the following capital projects: Learning Resource Center, Campus wide Infrastructure and Improvements, and the Workforce Development /Career and Technical Education.
  - iv. A detailed explanation of the categorization of reserves was presented to the Advisory Board.

**7. Next Meeting**

- a. November 8, 2021 at 5:30 p.m. UNM-LA Wallace Hall

**8. Adjournment:** 6:45 p.m.