



**Advisory Board Meeting
Monday, September 12, 2022
5:30 pm, Lecture Hall, Building 2**

MINUTES

1. Call to Order, Confirmation of a Quorum

Alissa Grissom called the meeting to order at 5:30 p.m. (Grissom led the meeting based on an earlier request by Advisory Board Chair, Stephen Boerigter.)

Board Members Present:

Charles McCullough (Zoom)
 Laura Burrows (Zoom)
 Alissa Grissom (Zoom)
 David Hanson (Zoom)

UNM LA Staff Present:

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

Visitors Present: none

2. Routine Business – Board Action Items

- a. Adoption of Agenda
 - i. Motion made by Chuck McCullough to approve the Agenda. Seconded by David Hanson. Motion passed.
- b. Approval of Advisory Board Meeting Minutes - June 1, 2022 (Attachment A)
 - i. Motion made by Chuck McCullough to approve the minutes. Seconded by David Hanson. Motion passed.
 - ii. Motion made by Alissa Grissom to approve the minutes with the change to remove “Dr.” from Alissa Grissom (no PhD), from the minutes. Chuck McCullough, David Hanson, and Laura Burrows approve the Agenda with change. Motion passed.
- c. Annual Review of UNM-Los Alamos By-Laws (Attachment B)
 - i. Mike Holtzclaw made a request to add last year’s missing date (September 14, 2020) to the Approved with No Changes list on the front page of the Bylaws.
 - ii. Motion made by Laura Burrows to approve the Bylaws with no changes. Seconded by Chuck McCullough. Motion passed.

- d. Annual Review of the Operating Agreement (Attachment C)
 - i. Motion made by Alissa Grissom to approve the Operating Agreement. Seconded by Laura Burrows. Motion passed. Alissa Grissom will coordinate with Ivette Jimenez to come to campus for sign the Agreement.

3. Public Comment - None

4. Introduction of Visitors - None

5. Administrative Reports

(Details to highlighted items can be found in the Advisory Board Packet)

- a. Chancellor (Attachment D)
 - i. Staffing and hiring continue to be a difficult and will continue to be challenging for UNMLA. In the preliminary budget that is going to the Legislature, they are looking at raising salaries again.
 - ii. Title V Grant has enabled us to do amazing things and our new administrator Anne Jarrett is doing great things.
 - iii. Be on the lookout for invitations:
 - 1. Grand Opening of the Learning Center
 - 2. Installation of the Lobo
 - iv. UNMLA received another grant – more to come on that
 - v. HACU Conference in San Diego is coming up and 14 members of UNMLA will be attending in October. Also supported by the Title V Grant.
- b. Office of Instruction (Attachment E)
 - i. We are filling positions in the Office of Instruction
 - 1. Adult Education Program Manager Naly Ramirez Aponte, she has replaced Jane Clements
 - 2. New Position created, Educational Partnerships and Academic Support Planning Officer, Audrey Marroquin. She will be coordinating a range of workforce and entry to the workforce pathways, and workforce programming on the credit side.
 - ii. Putting together faculty committees
 - iii. Restarting our Academic Support Center
 - 1. Hiring two academic coaches – tutoring and advising
 - iv. Min Ro has been appointed as a 1.0 FTE
 - v. Enrollment is looking good, better than last weeks report. We're hoping it is due to better retainment of students. See the Student Affairs report from Kathryn for more details.
 - vi. BSME program is doing great. New cohort, new upper division courses, and we are finally getting the new equipment delivered.
 - vii. CANVAS went live this summer. We had good reports with the program and support from both UNM and UNMLA.
 - viii. Partnerships
 - 1. We received another donation of \$40,000 from RDC for workforce development. That will go into Audrey Marroquin's area.
 - 2. Discussed partnerships with LAPS to work on revising our memorandum of understanding with them for dual enrollment and early college and career academy program.
 - 3. This summer, faculty participated in the Summer Physics Camp for Young Women and ScienceFest. ScienceFest this year is going to expand to a weeklong event in celebration of the new Oppenheimer movie that is coming out.
 - ix. Union withdrew its grievance against UNMLA's faculty workload policy.
 - x. Library Renovations are finished. Re-opening celebration next month for the community to see the changes made.

- xi. The status of the legislature's decision on funding dual credit at the high school
 - 1. Motion made by David Hanson to have Chairman Alissa Grissom make the board's wishes known to Rep. Chandler about funding the dual credit program. Second by Laura Burrows. Motioned passed.
 - c. Student Services (Attachment F)
 - i. Census is the 21st day of the semester and an enrollment snapshot is taken and collected at the NMHED. Fall Enrollment is up 20% from the previous year.
 - ii. Student credit hours are up 7% and this is important because of funding based on credit hours.
 - iii. Headcount is up 2% in Los Alamos. It is important to think about how we maintain our enrollment and increase our enrollment for next semester.
 - iv. Minority and Hispanic headcount are up 20% in the last 5 years.
 - v. Staffing changes:
 - 1. Registrar position has been reinstated and the position has been filled internally.
 - 2. There are two vacancies in Student Services. The positions will be posted soon.
 - vi. Beginning semester events were successful: Orientation, Welcome Back event, and CIC Luncheon
 - vii. Mike Holtzclaw mentioned the community's interest in what happened to the Seed Scholarship, and the response is that the Opportunity Scholarship has replaced it.
 - viii. Further discussion was had on increasing enrollment, retention, marketing, and updating the campus.
 - 1. Action: Possibly having the chairman or community member do a post meeting write up and sharing it with the public through our marketing department. Chuck McCullough will meet with Sarah Jimenez to discuss the option of doing a post meeting write up.
 - 2. Action: LANL is working towards having a daycare center. David Hanson to give Mike Holtzclaw contact information to find out if they would extend the daycare to UNMLA students.
 - d. Business Operations (Attachment G)
 - i. Report of Actuals to be submitted and completed at by the end of the week.
 - ii. Reserves policy is a local policy that changes based on the needs of this campus.
 - iii. Shared financial reports.
 - iv. Learning Resource center is complete.
 - v. Board of Regents, Higher Education Department, and State Board of Finance approval process will start in October for UNM-Los Alamos capital projects.
6. **Next Meetings**
- a. Regular Meeting: November 7, 2022, 5:30, UNM-LA Lecture Hall, Building 2
7. **Adjournment:** 6:34 p.m.