



**Advisory Board Meeting
Monday, November 11, 2024
5:30 pm, Lecture Hall, Bldg. 2
DRAFT**

MINUTES

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

Kristin Henderson called the meeting to order at 5:30 pm.

Board Members Present:

Kristin Henderson

Alissa Grissom (Zoom)

David Hanson

John Pawlak

David Hampton

UNM-LA Staff Present:

Mike Holtzclaw, Chancellor

Paul Allen, Dean of Instruction

Danielle Gonzales, Director of Student Affairs

Crystal Gonzales, Director of Business Operations

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

a. Adoption of Agenda

- i. Motion made by John Pawlak to adopt the agenda. Motioned seconded by David Hampton. All in favor. Motion passed.

b. Approval of Advisory Board Meeting Minutes-September 9, 2024 (Attachment A)

- i. Motion made by Alissa Grissom to approve the minutes. Motion seconded by David Hampton. All in favor. Motion passed.

- c. Recognition of Service

3. **Public Comment**

None

4. **Introduction of Visitors**

None

5. **Board Business**

- a. Announcements and comments from the Chair

- i. Kristin Henderson congratulated John Pawlak for the work he did on the Bond Committee.
- ii. Announced the bylaws will be addressed again in the January meeting.

- b. Review and adoption of the Operating Agreement

- i. Mike Holtzclaw explained that he met with the other branch chancellors and the provost to discuss concerns. Language of the Operating Agreement was revised and cleaned up.
- ii. Discussion of UNM-LA board member designee meeting the with Board of Regents once a year.
- iii. David Hampton moves to adopt the Operating Agreement. David Hanson seconds motion. All in favor. Motion passed.

- c. Update and discussion on the bond

- i. John Pawlak suggested keeping the community informed on a quarterly basis on how the money is spent.
- ii. Mike Holtzclaw suggested also including updates in the Lobo Link newsletter.

6. **Presentations by the Executive Team**

- a. Chancellor (Attachment B)

- i. Mike Holtzclaw introduced new Director of Business Operations, Crystal Gonzales. Informed the board of other vacant positions including Facilities Manager, Facilities Coordinator, HR Technician, and the recent resignation of Executive Assistant to the Chancellor, Kelley Garrett.
- ii. Reported a successful UNM-LA open house and ribbon cutting of building 6.
- iii. Provided updates on construction.

- b. Dean of Instruction (Attachment C)
 - i. Paul Allen announced they are hiring for full time faculty positions in chemistry and biology.
 - ii. Working with the Mechanical Engineering department at UNM-ABQ to fund a continuing faculty member in mechanical engineering who would hold a joint appointment for both institutions.
 - iii. Reported that spring registration has opened with new course offerings in Actinide Science and Chicana and Chicano Studies.
 - iv. Associate of Arts in Early Childhood Education was approved by the UNM Senate.
 - v. Mike Holtzclaw reported meeting with Los Alamos High School leadership to discuss the concerns brought by parents and students to the last Advisory Board meeting concerning the LAECCA program. Principal Renee Dunwoody met with each family to address the issue. Will be offering the final course needed to complete certificate and for one student, UNM-LA is working with LANL to grant credit to be used towards the missing capstone course. Currently in the negotiation process of working that out.
- c. Director of Student Services (Attachment D)
 - i. Danielle Gonzales reported an exact match in headcount as fall of last year.
 - ii. Reported a successful job fair in collaboration with the Los Alamos Chamber of Commerce in which 27 businesses participated and about 100 job seekers attended.
 - iii. Received a lot of positive feedback from the LANL Career Day hosted on UNM-LA campus in which high schools local and in the surrounding areas attended. Hope to make this an annual event moving forward.
 - iv. Registration for spring 2025 began. Conducting targeted outreach.
 - v. Explained that part of the strategic enrollment management plan is to increase dual credit numbers, and to strengthen relationships with Cuba, Jemez, and Los Alamos High School.
- d. Director of Business Operations (Attachment E)
 - i. Crystal Gonzales introduced herself to the board and provided her educational background and professional experience.

7. **Future Agenda Items for Advisory Board Meetings**

- a. Review of bylaws

8. **Next Meeting**

- a. Next Regular Meeting: January 13, 2025, 5:30, UNM-LA Lecture Hall, Bldg. 2

9. **Adjournment**

7:04 pm