



**Advisory Board Meeting  
Monday, May 13, 2024  
5:30 pm, Lecture Hall, Building 2**

<b>AGENDA</b>
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1. Call to Order, Confirmation of a Quorum
2. Routine Business – *Board Action Items*
  - a. Adoption of Agenda
  - b. Approval of Advisory Board Meeting Minutes – March 11, 2024 (Attachment A)
  - c. Approval of Advisory Board Meeting Minutes - April 8, 2024 (Attachment B)
  - d. Approval of Advisory Board Meeting Minutes - April 15, 2024 (Attachment C)
3. Public Comment
4. Introduction of Visitors
5. Presentations by the Executive Team
  - a. Chancellor (Attachment D)
  - b. Dean of Instruction (Attachment E)
  - c. Director of Student Services (Attachment F)
6. Business for the Board
  - a. Board Resignation and Replacement
  - b. Bond discussion
  - c. Board members contact information
  - d. Bylaws discussion
7. Next Meeting
  - a. Monday, September 9, 2024 at 5:30 pm, UNM-LA Lecture Hall
8. Adjournment



**Advisory Board Meeting  
Monday, March 11, 2024  
5:30 pm, Wallace Hall, Building 5  
DRAFT**

<b>MINUTES</b>
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**1. Call to Order**

Chuck McCullough called the meeting to order at 5:30 pm

**Confirmation of a Quorum**

**Board Members Present:**

Chuck McCullough

John Pawlak

David Hanson

**UNM-LA Staff Present:**

Mike Holtzclaw, Chancellor

Kathryn Vigil, Director of Student Affairs

Bob Harmon, Director of Business Operations

**Visitors Present:**

David Hampton

Brent Collom

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

a. Adoption of Agenda

i. Motion made by John Pawlak to adopt agenda. Seconded by David Hanson. Motion passed.

b. Approval of Advisory Board Meeting Minutes-January 8, 2024 (Attachment A)

i. Motion made by John Pawlak to approve minutes. Seconded by David Hanson. Motion passed.

**3. Public Comment**

None

**4. Introduction of Visitors**

David Hampton

Brent Collom

**5. New Business—*Board Action Items***

a. Bylaws Revision Discussion

i. Chuck McCullough projected a document with suggested changes to the UNM-LA bylaws for the board members to review and discuss. Formal action and approval of the revision of bylaws will take place at a future meeting.

ii. Advisory Board members specifically discussed the following bylaws; 1120, 1130, 1220, 1230, 1320. Will resume discussion of bylaws revision in the May meeting.

**6. Information for the Board**

a. Future Board Meetings Structure

**7. Presentations by the Executive Team**

a. Chancellor (Attachment B)

i. Mike Holtzclaw informed the board that Bob Harmon, Director of Business Operations, will be retiring at the end of April, 2024. In addition, Sarah Jimenez, Marketing Representative, has resigned.

ii. Shared with the board that they are close to hiring a new Director of Student Affairs.

iii. Described in detail the results of the legislative session, the money we were granted with the support of our local legislators, our I&G appropriation from the state, the process of the funding formula and how our numbers compare to similarly sized branch colleges across the state.

iv. Discussed that he has been working to address our base-funding issues and how these inequities inhibit our ability to serve the community.

b. Office of Instruction (Attachment C)

i. Paul Allen not in attendance. His report is included in the board packet.

c. Student Services (Attachment D)

i. Kathryn Vigil announced that the branch recruitment specialist position has been filled.

- ii. Reported there is curriculum related to financial literacy that has been implemented campus-wide and is available to students and the community.
  - iii. Announced that Jef Bateman, Sr. Student Success Specialist, will be presenting a workshop at the National Academic Advising Association.
  - iv. Informed the board that there will be a job fair taking place on UNM-LA campus on April 4, 2024 and the UNM-LA graduation will take place on May 9, 2024 at Crossroads Bible Church.
- d. Business Operations (Attachment E)
- i. Bob Harmon reported on current job postings, new hires, and resignations.
  - ii. Informed the board that FY24 end of year project spending has been completed and projected revenues will exceed projected expenditures.
  - iii. Discussed the possibility of using money in the reserves to create and fill new positions on UNM-LA campus.
  - iv. Reported legislation proposes an increase in state appropriations and a compensation increase of 3% across the board.
  - v. Provided capital project updates for building 6 and building 2

**8. Next Meeting**

- a. Special Budget Meeting, April 8, 2024, UNM-LA Lecture Hall, Building 2

**9. Adjournment**

7:18 pm



**Advisory Board Special Budget Meeting  
Monday, April 8, 2024  
5:30 pm, Wallace Hall, Building 5  
DRAFT**

<b>MINUTES</b>
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**1. Call to Order**

Chuck McCullough called the meeting to order at 5:30 pm

**2. Confirmation of a Quorum**

**Board Members Present:**

Chuck McCullough

David Hanson

Kristin Henderson

John Pawlak

**UNM-LA Staff Present:**

Mike Holtzclaw, Chancellor

Bob Harmon, Director of Business Operations

Paul Allen, Dean of Instruction

**Visitors Present:**

David Hampton

Joanne Kozuchowski

Nicholas Caine

**3. Routine Business—*Board Action Items***

a. Adoption of Agenda

i. Motion made by John Pawlak to adopt agenda. Motion seconded by Kristin Henderson. Motion passed.

**4. Public Comment**

None

**5. Introduction of Visitors**

David Hampton

Joanne Kozuchowski

Nick Caine

**6. New Business**

- a. Budget Adjustment Requests (BARs) for FY24 (Attachment A)
  - i. Bob Harmon provided overview of BARs for FY24 and explained that the purpose of FY24 unrestricted and restricted BARs is to identify changes made to original budget structure created during budget process and the actual budget requirements needed to operate the university.
  - ii. Bob Harmon detailed items on the unrestricted and restricted BAR #1 that created differences between the FY24 budget and the revised FY24 budget.
  - iii. Bob Harmon stated that the unused funds are rolled over from indices to various reserves and are then added to the ending balance or beginning balance of the next year.
- b. FY25 Operating Budget (Attachment B)
  - i. Bob Harmon presented an overview of the UNM-LA Operating Budget.
  - ii. Outlined budget summary of revenue and expenditures that make up the organization budget for UNM-LA.
  - iii. Reported on specific FY25 revenue and expenditures in instruction and general.
  - iv. Noted that the money in reserves has allowed UNM-LA to hire new positions.

**7. Board Action Items**

- a. Approval of FY24 BARs
  - i. Motion to approve the FY24 BARs. Kristin Henderson moved to approve the FY24 BARs. John Pawlak seconded motion. All in favor.
- b. Approval of FY25 Operating Budget
  - i. Motion to approve the FY25 Operating Budget. John Pawlak moved to approve the FY25 Operating Budget. David Hanson seconded motion. All in favor.

**8. Approval of the Bylaws (Attachment C)**

- i. Motion to approve the current bylaws. David Hanson moved to approve the current bylaws. John Pawlak seconded motion. Motion passed.

**9. Discussion and approval of bond amount and ballot language (Attachment D)**

- i. Chuck McCullough introduced Katherine McKinney, attorney at Modrall Sperling law firm, who is serving as bond council for the election.
- ii. Katherine McKinney described the process that the bond must go through.

Following the UNM-LA Advisory Board, the bond will go to the Regents Finance and Facilities Committee meeting, then to the Board of Regents and finally the Higher Education Department has to approve it going to the voters prior to submitting it to the county clerk. The county clerk continues with the publications through the election and canvases the results. Upon approval from the voters, the college district would be in position to issue the bond.

- iii. Financial advisor at Stifel Public Finance, Nicholas Caine, presented on how the bond amount is determined based on the assessed evaluation across the county of los alamos. Stated that roughly \$30 million would be the maximum amount that university can issue in bonds.
- iv. Motion to approve the bond amount and ballot language. David Hanson moved to approve the bond amount and ballot language. Kristin Henderson seconded motion. All in favor. Motion passed.

**10. Next Meeting**

- a. May 13, 2024 at 5:30 pm UNM-LA Lecture Hall, Building 2

**11. Adjournment**

7:09 pm



**Advisory Board Special Curative Meeting  
Monday, April 15, 2024  
5:30 pm, Via Zoom (Link Below)**

<https://unm.zoom.us/j/98656879453>

Meeting ID: 986 5687 9453

**DRAFT**

<b>MINUTES</b>
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**1. Call to Order**

Chuck McCullough called the meeting to order at 5:30 pm

**2. Confirmation of a Quorum**

**Board Members Present:**

Chuck McCullough

John Pawlak

Kristin Henderson

Alissa Grissom

David Hanson

**UNM-LA Staff Present:**

Mike Holtzclaw, Chancellor

Bob Harmon, Director of Business Operations

Paul Allen, Dean of Instruction

**Visitors Present:**

Katherine McKinney

David Hampton

Marie O'Neill

**3. Routine Business—*Board Action Items***

a. Adoption of Agenda

- i. Motion made by John Pawlak to adopt agenda. Motion seconded by Alissa Grissom. Motion passed.

b. Introductory Comments to Explain Meeting



- i. Mike Holtzclaw explained the purpose of meeting a second time is due to the agenda not being posted to the website, which therefore made the previous Advisory Board meeting held on April 8, 2024, an informational meeting. This meeting is a special curative meeting with an agendaized board packet available to the public.

**4. New Business**

- a. Budget Narrative (Attachment A)
- b. Budget Adjustment Requests (BARs) for FY24 (Attachment B)
- c. FY25 Operating Budget (Attachment C)

**5. Board Action Items**

- a. Approval of FY24 BARs
  - i. Motion to approve FY24 BARs. Alissa Grissom moved to approve BARs for FY24. Motion seconded by John Pawlak. By unanimous vote, FY24 BARs are approved.
- b. Approval of FY25 Operating Budget
  - i. Motion to approve FY25 Operating Budget. John Pawlak moved to approve FY25 Operating Budget. Motion seconded by Kristin Henderson. By unanimous vote, FY25 Operating Budget approved.

**6. Approval of Bylaws (Attachment D)**

- i. Motion to approve current set of bylaws. Kristin Henderson moved to approve current bylaws. Motion seconded by John Pawlak. By unanimous vote, bylaws are approved.

**7. Approval of bond amount and ballot language (Attachment E)**

- i. Chuck McCullough briefly described the process and timeline of the approval process of bond amount and ballot language. Chuck McCullough introduced Katherine McKinney, attorney at Modrall Sperling law firm. Katherine McKinney addressed the current state of the bond.
- ii. Motion to approve the bond amount and ballot language. John Pawlak moved to approve the bond amount and ballot language. Motion seconded by Kristin Henderson. By unanimous vote, the bond amount and ballot language are approved.

**8. Bond financial analysis presented at the April 8, 2024 meeting (Last Attachment)**

**9. Next Meeting**

- a. May 13, 2024 at 5:30 pm UNM-LA Lecture Hall, Building 2

**10. Adjournment**

5:51 pm

**UNM-Los Alamos Advisory Board Report**  
**May 13, 2024**  
**Chancellor's Report**

**Staffing Changes**

John Elliott, Facilities Coordinator, will be retiring at the end of May.

Sandy Jones, Small Business Development Center Manager, resigned to become the new Director of the Los Alamos Chamber of Commerce.

Danielle Gonzales, Director of Student Affairs, started on May 6<sup>th</sup>.

We are in the process of searching for a Marketing Manager to replace Sarah Jimenez

We are working with main campus to provide support in our vacant areas until we can hire replacements.

**Bond Update**

Katherine McKinney and I presented our bond language at the Regent's Finance & Facilities Committee Meeting on May 2<sup>nd</sup>. The committee unanimously approved the language and recommended that it will go to the full Board of Regents meeting on May 16<sup>th</sup> for final approval. Katherine will join Chuck and me at the Board of Regents meeting to present the language and rationale for why we are seeking bond approval.

**Strategic Planning**

After working with the consultants from EOD, we were able to look at the themes from the discussions which we had with the various constituent groups. We are looking at three main goals, shown below. We will be forming writing groups in the fall to come up with objectives and tactics, including measurable outcomes, for each of the three goals. The goals are:

1. Enhance & Engage Our Community
2. Invest in and Develop Our Campus
3. Improve Student Experience & Outcomes

**Construction Updates****Building 6:**

We are working on the punch list for Building 6. The faculty and administrative office furniture was delivered and installed the week of May 6<sup>th</sup>. The classroom and student lounge furniture should be here later this month. Once the remaining furniture and punch list items are completed, we should be able to re-open Building 6 for classes in the fall.

**Open Space project:**

We have hired a landscape architect and associated sub-contractors to work on the 1<sup>st</sup> phase of the open space project. The first phase will provide a comprehensive design of the entire outdoor space on our campus, which will include wayfinding, lighting, landscaping, hardscaping and addressing ADA and safety issues. Phase 1 will also involve the demolition of the front stairs to campus and redesign of that entrance, in addition to repaving the driveway and front parking lot, upgrading the ADA parking spaces to meet code, and some landscaping. We will be asking for money for Phase 2 of this project during the upcoming legislative session. Phase 2 will rework the entire courtyard and entry points to the campus from the north and west parking lots. We are

seeking input from internal and external constituents about the design, as our campus serves the entire community. I encourage the Board to take the short survey below to give your feedback about what you want to see in the open space. The architects will use this information to begin some conceptual drawings that we can share with the community in late summer. Please encourage others from Los Alamos County to take this survey as well. The survey can be found at: <https://forms.gle/aSzzuPjw96CfzRaQ8>

**Stucco repair:**

We used our 2024 BR&R funding to make repairs to the stucco on buildings 3 and 4. The stucco was peeling off the corner of Building 4 and there was stucco damage and a failing mural that was removed and patched.

**Updates from the Chancellor**

As a follow up to my visit to Spain, which was paid for and sponsored by the U.S. State Department and Hispanic Association of Colleges and Universities (HACU), I wanted to give an update. We met with a number of technical colleges in the Basque Country, as well as in Madrid and Valladolid. Our delegation, with the support from HACU, is looking at creating some “next steps” on creating some agreements for collaboration, and student and faculty exchanges or visits.

As a continuation of my goal to internationalize UNM-LA, I applied to the Fulbright International Education Administrators (IEA) program in France. I am happy to report that I was selected for this highly competitive and prestigious program. I will be going to Caen, La Havre, and Paris for two weeks in early October. This program is fully paid for by the Fulbright program, so I will not be using any institutional funds. Much like the Spain program, the purpose of this program is to create opportunities for U.S. institutions to partner with French institutions for higher education.

UNM-Los Alamos Advisory Board Report  
May 2024  
Academic Affairs

### Faculty/Staffing Changes:

- We have 4 new full-time faculty joining us for fall:
  - Dr. Mohamed Abuhegazy will join us as our Mechanical Engineering Lecturer and program coordinator, replacing Mario Velardi
  - Dr. Virginia (Ginny) Grant will join us as our tenure-track English faculty.
  - Dr. Citla Nava-Gaviola will join us as tenure-track Math faculty
  - Lorrain Bowman will be joining us as our Physics and Astronomy tenure-track faculty.
- We interviewed for a 1.0 continuing faculty Lecturer position in Mechanical Engineering on March 5.
- The Biology and Psychology searches for half-time faculty were unsuccessful and we hope to repost in the fall.

### Scheduling/Enrollments

- Summer and Fall classes are open for enrollment. Summer enrollment is strong, with over half the classes full or nearly full a month away from the start of the term (June 3). Fall enrollments are on a good pace, but we have only a handful of classes close to filled at this point.
- Fall will be the first time in a year that we will have most of our face-to-face classes in Building 6.
- Fall face-to-face/hybrid vs online classes are about 50/50.
- This fall we are trying a new hybrid model.

### Curriculum

- We have applied to be able to stand up an Associate degree in Early Childhood Education to complement our Certificate in that area. We hope this will be ready by Spring 2025.
- We have developed a non-credit cybersecurity certificate through CompTIA and will finally be launching our first cohort with 12 students this summer.
- The Community and Workforce Partnerships office is also working on a non-credit Broadband certificate.
- UNM-LA submitted a comprehensive proposal for a UNM-wide “Credit for Prior Learning” policy and process for review by the Faculty Senate and others.
- A new practice was instituted and approved by the Faculty Operations Committee to assign our instructional designer to all hybrid and online courses taught by TPT faculty to ensure consistency and conformity to our Branch online teaching standards.

### Partnerships and Initiatives

- Our Summer Program for Youth (SPY) currently has 120 young people enrolled and there is a waiting list. The program runs July 8-19, with the first week being for grades 3-6 and the second week for grades 7-12.
- A new NEST cohort will run in the fall, with 9 students.
- N3B does not anticipate a new cohort of either RCT or NWO this fall.

### Faculty-related Activities

- The Provost’s office has approved new Branch Workload guidelines that specify that the total load for faculty at our campus will be the equivalent of 30 credit hours for full-time faculty, distributed across teaching, service, and professional development. This will have an impact on

our teaching budget as we hire more adjunct instructors to fill gaps created as faculty take advantage of reassigned time to do service and professional development work.

#### Other

- Furniture and computers will be going into Building 6 over the next couple of weeks and Academic Affairs then expects to move its offices back into the building.

**UNM – Los Alamos Advisory Board Report**  
**May 2024**  
**Student Services Report**

**New Director of Student Affairs**

My name is Danielle Gonzales, and I am the new Director of Academic Affairs. My first day was Monday, May 6. Before joining the UNM-LA team, I was with Santa Fe Community College (SFCC) for 18 ½ years. I began my career in higher education there as an Academic Advisor, where my love and passion for working with students blossomed. My career at SFCC included serving as the Director of Advising, Manager of Enrollment and Student Services, Manager of the Welcome and Advising Center, Interim Associate Vice President for Student Success, and Director of TRIO Student Support Services – all of which fell under the umbrella of Student Affairs. I have a BA degree in Psychology from the College of Santa Fe, and a MA degree in Educational Leadership from New Mexico State University.

I am a New Mexico native – born in Taos, a graduate of Pojoaque High School, and a current resident of Santa Fe. I was a non-traditional college student, earning my bachelor's degree at age 28, and my master's degree at age 36. I know all too well the challenges that many adult learners encounter, balancing competing priorities, as they are pursuing their educational endeavors. I believe this gives me a broad understanding and a unique approach to serving this population of students.

I know the positive impact that an education has had on my life and that is part of what continues to drive my passion and vision for working with students, particularly in the area of Student affairs.

**New Branch Recruitment Specialist**

Gregory (Greg) Scargall started as the Branch Recruitment Specialist on March 18th. Greg is originally from Santa Fe and has deep and broad New Mexico roots.

Some highlights from Greg's career include serving 5 years as a US Navy medical corpsman for the Marines, owning his own product promotion company, and building the Veteran's Resource Center at Santa Fe Community College (which came to be ranked first in the nation and was chosen by Military Times as "Best for Veterans" under Greg's leadership). He earned 3 college degrees as an adult learner – an AA in Business from Santa Fe Community College, a BA degree, and an MBA from New Mexico Highland's University.

He is passionate about serving students and there have been several comments about his unique ability to connect with students (and prospective students). Greg's goal at UNM-LA is to let families know that college is accessible for all – not just those who are recent high-school graduates. He has taken great initiative and has already coordinated a successful recruitment event, hosting a group of McCurdy high school students on our campus.

**Graduation**

Graduation commencement was held on Thursday, May 9<sup>th</sup> at Crossroads Bible Church. It was a festive event, with Dr. Thom Mason, Director of LANL and the President and CEO of Triad National Security, LLC delivering the Guest Address, Ms. Liddie Martinez, President of the Los Alamos Region & Director of Community Engagement at Enterprise Bank & Trust delivering the Commencement Address, and Mr. Christopher Ryan was the Student Degree Speaker.

97 students were recognized in the program and 30 students participated in the commencement ceremony. 27 Students graduated were recognized as graduating with honors.

\*62 students earned an associate degree.

- 13 degrees in Liberal Arts
- 9 degrees in Pre-Business Administration
- 4 degrees in Computer Science
- 1 degree in Environmental Science
- 8 degrees in Pre-Engineering
- 1 degree in Pre-Professional Health Sciences
- 5 degrees in Science
- 1 degree in Accounting
- 2 degrees in Business
- 13 degrees in General Studies
- 5 degrees in Robotics

\*30 students earned a certificate

- 16 certificates in Emergency Medical Services – EMT Basic
- 13 certificates in Nuclear Waste Op Boot Camp
- 1 certificate in Robotics

\*5 students earned a high school equivalency credential.

### **Enrollment Update**

Registration for Summer and Fall began on April 15, 2024. The below numbers reflect the headcount and student credit hours for summer 2024 and fall 2024 as of 05/08/2024. Also included are the headcount and student credit hours from the summer 23 and fall 23, at this same last year, for comparison. Headcount and student credit hours are up, comparatively, for both the summer 24 and fall 24 semesters.

#### ***Summer 2024 – 17 business days to start of semester***

Headcount: 457, up 12% - 54 more students than this time for summer 2023.

Student Credit hours: 1,598, up 8% - 124 more students than this time for summer 2023.

#### ***Fall 2024 - 72 business days to start of semester***

Headcount: 383, up 17% - 64 more students than this time for fall 2023.

Student Credit Hours: 1,689, up 21% - 292 more students than this time for fall 2023.

### **Job Fair Highlights**

The Los Alamos Job Fair was held on April 4, 2024. This event was co-coordinated with UNM-LA and the Chamber of Commerce. Pre-COVID, this was an annual event, hosted by UNM-LA every spring. Our collaboration with the Chamber has made it more successful and in higher demand. In the last year, we have made it a semi-annual event. 40 businesses and organization participated. Over 125 jobseekers and interested attendees participated, the highest number in the past 9 years. Student Success Specialist Grace Willerton indicated that there was positive feedback from employers, with Los Alamos County stating that this was the “best Job Fair we have been to so far...”

### **Community Internship Collaboration (CIC) Highlights**

For the spring semester, we had 4 student interns at 4 separate businesses who participated. Village Arts and Mesa Top Games & Toys were repeat business mentors. Valles Caldera National Preserve and UNM-LA Student Services were new mentors. Mesa Top hired intern, Kate Murrell, to continue part-time through the summer and intern Sam Quintana has signed on to continue at Valles Caldera as a volunteer. Student Success Specialist Brittany Carpenter, who oversees the CIC program has indicated that the quality of the internships was very high this semester. All internships were completed on time and all the mentors were happy with the results. The semester concluded with a CIC celebration, where students shared PowerPoint presentations about their experiences and what they learned during their internships.

Recruitment efforts for the program were revamped. We began recruiting businesses in the spring semester (rather than waiting until the summer) which allows students to know of possible internships as they begin registering for fall classes. We already have 9 businesses registered for the fall semester.