



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

MINUTES

1. Call to Order

Chuck McCullough called the meeting to order at 5:34 pm.

2. Confirmation of a Quorum

Board Members Present:

Chuck McCullough

David Hanson

John Pawlak

Alissa Grissom

UNM-LA Staff Present:

Mike Holtzclaw, Chancellor

Paul Allen, Dean of Instruction

Danielle Gonzales, Director of Student Affairs

Kelley Garrett, Executive Assistant to the Chancellor

Visitors Present:

David Hampton

3. Routine Business – *Board Action Items*

a. Adoption of Agenda

- i. Motion made by Alissa Grissom to adopt the agenda. Motion seconded by John Pawlak. All in favor. Motion passed.

b. Approval of Advisory Board Meeting Minutes – March 11, 2024 (Attachment A)

- i. Motion made by John Pawlak to approve the Advisory Board meeting

minutes from March 11, 2024. Motion seconded by David Hanson. All in favor. Motion passed.

- c. Approval of Advisory Board Meeting Minutes - April 8, 2024 (Attachment B)
 - i. Motion made by David Hanson to approve the Advisory Board meeting minutes from April 8, 2024. Motion seconded by John Pawlak. All in favor. Motion passed.
- d. Approval of Advisory Board Meeting Minutes - April 15, 2024 (Attachment C)
 - i. Motion made by John Pawlak to approve the Advisory Board meeting minutes from April 15, 2024. Motion seconded by Alissa Grissom. All in favor. Motion passed.

4. Public Comment

None

5. Introduction of Visitors

David Hampton

6. Presentations by the Executive Team

- a. Chancellor (Attachment D)
 - i. Chancellor Mike Holtzclaw introduced our new Director of Student Affairs, Danielle Gonzales. He described her busy first week which included her participation in the UNM-LA commencement ceremony.
 - ii. Mike Holtzclaw reminded the board of Bob Harmon's retirement. Informed the board that our Facilities Coordinator, John Elliott, will be retiring the end of May 2024. Mentioned that UNM-LA is able to work with UNM Albuquerque for support with finance and that facilities and maintenance employees from UNM Albuquerque will be visiting our campus to hear from John Elliott who is very knowledgeable about the facilities on this campus. Stated that our Small Business Development Center Manager, Sandy Jones, has resigned and accepted a position as the new Director of the Chamber of Commerce.
 - iii. Currently searching for candidates to fill these vacant positions.
 - iv. Kathryn McKinney and Mike Holtzclaw presented bond language at the Facilities & Finance subcommittee at UNM Albuquerque on 5/2/24. The bond will be presented at the UNM Board of Regents meeting on 5/16/24. It will then go to HED in June. The committee unanimously approved the language.
 - v. New carpet should be installed by the end of next week for the remaining

rooms in building 2. New audiovisual and lighting to come.

- vi. Mike Holtzclaw was accepted to the Fulbright program in France this fall, which will contribute to his goal of internationalizing UNM-LA.
 - vii. Strategic Planning will be cross representational consisting of staff, faculty, and students. These writing groups will focus on three themes based on the survey results. This writing will be brought to the Advisory Board for review.
 - viii. A link to the UNM-LA outdoor infrastructure improvements survey has been sent out via email and posted on the UNM-LA website. Community feedback is encouraged.
- b. Dean of Instruction (Attachment E)
- i. Reported the hiring of 4 new full-time faculty members joining us in the fall.
 - ii. Informed the board that summer and fall enrollment is strong and face to face classes will be back in building 6 this fall. Classes are half online and half face to face. Trying new hybrid model which brings students onto campus a few times during the semester to encourage student presence on campus.
 - iii. Approved for Certificate Degree in Early Childhood Education. Applying for Associate degree in Early Childhood Education. Community has already expressed interest.
 - iv. Developed a new cybersecurity certificate through CompTIA which launches this summer.
 - v. UNM-LA submitted proposal for a UNM- wide adoption of the “Credit for Prior Learning” policy
 - vi. Announced that the Summer Program for Youth currently has a record number of 120 students enrolled and there is a waiting list.
 - vii. Communicated the New Branch Workload guidelines have been approved by the Provost’s office which will result in faculty teaching fewer courses and have more time for service work and professional development.
 - viii. Reported that furniture and computers will be moved in building 6 in the weeks ahead.
- c. Director of Student Services (Attachment F)
- i. Danielle Gonzales introduced herself and stated that she began work on

May 6th and already feels integrated. She provided her educational background and work experience.

- ii. Highlighted Branch Recruitment Specialist, Gregory Scargall's ability to connect with students. Specifically mentioned the successful UNM-LA campus visit with McCurdy high school students.
- iii. Described UNM-LA's Commencement Ceremony and detailed the number of associate degrees and certificates awarded.
- iv. Reported increase in headcount and student credit hours for both summer and fall 2024 semesters.
- v. In coordination with the Chamber of Commerce, UNM-LA had another successful Los Alamos Job Fair in which 40 businesses and organizations participated and over 125 jobseekers were in attendance.
- vi. Community Internship Collaboration had 4 student interns and 4 businesses that participated in the spring semester. There was a CIC celebration where students shared about their experiences.

7. Business for the Board

- a. Board Resignation and Replacement
 - i. Chuck McCullough announced he will be relocating soon and as a result, he will be resigning from the UNM-LA Advisory Board.
 - ii. Lengthy discussion surrounding how to proceed with filling vacancies.
 - iii. David Hanson moves that the board elevate the Secretary to fill the vacancy of Chair. John Pawlak seconds motion. All in favor. Motion passed.
 - iv. Board expressed need to call for a special meeting this summer in the next 60 days to address leftover business from today's meeting.
 - v. David Hanson move that the Board create a position of Secretary Elect. Alissa Grissom seconds motion. All in favor. Motion passed.
 - vi. David Hanson nominates Alissa Grissom for Secretary Elect. Vote to confirm electing Secretary Elect, Alissa Grissom. All in favor. Motion passed.
 - vii. David Hanson moves that if a vacancy in position of Secretary occurs between meetings, the Secretary Elect shall fill that position. John Pawlak seconds motion. All in favor.
 - viii. Visitor, David Hampton, expressed concern of a closed session for voting on replacement. Recommends it be a public discussion and vote.
 - ix. David Hanson moves that should a vacancy on the board occur, the

Chancellor shall initiate the process to identify qualified candidate replacement. John Pawlak seconds motion. All in favor by unanimous vote. Motion passed.

b. Bond discussion

- i. Bond will be presented to the Board of Regents on May 16, 2024 and it will then go to the Higher Education Department on June 12, 2024.
- ii. Discussed a special meeting for the Advisory Board members to take place either 7/8/24, 7/9/24 or 7/10/24.

c. Board members contact information

- i. Discussion surrounding Advisory Board email addresses.
- ii. Decided that each board member will create their own gmail address and Mike Holtzclaw will come up with a naming convention and distribute to board members to create Gmail account. Email addresses will be posted to the UNM-LA website.

d. Bylaws discussion

- i. David Hanson suggested discussing and adding to future agenda the topic- If the needs of the community are being met by UNM-LA.
- ii. Mike Holtzclaw mentioned that every other year the Advisory Board reviews and agrees to the Operating Agreement or recommends changes.

8. Next Meeting

- a. Monday, September 9, 2024 at 5:30 pm, UNM-LA Lecture Hall, Building 2

9. Adjournment

7:39 pm