



**Advisory Board Meeting  
Monday, September 9, 2024  
5:30 pm, Wallace Hall, Building 5  
DRAFT**

<b>MINUTES</b>
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**1. Swearing in of new Board member by Judge Taylor**

David Hampton sworn in by Judge Taylor

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

Kristin Henderson called the meeting to order at 5:31 pm.

**Board Members Present:**

Kristin Henderson

Alissa Grissom

David Hanson

John Pawlak

David Hampton

**UNM-LA Staff Present:**

Mike Holtzclaw, Chancellor

Paul Allen, Dean of Instruction

Danielle Gonzales, Director of Student Affairs

Kelley Garrett, Executive Assistant to Chancellor

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

**a. Adoption of Agenda**

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

- b. Approval of Advisory Board Meeting Minutes—May 13, 2024, July 8, 2024, and August 12, 2024 (Attachment A)
- i. Motion made by John Pawlak to adopt all meeting minutes. Motion seconded by Alissa Grissom. All in favor. Motion passed.

#### **4. Introduction of Visitors**

Tracy Koh

Aik-Siong Koh

Michelle Bane

Scott Bane

Amanda Ramirez

Brent Collom

#### **5. Public Comment**

- a. Tracy Koh, parent of a student in the LAECCA program, expressed concern that her son was planning to graduate with his associate's degree in robotics and learned the program is no longer existent. She is here to find out what happened and to understand better.
- b. Amanda Ramirez, parent of a student in the LAECCA program, expressed concern that her son has been working hard to get through the robotics program and earn his certificate. She was not notified of the issues until hearing about it through the grapevine. Reported that LAPS has not been responsive and will not send kid to UNM after this experience. She will reach out to media if need be.
- c. Michelle Bane, parent of a student in the LAECCA program, expressed that her son was balancing and juggling a lot between the robotics program and his school activities. She feels heart-broken, and that these hard-working kids were abandoned. Reported miscommunication and that course guidance for dual credit was dismissive and didn't provide students with the classes needed for their pathway and there was an issue with course order.
- d. Ashter Koh, student in the LAECCA robotics program, said he was told that nothing could be done and the program was on hold.
- e. Brent Collom, reported that he invited one of UNM-LA's leaders to attend the LAECCA graduation ceremony with a dismissive RSVP. There is concern that he doesn't understand what the issue is. This program review is going on two years when he's heard from others in Higher Education that it takes one long day complete. Shared that these are students he's worked with for 6 years that mean a lot to him and many of whom he's helped connect with internships.

- f. Scott Bane, parent of a student in the LAECCA program, expressed his disappointment with how the university handled interface with the community. Reported his son wasn't given the time or consideration to complete the certificate, which shows as an incomplete activity on achievements. Wants to know why this was abandoned and that admins were informed that this cohort could complete the program. Interfaced with other universities and sat on an engineering advisory council and learned that state legislature regulates how these programs are managed. He believes the university isn't tracking the rules that are required for how to administer the program. Documentation should have been done a minimum of 60 days before closeout of fiscal year and prior to abandoning program, and that wasn't accomplished. Pathway was not managed properly. Reported a lack of awareness and communication from UNM-LA contradicted guidebooks. Hopes this case is scrutinized and questions if the people involved in the program should stay engaged. Believes this requires an audit.

## 6. Board Business

- a. Announcements from the Chair
  - i. Kristin Henderson announced that the Advisory Board will discuss changes to the bylaws in December.
- b. Annual Review of the Operating Agreement (Attachment B)
  - i. Mike Holtzclaw explained that the original Operating Agreement was 4 pages and has expanded to 6 pages but the changes are not substantive.
  - ii. Mike Holtzclaw reviewed in detail the Operating Agreement with the board, page by page.
  - iii. Mike Holtzclaw suggested created a mechanism in which UNM-LA Advisory Board and the UNM Board of Regents are in regular communication to discuss campus struggles and successes.
  - iv. The UNM-LA Advisory Board wishes to wait until the final draft is in place before sending questions, changes, or suggestions for improvements to the UNM Board of Regents.
  - v. Kristin Henderson suggested a motion that Chancellor Mike Holtzclaw ask for clarification from Provost Holloway on 1A and two items in II-6 of the Operating Agreement.
  - vi. David Hampton moves to motion. David Hanson seconded motion. Motion passed.
  - vii. Discussion surrounding the board meeting September of 2025 to go through the Operating Agreement to discuss and suggest changes.

- viii. David Hanson suggested to agendize the discussion of the Operating Agreement
- ix. Mike Holtzclaw suggested the board assign certain sections of the Operating Agreement to each meeting to work on throughout the year in preparation for next September.
- x. Mike Holtzclaw will be in communication about the final vote, and when the new agreement is approved.
- c. Bond Committee Update/ Discussion
  - i. John Pawlak shared that he and Mike met to discuss various ideas. Reported he is working on designing signs, researching where to order them, and where to place them. Expressed and discussed ideas and various ways in which people can support the bond.
  - ii. Mike Holtzclaw asked Kristin Henderson to speak about the bond at the League of Women Voters event happening on UNM-LA campus the evening of October 7, 2024.

## **7. Presentations by the Executive Team**

- a. Chancellor (Attachment C)
  - i. Reported that the Director of Business Operations position retracted from offer. Will meet again as a committee to either reopen applicant pool or select another candidate that was interviewed.
  - ii. Provided updates on the Strategic Plan, in which writing groups will be assigned across campus to work toward the three broad goals which are to enhance and engage community, invest and develop our campus, and improve student experience and outcome. Will bring updates to the board in November for feedback. Final plan will be submitted to the provost in December.
  - iii. Reported that construction in building 6 is done and thanked Paul Allen for taking lead on this work and ensuring items were completed and issues identified. Confirmed the major improvement to what it was before renovation.
  - iv. Announced UNM-LA will be hosting a campus wide Open House scheduled for October 29, 2024 from 4:30 pm- 6:30 pm which will include a ribbon cutting for the grand opening of building 6. There will be tours, program demonstrations, and highlights of developments at UNM-LA. A special reception for donors will follow the event in which the goal is to raise money for the Title V grant.

- v. Informed the board of renovations and work being done in buildings 5, 8, and 4. Going out for construction bids in October to begin phase 1 of the Open Space project.
- b. Dean of Instruction (Attachment D)
  - i. Announced the hiring of 3 new full-time faculty. Mechanical engineering faculty withdrew from position over the summer.
  - ii. Moved majority of classes to be face to face due to the reopening of building 6.
  - iii. Announced the new Broadband 5G Program which received state recognition.
  - iv. Reported the SPY program as a tremendous success with a 89% positive response and 115 students that participated.
  - v. Reiterated the building 6 renovations.
- c. Director of Student Services (Attachment E)
  - i. Reported enrollment is still down.
  - ii. Announced New Student Orientation was a very successful event as well as Welcome Back Day with student participating and collaborating with community internships.
  - iii. Determining a plan for the campus pantry. Plans to visit with UNM Taos, who recently launched their pantry, to hear how it's going.
  - iv. UNM-LA Job Fair is on October 3, 2024 and is open to the entire community.
  - v. LANL Career Day is on October 29, 2024 on UNM-LA campus. Inviting Los Alamos High School juniors and seniors, and surrounding areas to attend.

## **8. Next Meeting**

- a. Future items for Board agenda
  - i. Update with LAECCA Robotics Program.
  - ii. Pat Soran to address the Advisory Board on Community Foundation and UNMLA.
  - iii. Discussion of bylaws in November or December meeting.
- b. Monday, November 11, 2024 at 5:30 pm, UNM-LA Bldg. 2, Lecture Hall

## **9. Adjournment**

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7:37 pm