



**Advisory Board Meeting
Monday, January 13, 2025
5:30 pm, Lecture Hall, Bldg. 2**

AGENDA

1. Call to Order and Confirmation of a Quorum
2. Routine Business – *Board Action Items*
 - a. Adoption of Agenda
 - b. Approval of Advisory Board Meeting Minutes-November 11th (Attachment A)
3. Public Comment
4. Introduction of Visitors
5. Announcements from the Chair
6. Bond Update – Nick Caine from Stifel
7. New Business – Board Action Items
 - a. Election of Officers
 - b. Board Vacancy
 - c. Tuition and Fees Proposal for 2024 – 2025 (Attachment B)
8. Board Discussion
 - a. Bylaws
9. Presentations by the Executive Team
 - a. Chancellor (Attachment C)
 - b. Dean of Instruction (Attachment D)
 - c. Director of Student Services (Attachment E)
 - d. Director of Business Operations (Attachment F)
10. Future Agenda Items for Advisory Board Meetings
11. Next Meeting
 - a. Next Regular Meeting: March 10, 2025, 5:30, UNM-LA Lecture Hall, Bldg. 2
12. Adjournment



**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

**University of New Mexico - Los Alamos
Assessment of Tuition Rates and Student Fees**

FISCAL YEAR	1-11 Hours		1-11 Hours*		12-18 Hours				1-11 Hours		12-18 Hours	
	TUITION RESIDENT	% CHANGE	TUITION NON-RES	% CHANGE	TUITION RESIDENT	% CHANGE	TUITION NON-RES	% CHANGE	STUDENT FEE	% CHANGE	STUDENT FEE	% CHANGE
1999-2000	\$ 29.00	0.00%	\$ 82.00	0.00%	\$ 348.00	0.00%	\$ 984.00	0.00%	\$ 4.00	0.00%	\$ 48.00	0.00%
2000-2001	\$ 31.00	6.90%	\$ 88.00	7.32%	\$ 372.00	6.90%	\$ 1,056.00	7.32%	\$ 4.00	0.00%	\$ 48.00	0.00%
2001-2002	\$ 33.00	6.45%	\$ 94.00	6.82%	\$ 396.00	6.45%	\$ 1,128.00	6.82%	\$ 4.00	0.00%	\$ 48.00	0.00%
2002-2003	\$ 33.00	0.00%	\$ 94.00	0.00%	\$ 396.00	0.00%	\$ 1,128.00	0.00%	\$ 4.00	0.00%	\$ 48.00	0.00%
2003-2004	\$ 35.00	6.06%	\$ 100.00	6.38%	\$ 420.00	6.06%	\$ 1,200.00	6.38%	\$ 4.00	0.00%	\$ 48.00	0.00%
2004-2005	\$ 37.00	5.71%	\$ 106.00	6.00%	\$ 444.00	5.71%	\$ 1,272.00	6.00%	\$ 4.50	12.50%	\$ 54.00	12.50%
2005-2006	\$ 43.50	17.57%	\$ 125.00	17.92%	\$ 522.00	17.57%	\$ 1,500.00	17.92%	\$ 4.50	0.00%	\$ 54.00	0.00%
2006-2007	\$ 44.50	2.30%	\$ 127.00	1.60%	\$ 534.00	2.30%	\$ 1,524.00	1.60%	\$ 4.50	0.00%	\$ 54.00	0.00%
2007-2008	\$ 45.50	2.25%	\$ 130.00	2.36%	\$ 546.00	2.25%	\$ 1,560.00	2.36%	\$ 4.50	0.00%	\$ 54.00	0.00%
2008-2009	\$ 47.50	4.40%	\$ 136.00	4.62%	\$ 570.00	4.40%	\$ 1,632.00	4.62%	\$ 4.50	0.00%	\$ 54.00	0.00%
2009-2010	\$ 49.00	3.16%	\$ 141.00	3.68%	\$ 588.00	3.16%	\$ 1,692.00	3.68%	\$ 4.50	0.00%	\$ 54.00	0.00%
2010-2011	\$ 53.50	9.18%	\$ 154.00	9.22%	\$ 642.00	9.18%	\$ 1,848.00	9.22%	\$ 4.50	0.00%	\$ 54.00	0.00%
2011-2012	\$ 60.00	12.15%	\$ 172.00	11.69%	\$ 720.00	12.15%	\$ 2,064.00	11.69%	\$ 4.50	0.00%	\$ 54.00	0.00%
2012-2013	\$ 62.50	4.17%	\$ 179.00	4.07%	\$ 750.00	4.17%	\$ 2,148.00	4.07%	\$ 4.50	0.00%	\$ 54.00	0.00%
2013-2014 Summer/Fall	\$ 63.75	2.00%	\$ 182.50	1.96%	\$ 765.00	2.00%	\$ 2,190.00	1.96%	\$ 4.50	0.00%	\$ 54.00	0.00%
2013-2014 Spring	\$ 66.00	3.53%	\$ 189.50	3.84%	\$ 792.00	3.53%	\$ 2,274.00	3.84%	\$ 4.50	0.00%	\$ 54.00	0.00%
2014-2015	\$ 69.25	4.92%	\$ 199.00	5.01%	\$ 831.00	4.92%	\$ 2,388.00	5.01%	\$ 4.50	0.00%	\$ 64.00	18.52%
2015-2016	\$ 74.00	6.86%	\$ 205.00	3.02%	\$ 888.00	6.86%	\$ 2,460.00	3.02%	\$ 4.50	0.00%	\$ 64.00	0.00%
2016-2017	\$ 79.00	6.76%	\$ 219.00	6.83%	\$ 948.00	6.76%	\$ 2,628.00	6.83%	\$ 4.50	0.00%	\$ 64.00	0.00%
2017-2018	\$ 82.00	3.80%	\$ 227.50	3.88%	\$ 984.00	3.80%	\$ 2,730.00	3.88%	\$ 4.50	0.00%	\$ 64.00	0.00%
2018-2019	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%
2019-2020	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%
2020-2021	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%
2021-2022	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%
2022-2023	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%
2023-2024	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%
2024-2025	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%
2025-2026 0%	\$ 82.00	0.00%	\$ 227.50	0.00%	\$ 984.00	0.00%	\$ 2,730.00	0.00%	\$ 4.50	0.00%	\$ 64.00	0.00%

* Non-resident students taking less than 7 Hours were charged the Resident tuition rate until Fall 2011.

**Included in the student fees is a one time per semester \$10 Technology Services fee which will be charged to all students regardless of credit hours enrolled.

(Fee included in 12-18 hours but not in 1-11 hours) Beginning Summer 2014

Note: The UNM-Los Alamos Student Government approved a facility usage fee during the 1994 Session.

This fee is used towards the required local support of 25% for capital improvement projects.

Rate: 1-4 credit hours \$12.00
5+ credit hours \$3.00 per credit hour

This fee calculation was changed in 2018 to be \$3.00 per credit hour

The UNM-Los Alamos Student Government approved the continuation of this fee through FY2024.

SUMMARY OF TUITION RATES FOR SELECTED INSTITUTIONS - FY25

INSTITUTION	IN DISTRICT CREDIT HOUR	FEES/ HOUR	TOTAL/ HOUR	FULL TIME (12-18 HRS)	OUT OF DISTRICT PER CR HR	NON RESIDENT TUITION/HR	NON RESIDENT 135 MI RADIUS	WUE RATE	SEMESTER FEES	TYPE/ FREQUENCY
UNM-Los Alamos	\$ 82.00	\$ 4.50	\$ 86.50	\$ 1,048.00	-	\$ 227.50			\$ 10.00	Tech fee/semester
UNM-Gallup	\$ 80.50		\$ 80.50	\$ 966.00	-	\$ 196.16				
UNM-Taos	\$ 81.00		\$ 81.00	\$ 1,002.00	-	\$ 206.00			\$ 30.00	service fee/semester
UNM-Valencia*	\$ 74.50	\$ 3.75	\$ 78.25	\$ 939.00	-	\$ 210.00			\$ 15.00	application fee
NMSU-Alamogordo **	\$ 81.00	\$ 8.00	\$ 89.00	\$ 1,068.00	\$ 97.00	\$ 225.00				
NMSU-Dona Ana**	\$ 68.50	\$ 8.25	\$ 76.75	\$ 921.00	\$ 85.00	\$ 236.75	\$ 93.50			
NMSU-Grants**	\$ 81.00	\$ 8.00	\$ 89.00	\$ 1,068.00	\$ 91.00	\$ 170.00				
ENMU-Roswell***	\$ 78.00	\$ 16.00	\$ 94.00	\$ 1,128.00	\$ 85.00	\$ 218.00		\$ 140.00		
ENMU-Ruidoso***	\$ 53.00	\$ 27.00	\$ 80.00	\$ 1,010.00	\$ 71.00	\$ 132.00			\$ 50.00	ins. fee/semester
Santa Fe Community College	\$ 49.00	\$ 22.50	\$ 71.50	\$ 858.00	\$ 61.00	\$ 144.00		\$ 100.00		
Northern New Mexico College-Espanola****	\$ 211.00		\$ 211.00	\$ 2,532.00	-	\$ 597.00		\$ 280.00		
Southeast New Mexico College*****	\$ 41.00	\$ 8.00	\$ 49.00	\$ 588.00	\$ 74.00	\$ 159.00				
Clovis Community College	\$ 48.00	\$ 15.00	\$ 63.00	\$ 796.00	\$ 59.00	\$ 121.00			\$ 40.00	fee/semester
New Mexico Junior College-Hobbs*****	\$ 40.00	\$ 20.00	\$ 60.00	\$ 720.00	\$ 60.00	\$ 75.00		\$ 120.00		
San Juan College*****	\$ 61.00	\$ 1.50	\$ 62.50	\$ 955.00	-	\$ 195.00			\$ 205.00	flat fee/FT semester
Central New Mexico Community College	\$ 68.00	\$ 13.00	\$ 81.00	\$ 972.00	-	\$ 344.00			\$ 58.00	registration fee
Luna Community College-Las Vegas*****	\$ 51.00		\$ 51.00	\$ 627.00	\$ 69.00	\$ 132.00			\$ 15.00	activity fee/semester
Mesalands-Tucumcari	\$ 63.00	\$ 21.00	\$ 84.00	\$ 1,008.00	-	\$ 116.00			\$ 30.00	enrollment fee

UNM Branch info as presented to UNM Regents
SFCC and NNMC are the nearest colleges

- * UNM Valencia charges \$15 application fee
- ** NMSU campuses charge non-residents enrolled 1-6 hours 1.25 times the in-state-out of district rate, Dona Ana campus has a special rate for non residents living within 135 miles
- *** ENMU branch campuses charge a \$10/hr online course fee
- **** Northern NM College rates for Face-to-Face courses only
- ***** Out of state students who enroll 6 or less hours pay NM resident rates at SENM
- ***** NM Junior College charges a \$40 online course fee / course
- ***** San Juan College charges a flat fee of 86.50/semester for resident students taking 4 credit hours or less
- ***** Central New Mexico Community College \$58 registration fee \$2 goes to student allocation board
- ***** Luna Community College tuition is the same (in district rate) for all students if enrolled 6 hours or less
- ***** Mesalands charges a 150/semester internet use fee for those enrolled in less than 3 courses

UNM-Los Alamos Advisory Board Report
January 13, 2025
Chancellor's Report

Staffing

Paul Allen, Dean of Instruction, has resigned and his last day is January 13, 2025. Irina Alvestad, who currently is our Associate Dean, will become Interim Dean on January 14, 2025. She will remain in that role until we find a new dean. I am in the process of interviewing search firms to help us with the recruitment.

Legislative Session

This year, the legislative session is a 60-day session. It begins on January 21st and goes through March 22nd.

Website Redesign

We are currently working with a company to do a complete redesign of our website. Our current website is out-of-date and is trying to be all things to all audiences. We really want the focus of our website to be focused on future and current students as well as the external community. We will be creating an internal site for faculty and staff. The new website will be designed using current best practices and will move away from stock photos to ones that are taken locally.

Construction Updates

Building 2 – We just started the new roofing and stucco repair/update on the building. It should be completed within about 6 to 8 weeks. The building has had many leaks, due to the old roof, and once the roof is replaced, we will begin repairs on the interior spaces that we damaged by the water. We are also ready to start the lighting updates throughout the second floor. Our current lights and fixtures will be replaced with more modern looking fixtures and, most importantly, the lights will be upgraded to LED, which will be more cost effective to operate.

Building 5 – Progress is being made on the remodel on the ground floor of the building. This area, which used to house the ceramics studio, welding lab, and machine shop is being extensively updated and expanded. The ceramics studio is moving from building 5 to building 8 so that we can increase the square footage and capacity of our welding and machining programs. We are also adding a second bathroom in that area. As part of this project, we are also updating the bathrooms on the main floor so that they are up to modern ADA standards.

Building 8 – We are just wrapping up the design for the new ceramics and art studios in building 8. Once design is complete, we will begin construction sometime this semester and those studios should be ready for classes in fall of 2025.

Front entryway and staircase – Construction on this project should begin sometime in February and should be completed by the start of the fall semester in 2025.

Title V grant support

I will have some brochures to hand out to the Board with some of the recent marketing collateral supported by the Title V grant.

UNM-Los Alamos Advisory Board Report
January 2025
Academic Affairs

Faculty/Staffing Changes:

- MaryJane Giesler, long-time English Lecturer, retired in December.
- Linda Nash, Adult Education Program Manager, resigned in December.
- Jennifer Armstrong, Academic Coach for English, has resigned.
- Cindy Budge, Biology lecturer, resigned in December.
- Chemistry and Biology faculty applicants have been invited to campus for final interviews and teaching demonstrations in January.

Scheduling/Enrollments

- We have completed a first draft of the Summer and Fall schedules.
- Spring schedule is live and open for registration.

Curriculum

- Our Instructional Designer, Kevin Roseberger, has developed new online course review forms and will be deploying these on a rotating basis in all online courses to ensure continuing quality online instruction at UNMLA.

Partnerships and Initiatives

- After meeting with LANL representatives in December, we have secured one more year of reduced funding for the BSME program. Negotiations are underway for an additional 5-years, during which we will need to make the program self-supporting.
- With HED, we have partnered on a Broadband grant application, that, if successful, would net the college almost \$1 million dollars for students in the Broadband program.

Faculty-related Activities

- Dr. Virginia Grant was awarded an \$1800 Research Allocations Committee (RAC) grant to begin an ecocriticism library, and some collaborative events to start an ecocriticism project at UNM-LA.

UNM – Los Alamos Advisory Board Report
January 2025
Student Affairs

Enrollment Update

The numbers below reflect the headcount and student credit hours for spring 2025 as of 01/05/2025. Also included are the headcount and student credit hours from spring 2024, at this same last year, for comparison. Headcount and student credit hours are slightly down.

- **Spring 2025** – (11 days prior to the start of the semester).
Headcount: Spring 2025 -770; Spring 2024 -911
HC is down 18.31% from this time last spring semester.
Student Credit Hours: Spring 2025 -3,238; Spring 2024 -3,952
SCH is down 18.07% from this time last spring semester.

Upcoming

- Classes for spring 2025 begin on Tuesday, January 21st. Advising and outreach efforts are in full swing.
- Our **Community Internship Collaboration (CIC)** will host a **Meet & Greet** event on Wednesday, February 5. The event will be from 10 am to 2 pm in the Student Center. This is an opportunity for students to meet with the local businesses who will offer internships in the spring semester. A hot chocolate bar, snacks, and t-shirts will be provided.
- The spring **Job Fair** will be held on April 10th. Though it will be held at Fuller Lodge this semester, this event continues to be a collaboration between UNM-LA and the Chamber. Our advisors will hold resume and interview skills workshops leading up to the fair.

Student Highlight

- UNM Los Alamos student Paul Alcazar was awarded the N3B Danny Nichols and Dennis Huddleston Memorial Scholarship. This is a \$9,000 unrestricted scholarship that is available to students enrolled at UNM-Los Alamos or Northern New Mexico College who are pursuing an education and career in environmental remediation, radioactive and hazardous waste management, or energy.

Staff Changes

- Ingrid Goldstein resigned her position as Senior Student Enrollment Specialist Associate as of 1/3/25. We are currently reviewing the job description and will be posting for the position as soon as possible.

Of Note

- On December 02, 2024, several members of UNM Main Campus Student Affairs team visited our campus. This was an opportunity to meet our peers at main campus, to share ideas and initiatives, and to converse on ways in which can better collaborate.

UNM-Los Alamos Advisory Board Report January 13, 2025

FY25 Tuition and Fee Discussion

- EXHIBIT 1 – SUMMARY OF TUITION RATES FOR SELECTED INSTITUTIONS
- EXHIBIT 2 – HISTORY OF UNM LOS ALAMOS TUITION RATES AND STUDENT FEES

Exhibit 1 is a summary of comparable or similar institutions in the state and their current tuition and fee rates.

Only three institutions had increases

- San Juan Community College with \$5 per credit hour
- Central New Mexico Community College with \$2 per credit hour
- Luna Community College with \$3 per credit hour

Exhibit 2 is a historic record of UNM-LA tuition and fee rates since FY2000. The rows at the bottom are for analysis purpose, with tuition increases at 0% as proposed

Based on our current enrollment, our financial position, and anticipated positions of other UNM Branches related to tuition increases, UNM-Los Alamos proposes no tuition or fee increases for FY25.

Business Operations Updates

HR

In Process-

Reference checks are being done for the HR admin

Last interview today 1/13 for Facilities Manager

Executive assistant closes on 1/16

Facilities coordinator- Reviewing candidates

Upcoming hires-

Admin Assistant 2

Program Manager/Grants Manager

HR Tech

Student Enrollment Specialist

Other:

Strategic planning salary report- we are adjusting salaries so that everyone on campus is in their current range based on the salary placement.

Performance Evaluations are due on 3/1.

Facilities

Stucco and roof being replaced on building 2.

IT

IT has moved from building 2 to building 4.

We are working with LANL to get a new shroud in building 3 to host their summer workshops.

Finance

Mid-Year Projections are due 1/23; we are in the process of gathering that information.