



LOS ALAMOS

# Advisory Board Meeting

Monday, May 12, 2025 | 5:30pm – 7:00pm

Lecture Hall, Building 2



### **UNM-LA Advisory Board Members**

Kristin Henderson

Conner Tharp

David Hampton

John Pawlak

David Hanson





## Advisory Board Meeting

Monday, May 12, 2025 | 5:30pm – 7:00pm| Lecture Hall, Building 2

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Monday, May 12, 2025 | 5:30pm – 7:00pm| Lecture Hall, Building 2

### **AGENDA**

1. Call to Order, Confirmation of a Quorum
2. Routine Business – *Board Action Items*
  - Adoption of Agenda
  - Approval of Advisory Board Meeting Minutes – January 13, 2025
  - Approval of Advisory Board Meeting Minutes - April 7, 2025
3. Public Comment
4. Introduction of Visitors
5. Comments from the Chair
6. Board Business
  - Bylaws Revision
  - Discussion about meetings being available on Zoom to the public
7. Presentations by the Executive Team
  - Chancellor – Mike Holtzclaw
  - Dean of Instruction – Irina Alvestad
  - Director of Student Services – Danielle Gonzales
  - Director of Business Operations – Crystal Gonzales
8. Next Meeting
  - Monday, September 8, 2025 at 5:30 pm, UNM-LA Lecture Hall
9. Adjournment





## **Advisory Board Meeting**

Monday, January 13, 2025 | 5:30pm – 7:00pm | Lecture Hall, Building 2

### **MINUTES**

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

Chair Kristin Henderson called the meeting to order at 5:30 pm on Monday, January 14, 2025. The Board members present included Kristin Henderson (virtual), David Hanson, John Pawlak, and David Hampton. UNM-LA staff present included Mike Holtzclaw, Chancellor; Danielle Gonzales, Director of Student Affairs (virtual); and Crystal Gonzales, Director of Business Operations (virtual).

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

The agenda was adopted by a unanimous vote and the Advisory Board Meeting Minutes for November 11, 2024 was adopted by a unanimous vote.

3. **Public Comment** - none

4. **Introduction of Visitors** - Nick Caine, Vice President, Stifel Public Finance

5. **Board Business**

*Calendar:* Chair Henderson reviewed the calendar for the upcoming year and highlighted a March meeting to discuss bylaws, an April meeting to discuss the budget, a May meeting to vote on bylaws, a September discussion regarding the Board of Regents, and an open November meeting. Chancellor Holtzclaw agreed to send the Board members a current copy of the bylaws to review before the next meeting.

*Bond Update:* Nick Caine provided handouts for the Board members detailing the bond sales and timeline. The Advisory Board will be making decisions on the timeline of bond sales. Stifle is responsible for crafting the official statement that the investors will be looking for. A May 2025 deadline was set for selling the bonds. The plan is to do \$1.5 million dollars in the first bond sale and \$1.5 million in 18 months. A reimbursement resolution will be available in March 2025 for the Advisory Board to vote on.

*Election of New Officers:* Chair, Secretary, & Secretary-Elect require election in January. Chair Henderson acknowledged and thanked Alissa Grissom for her service considering her recent resignation. Chair Henderson requested that everyone on the Board work to fill the vacancy left by Ms. Grissom. The questions for solicitation of a new Board member was unanimously approved by the Board. Chancellor Holtzclaw agreed to advertise the open position and selection will be made and sworn in on February 24, 2025 at 5:30pm.

Chair Henderson was nominated and unanimously elected as Chair. David Hampton was nominated and unanimously elected as Secretary. John Pawlak was nominated and unanimously elected as Secretary-Elect.

*Tuition and Fees:* Crystal Gonzales presented the proposal for next year's tuition and fees (2025/2026) and shared that there are no recommended tuition and fee increases. Chancellor Holtzclaw shared that current revenue covers the costs incurred by UNM-LA. The recommendation of not raising fees was approved by a unanimous vote and will be passed along to the Board of Regents.

*Review of Bylaws:* Chair Henderson requested the Advisory Board review the bylaws including description of duties, virtual meeting options, and concepts of quorum. Chancellor Holtzclaw agreed to provide information about the Board's role in approving UNM-LA's budget.

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

Chancellor Holtzclaw reported the following:

- He is working with consultants to help the State recognize the disparity in base funding received by UNM-LA in comparison to other campuses
- Paul Allen resigned and announced that Irina Alvestad is the Interim Dean. A search firm will be used to conduct a national search and work with the Search Committee to identify potential candidates and the hope is that a new Dean will start in Summer 2025
- The UNM-LA website redesign is progressing and modern, updated, student-focused content will be created
- The Title V grant has been very helpful and is currently matching donations to the endowment. A bilingual financial literacy course was developed and is free to the public.

Information regarding Academic Affairs was included in the Board Packet.

Danielle Gonzales reported the following:

- Enrollment is down
- Classes start on January 21
- Advisors are doing outreach efforts to recruit new students

- CIC meet and greet will take place in February
- The job fair is a collaborative effort between UNM-LA and the Chamber
- A student received a generous scholarship through N3B
- A collaborative meeting with Main campus was successful

Crystal Gonzales reported the following:

- There are a lot of hires occurring and UNM-LA is working to being fully staffed
- Salaries were reviewed and equitable pay is being honored
- Performance evals will be conducted in the near future

7. **Future Agenda Items for Advisory Board Meetings** - Review of bylaws & special meetings
8. **Next Meeting** - March 10, 2025 at 5:30 in UNM-LA Lecture Hall, Bldg. 2
9. **Adjournment** – The meeting adjourned at 7:18pm.



## **Advisory Board Special Meeting**

Monday, April 7, 2025 | 5:30pm | Lecture Hall, Building 2

### **MINUTES**

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

David Hampton called the meeting to order at 5:30 pm on Monday, April 7, 2025. The Board members present included David Hanson, John Pawlak, Conner Tharp, and David Hampton. UNM-LA staff present included Mike Holtzclaw, Chancellor (remote); Irina Alvestad, Interim Dean of Instruction; Crystal Gonzales, Director of Business Operations; Sascha Guenter-Schlesinger, Human Relations Administrator; and Joanne Kozuchowski, Business Services.

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

The agenda was adopted by a unanimous vote.

3. **Public Comment** – Joan Lucas requested that all Advisory Board meetings offer a virtual link so that more people could attend.

4. **Introduction of Visitors** – Joan Lucas, Faculty, UNM-LA

5. **Board Business**

*Budget:* Crystal Gonzales introduced the UNM-LA budget for next year. She reminded the Board that the Fiscal Year runs from July 1 through June 30. A detailed copy of the budget was included in the Board Packet and Crystal shared specifics about revenues and expenditures including projected increases. She discussed anticipated funding and spending for contracts, grants, instruction, medical, salary and compensation, tuition and fees and research. Joanne Kozuchowski also explained how reserves are categorized and reconciled in the budget. Chancellor Holtzclaw explained the relationship between State funding and enrollment. The approval of the FY 25 BARS budget was adopted by a unanimous vote. The approval of the FY 26 projected operating budget was adopted by a unanimous vote.

6. **Next Meeting** - May 12, 2025 at 5:30 in UNM-LA Lecture Hall, Bldg. 2

7. **Adjournment** – The meeting adjourned at 6:07pm.



## **BYLAWS OF THE ADVISORY BOARD**

ADOPTED  
May 11, 1987

APPROVED WITH NO CHANGES

September 19, 1988  
September 11, 1989  
May 13, 1991  
September 14, 1992  
August 22, 1994  
September 11, 1995  
September 9, 1996  
September 8, 1997  
September 14, 1998  
September 13, 1999  
September 11, 2000  
September 17, 2001  
September 9, 2002  
September 15, 2003  
October 4, 2004  
September 25, 2006  
September 10, 2007  
September 8, 2008  
September 14, 2009  
September 13, 2011  
September 10, 2012  
September 9, 2013  
September 14, 2015  
September 12, 2016  
September 11, 2017  
September 14, 2020  
September 13, 2021  
September 12, 2022

AMENDED  
November 9, 1993  
November 7, 2005  
November 26, 2018  
November 4, 2019



## **BYLAWS OF THE ADVISORY BOARD**

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## **I. ORGANIZATION**

### ***NAME***

### ***BYLAW 1100***

**These are the Bylaws for the Branch Community College Advisory Board of the University of New Mexico, Los Alamos Campus.**

### ***MEMBERS***

### ***BYLAW 1110***

**The Advisory Board of the Los Alamos Branch of the University of New Mexico shall be composed of the five members elected by the registered voters of the Los Alamos Branch Community College District.**

### ***ELECTION OF OFFICERS***

### ***BYLAW 1120***

**The Advisory Board shall elect a chairperson and a secretary from among its members. The election shall be held at the first regular Board Meeting after the board member election by the voters.**

**The term for officers shall be for one year beginning immediately upon their election and ending at the regular Board meeting one year thereafter when their successors have been elected.**

**The Advisory Board may hold a special election to fill officer vacancies.**

### ***VACANCY AND REPLACEMENT OF MEMBER***

### ***BYLAW 1130***

**In the event of a vacancy occurring in the membership of the Advisory Board caused in any other manner than by the expiration of the term of office, the remaining board members will appoint a qualified person to serve the remainder of the term.**

### ***ADVISORY BOARD DUTIES***

### ***BYLAW 1140***

**The duties of the Advisory Board shall be as stipulated by the Operating Agreement between the Branch Community College Advisory Board and the University of New Mexico, and by the Branch Community College Act, as amended.**

## ***BOARD COMMITTEES***

## ***BYLAW 1150***

### **Standing Committees**

**No individual member and no group comprising less than the full membership of the Advisory Board shall be designated as a standing committee to perform any of the Advisory Board's function.**

### **Temporary Committees**

**With the consent of the Advisory Board, the chairperson shall appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The chairperson shall be an ex-officio member of any such committee. The chairperson shall have the option of appointing community members for special committees with the consent of the majority of the Advisory Board.**

## ***TRAVEL AND REIMBURSEMENT***

## ***BYLAW 1160***

**Members of the Advisory Board will not be reimbursed for attendance at regularly scheduled meetings in Los Alamos.**

**Members of the Advisory Board may be reimbursed by the Los Alamos Branch at the rate of staff reimbursement for mileage and per diem for discharge of official duties outside of Los Alamos.**

## **II. DUTIES OF MEMBERS**

### ***DUTIES OF THE CHAIRPERSON***

### ***BYLAW 1220***

**The chairperson shall preside at all meetings of the Advisory Board and shall appoint all committees unless otherwise directed by the Advisory Board.**

**The chairperson shall sign for the Advisory Board and generally represent the Advisory Board at all times when it is not convened. In this function, in the absence of official Advisory Board action, the chairperson may not make commitments, which bind the Advisory Board. The chairperson shall notify the convened Advisory board at the next regular meeting of any such representations.**

## ***DUTIES OF THE SECRETARY***

## ***BYLAW 1220***

**The secretary shall co-sign with the chairperson when required.**

**In the absence of the secretary, another member of the Advisory Board shall act as signatory.**

**In the absence of the chairperson, the secretary shall call the meeting to order and conduct the meeting.**

## ***DUTIES OF INDIVIDUAL MEMBERS***

## ***BYLAW 1230***

**Members of the Advisory Board have no individual authority.**

# **III. METHOD OF OPERATION**

## ***AMENDMENT AND REVIEW OF BYLAWS***

## ***BYLAW 1310***

**The Advisory Board's Bylaws shall be reviewed annually at the regular September meeting.**

**Bylaws or amendments to the existing bylaws of the Advisory Board shall be proposed at one Advisory Board meeting and voted on at one of the next two regular meetings. A proposed bylaw or amendment may be further amended at the second meeting and may then be voted on at that same meeting.**

**An affirmative vote by at least three members of the Advisory Board shall be necessary to adopt or suspend a bylaw.**

## ***REVIEW OF OPERATING AGREEMENT***

## ***BYLAW 1320***

**The Advisory Board shall annually review the Operating Agreement between the Advisory Board and the University at the regular September meeting.**

## ***BOARD MEETINGS***

## ***BYLAW 1330***

**The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except**

**July, at 5:30 p.m., at the Branch Campus unless otherwise directed by the chairperson of the Advisory Board.**

***NOTIFICATION OF MEMBERS***

***BYLAW 1330.01***

**The Chancellor shall notify members of the Advisory Board of the regular, special, information, and emergency meetings of the Advisory Board.**

**The listing of all regularly scheduled meetings of the Advisory Board for the ensuing fiscal year will be determined at the regular May meeting and announced and posted publicly on or about the first of July each year.**

***TIME AND PLACE***

***BYLAW 1330.02***

**The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except July, at 5:30 p.m. at the Branch campus unless otherwise directed by the chairperson of the Advisory Board. All meetings will be posted in advance on the UNM Los Alamos website and distributed to local media or by such other appropriate means, giving the date, the time, and the place, as well as the major topics discussed. This information will be made available to the news media on Friday prior to the regular Monday meetings.**

**A listing of the dates for the regularly scheduled meetings will be posted on the UNM Los Alamos website on or about the first of July each year, with copies made available to the public upon request.**

***PUBLIC SESSIONS***

***BYLAW 1330.03***

**All meetings of the Advisory Board, except executive sessions or meetings shall be open to the public and conducted in accordance with the Open Meetings Act of the State of New Mexico.**

***EXECUTIVE SESSIONS***

***BYLAW 1330.04***

**The Advisory Board may hold executive sessions according to and for those purposes expressly permitted in the Open Meetings Act of the State of New Mexico.**

**CONSTRUCTION OF THE AGENDA****BYLAW 1330.05**

The agenda for regular meetings will be set up by the Chancellor and the chairperson and will be delivered to the Advisory Board members no later than Friday before the regular meeting.

**ADVANCE DELIVERY OF MATERIALS****BYLAW 1330.06**

Background and resource material pertinent to agenda items shall be prepared and distributed to Advisory Board members by the Chancellor no later than the Friday before the regular meeting.

**PROCEDURES FOR MAKING REPORTS AND  
RECOMMENDATIONS TO THE ADVISORY BOARD BYLAW 1330.07**

The Advisory Board may require that the following steps be followed when individuals are presenting reports, recommendations, or requests to it:

1. The report should be submitted to the Chancellor's Office allowing sufficient time (a ten-day period is suggested) for copies to be submitted to individual Advisory Board members for study.
2. The Advisory Board will review and discuss reports at a regular meeting of the Advisory Board following the submission of the report or request. Individuals, or their representatives, submitting requests are invited to be present to discuss and answer questions relative to the report that has been submitted.
3. At a subsequent meeting, and after careful study and consideration of the recommendations of the Chancellor, the Advisory Board will act upon these requests.

**QUORUM****BYLAW 1330.08**

Three (3) Advisory Board members, meeting at the designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions of the Advisory Board must be made by a majority vote of those present. Revisions and suspensions of policies and Bylaws require the approval by at least three (3) Advisory Board members. The only business that can be

conducted in the absence of a quorum is to take measures to obtain a quorum, fixing a time of adjournment, or to take a recess.

## ***MINUTES***

***BYLAW 1330.09***

### **Regular Meetings**

The minutes of regular Advisory Board meetings shall be kept by a UNM LA staff member in accordance with New Mexico Statutes. The minutes shall include but not be limited to the date and time of meeting, the Advisory Board members present, action taken by the Advisory Board members, and subjects discussed.

The minutes of work sessions and informational sessions will be kept. The minutes shall include but not be limited to the date and time of the meeting, the Advisory Board members present, and the subjects discussed.

## ***ORDER OF BUSINESS***

***BYLAW 1330.10***

The order of business for regular meetings of the Advisory Board shall consist, when necessary, of the following:

1. **Call to Order and Confirmation of a Quorum**
2. **Routine Business**
  - a. **Approval of minutes of the previous meetings**
3. **Public Comment**
4. **Information for the Board**
5. **Unfinished Business**
6. **Presentations of the Directors**
7. **Board Requested Action or Discussion**
8. **Future Business**
9. **Adjournment**



## ***INFORMATION TO PRECEDE ACTION***

## ***BYLAW 1330.11***

**The Advisory Board shall defer action on questions for which the members determine insufficient information exists until such time as adequate information is furnished.**

**The Chancellor may be required to examine and evaluate information and recommend action before the Advisory Board makes a decision.**

## ***PARLIMENTARY PROCEDURES***

## ***BYLAW 1330.12***

**Advisory Board meetings shall be conducted by generally recognized procedures. Robert's Rules of Order, Revised, may be used as a standard parliamentary procedure, except when otherwise provided by the Advisory Board's bylaws.**

## ***SPECIAL ADVISORY BOARD MEETINGS***

## ***BYLAW 1340***

**Special meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Chancellor and one member of the Advisory Board. For any such meeting, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.**

**Special meetings shall be conducted according to the Advisory Board bylaws governing the conduct of regular meetings whenever applicable.**

**Notice of special meetings will be provided to the news media at least twenty-four (24) hours prior to the date of the meeting together with agenda items.**

**Each special meeting shall have an announced agenda.**

## ***EMERGENCY MEETINGS***

## ***BYLAW 1350***

**Emergency meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Chancellor and one (1) member of the Advisory Board. Notice of emergency meetings will be given to the Advisory Board members and the news media immediately upon the decision to have the meeting, together with the agenda.**

**Emergency meetings shall be conducted according to bylaws governing regular meetings whenever applicable.**

### ***INFORMATION MEETINGS***

### ***BYLAW 1360***

**Information meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board.**

**The Advisory Board may meet to receive and discuss instructional and business matters. These information meetings will be held at such time and place determined by the Advisory Board. For any such meeting an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.**

**Invitations may be extended to staff, faculty, community organizations, and other groups who can or wish to provide information, which, at a future time, may lead to decision and action by the Advisory Board.**

**Notice of information meetings will be provided to the news media twenty-four- (24) hours in advance. No decisions will be made at these meetings, but all known subjects to be discussed will be announced. Subjects for discussion will not be limited to the agenda.**

### ***EXECUTIVE MEETINGS***

### ***BYLAW 1370***

**The Advisory Board may meet in closed executive session. Such executive sessions shall be governed by the Open Meetings Act of the State of New Mexico.**

**Executive meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board. For any such meetings, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance. A quorum of the members of the Advisory Board must be present to conduct the executive meeting.**

**During an open meeting, the Advisory Board may go into executive session upon approval of a motion to do so by a majority of the quorum.**

**Executive meetings may be called to discuss only those agenda items allowed by the Open Meetings Act. No official action shall be taken and no minutes shall be recorded.**

**During executive sessions, only members of the Advisory Board and persons invited by the Advisory Board shall be present.**

**Notice of executive meetings shall be given to the news media twenty-four (24) hours prior to the date of the meeting except for those called during an open meeting. Notice shall state purpose for the meeting. Public notice is not required for an executive session to discuss threatened or pending litigation.**

## **Suggested changes to UNM-LA Bylaws**

1120: Clarify meeting for election of officers: first regular meeting after the general election or first meeting in the new year? Clarify when new members are sworn in.

kh: I agree. It should refer to the first meeting in the new year after the election of Board members.

1130: Is there a need to define the process by which Board members “appoint” a qualified person to serve in a vacancy on the Board?

kh: I think yes. I think it should include a time frame and a process.

Timeframe: I would recommend saying something like that it occur within a “reasonable” time from the vacancy occurring and that a special meeting be called.

Notice to applicants: I think either the Chair on behalf of the Board or more perhaps more consistently with other parts of the Bylaws, that the Chancellor notify local media of a call for applicants. There should also be a reasonable timeframe for the call to go out (maybe two - three weeks?).

Process: Because it is an elected position, I think it is fair to the public that the applicants send in a written statement to the Board expressing their interest, which would become public as part of the notice for the public meeting of the vote, and that applicants are asked to make a statement at the Board meeting, and be available for questions by the Board, before the Board vote. The vote should be in open session.

I also think that process is fair to the Board, so we have a sense of the applicants applying and can be informed (somewhat) when we vote.

This process is also fairly consistent, I believe, with how Council fills vacancies and how Council appoints members to the Board of Public Utilities, which though not elected, is an important public board that affects local public life.

1220: Delete comma after “commitments” under Duties of the Chairperson.

Change “Secretary” to “Vice Chairperson”

kh: Agree. May need language to clarify the UNM-LA Bd “Vice Chairperson” is the same as the Operating Agreement “Secretary” office.

1230: Add some content related to duties or expectations for Board Members. Participation in regular and appropriately called (per the Bylaws) board meetings, as well as events and activities commensurate with expectations incumbent on duly elected members. Board members are encouraged to attend public events hosted by the University (e.g., celebrations, grand openings,

graduation). Board members are expected to attend planned Board events (e.g., orientation, training, strategic planning).

kh: agree. I think worth breaking into different obligations. ie something like:

*It is the duty of board members to attend and participate in regularly scheduled board meetings, to the best of their abilities, as well as any additional board meetings scheduled per the bylaws.*

*Additionally, board members are expected to attend a number of campus events and public events hosted by the University each year (e.g. celebrations, grand openings, graduations) as well as planned Board events (orientation, training, strategic planning, community-outreach events).*

I also think we should consider:

*Individual board members have a duty to remain cognizant that they cannot speak on behalf of the board, barring special and prior approval of the board.*

I wonder if this document should include some kind of board sanction option - to protect the board as a whole if a board member speaks for the board or stops attending or does some other obstreperous thing? Maybe a bridge too far, but something like:

*Recourse for violation of the above can include sanction by the board, taken through the usual course of business of the board.*

Council has something like that. It does not amount to much except the board being on record, if it passes, to not approve of x y z of an individual member. Otherwise, there aren't any teeth in this that I saw, and that is not much. Considerable steps below someone trying to run a recall election, which I can't remember if that got stripped out a few years ago from the county rules on elected officials. (It got stripped out for Council members.)

dh: "The Advisory Board shall, on an annual basis, review and approve the Chancellor's Assessment of Student Success Report".

1320: "...the University" should be changed to the "Albuquerque campus".

kh: agree

1330: Board Meetings

There are six different kinds of Board meetings scattered throughout the bylaws. **These should be condensed and listed in one place:**

**kh: good idea to list in one place**

**Regular**—which should probably be renumbered as 1330.01

**Executive Sessions** (1330.04)

**Special Meetings** (1340)—this could be deleted unless a clear reason is given for its usefulness

kh: I think Special Meetings should be kept as an option. This board does not meet often. If the board had to replace a member, or if something timely - but not part of an emergency response - came up that could use a public discussion and vote, I don't see a reason to hamstring the board by taking this kind of meeting out.

Maybe to also honor a student, or recognize the President coming to campus, or . . . I don't know. Special and needs a vote and not in an emergency.

I think "emergency" should be left for emergencies - if for some reason we needed to take a vote in exigent circumstances - a fire, national crisis, .... I don't know. We're not an operational board so I can't come up with an example, but it wouldn't surprise me if there could be such thing.

I can't think of a downside to keep each of these type of meetings - but if something came up where we needed one of them, it would be unfortunate not to have that functionality.

Including the Informational Meeting in this list - it is a different type of meetings with a different purpose and rules and I think worth keeping for those circumstances that warrant one. And different from a special or emergency one.

### **Emergency Meetings (1350)**

**Information Meetings (1360)**—distinguish between these and "Special Meetings". Combine under a new name...?

kh: nope! :) See above. I think each worth having and keeping.

The helpful and important part of an Information Meeting is that it should be a forum for free-form discussion and information-sharing, and that there will not be a vote at it.

The current rules - that I agree with - also allow that topics that are not announced can also be discussed. I think that is ok and a good thing, in an information meeting, and does not violate any public trust, because it is just an information sharing meeting, and not a vote-taking meeting.

I also think it might be worth saying that a modified rules of procedure would be used, or that they are partially suspended for this kind of meeting, to allow for actual discussions.

Special Meetings and Emergency Meetings each say they will be conducted according to the Bylaws, but the Information meeting does not - which makes me wonder if it's implied that a looser form of procedural rules are allowed. If this board wants that, I would be in favor of stating something like that outright in this section. Makes for an easier conversation, in the Information setting.

**Executive Meetings** (1370): Is this a restatement or duplication of “Executive Sessions” (1330.04)? If not, clarify. If so, combine and include all pertinent information from both items into one

kh: great question. it looks like they are the same. Could use some document cleanup. Unless they are different that I am not seeing?

**The following items should be attached at the end of the full list of meetings and renumbered:**

“Quorum” (1330.08): Since this is required for all meetings, it should be either here or perhaps under “Members” (1110) or as the first item under “III. Method of Operation”.

kh: agree. I like it under Method of Operations.

I also think: Is there a reason to consider making the vote - a majority vote of those voting?

Let’s say there’s a quorum, with 4 present. But only three vote. And it’s 2-1 with one abstaining. Maybe that never happens. But I think if a board member is there (to make the quorum) but opts not to vote, then the board should not be hamstrung by that - there is still a 2-1 vote, which is still a quorum of the board voting. Otherwise it would take two more months (barring calling a Special Meeting, hah!).

Something to consider but there may be other consequences to that that need talking through.

“Notification of Members” (1330.01)

“Time and Place” (1330.02) can be condensed, renamed to “Public Notice of Meetings”.

“Information to Precede Action” (1330.11)

“Parliamentary Procedures” (1330.12)

**The following items should be attached to the “Regular Meeting” description and renumbered:**

“Advance Delivery of Materials” (1330.06)

“Procedures for Making Reports...” (1330.07) Some clarity is called for regarding interchangeable use of terms “report”, “request” and “recommendation”.

“Minutes” (1330.09)

“Order of Business” (1330.10): These items are all important but the format in which they are presented make it appear they are actually the agenda. Distill these into a paragraph to allow for flexibility in the regular meeting agenda.

kh: I am okay with all of the above.

kh: my additional suggestions:



### 1330.07 recommendations to the board

This looks like this is about other people outside the board requesting something be considered. Is that right? In that case, are all suggestions passed forward or at discretion of the Chancellor? I could not tell. If the latter, then the board should at least be notified. If I misread that (I think so, on additional reads), then are all suggestions forwarded to the board and will be discussed? I think this needs clarification as to what it is about and what is trying to be addressed here. If from citizenry / employees - then a process that the board is notified, and a process to determine if it is heard (ie for Council, at least at one point when I knew the rules, anything with seven signatures will be presented to Council, as is. Council can decide at that point whether to pick it up to set it for further discussion, or dismiss it at that point....)

### 1330.11 Information to precede action

I was not clear on what this one is about. In what circumstances? Maybe needs some clarification.

### General

1 - It could be in the Operating Agreement as to when X is due to the Board of Regents, but is it worth putting in this document also? Or with a reference to, unless changed by the OA? So we don't have to use different docs to know what the rules of the road are. However, I'm ok leaving separate.

2 - I think it's worth explicitly discussing online meetings - that they're allowed / that a member could participate that way / that a phone in alone is fine if video not available, etc. Whether the entire meeting could be remote (ok by me so long as there is public access), etc. Best to just spell it out in case anyone is upset in the future about any kind of partial or complete online meeting.

## UNM-Los Alamos Advisory Board Report | Chancellor's Report

### Staffing Changes

Pam Nussbaumer was hired to be my new Executive Assistant. She started on April 14<sup>th</sup>.

We have narrowed the applicants for Dean of Instruction to three finalists, who will come to campus on May 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>. They will have two interviews – one with a committee comprised of faculty and staff, and another one with Cabinet. In addition, there will be two forums where the broader community is invited and one where just the campus is invited.

### Legislative Session

Senator Leo Jaramillo and Representative Christine Chandler proposed that \$300,000 be allocated to UNMLA to help with the costs of remodeling Building 1. Unfortunately, the Governor vetoed that funding without explanation. I will be asking for funding again in the next legislative session. Building 1 is our oldest building on campus (it was originally a 1940s elementary school building) and needs several repairs and upgrades.

Our I&G appropriation from the state is \$2,460,900. Similar sized branches in the State I&G appropriations, including ours for easy comparison, are listed below:

Institution	Total Headcount	I&G Funding	Total Funding*
UNM-LA	2,215	\$2,460,900	\$5,454,900
UNM-Taos	2,100	\$5,036,400	\$9,715,600
NMSU-Alamogordo	1,650	\$9,003,600	\$12,903,600
NMSU-Grants	1,300	\$4,476,000	\$7,476,000
ENMU-Ruidoso	1,300	\$2,587,700	\$8,087,700

\* Does not include capital outlay or Junior Bill monies, but includes other State Funds, Internal Service Funds, and Federal Funds. All the above data came from HB2 that was passed by the Legislature and signed by the Governor.

### Construction Updates

**Building 2** – The new roof and stucco repair and painting are complete. The funding came from Representative Christine Chandler and Senator Leo Jaramillo.

**Building 3** – The new roof and stucco repair and painting are just getting ready to start. The project should be done by mid-June. The funding came from Representative Christine Chandler and Senator Leo Jaramillo.

**Building 8** – The designs and permits are completed for the new ceramic and art studios. Work will begin mid-May and is scheduled to be completed by mid-August, in time for classes to begin. The funding for this project came from the state's Building Renewal and Replacement funds and Los Alamos County.

**Open Space Project, Phase 1** – Construction will begin mid-May and we are hoping to have it largely completed by the start of the fall semester. Funding for this project is coming from the statewide GOB and the local bond that was just passed by voters in the county last November.

**Open Space Project, Phase 2** – Should begin later this year and should take about 9 months to complete. Funding for this project came from the state and the recently passed local bond.

## UNM-Los Alamos Advisory Board Report | Academic Affairs

### Scheduling/Enrollments

Enrollment for the Summer and Fall semesters is currently underway. Summer enrollment is strong, with approximately one third of the courses already full or nearly full, one month ahead of the term start date (June 2). Fall enrollment is progressing steadily, although only a few classes are close to capacity at this point.

For the Fall semester, the distribution of face-to-face/hybrid and fully online classes is approximately 50/50.

### Faculty Activities

In April 2025, Assistant Professors Lorraine Bowman and Dr. Citla Nava-Gaxiola attended the *UNM-Valencia OTE25: New Mexico Online Teaching Extravaganza*. As part of the event, Professor Bowman delivered a short presentation on leveraging technology to create immersive and interactive online learning experiences in astronomy courses.

In April, Assistant Professors Lorraine Bowman and Dr. Citla Nava-Gaxiola also attended the *2025 Spring Teaching Conference*, organized by UNM-Center for Teaching & Learning.

This month, Professor Lorraine Bowman is completing a six-week *Grant Writing Step by Step* workshop offered by UNM. The course introduces the fundamentals of grant proposal writing, particularly for beginners, and guides participants through the step-by-step process of identifying funding sources and drafting proposals.

With support from the PASE Title V grant, the Science department has purchased materials to enhance physics labs and submitted additional procurement requests for interactive software and smart telescopes to support astronomy instruction. The same funding also enabled Dr. Virginia Grant to acquire books for a new Environmental Studies Collection in the UNM-LA Library, which will support her research.

In early April, Dr. Peninah Wolpo delivered the inaugural lecture in the *My Favorite Lecture* series for UNM-LA donors.

We have engaged the search firm Isaacson Miller to assist with the search for a new Dean of Instruction. The Search Advisory Committee, chaired by Dr. Irina Alvestad, has spent the past several weeks developing the position profile and reviewing candidate materials. Three finalists have been invited to campus this week for interviews.

### Curriculum

Assistant Professor Dr. Virginia Grant has completed a curriculum redesign for first-year composition courses. To support components of this initiative, she is working in collaboration with UNM-LA Library and IT staff to develop an instructional space within the library dedicated to library and digital literacy instruction. Financial support was requested through the PASE Title V grant.

Kevin Rosenberger, Instructional Designer at UNM-LA, recently completed online course design reviews for math, Spanish, and environmental science courses, working in collaboration with faculty who conducted self-assessments. The primary goal of this initiative is to provide faculty with direct

support and guidance through Kevin's mentorship, helping them enhance the quality and effectiveness of their online courses.

### **Partnerships**

The NEST (Nuclear Enterprise Science and Technology) program will graduate its second cohort this spring, with eight students completing the program. A new cohort is scheduled to begin in Fall 2025, starting with the *Introduction to Actinide Science* course.

In collaboration with the UNM Mechanical Engineering Department, we are hiring a Visiting Lecturer to set up equipment in ME labs this summer and to teach upper-division ME courses in the BSME program at our campus during the upcoming academic year. This position is funded through the LANL grant.

As students made significant progress through the ME course work, we will offer three upper-division courses in the BSME program in Fall 2025 (Dynamics, ME Lab, Thermodynamics). This is the highest number of upper-division courses we have been able to schedule to date in one semester.

In early April, Dr. Alvestad and Coco Rae hosted Dr. Donna Riley (Dean), Dr. Shuang Luan (Associate Dean), and Dr. Yu-Lin Shen (ME Department Chair) from the UNM School of Engineering for a discussion focused on the BSME program in Los Alamos. The meeting addressed strategies to enhance advisement, program implementation, and faculty recruitment.

### **Outreach/Networking**

On March 26, Dr. Irina Alvestad participated in LANL's inaugural *Continuing Education Showcase*, where she gave a presentation on the educational opportunities available at UNM-LA, highlighting STEM and CTE programs, including the BSME program.

On April 15, Dr. Alvestad attended the *LANL Community Conversation and RDC Regional Economic Development Initiative (REDI) Summit*.

## UNM-Los Alamos Advisory Board Report | Student Services

### Graduation 2025

The 2025 commencement ceremony will take place on Friday May 16th at Duane Smith Auditorium. Graduates for fall 2024, spring 2025 and summer 2025 will be recognized. This year we have 68 graduates. Below is a breakdown by degree:

- AA Liberal Arts – 12
- AA Pre-Business Administration – 7
- AAS Accounting – 2
- AAS Business – 3
- AAS Fire Science - 1
- AAS General Studies – 9
- AS Computer Science – 2
- AS Emergency Medical Services – 1
- AS Pre -Engineering – 10
- AS Pre-Professional Health Sciences – 3
- AS Science - 2
- CERT Emergency Medical Services EMT-Basic – 8
- CERT Nuclear Enterp Science Tech - 8

### Events Update

**Complete College America** - UNM LA has been accepted to participate in Complete College America (CCA). CCA supports current initiatives of the college through various mechanisms. CCA visited our campus on April 22nd for a Pre-Sensemaking meeting. Various members of the campus, including staff and faculty, attended this interactive workshop that was aimed at gaining input and perspective from the campus at large. Moving forward, we will focus on the priorities of:

- Pathways Leadership and Culture
- Digital Learning Institutional Research

**Pojoaque High School Campus Visit** - Approximately 60 students from Pojoaque High School visited our campus on May 2nd. They toured our campus and were presented with information about dual credit, advising, and financial aid.

**CIC Graduation** - CIC held its spring semester graduation on Tuesday, May 6. 6 CIC students shared presentations about their internship experiences, including highlights about their projects, skills they gained, obstacles they encountered, and mentorship they received from their respective business sponsors.

### Upcoming Events

**Finals Fuel** - Students are provided with various snacks, set up in the Student Services foyer, throughout the week of finals. The goal is simply to provide students with the necessary “fuel” aimed at helping them focus during this important time.

**New Student Orientation** - This year we will have two in-person New Student Orientations. The first one will be on August 7 from 5:00-8:30 pm and the second one will be on August 14 from 11:30 am-1:30 pm). We are taking a very different approach this year, with an off-site evening offering at SALA, meant for students as well as their families, and a shorter, on-campus midday offering, both of which will hopefully attract more attendees by being more suitable for students' busy schedules. Our online orientation is available for any student who is unable to attend our in-person offerings.

## **UNM-Los Alamos Advisory Board Report | Business Operations**

### **Human Resources Recent Postings and Hiring Activity**

Current job postings:

- Facilities Manager- 2nd round interviews. References completed on one candidate
- Facilities Services Tech- applicant search failed. Closing and will reopen

Positions upcoming: Program Planning Officer and Grants Program Manager

New Hires: Pam Nussbaumer- Executive Assistant to the Chancellor

Resignations: Audrey Marroquin – Program Planning Officer, moved to contract for advisement

### **Information Technologies Updates**

AV PO approved \$250,000 on the Title IV grant

- This audiovisual (AV) expenditure is aimed at modernizing four large lecture halls, ensuring they meet contemporary standards. The planned enhancements encompass audio, video, user interface improvements, plus specialized equipment to support individuals who are deaf or hard of hearing.
- In three of the lecture halls (230, Wallace, 631), the upgrades will include 8,000-lumen projectors, an audio system designed for deaf and hard-of-hearing accessibility, comprehensive room audio, and intuitive controllers that enable instructors to manage the equipment seamlessly. Additionally, equipment racks will be installed, and a system will be implemented to facilitate online audience participation using room microphones and cameras.
- In the fourth space (student center), improvements will feature a video wall, streamlined user controls, enhanced audio, and acoustic management panels or other sound-dampening solutions. The objective for this area is to create a flexible space where equipment can be easily moved out of the way when not in use.

### **Facilities**

We are continuing to work with main campus on general maintenance.

### **Finance**

- Finished building the FY 26 budget
- Working on position reviews- vacant position budgets and new hire requests
- FY Close process has started in anticipation of June 30<sup>th</sup> end of fiscal year
- All reports have been approved by the Budget Office and Board of Regents and have been sent to HED.