



**Advisory Board Special Meeting
Monday, March 11, 2013
5:30 p.m., Lecture Hall**

MINUTES

1. CALL TO ORDER

At 5:35 p.m., Steve Boerigter, Chairperson called the meeting to order and provided brief opening remarks.

2. Municipal Court Judge, The Honorable Alan S. Kirk swore in the two new Advisory Board members: Michelle Hall and John Hofmann.

3. ROLL CALL

Board Members Present:

Dr. Steve Boerigter
Ms. Linda Hull
Ms. Micheline Devaurs
Ms. Michelle Hall
Mr. John Hofmann

Staff & Visitors Present:

Dr. Cedric Page, Executive Director
Dr. Kate Massengale, Dean of Instruction
Ms. Lisa Wismer, Director, Business Operations
Judge Alan S. Kirk, Los Alamos County Municipal Court
Dr. Wynn Goering, UNM President's Office
Dr. Nelson Hoffman, Former Advisory Board Member
Gayle Burns, Manager, Business Services
Valida Dushdurova, Research and Information Manager
Kathryn Vigil, Student Enrollment Director
Grace Willerton, Academic Advisor/Recruitment Specialist
Ben Hansen, Engineering Program Coordinator
Bonnie Gordon, Reporter for the Daily Post

4. PRESENTATION OF VISITORS & INFORMATION FOR THE BOARD

Recognition of Former Board Members: Dr. Nelson Hoffman

Dr. Page recognized Dr. Hoffman for his years of service to UNM-LA and to the community. Dr. Hoffman talked about how inspiring it has been to work with this campus and its leadership. Dr. Page presented Dr. Hoffman with a gift, a Zen bowl by Nambe.

UNM President's Office: Dr. Wynn Goering

Dr. Goering discussed the background on how community colleges are funded. He also spoke about the services that UNM provides for its branches: administrative overhead, quality control and IT. He discussed the administrative fee which has been 2.81% of the operating budget for as long as anyone can remember. When the new President came, he thought it looked too low. He established a committee to look at the basis for services to the branches and the committee recommended a 3% fee after initially supporting no change in the fee. The UNM President's Committee, however, recommends a fee of 3.6%.

Dr. Boerigter said this will be on the agenda because it requires negotiation between the advisory board and the Board of Regents (per the Operating Agreement.). It is critical for us to figure how we will address it. Dr. Page mentioned that the budgets are due to be approved in April. We have about three and a half weeks to negotiate the fee.

Dr. Goering went on to discuss the Mil Levy proposal. He suggested that if we (the branches) do our fair share, then we want the state to do their fair share too. He suggested we illustrate that to the Board of Regents.

Student Government Association

No one was present to present for the Student Government Association.

5. ROUTINE BUSINESS - BOARD ACTION

Election of Board Officers. Next on the Agenda, nominate a president and secretary. Ms. Hull nominated current President, Dr. Stephen Boerigter, for President. The motion was seconded by Ms. Hall. The Motion passed, 5 to 0. Ms. Devaurs nominated the current Secretary, Ms. Linda Hull, for Secretary. Mr. Hofmann seconded. Motion passed 5 to 0.

Approval of Advisory Board Meeting Minutes of January 14, 2013

No changes were necessary.

A motion to approve the Minutes was made by Ms. Hull and seconded by Ms. Devaurs. Motion was passed.

6. PUBLIC COMMENT

There was no public comment. Guests at the meeting were recognized:

Ben Hansen, Engineering Program Coordinator
Bonnie Gordon, Reporter for the Daily Post

7. STAFF PRESENTATIONS:

a. Office of the Executive Director/Current Activities/Updates

UNM-LA has received approval for AAS degree in IT with Cyber Security and in Robotics, and an AS degree in Emergency Management Services. These programs also line up with our mission and goals. UNM Real Estate has worked

with UNM Purchasing and UNM-LA to release an RFP for an affordable housing development. The RFP closes March 18th. The selected developer will lease the land from us with a 60 year lease.

We have completed the SBDC transition to our campus. We are currently looking for a director. The search for an Executive Director in Gallup is moving along. Regarding the legislature, the HB2 has moved through a number of committees. It represents a 4% increase and a 1% salary increase. Work is being done on another bill regarding the Education Retirement (ERB) solvency issue.

The UNM Gallup campus wants to pass a bill to do a study of feasibility of going independent or going with another university. The last two bills will address the lottery scholarship.

Regarding Personnel Matters, we hired a coordinator of special events, a lab technician and have had some internal changes. Ted Trujillo is staffing the Los Alamos SBDC until we hire a new director.

b. Instruction/Dean's Report

Dr. Massengale presented her report on the Title III Grant. It is a collaboration with UNM-Taos, Santa Fe Community College and Northern New Mexico College. It crosses areas focused on STEM. They had a very successful site visit. They are working on accelerated development and online offerings. Data from the pilots in math and English are indicating improved student success, and further, the data from students in the new University 101 course that emphasizes student responsibility has improved developmental student success in both math and English. Online offerings in STEM are increasing, and our first offering through SUN Online will be the Biology Anatomy and Physiology course.

She wanted everyone to mark April 25th on their calendars for the second part of UNM on Display which will feature faculty.

Dr. Page noted that the ABE Program has re-emerged in Bernalillo. They have asked that we come back. It is grant funded and it helps our program here in Los Alamos.

c. Student Support Services, Director's Report

Ms. Kathryn Vigil presented the Student Services Report. She focused on summarizing activity for fall and spring. They have made an effort to target minority areas to replace the loss of our program in Sandoval County. They have re-instituted information request cards. Grace Willerton did a radio interview.

They analyzed admission applications and found that 60% of applicants were admitted. They have been going to high schools recruiting. They have had good support from counselors and teachers. Dr. Boerigter noted that our graduation rate is one and a half times better than other branches.

Dr. Page noted there are new programs and we are working on brochures for the new programs. Dr. Massengale said she might be able to help with the brochures. Ms. Wismer agreed that it was a good idea. She also talked about the new web site as a marketing tool. Mr. Hofmann added that he would like to see UNM-LA support out in the community. He would like to see UNM-LA decals on local stores and restaurants.

Ms. Vigil announced that graduation will be held on a Wednesday this year. It will be May 8th at Crossroads Bible Church.

d. Business Operations/Financial Matters, Director's Report

Ms. Wismer presented the Business Operations report. She included a cover page explaining the reports for the new members. The BAR reports are included in the packet. There will be two very minor changes to the final reports for the April meeting. She explained that we need to set tuition rates. We have proposed a 2% increase.

A motion was brought by Ms. Hull to increase the tuition rate by 2%. Motion was seconded by Mr. Hofmann. Motion passed 5 to 0.

Ms. Wismer said we have a possible 1% salary increase from the state if the legislature allows it.

8. NEW BUSINESS

There was no new business.

9. UNFINISHED BUSINESS

Strategic Plan Implementation Update

Ms. Wismer gave an update on the Los Alamos Committee on Higher Education. This committee was formed last fall inviting community members to join. The group has been meeting and has sub-committees as we plan for the mil levy election. We have support from LAPS and the county. Dr. Page noted the due date to get materials to the F&F committee for their approval is March 22nd.

Ms. Wismer would like Board Action for the 2013 Strategic Plan Update. Ms. Hall moved for a motion to approve. Ms. Hull seconded. The motion was approved 5 to 0.

Dr. Page reported on the Draft 2013 Strategic Implementation Plan Format. He noted the basic format for the Plan which is not yet complete. He would like for the Board to look it over and get back to him with comments. A draft Implementation Plan will be presented at the April Special meeting.

10. FUTURE BUSINESS

The next Board meeting will be the Special Budget Meeting on Monday, April 8, 2013 at 5:30 p.m.

11. ADJOURNMENT:

Upon a motion by Ms. Hull and seconded by Mr. Hofmann, the Board unanimously voted to adjourn the meeting at 7:50 p.m.

*Approved by the UNM-LA Advisory Board on April 8, 2013
Anne Lantrip, Recording Secretary*