

**Advisory Board Meeting
Monday, March 13, 2017
5:30 p.m., Lecture Hall, Building 2**

Minutes

1. **Call to Order; Confirmation of Quorum** (5 Board Members present)
Chairman Steve Boerigter called the meeting to order at 5:30 pm.
Board Members Present:
Stephen Boerigter
Michelle Hall (via Zoom technology)
David Sutton
Pat Soran
Sheila Schiferl

UNM Staff Present:
Cynthia Rooney, Chief Executive Officer
Kay Willerton, Dean of Instruction
Lisa Wismer, Director, Business Operations
Gayle Burns, Manager, Business Services
Kathryn Vigil, Student Enrollment Director
Elizabeth Rademacher, Academic Student Success Manager
Sharon Hurley-Johns, Associate Dean of Instruction
Nancy Coombs, Marketing Representative
Laura Loy, Community Internship Coordinator
Anne Lantrip, SBDC Business Advisor

Visitors:
Micheline Devaurs, Previous Advisory Board Member
Jerry Dominguez, UNM Branch Liaison
James Robinson, Mil Levy Campaign Leader
Laura Loy, Mil Levy Campaign Leader

2. **Routine Business- Board Action Items**
 - a. **Adoption of Agenda**
 - b. **Approval of Minutes from November 7, 2016, Advisory Board Meeting:** Pat Soran made a motion to approve the minutes. Seconded by David Sutton. Passed.

3. **Public Comment**
No public comment.

4. **Introduction of Visitors:**
 - a. James Robinson and Laura Loy were each presented with an original piece of pottery by Barbara Yarnell in appreciation of all of their work on the mil levy.
 - b. Micheline Devaurs was recognized for her 8 years of service on the UNM-LA Advisory Board. Cindy Rooney presented her a piece of pottery by Barbara Yarnell.
 - c. Dr. Jerry Dominguez was introduced.

5. **Old Business:**
 - a. Mil Levy Timeline and Canvass
 - i. Cindy Rooney discussed the successful campaign. She shared a timeline indicating various milestones of the campaign over the past year. She also noted that the letters of support were especially helpful.
6. **New Business – Board Action Items**
 - a. **Election of Officers**
 - i. Election for President and Secretary for the UNM-LA Advisory Board
 1. For President:
 1. Michelle Hall nominated Steve Boerigter
 2. David Sutton nominated himself.
 - i. A vote was held (Michelle Hall texted her vote in).
 1. Steve Boerigter was elected.
 2. For Secretary:
 1. Pat Soran nominated himself.
 2. Sheila Schiferl nominated herself.
 3. David Sutton nominated himself.
 - i. A vote was held (Michelle Hall texted her vote in).
 1. Pat Soran was elected.
 - b. **Tuition Proposal for 2017-18**
 - i. Gayle Burns presented information showing the past tuition rates and comparisons to area higher education institutions.
 - ii. The staff recommendation was for a 2% increase.
 - iii. The Board members discussed several different scenarios. They initially considered the 2% tuition increase but also discussed various factors such as continued uncertainty of state funding, enrollment growth over the last three years, strong graduation and employment placement metrics, and the “outstanding instruction offered at UNM-LA.” Some discussion considered an increase of 5-6%.
 - iv. A compromise of a 4% increase was proposed.
 - v. A motion for the 4% increase was presented and seconded. Five in favor; Motion passed.
7. **Reports:**
 - a. **Chief Executive Director:**
 - i. January Advisory Board Meeting: Cindy Rooney noted that there was no regular advisory board meeting in January. Instead the campus hosted UNM Acting President Chaouki Abdallah, Acting Provost Craig White, the new Dean Of Engineering, Christos Christodoulou, and Representative Stephanie Garcia Richard.
 - ii. Enrollment: Spring enrollment head count at census date was 1128, up 1% from Spring 2016. Student credit hours were also up 1%.The number of degree seeking freshmen increased by 11% this semester and the number of dual credit students increased by 15%.
 - iii. Legislative Update: The New Mexico legislative session and budget cuts were discussed. Jerry Dominguez talked about current issues being discussed at main campus.
 - iv. Strategic Plan Update: Three strategic goals have been identified. After doing the initial SWOT analysis, the biggest concern was financial stability for this year and for the next 10 years. Next year, we will continue our grant submissions and look into fundraising opportunities to increase financial strength and stability.

- v. Grants Update: We are hoping for an increase in grants as well as growth in our relationship with LANL. We have started using Zoom technology.
- vi. Cindy Leyba continues to work with SunPath to expand and improve the ability of UNM-LA to deliver education and career training programs related to healthcare that can be completed in two years or less. Funding beyond September 2017 is uncertain.
- vii. Graduation: Graduation has been scheduled for May 12 at 6 pm at the Los Alamos Crossroads Church. Dr. Zandree Stidham has agreed to serve as our speaker.

b. Office of Instruction:

- i. Kay Willerton gave an update on the status of the summer and fall schedule. Part of the scheduling process included Los Alamos Early College and Career Academy, Summer Bridge Program and the First Year Experience Program.
- ii. Talks with LANL about internship and employment opportunities continue.
- iii. On February 15, a ceremony honoring the first class of Personal Care Attendants was held on campus.
- iv. We are searching for a new Dean of Instruction, as well as several core faculty positions.

c. Student Services:

- i. Enrollment numbers for spring 2017 were discussed. Orientation has a 10% increase for the spring semester.
- ii. Updates for retention/advising, assessment, and development were given.
- iii. PTK member, Kaylen Pocaterra was selected to the New Mexico All-State Academic Team. She was honored at the State Capital on February 27th and also had the chance to visit with Representative Garcia-Richard and others.
- iv. Student Government activities were discussed.
- v. Our 36th Graduation Convocation will take place 6pm on Friday, May 12 at Crossroads Church.

d. Business Operations:

- i. The new HR TMS software is scheduled to go live April 1st. UNM inventory Control has begun its annual inventory review.
- ii. Information Technology: UNM IT has begun a new distance education lab using Zoom technology in Building 6, Room 626. The computer lab in Building 3, room 306 has been updated to use virtual machines that allow customized training clients a way to access multiple operating system platforms and software editions.
- iii. Small Business Development Center: The Star Client Day at the Legislature for the statewide SBDC centers was January 27th. The UNMLA SBDC featured client was Northern New Mexico Stump Grinders owned by brothers Aaron and Ryan McNiff. Aaron is an adjunct instructor at UNMLA. Ryan's baby was featured in a picture with the Governor in the Daily Post.
- iv. Facilities:
 1. UNMLA hosted the Los Alamos Music Teachers Association Musicale Recital on February 26 in the Student Center.
 2. A group was tasked to revise the scope of work to be completed with the 2016 GO Bond funding for infrastructure renovations. The initial proposal of \$1,000,000 in improvements will be trimmed to the approved funding level of \$625,000.

- v. Highlights of the FY17 financials as of 1/31/17:
 - 1. Revenues as of 1/31/17 are at 70.73% of total budgeted revenues and expenditures are at 54.92% of total budget expenditures. Spring tuition revenues are on track to meet budget estimates and expenditures are within the budget as well. It appears we will manage the 5% budget reduction imposed in December without dipping in to reserves.
- vi. Preliminary Budget Impacts to State Appropriations for FY18
 - 1. State appropriations had an original allotment of \$1,840,700. This included a one-time hold harmless allocation of \$12,700. In the fall of 2016, a reduction of 5% was assessed against the permanent appropriation, which equated to \$91,400. We have been told to consider this a permanent reduction moving into FY18. Future reductions were discussed.

e. Other:

- i. Dr. Jerry Dominguez talked about events going on at the Legislature. Branch issues and operating agreements were discussed.

8. Next Meeting: Special Budget Meeting, April 10, 2017, 5:30 pm UNM-LA Lecture Hall

9. Adjournment: Meeting adjourned at 7:20 pm