



**Advisory Board Meeting  
Monday, September 9, 2013  
5:30 p.m., Lecture Hall**

<b>MINUTES</b>
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**1. CALL TO ORDER**

At 5:31 p.m., Steve Boerigter, Chairperson called the meeting to order and provided brief opening remarks.

**2. ROLL CALL**

**Board Members Present:**

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

**Staff & Visitors Present:**

Dr. Cedric Page, Executive Director  
Dr. Cindy Rooney, Dean of Instruction  
Ms. Lisa Wismer, Director, Business Operations  
Kay Willerton, Associate Dean of Instruction, Department Chair, Mathematics  
Gayle Burns, Manager, Business Services  
Kathryn Vigil, Student Enrollment Director  
Valida Dushdurova, Research and Information Manager  
Cindy Leyba, Operations Manager, Bachelor and Graduate Program  
Jack Hanlon, Instructor  
Dr. Wynn Goering, President's Office, Albuquerque  
Tris DeRoma, Reporter, Los Alamos Monitor

**3. ROUTINE BUSINESS - BOARD ACTION**

Approval of Advisory Board Meeting Minutes of May 13 and May 22, 2013

Both sets of Minutes were discussed. A motion to approve the Minutes was made by Dr. Hall and seconded by Ms. Hull. Motion was passed.

Annual Review of UNM-Los Alamos By-Laws

No recommendations for change were made. Motion to approve By-Laws made by Ms. Hull, was seconded by Dr. Hall. Motion approved

Annual Review of UNM-Los Alamos Operating Agreement

Dr. Page noted a change to the Amendments on Page 5, Section 13 regarding the administrative service fee reflects 3.3% as a result of new fees. The ability to be part of the negotiations with issues from main campus in the future was discussed. Changing some of the language in the Agreement was brought up. Dr. Boerigter said we had three choices, we could: move to amend; amend on the fly; or decide not to take action tonight. Dr. Hall presented a Motion to table the Motion to allow time to re-craft the language. Ms. Hull seconded. Motion passed.

Dr. Goering suggested that as we move forward we should forward our changes to him so he could forward to other branches to all be looked at one time. He reminded us that the current Agreement would stand until changes are approved. Any changes to the budget would need to be to the Board by January or February. Dr. Page said emails should be forwarded to him, discussed and then forwarded to Dr. Goering.

**4. PRESENTATION OF VISITORS & INFORMATION FOR THE BOARD**

Ms. Cindy Leyba presented an update on Extended University. There is a new Provost, Monica Orozco. This semester they have 9 students in the Bachelors in Paramedics program which began as an Associate degree at UNM-LA. They are still working on establishing 5 common degrees across UNM and its branches. She has been working with Los Alamos public schools regarding establishing a Master's in Education to be offered here. They also have 2 face to face courses in electrical engineering and math each with 7-8 students.

Dr. Goering offered a summary from the cabinet meeting at main campus earlier in the day. He talked about the new Lobo Achieve software that main campus wanted us to have. Charges to the branch for the software were discussed.

**5. PUBLIC COMMENT**

There was no public comment.

**6. STAFF PRESENTATIONS:**

a. Executive Director's Report

Dr. Page presented his report. The Sandoval County SBDC received another award, the NM Rural Alliance "Eddy" award for the Best Economic Development Achievement for 2013. Presented UNM-LA's 2015 Capital Outlay request to upgrade Building 5 and the common areas to the NM HED. Neither of the grants submitted were funded at this point. The HED funding formula has changed. The formula used has been debated with the help of Valida Dushdurova.

From his calendar, he highlighted the Workplace Violence Training that took place which was provided by Los Alamos Public Safety. We had a really good session. The status of our Student Housing was discussed. We are currently waiting for more information from UNM Real Estate. Personnel matters were discussed and Dr. Page handed out a current organizational chart.

Dr. Page asked Ms. Dushdurova to go over our enrollment numbers for this semester. They are up 7.6%.

b. Office of Instruction's Report

Dr. Cindy Rooney gave her update. The transition to the new Dean has occurred. Dr. Ben Hansen resigned to accept a position with the State Department effective September 6<sup>th</sup>. He said UNM-LA was one of the nicest places he has ever worked. New staffing assignments were discussed. Good news in the programs area: EMS A.S. and B.S, A.A.S. in Robotics, A.S. in Computer Science, and Information Technology A.A.S. with Cyber Security are ready for fall.

On Course for new students is going well. Developmental Math is now offered with Kay Willerton's Emporium Model. Dual Credit program is growing. We continue to work closely with the high school. We hosted the robotic and nanotechnology workshop this summer. Summer Programs for Youth hosted 120 students this summer. An update on grants was presented. New initiatives were reviewed.

Also reviewed were the ABE Report, the Library Report, and the Community Ed report.

c. Student Support Services

Ms. Kathryn Vigil presented the Student Services Report. The Summer Bridge Program was successful overall. New Initiatives were reviewed. Cross Training and successful orientations were highlighted, as well as this semester's Dual Credit Program.

Business Operations/Financial Matters, Director's Report

Ms. Gayle Burns presented the Report of Actuals. Enrollment numbers were down last year; revenue was down. Things that helped us were miscellaneous fees and grants.

Dr. Page reminded everyone that the New Mexico lottery is in serious trouble. Task forces are working on the issue. We sent a letter to our students in June telling them not to expect 100% paid by the scholarship

**7. NEW BUSINESS**

There was no new business.

**8. UNFINISHED BUSINESS**

2013 Mil Levy Election Update

Ms. Lisa Wismer presented the update. We have had civic presentations, media spots on radio and print. We have maintained a strong community awareness. We have emails and electronic messaging to our networks. John Hofmann created and has updated our

webpage daily. We have had a presence at local events. We have a brochure, buttons, t-shirts, banners, a direct mail post card and testimonials. Now we have to get the vote out. We have a list for phoning voters who have not yet voted. We are reaching out with phone calls and email blasts. Ms. Rooney noted that we have had a number of letters to the editors and they have been mostly positive.

Strategic Implementation Plan Update

Dr. Page presented the updated Plan. He will share it with staff. The Plan should be better defined by the November meeting.

**9. FUTURE BUSINESS**

The next Regular Board meeting will be on Monday, November 18, 2013 at 5:30 p.m.

**10. ADJOURNMENT:**

Upon a motion by Dr. Hall, the Board unanimously voted to adjourn the meeting at 7:19 p.m.

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