

**Advisory Board Meeting
Monday, November 9, 2015
5:30 p.m., Lecture Hall, Building 2**

Minutes - DRAFT

1. **Call to Order; Confirmation of Quorum** (5 Board Members present)
Chairman Steve Boerigter called the meeting to order at 5:48 pm.
Board Members Present:
Stephen Boerigter
Micheline Devaurs
Michael DiRosa
Michelle Hall
David Sutton

UNM Staff Present:
Chaouki Abdallah, UNM Provost
Jerry Dominguez, Branch Liaison/Vice Provost
Cynthia Rooney, Interim Executive Director
Kay Willerton, Interim Dean of Instruction
Lisa Wismer, Director, Business Operations
Gayle Burns, Manager Business Services
Vint Miller, Public Relations
Kathryn Vigil, Student Enrollment Director
Elizabeth Rademacher, Academic Student Success Manager
Valida Dushdurova, Research and Information Manager
Alex Zubelewicz, Event Coordinator
Cindy Leyba, Extended Learning
Kateri Morris, Administrative Assistant to the Dean

Visitors:
Tris DeRoma, Los Alamos Monitor
2. **Routine Business- Board Action Items**
 - a. **Adoption of Agenda:** No changes to the agenda.
 - b. **Approval of Minutes from September 14, 2015 Meeting:** Michelle Hall motioned to approve the minutes. Seconded by Michael. Passed.
3. **Public Comment**
No public comment.
4. **Introduction of Visitors**
 - a. Chaouki Abdallah, Provost; Jerry Dominguez, Vice Provost
 - b. Tris DeRoma, LA Monitor
5. **Status Reports**
 - a. **Executive Director:**

- i. Community Internship Collaboration: Project involving UNM-LA, LAHS, UNM-SBDC, LANL, LANL, & local businesses; internship opportunities for students (experience, stipend, college credit); Goal=20
- ii. Anderson School of Management Survey for Los Alamos: To seek student and community input on those interested in furthering their education through Upper Division programs at UNM-LA; will help determine which types of academic programs and delivery methods might meet community needs;
 - 1. 50 people completed the survey so far;
 - 2. Distribution: Social Media, News media, County, Student listserv, radio;
 - 3. Jerry added that it closes on Nov. 19th, Assess & report due in Dec, see trends & guide for further discussion
 - 4. Steve suggests that the survey be made available to LAMC (thru Feliciano)
- iii. LANL connections: making new connections with contacts at the lab (Alan Bishop, Alan Hurd, Terry Wallace); addressing how to meet their workforce needs; build a stronger relationship/collaboration; finding creative ways to facilitate a course, not just a typical lecture class.
- iv. UNM-LA Newsletter: improve communications on campus; adding items of interest and links. Composed by Alex Zubelewicz
- v. Strategic Plan Update:
 - a. Subgroup development: Staff & Faculty input (survey); Faculty will be helping with writing; identify key items
 - b. Goal=Present the plan at the next Advisory Board meeting
 - c. Cindy: Revise the 5 items from last year
- vi. New discussion:
 - 1. Property posted and listed
 - 2. Proposed Partnership (preliminary) on a lease for about 25 students
 - 3. Enrollment up
 - 4. _____asked Kathryn if there was active recruitment from LAHS. She said there is consistent contact with staff; increased presence on campus; but needs to be more follow up. Steve suggested contact with students from 3-4 pm at the HS. They will be holding a Financial Aid night.
 - 5. Financial: Grant workshops at main campus; Faculty Operations Committee-fundraising in Feb/March
 - 6. UNM Branding Strategy: included branches
 - 7. UNM-LA Sign: still in progress, the materials are finalized. Done in Jan.

b. Office of Instruction:

- i. Spring 2016 Schedule: Completed in Sept; available online; registration on Nov 16th; Offering fewer courses that historically did not make-less cancellations
- ii. Curriculum changes: reduction of total hours to 60
- iii. UNM-LA Art Tour: Sale and exhibition in conjunction with Los Alamos Art Tour; two day event

c. Student Services:

- i. Barbara Cohen replaced retired Irene Martinez
- ii. Increase in transfer; Transfer Days available to help connect UNM-LA students with Main campus contacts
- iii. Title IX & Clery Training was held on Nov 4th for our staff/faculty to ensure compliance; policy and procedure implementation

- iv. Michael asked if they were having a STEM day in Feb; suggests recruiting beyond LANL; Kathryn reassured they will be extending it to other areas.

d. Business Operations:

- i. Construction project scheduled for approval this week. Construction planned for Spring 2016 (ready for Summer session)
- ii. Purchased a new UNM vehicle
- iii. Quarterly reports: Close to budget, tuition is fine, property tax (wild card)
- iv. Expenditures are at appropriate levels

6. New Business – *Board Action Items*

a. Approval of Restricted and Unrestricted BARS (Budget Adjustment Request) form, HED: Formal request to HED to make changes before March

- 1. Restricted-What we submitted back in May. Can adjust in March. Restricted budget
- 2. Unrestricted- Adjust beginning balances, aware of new resources, collaborative partnership with LANL, created budget structure that has brand new \$.
- 3. Steve moved to approve BAR, Michelle moved to approve the Unrestricted & Restricted BAR, Micheline seconded. Passed.

7. Closed Session (only Board Members present)

- a. Discussion and determination where appropriate of the purchase, acquisition or disposal of real property pursuant to Section 10-15-1.H(8), NMSA (1978).
- b. Discussion and determination where appropriate of limited personnel matters pursuant to Section 10-15-1H (2), NMSA (1978).

8. Next Meeting:

The next meeting will be Monday, January 11, 2016 at 5:30 pm UNM-LA Lecture Hall.

9. Adjournment:

Steve Boerigter declared the meeting adjourned at _____ pm.