



**Advisory Board Meeting
Monday, May 8, 2023
5:30 pm, Lecture Hall, Building 2**

AGENDA

1. Call to Order, Confirmation of a Quorum
2. Routine Business – *Board Action Items*
 - a. Adoption of Agenda
 - b. Approval of Advisory Board Meeting Minutes – April 10, 2023 (Attachment A)
3. Public Comment
4. Introduction of Visitors
5. Information for the Board
 - a. Work session
6. Presentations by the Executive Team
 - a. Chancellor (Attachment B)
 - b. Dean of Instruction (Attachment C)
 - c. Director of Student Services (Attachment D)
 - d. Director of Business Operations (Attachment E)
7. Next Meeting
 - a. Monday, September 11, 2023 at 5:30 pm, UNM-LA Lecture Hall
8. Adjournment



Advisory Board Budget Meeting

Monday, April 10, 2023

5:30 pm, Lecture Hall, Building 2

DRAFT

Minutes

1. Call to Order

2. Confirmation of a Quorum

Charles McCullough called the meeting to order at 5:31 p.m.

Board Members Present:

Charles McCullough

Stephen Boerigter

Alissa Grissom (Zoom)

David Hanson

Laura Burrows

UNM-LA Staff Present:

Michael Holtzclaw, Chancellor

Paul Allen, Dean of Instruction

Bob Harmon, Director of Business Operations

Kathryn Vigil, Director of Student Affairs

Irina Alvestad, Associate Dean of Instruction (Zoom)

Kelley Garrett, Executive Assistant to the Chancellor

Visitors Present:

David Hampton

3. Routine Business—*Board Action Items*

a. Adoption of Agenda

Motion made by Stephen Boerigter to approve agenda. Seconded by Alissa Grissom.

Motion passed.

b. Approval of Advisory Board Meeting Minutes- March 13, 2023 (Attachment A)

Motion made by Stephen Boerigter to approve minutes. Seconded by David Hanson.

Motion passed.

4. Public Comment- None

5. Introduction of Visitors

David Hampton

6. New Business

- a. Budget Adjustment Requests (BARs) for FY23 (Attachment B)
 - i. Presented an overview of the UNM-LA Budget Adjustment Request.
 - ii. Stated that the FY23 unrestricted and restricted BARs identify changes made to the original budget structure created during the budget process and actual budget requirements needed to operate the university.
 - iii. Disclosed that budget revisions were necessary to update budget authority for current contracts and grants.
 - iv. Discussion of changes made to budget are a result of allocating money to appropriate places and an analysis was done that indicates we are not going to spend money as originally planned.
- b. FY24 Operating Budget (Attachment C)
 - i. Presented an overview of the UNM-LA Operating Budget.
 - ii. Outlined budget summary of revenue, transfers, uses of revenue, and non-i&g items that make up the organization budget for UNM-LA.
 - iii. Reported the proposed total unrestricted revenues of \$5,564,894 show an increase of \$517,710 in comparison to the FY23 total revenues of \$5,239,988.
 - iv. Reported Instructional and General net revenue increase of \$228,000.
 - v. Explained the increase in other revenue.
 - vi. Detailed changes to expenditures.
 - vii. Expressed state appropriation number could increase or decrease and adjustment will be made on the reserves in order to balance budget.

7. Board Action Items

- a. Approval of FY23 BARs
Motion made by Stephen Boerigter to approve the FY23 BARs. Seconded by Alissa Grissom. All in favor. Motion passed.
- b. Approval of FY24 Operating Budget
Motion made by Laura Burrows to approve the FY24 Operating Budget. Seconded by Stephen Boerigter. All in favor. Motion passed.

8. Next Meeting

- a. May 8, 2023 at 5:30 pm, UNM-LA Lecture Hall, Building 2

9. Adjournment

6:15 p.m.

UNM-Los Alamos Advisory Board Report May 8, 2023

Chancellor's Report

Legislative Session

With the approval of the Governor, the budget was passed last month. UNM-LA received a couple of allocations via the Junior Bill from Senators Jaramillo and Gonzales and Representative Chandler. We received Junior Bill money to pay for a multi-use vehicle that can be used for plowing, act as a forklift, or lift. We also received money for the design of our front parking lot, staircase and courtyard. Senator Jaramillo also provided an additional \$100,000 for the repair to the roof of Building 6. We were also approved for our Capital Outlay Project, which will fund the first phase of construction on the front stairs and courtyard. Lastly, the Legislature approved a 6% across-the-board raise for all employees in higher education. This is funded at 80% so UNM-LA has had to fund the additional 20% increase.

Strategic Plan

During our College Council meeting on May 2nd, we officially kicked off the beginning of our months long strategic planning process. We had two consultants from UNM-Albuquerque campus from the Employee Organization Development office come and layout the process and timeline. We will begin this work in the fall and it should be concluded by spring 2024.

Our new strategic plan will be aligned with UNM's 2040 plan that was adopted last year. The five goals of this roadmap are:

- Advance New Mexico
- Student experience and educational innovation
- Inclusive excellence
- Sustainability
- One University

For more information, visit UNM 2040 Goals. (<https://opportunity.unm.edu/goals/index.html>)

Accreditation Site Visit

On April 24th, we had a site visit from the Higher Learning Commission (HLC), which is our regional accrediting body. UNM-LA is not separately accredited from UNM-Albuquerque. Most of the site visitors spent their time on the Albuquerque campus, but a representative did visit UNM-LA and UNM-Valencia. We should be receiving a written report discussing their findings sometime this summer. We will provide an update on the report to the Advisory Board at our September meeting.

New Hire

We have successfully hired a new Development Officer to raise money for our endowment and special projects. Karen Williams joins us with a breadth of experience and she started on April

24, 2023. We are paying her salary, using Title V funds, but she is technically an employee of the UNM-Foundation. She will have a dotted line reporting structure to the Chancellor and will be based in Los Alamos. Karen began her career in nonprofit fundraising for United Way— learning best practices of grass roots local fundraising for essential health and human care, and safety net programs to serve the most vulnerable in the San Antonio, TX community. She has experienced a wide range of donor constituents including corporate CEOs, all City of San Antonio departments, including police and fire department, UT San Antonio, UT Health Science Center, all doctors, all lawyers, and big box retailers in the area.

With deepest reverence for the power of monetary gifts to allow access to all who aspire to higher education and to change lives, since 2015, she has worked in major gifts fundraising. In line with the mission and vision of (Trinity University in San Antonio, TX and Pomona College in Claremont, CA) the college Boards of Trustees and college presidents, She has managed and solicited major gifts from alumni, parents, and friends on the east coast. She has successfully collaborated with department chairs and faculty across campus and departments to pinpoint special interests and needs. Lastly, she has raised significant funds for: art museum, athletics, computer sciences, environmental sciences, scholarships, endowed funds, honorariums, and the humanities.

UNM-Los Alamos Advisory Board Report
May 8, 2023

Academic Affairs

Faculty/Staffing Changes:

- We are in the midst of conducting interviews for a continuing Biology lecturer replacement.
- We interviewed a tenure-track, Assistant Professor position in Engineering.
- Linda Nash has accepted the Adult Education program manager position. Expected start day is June 1.
- We currently have posted a Teaching and Learning Director position, who will be responsible for the Academic Support Center, Testing Center, First Year Experience, Dual Credit, and Remote Learning programs plus coordinate assessment of academic programs and development of a faculty professional development program grounded in current pedagogy and best teaching practices with the goal of improving student learning and retention.
- Dr. Cynthia Rooney, former Chancellor, will return to the classroom in Fall 2023 to teach Business and Finance courses.
- Don Davis, our Robotics instructor, is retiring at the end of the semester. He plans to return after sitting out 90 days and will continue to teach in the Robotics program as an adjunct faculty member starting in the second half of Fall semester.

Scheduling/Enrollments

- Additional late start classes contributed to an increase of 115 students over expectations.
- Registration is open for summer and fall classes. All summer classes have been staffed.
- The Fall schedule boosts face-to-face classes by 15%.

Curriculum

- The Community and Workforce Partnerships Manager (revised title for Audrey Marroquin) has developed a non-credit certificate in Early Childhood Education in partnership with Ponderosa Montessori. It is closely aligned with the curriculum for an AA in Early Childhood Education that we will be launching Fall 2024. Students who take the non-credit certificate will receive full tuition funding from our partners. The certificate is comprised of 4 courses plus fieldwork. Certificate courses will launch August 1st.
- The Math Bootcamp will now be offered as the credit-bearing class FYEX 1010 Foundational Math to assist some students in meeting their semester credit requirements to be eligible for student aid. Two sections will be offered in each of the summer and fall semesters. Through these courses we expect to substantially increase the number of students able to participate in programs that require college-level math skills.
- UNM-LA and LAPS are currently revising the MOU for Dual Credit and have revised the programs available for the Los Alamos Early College and Career Academy (LAECCA).
- We are currently working with LANL on the development of a “Design Your Career” academy & mentorship program for LANL employees as part of retention efforts.

Partnerships and Initiatives

- UNM-LA received \$5000 from LANL for the purchase of Welding supplies, and an additional \$4776 for tuition reimbursement for Early Childhood Education certificate students.
- UNM-LA will receive \$40,000 from the Regional Development Corporation (RDC) to revive our CNA program. Funds will be used to pay 0.5FTE salary for CNA faculty, program development, and funding for marketing and outreach for the CNA program.

- UNM-LA has received an additional \$20,000 from the RDC for the development of the Early Childhood Education Certificate program, materials and tuition stipends for students.
- N3B will run a cohort of their RCT certificate training starting May 15th.

Other

- The focus of Academic Affairs in the next two weeks will be on moving offices and storage out of Building 6, pending the remodel of the building over the summer.

**UNM – Los Alamos Advisory Board Report
May 8, 2023**

Student Services Report

Enrollment

Registration for Summer and Fall opened on April 10. When we look at enrollment, we often compare the upcoming semester to the previous semester by looking at the same number of days to the start of the term. On May 2, when this report was drafted, it was 24 days to the start of the summer semester and 79 days to the start of the fall semester. An early look at headcount and student credit hours indicates that our enrollment is tracking up for both summer and fall.

Summer 2021 – 24 business days to start of semester

Headcount: 332, up 41% - 135 more students than Summer 2022.

**Headcount Target: Headcount at start of Summer 2022 was 359.*

Student Credit Hours: 1,216, up 68% from this time in Summer 2022.

Fall 2022 - 79 business days to start of semester

Headcount 267, up 22% - 54 more students than Fall 2022.

**Headcount Target: Census (21-day) headcount for Fall 2022 was 1,014.*

Student Credit Hours 1,103, up 15% from this time in Fall 2022.

Graduation

UNM-LA will celebrate the 42nd commencement ceremony on Thursday May 11, 2023, at Crossroads Bible Church in Los Alamos. There are currently 100 students who will be recognized in the program.

* 58 students are earning an associate degree.

-41 of these are transfer degrees (Liberal Arts, Pre-Business, Pre-Professional Health, Pre-Engineering, Computer Science, and Science)

-17 of these are applied science degrees (Accounting, General Studies, Business, IT-Cybersecurity, Nuclear Enterprise and Technology, Public Safety, and Robotics)

*38 students are earning a certificate.

-9 of these are in Emergency Medical Services

-12 of these are in Radiation Control Technology (RCT) and facilitated in partnership with N3B.

-10 of these are in Nuclear Enterprise Science and Technology (NEST) facilitated in partnership with LANL.

-The remaining are in Business and Robotics.

-9 of these students are part of the Los Alamos Early College & Career Academy. They are LAHS students who are completing their certificate along with, or prior to high school graduation.

*4 students are earning a High School Equivalency Diploma through the ABE Program.

Phi Theta Kappa Induction

The annual Phi Theta Kappa Induction Ceremony (PTK) was held on April 21. Nine new members were inducted into the Beta Zeta Chi chapter which is specific to UNM-Los Alamos. PTK is the international honor society for two-year institutions. The ceremony follows a formal structure that is followed at

every institutional chapter. In addition to supporting growth and development through academic honors, leadership, and service programming, PTK offers scholarship opportunities to its members. Among some other criteria, students must have a 3.5 grade point average to be invited to join.

This year, Lily Houghteling was nominated to the New Mexico All-State Academic Team and we hope to be able to present her medal at graduation.

Summer Bridge Program

Recruitment is underway for the Summer Bridge Program, and we expect to facilitate a full cohort of ten or more students this summer. In addition to taking two courses, including math, the students will participate in workshops on various student success topics.

UNM-Los Alamos Advisory Board Report
May 8, 2023
Business Operations

Human Resources

Recent postings and hiring activity:

- Current job postings:
 - BSME Technical Facilitator
 - Sr. Student Success Specialist
 - Adult Education Program Manager
 - Sr. Student Enrollment Associate
 - Teaching & Learning Director
- New Hires:
 - Stephanie Herrera, Fiscal Services Tech, State date: 4-10-2023
 - Tracy Bailey, Marketing Assistant, State date: 4-17-2023

FY24 Budget Update

The UNM-Los Alamos FY24 operating budget was submitted to the New Mexico Department of Higher Education and to the UNM Central campus budget office on May 1, 2023 as required. A copy of the FY24 budget will be included in the September 2023 board packet.

Financial Information (FY23) as of April 30, 2023

Included in your package are the exhibits listed below to help illustrate the second quarter review of the Instruction and General (I&G) fund for FY23.

- Exhibit 1 – I&G – Revenue Summary as of 4/30/2023
- Exhibit 2 – I&G – Expenditure Summary as of 4/30/2023
- Exhibit 3 – Gauge Charts

Revenues as of 4/30/2023 are at 81% of total revised budgeted revenues before adjustments for changes in fund balances and transfers. The adjustments are necessary to balance with system reports. Revenues net transfers and changes in fund balances are at 72% of total revised budgeted revenues. Expenditures as of 4/30/2023 are at 63% of revised total budgeted annual expenditures.

Capital Projects Update

Campus wide Infrastructure and Improvements (Classrooms) - \$937,500

- Past Timeline Events:
 - October 2022 – December 2022 - Board of Regents, HED, and State Board of Finance approvals
- Current and Future Timeline Events:
 - Spring 2023 – Construction begins
 - Fall 2023 – Construction complete

Los Alamos Campus Wide Infrastructure - \$1,000,000

- Past Timeline Events:
 - October 2022 – December 2022 - Board of Regents, HED, and State Board of Finance approvals
- Current and Future Timeline Events:
 - Spring 2023 – Construction begins
 - Fall 2023 – Construction complete

Los Alamos Workforce Development/Career Technical Education - \$2,125,000

- Past Timeline Events:
 - October 2022 – December 2022 - Board of Regents, HED, and State Board of Finance approvals
- Current and Future Timeline Events:
 - Spring 2024 – Construction begins
 - Fall 2024 – Construction complete

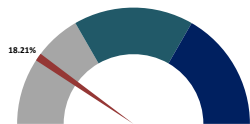
**University of New Mexico Los Alamos
Instruction and General
Revenue Summary
4/30/2023**

	Original Budget	Revised Budget	Actuals as of 04-30-2023	Over (Under)	% Realized
Tuition					
Summer	\$ 117,900	\$ 117,900	\$ 50,367	\$ (67,533)	42.72%
Fall	\$ 422,200	\$ 422,200	\$ 410,718	\$ (11,482)	97.28%
Spring	\$ 455,600	\$ 455,600	\$ 445,035	\$ (10,565)	97.68%
Dual Credit (Summer, Fall, Spring)	\$ (160,700)	\$ (160,700)	\$ (131,031)	\$ 29,669	81.54%
Total Tuition	\$ 835,000	\$ 835,000	\$ 775,089	\$ (59,911)	92.83%
Fees					
Late Registration Fees	\$ 5,000	\$ 5,000	\$ 3,840	\$ (1,160)	76.80%
Course/Curriculum Fees	\$ 174,043	\$ 174,043	\$ 115,887	\$ (58,156)	66.59%
Print Management Fee	\$ 18,000	\$ 18,000	\$ 20,998	\$ 2,998	116.65%
Library Fines	\$ -	\$ -	\$ -	\$ -	0.00%
Facility Usage	\$ 50,000	\$ 50,000	\$ 52,515	\$ 2,515	105.03%
Misc Fees	\$ 100	\$ 100	\$ 890	\$ 790	889.60%
Course Change Fees	\$ -	\$ -	\$ -	\$ -	0.00%
Total Fees	\$ 247,143	\$ 247,143	\$ 194,130	\$ (53,013)	78.55%
Total Tuition and Fees	\$ 1,082,143	\$ 1,082,143	\$ 969,219	\$ (112,924)	89.56%
State Appropriation (w/High Skills allocation)	\$ 2,145,048	\$ 2,145,048	\$ 1,842,719	\$ (302,329)	85.91%
Local Appropriation	\$ 1,525,000	\$ 1,525,000	\$ 1,130,974	\$ (394,026)	74.16%
Other Sources for Instruction and General					
Community Education	\$ 151,033	\$ 243,262	\$ 120,094	\$ (123,168)	49.37%
Other	\$ 80,000	\$ 27,771	\$ 19,247	\$ (8,524)	69.30%
Total Instruction and General Revenue	\$ 4,983,224	\$ 5,023,224	\$ 4,082,252	\$ (940,972)	81.27%
Change in Fund Balance	\$ 412,850.00	\$ 412,850.00	\$ -		
Total Instruction and General Transfers	\$ (546,867)	\$ (546,867)	\$ (546,867)	\$ -	100.00%
Total I&G Revenue net Transfers	\$ 4,849,207	\$ 4,889,207	\$ 3,535,385	\$ (940,972)	72.31%

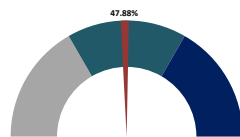
University of New Mexico Los Alamos
Instruction and General
Expenditure Summary
4/30/2023

	Original Budget	Revised Budget	Actuals as of 04-30-2023	Budget Balance	% Expended
Instruction Expenditures					
Academic Instruction	\$ 520,259	\$ 807,067	\$ 576,888	\$ 230,179	71.48%
Course/Curriculum	\$ 25,900	\$ 25,900	\$ 4,959	\$ 20,941	19.15%
Vocational/Technical Instruction	\$ 425,029	\$ 136,561	\$ 53,524	\$ 83,037	39.19%
Course/Curriculum	\$ 19,600	\$ 19,600	\$ 6,744	\$ 12,856	34.41%
Summer Session	\$ 82,000	\$ 82,000	\$ 38,363	\$ 43,637	46.78%
Community Education	\$ 176,033	\$ 269,922	\$ 41,529	\$ 228,393	15.39%
Fringe Benefits	\$ 252,850	\$ 252,850	\$ 174,844	\$ 78,006	69.15%
Total Instruction	\$ 1,501,671	\$ 1,593,900	\$ 896,851	\$ 697,049	56.27%
Academic Support Expenditures					
Libraries	\$ 153,925	\$ 153,925	\$ 78,159	\$ 75,766	50.78%
Academic Administration	\$ 448,636	\$ 396,407	\$ 301,415	\$ 94,992	76.04%
Course/Curriculum	\$ 118,543	\$ 118,543	\$ 33,799	\$ 84,744	28.51%
Fringe Benefits	\$ 183,145	\$ 183,145	\$ 121,215	\$ 61,930	66.19%
Total Academic Support	\$ 904,249	\$ 852,020	\$ 534,588	\$ 317,432	62.74%
Student Services Expenditures					
Student Services Administration	\$ 194,062	\$ 194,062	\$ 118,585	\$ 75,477	61.11%
Counseling and Career Guidance	\$ 54,277	\$ 54,277	\$ 13,916	\$ 40,361	25.64%
Financial Aid	\$ 40,195	\$ 40,195	\$ 32,758	\$ 7,437	81.50%
Student Records	\$ 212,675	\$ 212,675	\$ 121,981	\$ 90,694	57.36%
Fringe Benefits	\$ 140,280	\$ 140,280	\$ 88,218	\$ 52,062	62.89%
Total Student Services	\$ 641,489	\$ 641,489	\$ 375,458	\$ 266,031	58.53%
Institutional Support Expenditures					
Executive Dir Office	\$ 308,366	\$ 308,366	\$ 203,866	\$ 104,500	66.11%
Business Operations	\$ 347,495	\$ 347,495	\$ 247,364	\$ 100,131	71.19%
Administrative Services	\$ 25,986	\$ 25,986	\$ 10,944	\$ 15,042	42.12%
Course/Curriculum	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0.00%
Logistics	\$ 255,831	\$ 255,831	\$ 195,166	\$ 60,665	76.29%
Community Relations	\$ 82,602	\$ 82,602	\$ 52,490	\$ 30,112	63.55%
Fringe Benefits	\$ 278,950	\$ 278,950	\$ 197,815	\$ 81,135	70.91%
Total Institutional Support	\$ 1,309,230	\$ 1,309,230	\$ 907,645	\$ 401,585	69.33%
Physical Plant Expenditures					
Custodial	\$ 330,559	\$ 330,559	\$ 211,403	\$ 119,156	63.95%
Utilities and Risk Management	\$ 101,273	\$ 101,273	\$ 99,300	\$ 1,973	98.05%
Fringe Benefits	\$ 51,075	\$ 51,075	\$ 36,838	\$ 14,237	72.13%
Total Physical Plant	\$ 482,907	\$ 482,907	\$ 347,541	\$ 135,366	71.97%
Total Instruction and General Expense	\$ 4,839,546	\$ 4,879,546	\$ 3,062,083	\$ 1,817,463	62.75%

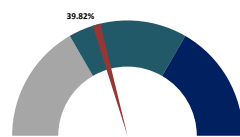
FY23 Revenue - Net Transfers (Actuals to Budget)



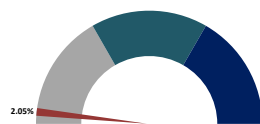
FY23 Tuition and Fees (Actuals to Budget)



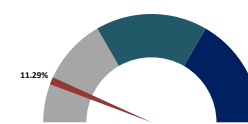
FY23 State Appropriations (Actuals to Budget)



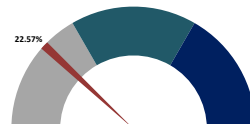
FY23 Local Appropriations (Actuals to Budget)



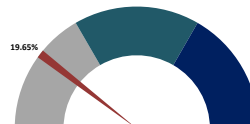
FY23 Other Sources (Actuals to Budget)



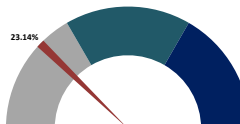
FY23 Total I&G Expense (Actuals to Budget)



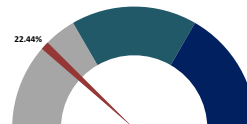
FY23 Instruction Expense (Actuals to Budget)



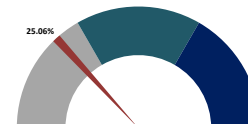
FY23 Academic Support Expense (Actuals to Budget)



FY23 Student Services Expense (Actuals to Budget)



FY23 Institutional Support Expense (Actuals to Budget)



FY23 Physical Plant Expense (Actuals to Budget)

