







**Advisory Board Meeting  
Monday, September 9, 2024  
5:30 pm, Wallace Hall, Building 5**

**AGENDA**

1. Swearing in of new Board member by Judge Taylor
2. Call to Order, Confirmation of a Quorum
3. Routine Business—Board Action Items
  - a. Adoption of Agenda
  - b. Approval of Advisory Board Meeting Minutes—May 13, 2024, July 8, 2024, and August 12, 2024 (Attachment A)
4. Introduction of Visitors
5. Public Comment
6. Board Business
  - a. Announcements from the Chair
  - b. Annual Review of the Operating Agreement (Attachment B)
  - c. Bond Committee Update/ Discussion
7. Presentations by the Executive Team
  - a. Chancellor (Attachment C)
  - b. Dean of Instruction (Attachment D)
  - c. Director of Student Services (Attachment E)
8. Next Meeting
  - a. Future items for Board agenda
  - b. Monday, November 11, 2024 at 5:30 pm, UNM-LA Bldg. 2, Lecture Hall
9. Adjournment

Upcoming agenda items

--





**Advisory Board Meeting**  
**Monday, May 13, 2024**  
**5:30 pm, Lecture Hall, Building 2**  
**DRAFT**

<b>MINUTES</b>
----------------

**1. Call to Order**

Chuck McCullough called the meeting to order at 5:34 pm.

**2. Confirmation of a Quorum**

**Board Members Present:**

Chuck McCullough

David Hanson

John Pawlak

Alissa Grissom

**UNM-LA Staff Present:**

Mike Holtzclaw, Chancellor

Paul Allen, Dean of Instruction

Danielle Gonzales, Director of Student Affairs

Kelley Garrett, Executive Assistant to the Chancellor

**Visitors Present:**

David Hampton

**3. Routine Business – *Board Action Items***

a. Adoption of Agenda

- i. Motion made by Alissa Grissom to adopt the agenda. Motion seconded by John Pawlak. All in favor. Motion passed.

b. Approval of Advisory Board Meeting Minutes – March 11, 2024 (Attachment A)

- i. Motion made by John Pawlak to approve the Advisory Board meeting

minutes from March 11, 2024. Motion seconded by David Hanson. All in favor. Motion passed.

- c. Approval of Advisory Board Meeting Minutes - April 8, 2024 (Attachment B)
  - i. Motion made by David Hanson to approve the Advisory Board meeting minutes from April 8, 2024. Motion seconded by John Pawlak. All in favor. Motion passed.
- d. Approval of Advisory Board Meeting Minutes - April 15, 2024 (Attachment C)
  - i. Motion made by John Pawlak to approve the Advisory Board meeting minutes from April 15, 2024. Motion seconded by Alissa Grissom. All in favor. Motion passed.

**4. Public Comment**

None

**5. Introduction of Visitors**

David Hampton

**6. Presentations by the Executive Team**

- a. Chancellor (Attachment D)
  - i. Chancellor Mike Holtzclaw introduced our new Director of Student Affairs, Danielle Gonzales. He described her busy first week which included her participation in the UNM-LA commencement ceremony.
  - ii. Mike Holtzclaw reminded the board of Bob Harmon's retirement. Informed the board that our Facilities Coordinator, John Elliott, will be retiring the end of May 2024. Mentioned that UNM-LA is able to work with UNM Albuquerque for support with finance and that facilities and maintenance employees from UNM Albuquerque will be visiting our campus to hear from John Elliott who is very knowledgeable about the facilities on this campus. Stated that our Small Business Development Center Manager, Sandy Jones, has resigned and accepted a position as the new Director of the Chamber of Commerce.
  - iii. Currently searching for candidates to fill these vacant positions.
  - iv. Kathryn McKinney and Mike Holtzclaw presented bond language at the Facilities & Finance subcommittee at UNM Albuquerque on 5/2/24. The bond will be presented at the UNM Board of Regents meeting on 5/16/24. It will then go to HED in June. The committee unanimously approved the language.
  - v. New carpet should be installed by the end of next week for the remaining

rooms in building 2. New audiovisual and lighting to come.

- vi. Mike Holtzclaw was accepted to the Fulbright program in France this fall, which will contribute to his goal of internationalizing UNM-LA.
  - vii. Strategic Planning will be cross representational consisting of staff, faculty, and students. These writing groups will focus on three themes based on the survey results. This writing will be brought to the Advisory Board for review.
  - viii. A link to the UNM-LA outdoor infrastructure improvements survey has been sent out via email and posted on the UNM-LA website. Community feedback is encouraged.
- b. Dean of Instruction (Attachment E)
- i. Reported the hiring of 4 new full-time faculty members joining us in the fall.
  - ii. Informed the board that summer and fall enrollment is strong and face to face classes will be back in building 6 this fall. Classes are half online and half face to face. Trying new hybrid model which brings students onto campus a few times during the semester to encourage student presence on campus.
  - iii. Approved for Certificate Degree in Early Childhood Education. Applying for Associate degree in Early Childhood Education. Community has already expressed interest.
  - iv. Developed a new cybersecurity certificate through CompTIA which launches this summer.
  - v. UNM-LA submitted proposal for a UNM- wide adoption of the “Credit for Prior Learning” policy
  - vi. Announced that the Summer Program for Youth currently has a record number of 120 students enrolled and there is a waiting list.
  - vii. Communicated the New Branch Workload guidelines have been approved by the Provost’s office which will result in faculty teaching fewer courses and have more time for service work and professional development.
  - viii. Reported that furniture and computers will be moved in building 6 in the weeks ahead.
- c. Director of Student Services (Attachment F)
- i. Danielle Gonzales introduced herself and stated that she began work on



May 6<sup>th</sup> and already feels integrated. She provided her educational background and work experience.

- ii. Highlighted Branch Recruitment Specialist, Gregory Scargall's ability to connect with students. Specifically mentioned the successful UNM-LA campus visit with McCurdy high school students.
- iii. Described UNM-LA's Commencement Ceremony and detailed the number of associate degrees and certificates awarded.
- iv. Reported increase in headcount and student credit hours for both summer and fall 2024 semesters.
- v. In coordination with the Chamber of Commerce, UNM-LA had another successful Los Alamos Job Fair in which 40 businesses and organizations participated and over 125 jobseekers were in attendance.
- vi. Community Internship Collaboration had 4 student interns and 4 businesses that participated in the spring semester. There was a CIC celebration where students shared about their experiences.

## 7. **Business for the Board**

- a. **Board Resignation and Replacement**
  - i. Chuck McCullough announced he will be relocating soon and as a result, he will be resigning from the UNM-LA Advisory Board.
  - ii. Lengthy discussion surrounding how to proceed with filling vacancies.
  - iii. David Hanson moves that the board elevate the Secretary to fill the vacancy of Chair. John Pawlak seconds motion. All in favor. Motion passed.
  - iv. Board expressed need to call for a special meeting this summer in the next 60 days to address leftover business from today's meeting.
  - v. David Hanson move that the Board create a position of Secretary Elect. Alissa Grissom seconds motion. All in favor. Motion passed.
  - vi. David Hanson nominates Alissa Grissom for Secretary Elect. Vote to confirm electing Secretary Elect, Alissa Grissom. All in favor. Motion passed.
  - vii. David Hanson moves that if a vacancy in position of Secretary occurs between meetings, the Secretary Elect shall fill that position. John Pawlak seconds motion. All in favor.
  - viii. Visitor, David Hampton, expressed concern of a closed session for voting on replacement. Recommends it be a public discussion and vote.
  - ix. David Hanson moves that should a vacancy on the board occur, the

Chancellor shall initiate the process to identify qualified candidate replacement. John Pawlak seconds motion. All in favor by unanimous vote. Motion passed.

- b. Bond discussion
  - i. Bond will be presented to the Board of Regents on May 16, 2024 and it will then go to the Higher Education Department on June 12, 2024.
  - ii. Discussed a special meeting for the Advisory Board members to take place either 7/8/24, 7/9/24 or 7/10/24.
  
- c. Board members contact information
  - i. Discussion surrounding Advisory Board email addresses.
  - ii. Decided that each board member will create their own gmail address and Mike Holtzclaw will come up with a naming convention and distribute to board members to create Gmail account. Email addresses will be posted to the UNM-LA website.
  
- d. Bylaws discussion
  - i. David Hanson suggested discussing and adding to future agenda the topic- If the needs of the community are being met by UNM-LA.
  - ii. Mike Holtzclaw mentioned that every other year the Advisory Board reviews and agrees to the Operating Agreement or recommends changes.

**8. Next Meeting**

- a. Monday, September 9, 2024 at 5:30 pm, UNM-LA Lecture Hall, Building 2

**9. Adjournment**

7:39 pm



**Special Advisory Board Meeting**  
**July 8, 2024**  
**5:30 pm, Wallace Hall, Building 5**  
**DRAFT**

<b>MINUTES</b>
----------------

**1. Call to Order**

Kristin Henderson called the meeting to order at 5:30 pm.

**2. Confirmation of a Quorum**

**Board Members Present:**

Kristin Henderson

Alissa Grissom

David Hanson

**UNM-LA Staff Present:**

Mike Holtzclaw, Chancellor

Danielle Gonzales, Director of Student Affairs

Kelley Garrett, Executive Assistant to Chancellor

Elizabeth Rue, Marketing Manager

**Visitors Present:**

David Hampton

**3. Routine Business – *Board Action Items***

a. Adoption of Agenda

- i. Motion made by Alissa Grissom to adopt the agenda. Motion seconded by David Hanson. All in favor. Motion passed.

**4. Public Comment**

None

**5. Introduction of Visitors**

David Hampton

Mario Nuño-Whelan

Aaron Zahm

**6. Information and Action for the Board**

a. Seating of officers

i. Based on the previous Advisory Board meeting in May, Kristin Henderson was voted into Chair position and Alissa Grissom was voted into Secretary position.

b. Elect secretary-elect

i. Alissa Grissom nominates David Hanson as Secretary Elect. Kristin Henderson seconds nomination of David Hanson. David Hanson voted as Secretary Elect.

c. Filling Board vacancy

i. Chancellor needs to provide notice of the need to fill Board vacancy. Chancellor will create the post and applications will be submitted to his office. The Advisory Board will review the applications and will ask candidates to come in person to make a statement and present themselves. The public should have the opportunity to hear the candidates and the purpose of the meeting is for the community to attend. Next meeting will be a special meeting prior to the September meeting. There was discussion of criteria and process for selecting candidates.

ii. Kristin proposes that for this vacancy, the Chancellor distributes the questions and asks for a response within 3 weeks and will then call a special meeting. The purpose will be to review applications, hear from the candidates, vote at that meeting, and that person will be sworn in at the September meeting. iii. David Hanson moves to adopt this motion and Alissa Grissom seconds motion. All in favor by unanimous vote. Applications are due by August 1<sup>st</sup>. Discussion about when Special Advisory Board meeting will be held. Proposed date of August 12<sup>th</sup>. Kelley Garrett will send out Doodle Poll with options for the week of August 12<sup>th</sup>.

d. Bond Discussion

i. HED has given approval for the bond and it has been filed with the county in the election office. UNM-LA is asking for authority to issue

bond and the amount. It will be on the ballot this fall.

- e. **Community Bond Advisory Committee**
  - i. Discussion of forming a bond committee to inform and educate the community about the bond and develop an outreach plan. This committee can ask people to vote for the bond. Institutional funds cannot be used to support but the committee can raise their own funds. John Pawlak had expressed interest to head the committee. Email John Pawlak with recommendations. Committee can consist of up to two Board members. David Hanson offered his help with the committee. The Board recommended that John Pawlak put out a call to the community.
  - ii. Discussion about various suggestions of what can be done and to work with UNM-LA Marketing Manager, Beth Rue.
  - iii. As a reminder, employees of UNM-LA cannot tell people to vote for the bond. UNM-LA students are allowed to be involved. A call will be made to Student Government.
  - iv. Kristin Henderson proposed a vote to make John Pawlak Chair of the committee, and David Hanson as part-time Co-Chair. Committee will be responsible for reporting out to the Board. Alissa Grissom moved to create the charge with John as Chair and David as Member. Called a vote. All in favor by unanimous vote.

## **7. Presentation of UNMLA Open Space and Entrance to the Campus project by Pland Collaborative**

- i. Pland Collaborative provided high level highlights of the Outdoor Infrastructure Improvements Project which covered the project scope, existing conditions, campus priorities, community survey results, framework plan, central courtyard conceptual plans, wayfinding and signage, and next steps.
- ii. Reviewed survey results which were derived from 97 people- 42% community members, 22% students, 15% staff, 14% faculty. Mario Nuño-Whelan is the project manager leading this project. He introduced UNM Stakeholders and the Design Team. Three options were presented in detail.
- iii. Discussion about maintenance costs for different options, the call for collaborative spaces and overall creating a welcoming destination.
- iv. Mario Nuño-Whelan and Aaron Zahm are preparing a survey that will be sent out for people to vote on their preference of the three options presented. Pland Collaborative's ultimate goal is to elevate and improve the campus experience.

**8. Next Meeting**

- a. Monday, September 9, 2024 at 5:30 pm, UNM-LA Wallace Hall, Building 5

**9. Future Topics**

- i. Update from the Bond Committee
- ii. Invite Pland Collaborative for an update
- iii. Revision of Bylaws
- iv. Review of Operating Agreement. This is a signing year.
- v. Grand Re-Opening of Building 6 in the fall. Date to be announced.

**10. Adjournment**

7:11 pm



**Special Advisory Board Meeting**  
**August 12, 2024**  
**5:30 pm, LAPS Board Room, Suite V**  
**DRAFT**

<b>MINUTES</b>
----------------

**1. Call to Order, Confirmation of a Quorum**

Kristin Henderson called the meeting to order at 5:31 pm.

**Confirmation of a Quorum**

**Board Members Present:**

Kristin Henderson  
Alissa Grissom  
David Hanson  
John Pawlak

**UNM-LA Staff Present:**

Mike Holtzclaw, Chancellor  
Kelley Garrett, Executive Assistant to Chancellor  
Elizabeth Rue, Marketing Manager

**Visitors Present:**

David Hampton

**2. Routine Business – *Board Action Items***

- a. Adoption of Agenda
  - i. Motion made by Alissa Grissom to adopt the agenda. Motion seconded by John Pawlak. All in favor. Motion passed.

**3. Public Comment**

None

**4. Introduction of Visitors**

David Hampton

**5. Action and Information for the Board**

- a. Filling Board vacancy

- i. David Hampton's Advisory Board application will be made publicly available.
  - ii. The Advisory Board asked David Hampton various questions related to his experience on other boards, and his view toward the UNM-LA bond. Discussion surrounding how it would impact taxpayers.
  - iii. Explanation that the filling of this position is to replace the remainder of Chuck McCullough's term.
  - iv. David Hanson and Mike Holtzclaw discussed hiring an economic analyst to conduct a study of the economic impact of the campus on the local community.
  - v. David Hampton expressed that he very strongly supports what UNM-LA is doing.
  - vi. Kristin Henderson called for a motion in moving to change the language of agenda item number 5 to *Action and Information for the Board*. Motion made by David Hanson. Motion seconded by John Pawlak. All in favor.
  - vii. Kristin Henderson outlined actionable options for applicant; to accept, to not accept, or to open the timeframe for more applicants. Advisory Board held discussion about the applicant process and the applicant.
  - vii. David Hanson moves to make a motion to accept the applicant to fulfill the Advisory Board vacancy. Motion seconded by John Pawlak.
  - ix. Discussion on the motion. Alissa Grissom discussed her conversations with people in the community that expressed support for David Hampton. John Pawlak expressed that filling the position is a high priority. Kristin Henderson expressed that David Hampton has a lot of enthusiasm and has served on many boards.
  - x. Kristin Henderson called for a vote. All Advisory Board members voted in favor to accept David Hampton as the newest board member. David Hampton was welcomed to the board.
  - xi. Mike Holtzclaw stated that Kelley Garrett will reach out to David Hampton to set up an onboarding meeting with he and Kristin Henderson.
- b. Community Bond Advisory Committee Update
- i. John Pawlak mentioned he is going to pick brains over the next week, use newspapers for more exposure, start talking with community leaders, spreading word about the bond and looking for strategies to educate the community on the value of the bond.
  - ii. Beth Rue, Marketing Manager, presented a frequently asked questions draft document to the board. Beth explained that she did research surrounding questions on this general topic and that's how the FAQ was built. She also spoke with Mike Holtzclaw to gather historical knowledge.



- iii. Beth Rue went through each question and answer of the document. The Advisory Board, and Mike Holtzclaw discussed in length the document and provided suggestions and feedback.
- iv. John Pawlak suggested having a specific designation for FAQ for the bond.

**6. Next Meeting**

- a. Monday, September 9, 2024 at 5:30 pm, UNM-LA Wallace Hall, Building 5

**7. Adjournment**

6:58 pm







**OPERATING AGREEMENT  
BETWEEN  
THE REGENTS OF THE UNIVERSITY OF NEW MEXICO  
AND  
THE LOCAL BOARD OF THE LOS ALAMOS CAMPUS OF THE  
UNIVERSITY OF NEW MEXICO**

This agreement between the Regents of the University of New Mexico (“Board of Regents” and “UNM”, respectively) and the UNM-Los Alamos Advisory Board (hereinafter, “the Advisory Board”) is founded on the recognition of the need and opportunity for the parties to partner together to provide quality educational services through a cooperative, coordinated effort.

**Recitals:**

WHEREAS, the New Mexico legislature authorized the UNM Board of Regents to create an off-campus instructional center in Los Alamos county via Section 21-7-32, NMSA 1978, now commonly known as the UNM-Los Alamos Campus;

WHEREAS, this Agreement expresses the commitment of the Board of Regents to foster full 4-year and (2 plus 2) degree programs tailored to the specific needs and priorities of the UNM-Los Alamos Campus and its community;

WHEREAS, this Agreement strives to protect UNM’s interest in a coherent academic mission consistent with the UNM 2040 Opportunity Defined goals, in particular, Goal Five: One University; and

**I.** WHEREAS, the purpose of this Agreement is also to support healthy enrollment at each UNM campus by streamlining the student’s interface with, and experience at, UNM. **Duties and Responsibilities of the Parties.**

**A. Both Parties.**

1. The Board of Regents, or their designee, and the Advisory Board, or their designee, will meet at least once a year or more often as needed to foster and sustain communication between the UNM-Los Alamos Campus (hereinafter, “Branch Campus”) and the Albuquerque Campus.

**B. Advisory Board.** Pursuant to New Mexico law, the specific duties and responsibilities of the Advisory Board in relation to the operation of the Branch Campus include the following:

1. Enter into a written agreement with the Board of Regents, subject to biennial review, and review and commentary by the New Mexico higher education department.
2. Act in an advisory capacity to the Board of Regents or their designee in all matters pertaining to the conduct of the Branch Campus.

3. Approve an annual budget for the Branch Campus for recommendation to the Board of Regents for final approval.
4. Certify the tax levy, as required by state law, to the Los Alamos County Commission.
5. Conduct the election for tax levies for the Branch Campus, after approval by the Board of Regents.
6. Call Elections for the Advisory Board positions pursuant to the Branch Community College Act, Section 21-14-2.1 to 21-14-2.3, NMSA 1978.
7. Ensure all actions of the Advisory Board and policies and procedures adopted by the Branch Campus are consistent with UNM policies and procedures and applicable state and federal laws and regulations.

**C. The Board of Regents.**

1. The Board of Regents, or their designee, shall have full authority and responsibility in relation to all matters of the Branch Campus .
2. The Board of Regents, or their designee, shall consult with the Advisory Board in matters concerning the conduct of the Branch Campus.

**II. Administrative Support.**

1. The UNM Albuquerque campus (hereinafter referred to as the “Albuquerque Campus”) shall provide administrative support to the Branch Campus in exchange for a fee (the “Administrative Services Fee). The Administrative Services Fee payable by the Branch Campus to the Board of Regents shall be 3.6% of total actual expenditures incurred by the Branch Campus during the prior fiscal year. .
2. The Administrative Services Fee shall remain in effect until a new rate is negotiated by the parties, or their designees, during the biennial review of this Agreement.
3. The Administrative Services Fee is intended to cover the Branch Campus’ share of the costs attributable to the use of all management systems utilized by the Albuquerque Campus in support of the Branch Campus operations. The management systems include, but are not limited to, the following: financial services, risk services, enrollment services, advisement services, legal services, library services, enterprise systems, data services, research services, learning management systems, grants and contracts, planning and campus development, faculty contracts, human resources and labor relations, and compliance.
4. To the extent the Albuquerque Campus implements new management systems to support the university as a whole during the term of this Agreement, the Albuquerque Campus may request an adjustment to the Administrative Services Fee to adequately account for the additional cost and benefit provided to the Branch Campus.

5. The Branch Campus may, at its discretion, contract with other UNM administrative divisions for other services not identified above. Service Level Agreements shall be negotiated and documented between the relevant administrative division(s) and the Branch Campus.
6. It is understood that the Branch Campus may, at its discretion, and consistent with applicable procurement laws and University policies and procedures, enter into contracts with non-UNM vendors for certain services not otherwise reserved to the Albuquerque Campus. Examples of services reserved to the Albuquerque Campus include, but are not limited to, services involving the management of university records identified above, external fundraising support, lobbying activities, and management or control of University property.

### III. Selection and Performance of Chancellor.

1. The Advisory Board and the UNM Board of Regents, or their designee, shall jointly conduct a search for qualified candidates for Chancellor of the Branch Campus. The Board of Regents, or their designee, after consultation with the Advisory Board, shall select the Chancellor for the Branch Campus.
2. The Chancellor reports to the UNM Provost, who will conduct his or her annual performance review. Input on the Chancellor's performance will be sought from the Advisory Board, and the outcome of the review will be shared with the Advisory Board.
3. The UNM Provost has authority to remove or retain the Chancellor, after consultation with the President of UNM and the Advisory Board.
4. Authority for all other contract decisions applicable to the Chancellor, including salary, working conditions, and performance improvement plans, rest with the UNM Provost.
5. In the event of a vacancy in the office of the Chancellor, authority to appoint an interim Chancellor rests with the UNM Provost.

### IV. Curriculum of Branch Campus and Credit Recognition

1. The Board of Regents through their designee shall have full authority and responsibility in relation to all academic matters of the Branch Campus.
2. The Branch Campus will propose the curricula to be offered by the Branch Campus, subject to the approval of the UNM Office of the Provost. Course offerings shall be drawn from UNM lower division courses and technical courses to meet local needs.
3. UNM shall honor credits earned by students at the Branch Campus, as follows:
  - a. Credits earned in lower division courses that have been approved by the UNM Faculty Senate and Office of the Provost shall carry residence credit and be applicable to all UNM baccalaureate programs.
  - b. Credits earned in lower division technical courses offered by the Branch Campus that have been approved by the Office of the Provost, may count towards degree programs offered

by the same Branch Campus and may transfer to UNM baccalaureate programs without explicit articulation agreements or exceptions defined in the UNM Faculty Handbook policy F80.

4. *Right of First Refusal:* In the event the Branch Campus identifies the need to offer upper division or graduate course(s) or program(s) to meet a 2 plus 2 model or a community need, the Branch Campus may seek approval, in writing, from the Office of the Provost to offer such courses. The Provost or his/her designee will review the request and respond within thirty (30) days of receiving the request. The Office of the Provost will work with the appropriate Albuquerque Campus academic unit and the requesting party to confirm the need and viability of the request. If approval and delivery of the course(s)/programs(s) by Albuquerque Campus is not granted, the Branch Campus has the option to enter into an agreement for a cohort model with another provider under conditions stipulated by UNM Academic Affairs (as the unit holding oversight of the entire University's academic mission). Such stipulations will include the option for the Office of the Provost to review programs being delivered at any time after two years in the event Albuquerque Campus elects to provide the program.
5. In order to successfully implement this arrangement and foster thriving 4-year degree and 2 plus 2 offerings at the branches, the Branch Campus agrees to collaborate with the Office of the Provost in identifying high-priority degree programs and assessing their enrollment viability.
6. Degree and certificate programs offered at any other UNM branch campus shall be available to all other branch campuses subject to any accreditation requirements.

## V. **Financing and Financial Control**


1. Financial oversight of the Branch Campus shall be the responsibility of the Board of Regents in accordance with its established requirements and procedures and Section 21-14-5, NMSA 1978.
2. No funds of the Albuquerque Campus or any other UNM branch campus may be allocated or reallocated for the support of any other branch campus.
3. No funds of the Branch Campus may be reallocated to the Albuquerque Campus except for the payment of the Administrative Services Fee identified in Section II above. When required by accounting practices, laws or regulations, the write-off of bad debt related to unpaid tuition, fees or other payments due to the Branch Campus or services provided by or to the Branch Campus shall be charged against a Branch Campus index in the UNM accounting system. The parties shall agree upon the proper index to charge for the write-off of bad debt attributable to the Branch Campus.
4. The Branch Campus must use the accounting and budget system designated by the UNM Controller to ensure proper record keeping of transactions and compliance reporting by Albuquerque Campus.






**VI.  Employment Matters**

All employees of the Branch Campus are employees of the University of New Mexico and subject to the policies and procedures thereof, including annual performance reviews and performance management.


**VII.  Liability and Facilities**

The Branch Campus shall have liability coverage managed by UNM Risk Services and provided under the public liability fund established under the New Mexico Tort Claims Act and administered by the New Mexico Risk Management Division . The liability of the Branch Campus will be subject in all cases to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, as amended.


The Branch Campus  use facilities other than public school facilities, subject to the approval of the UNM Provost. The parties agree to cooperate regarding the use of physical facilities and teaching staff in accordance with UNM policies and procedures and prior permission of the Provost.

**VIII. Delegation of Rights and Responsibilities & Contract Authority**

All rights and responsibilities of the Board of Regents in this Agreement not specifically delegated herein and not requiring Board of Regents approval by statute, regulation, or University policy, are hereby delegated to the UNM Provost, who may further delegate such rights and responsibilities consistent with UNM policies and procedures.

The authority of Branch Campus to approve contracts and agreements with third parties is subject to UNM policies and procedures, including University Administrative  Policy 2010.

** IX. Resolution of Disputes.**

1. Should negotiations regarding the renewal of this Agreement reach an impasse, the matters at issue will be negotiated by the Branch Advisory Board Chair or their designee and the Board of Regents Chair and their designee.
2. Should the parties to this Agreement come to an impasse as to any disagreement regarding any matter addressed in this Agreement, including, but not limited to, the amount of the Administrative Services Fee, the matter  be referred to a mutually agreed upon mediator who will assist the parties in resolving the impasse. The Branch Campus and the Albuquerque Campus will share the cost of the mediator and related expenses, if any. In the event the parties are unable to resolve any disagreements via mediation, the parties agree that the matter will be decided by the Board of Regents as a whole and the decision will be binding.

**X. ADDITIONAL STATUTORY REQUIREMENTS**

1. All property acquired by or for the Branch Campus, including donations of cash or non-cash property made to or for the benefit of the Branch Campus, shall be held in the name of the Regents of the University of New Mexico.
2. All property acquired from the proceeds of a bond issue shall be taken in the name of the Regents of the University of New Mexico.
3. In the event this Agreement is terminated and an independent public college entity evolves from the Branch Campus, all property acquired from the proceeds of a bond issue and held in the name of the Regents of the University of New Mexico shall be transferred and conveyed to the governing board of the new independent public college entity, following the express approval of the New Mexico Higher Education Department, the successor entity to the board of educational finance.
4. This agreement shall be binding upon both the Board of Regents and the Advisory Board; however, it may be terminated by mutual consent or it may be terminated by either board upon six months' notice to the other party. If the branch community college has outstanding general obligation or revenue bonds, neither the Advisory Board nor the Board of Regents may terminate this Agreement until the outstanding bonds are retired, except as provided by Section 21-13-24.1, NMSA 1978.
5. The Board of Regents or their designee and the Advisory Board shall review this Agreement as they deem necessary, but at least biennially per statutory requirement. Any changes must be made in writing and be approved by both the Board of Regents and the Advisory Board and reviewed by the New Mexico Higher Education Department.

This Agreement has been reviewed, accepted, and approved as follows:

For the Regents of  
The University of New Mexico

For the Advisory Board of  
The UNM-Los Alamos Campus

\_\_\_\_\_  
Garnett S. Stokes

President, University of New Mexico

\_\_\_\_\_

President, Advisory Board

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

<b>UNIVERSITY OF NEW MEXICO LOS ALAMOS CAMPUS</b>
---

TOPIC: Presentations by the Executive Team

---

SUBMITTED BY: Kristin Henderson

---

DEPARTMENT: Advisory Board

---

DATE: September 9, 2024

---

INFORMATION
-------------

- |  |
|--|
| a. Chancellor (Attachment C)                   |
| b. Dean of Instruction (Attachment D)          |
| c. Director of Student Services (Attachment E) |
|  |
|  |
|  |
|  |
|  |

**UNM-Los Alamos Advisory Board Report**  
**September 9, 2024**  
**Chancellor's Report**

**Staffing**

We have hired a new Small Business Development Center Manager who will be starting September 30<sup>th</sup>.

We have hired a new Director of Business Operations who will be starting on October 7<sup>th</sup>.

We had hired a new Facilities Manager who was supposed to start on September 16<sup>th</sup>, but he just declined the position because he accepted another job. We will be re-opening the search soon.

We are also actively seeking a Facilities Coordinator to take care of the maintenance on the campus.

**Leadership Los Alamos**

Our new Director of Student Affairs, Danielle Gonzales and our new Marketing Director, Beth Rue have been accepted into the Leadership Los Alamos (LLA) cohort for 2024-2025. UNMLA will collaborate with Los Alamos Public Schools for the education session for LLA in November.

**Strategic Planning**

We are forming writing teams around the three broad goals:

1. Enhance & Engage Our Community
2. Invest and Develop Our Campus
3. Improve Student Experiences & Outcomes

These writing teams will be working this fall to write the goals, objectives, tactics and metrics for each area. Once they have completed their work we will share it with our College Council and the Advisory Board for additional feedback before submitting the final plan to the Provost.

**Construction Updates**

I am pleased to report that the renovations for Building 6 are complete and we have moved faculty and staff into their newly renovated offices. We are also able to offer more face-to-face courses on campus due to the reopening of our primary classroom building on campus. We are planning a community celebration and ribbon cutting on October 29<sup>th</sup>. There will also be additional activities associated with this event on campus. Please save the date and I hope you all can attend.

We have moved the equipment and supplies out of the welding lab and ceramics studio so that we can begin the renovation and expansion of the welding and machining labs. Ceramics will be relocated into building 8. Construction, which also includes a new transformer, ADA upgrading bathrooms on the first and second floors, and new HVAC units and ventilation upgrades should be completed by mid-spring in 2025, with classes in those programs being offered again starting in fall of 2025. We are also adding new ventilation and HVAC to building 8 so that we can use it for the new ceramics studio.

Building 2 will receive a new roof and stucco this fall. In addition, we will be upgrading the lighting in Building 2 this fall and converting from fluorescent to LED lighting, which is more energy efficient.

We are getting ready to move the Phase 1 of the Open Space project to construction documents and go out for bid for a contractor on the project. This first phase, which includes the front stairs, entry drive from Diamond Drive and the front parking lot should be done by mid-spring 2025, depending on the weather. The second phase, which includes the other entrances to the campus and the brick courtyard are waiting for approval of funding to start those projects.

UNM-Los Alamos Advisory Board Report  
September 2024  
Academic Affairs

### Faculty/Staffing Changes:

- We had 3 new full-time faculty join us for fall:
  - Dr. Virginia (Ginny) Grant, tenure-track English faculty.
  - Dr. Citla Nava-Gaviola, tenure-track Math faculty
  - Lorrain Bowman, Physics and Astronomy tenure-track faculty.
- Dr. Mohamed Abuhegazy, who had accepted our offer for a position in Mechanical Engineering withdrew over the summer.
- We have been approved to conduct searches in FY25 for 9 faculty in the areas of Engineering, Health/Biological Sciences, Psychology/Sociology, Welding, CNA, Math, Art Studio, Early Childhood Education, and Chemistry, but funding constraints will limit our abilities to hire in all these areas.
- New Faculty Onboarding was expanded this year from one day to three days of training, presentations, and workshops around online teaching best practices and Artificial Intelligence use in classrooms.

### Scheduling/Enrollments

- Fall classes have seen modest enrollment gains, even with the majority of our classes being held face-to-face.
- We have begun spring scheduling, with a goal of 60-70 of our classes face-to-face.

### Curriculum

- We have launched a new non-credit certificate in Broadband 5G. It is the first program in the state.
- This year our classes will once again participate in the Community College Survey of Student Engagement (CCSSE).

### Partnerships and Initiatives

- Our Summer Program for Youth (SPY), which had 115 students attend, was a rousing success.
- We have submitted a Research and Public Service Project (RPSP) grant request for FY26 to hire faculty in Early Childhood Education and this has been approved by UNM leadership and the Regents to advance to HED.

### Faculty-related Activities

- Our newly elected Faculty Senate Reps to main campus are: Dr. Joan Lucas and Dr. Min Ro.
- Our newly elected College Council Rep is Dr. Citlaliti Nava-Gaxiola.

### Other

- Academic Affairs staff spent considerable time over the summer getting building 6 ready for occupancy, including ensuring that furniture got delivered and installed and punch list items were completed satisfactorily. While we are still finalizing last minute details within the building, we are nevertheless operational, with classes, faculty, and staff all established in the building.
- Our expansion project for the Building 5 Weldings and Machine Shop has begun and expected completion is March 2025. This project has also entailed considerable time over the summer on the part of Academic Affairs staff to ensure the project was ready to proceed, with the moving and disposal of significant amounts of furniture and other items.

**UNM – Los Alamos Advisory Board Report  
September 2024  
Student Services Report**

### **Enrollment Update**

The below numbers reflect the headcount and student credit hours for fall 2024 as of 09/01/2024. Also included are the headcount and student credit hours from fall 2023, at this same last year, for comparison. Headcount is up, while student credit hours are slightly down.

- **Fall 2024 – 10 days into the start of the semester.**

Headcount: 997, up 2.81% - 28 more students than this time for fall 2023.

Student Credit Hours: 4,624, down 1.74% - 82 fewer students than this time for fall 2023.

### **Student Onboarding**

- **New Student Orientation** was held on Thursday, August 15. We had a total of 24 students and 4 student supporters (this included parents, friends, and significant others) attend. This was an opportunity to help introduce students to our campus and to help them acclimate through workshops that included:
  - *Academic & Career Success*
  - *Getting Connected & Academic Integrity*
  - *Family Leader/Supporting Your Student's Success*
  - *Money Matters & Library Resources*

We received lots of positive feedback from students. Last fall semester we also introduced an online New Student Orientation and we have had great participation. For the fall 2024 semester we had over 60 students complete the online orientation. We will be exploring ways to make NSO more inclusive and accessible in future semesters.

- **Welcome Back Day** was held on Thursday, September 5, 2024. This is another Student Services initiative with the goal of providing information and building connections with students. We provide tables with snacks, UNM LA swag, information on student resources, and CIC internship information.

### **Student Success Initiatives**

- **Community Internship Collaboration CIC** – this semester we have 21 internships. The businesses and positions include: Dragonfly Playhouse Daycare: Digital Marketing & Design Intern, Pajarito Environmental Education Center (PEEC): Marketing & Communications Intern, Flowers by Gillian: Social Media Intern, Aralia's Art Oasis: Social Media Intern, First Born Program of Los Alamos: Fundraising and Development Intern, Hartway & Associates, CPAs, LLC: Accounting Intern, Los Alamos Retired and Senior Organization: Tech Support Intern, Village Arts: Business Administration Intern, ErgoTech Systems, Inc.: Technical Support Wiki Builder Intern, Los Alamos Community Foundation: Community Development Intern, Los Alamos Juvenile Justice Advisory Board: Visual Storytelling & Marketing Intern, TechSource, Inc.:

Communications and Marketing Intern, Manhattan Project National Historical Park: General Intern, Bradbury Science Museum Association—Gadgets Gift Shop: Product Development Intern, Los Alamos Historical Society, Archive & Collections: Archival Intern, Self-Help, Inc.: Project Management Intern, Northern New Mexico Toy Drive: Project Management Intern, Northern New Mexico Toy Drive: Social Media and Marketing Intern, SALA Event Center: Public Relations Intern, Dark Side Technology: Website Design Intern, Dark Side Technology: Mechanical Engineering Design Intern.

Student Success Specialist Brittany Carpenter, who oversees the CIC program has indicated that the quality of the internships for this semester is the best yet. The entire team is working diligently to connect students with these internship opportunities.

- **Campus Pantry** – in the spring semester, UNM-LA received a grant that allowed for an initial start-up of a campus pantry and clothing closet. In the coming months, a priority will be on opening the pantry and researching methods for replenishing supplies, managing the pantry and collecting necessary data for sustaining and growing the pantry.

### Upcoming Events

- **Job Fair** to be held on October 4<sup>th</sup>. This is a collaboration with the Los Alamos Chamber. Information on participating businesses and organizations is forthcoming.
- **LANL Engineering Career Day** to be held on October 29<sup>th</sup>. This is a LANL event but will take place on our campus. LANL will provide information on the various engineering disciplines, along with activities and demonstrations aimed at encouraging students to explore these fields. UNM-LA students, along with juniors and seniors from Los Alamos High School, Pojoaque High School, and Cuba High School will be invited to attend.





