



**Advisory Board Meeting**  
**Monday, January 14, 2019**  
**5:30 pm, Lecture Hall, Building 2**

<b>MINUTES</b>
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**1. Call to Order, Confirmation of a Quorum** (3 board members present)

David Sutton called the meeting to order at 5:35 pm.

**Board Members Present:**

Michelle Hall  
David Sutton  
Sheila Schiferl

**UNM LA Staff Present:**

Cynthia Rooney, Chief Executive Director  
Sharon Hurley, Dean of Instruction  
Bob Harmon, Director Business Operations  
Kathryn Vigil, Director of Student Affairs  
Irina Alvestad, Division Chair, Math, Engineering, and Science  
Nancy Coombs, Marketing Representative  
Cindy Leyba, Executive Assistant  
Elizabeth Rademacher, Academic Student Success Manager

**Visitors Present:**

Tris DeRoma, reporter from the Los Alamos Monitor

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

- a. Adoption of Agenda
  - i. Motion passed by unanimous vote.
- b. Approval of Advisory Board Meeting Minutes-November 26, 2018 (Attachment A)
  - ii. Motion passed by unanimous vote.

**3. Public Comment**

- a. No public comment.

**4. Information for the Board**

- a. Overview of Legislative Session
- b. Legislative Priorities for New Mexico Association of Community Colleges were presented. NMACC is requesting 8% new money via formula funding and 2% for redistribution for performance funding. NMACC also requests a 5% fully funded compensation increase. NMACC also requests funding for the college affordability act, for dual credit, and for non-credit workforce training. As Vice-President of NMACC and closest college in proximity to Santa Fe, Dr. Rooney is committed to attend legislative sessions as needed.

- c. Legislative Priorities for UNM were also presented. UNM also supports 8% new money, compensation increases, revisions to the lottery scholarship, and various items related to Health Sciences.

## 5. Unfinished Business

- a. No unfinished business to resolve.

## 6. Presentations by the Executive Team

In relation to the materials included in the board packet, the following items were discussed:

- a. Chief Executive Officer (Based on Attachment C)
  - i. UNM-ABQ is in search of a new provost. They hope to have candidates on campus for interviews in April or May.
  - ii. Dr. Kate O'Neill has been appointed NM Secretary of Higher Education. She is well qualified and is very familiar with the branch campus prospective.
  - iii. Bill McCamley, who has been appointed as the new cabinet secretary for NM Department of Workforce Solutions, visited campus on January and met with UNM-LA, LANL, N3B, and other local businesses to discuss workforce training.
  - iv. Recent snowstorms required campus closures. Damage to the campus appears to be minimal.
  - v. Nancy Coombs produced a UNM-LA 2018 year in review flyer for circulation. It is included in the packet. It highlights various events during 2018 and also promotes new classes for the Spring semester.
- b. Office of Instruction (Based on Attachment D)
  - i. Five new continuing faculty members have been hired.
  - ii. The required reaccreditation documentation from the UNM-LA campus has been submitted to UNM-ABQ. It explains how UNM-LA administration interfaces with UNM Regents, governance, etc. Higher Learning Commission personnel will be visiting two of the four UNM branch campuses in early March. UNM-LA is not one of the branch campuses chosen to visit.
  - iii. The common course numbering initiative will be implemented fall 2019. This will allow students to more easily transfer throughout NM higher education institutions. David Sutton asked if the new History of Los Alamos course would be part of the common courses. It was explained that this would be offered as a topics course, hence not part of the common course curriculum.
  - iv. Michelle Hall asked if the astrophysics course would count for credit. It was explained that this is a Community Education course offered as non-credit.
- c. Student Services (Based on Attachment E)
  - i. Enrollment numbers as of Monday showed a decrease in enrollment. Lower enrollment at this time could be due to the campus closures due to inclement weather and to an earlier start date for this semester as compared to prior Spring semesters.
  - ii. Student Advisors are fully booked this week.
  - iii. Tony Gallegos, the new Student Success Specialist, is working with Grace Willerton on the CIC program.
  - iv. Two current Phi Theta Kappa students were selected to represent UNM-LA on the NM All-State Academic Team. They will be recognized on February 13, 2019, at the NM Legislature.
- d. Business Operations (Based on Attachment F)
  - i. John Elliott has been hired as Facilities Coordinator. He was very involved recently in clearing snow on campus after the recent snowstorms.
  - ii. David Sutton asked if increased budget was needed for snow removal. It was reported that only \$2,000 of the \$5,000 budgeted had been expended to date.
  - iii. Testing and training on the new Time Clock Plus system will commence in February. The system will go live in March.

- iv. Capital projects include HVAC unit replacements and upgrades for buildings one, five and seven. Scheduled completion of these projects will be spring 2019.
- v. David Sutton asked about targeting furloughed workers and potentially waiving tuition if they would return to work. Kathryn Vigil added that if these furloughed workers owed tuition, they would not be dropped from the courses, but there currently are no plans to entirely waive tuition fees.

**7. Board Requested Action or Discussion**

- i. No items noted.

**8. Future Business**

- i. Please send Cindy Rooney any agenda items for the next board meeting.
- ii. Next Advisory Board will be Monday, March 11, 2019, at 5:30 p.m. in the UNM Los Alamos Lecture Hall.

**9. Adjournment:** Meeting adjourned at 6:10 p.m.