



**Advisory Board Meeting
Monday, September 9, 2019
5:30 pm, Lecture Hall, Building 2**

MINUTES

1. Call to Order, Confirmation of a Quorum

Steve Boerigter called the meeting to order at 5:30 pm. All five board members were present.

Board Members Present:

Stephen Boerigter
David Sutton
Michelle Hall
Pat Soran
Sheila Schiferl

UNM LA Staff Present:

Cynthia Rooney, Chancellor
Sharon Hurley, Dean of Instruction
Bob Harmon, Director Business Operations
Kathryn Vigil, Director of Student Affairs
Nancy Coombs, Marketing Representative
Irina Alvestad, Associate Dean of Instruction
Tony Gallegos, Student Success Manager
Julie Rogers, Grant Manager
Laci Taylor, Executive Assistant to the Chancellor

Visitors Present: None

2. Routine Business – *Board Action Items*

- a. Adoption of Agenda
 - i. Motion made by Pat Soran to approve agenda. Seconded by Michelle Hall, Motion passed by unanimous vote.
- b. Approval of Advisory Board Meeting Minutes-April 15, 2019 (Attachment A)
 - ii. Motion made by David Sutton to approve minutes. Seconded by Pat Soran. Motion passed by unanimous vote.
- c. The Advisory Board voted to amend the By-Laws with the title of Chancellor in place of Chief Executive Officer. David Sutton made a motion to change the title. Seconded by Michelle Hall. The By-laws will be amended and voted on at the November 4, 2019 Advisory Board Meeting.
- d. The Advisory Board discussed the Operating Agreement which is still in effect until 2020. There was discussion about the 3.6% administrative services fee paid to the UNM Main Albuquerque Campus, but there was agreement that this was a reasonable fee for the services and systems provided by the main campus.

3. Public Comment

- a. There was no public comment

4. Introduction of Visitors

- a. Dr. Irina Alvestad was introduced as the new Associate Dean at UNM-LA.
- b. Julie Rogers was introduced as the new Grant Manager at UNM-LA.
- c. Tony Gallegos was introduced as the new Student Success Manager at UNM-LA. He was recently promoted from Student Success Associate to Student Success Manager.

5. Information for the Board

- a. Update from Advisory Board Chair
 - i. Steve Boerigter shared a letter from the UNM President and Board of Regents in response to an earlier email sent from the Branch Campus Advisory Board Chairs
 - ii. The requests made by the Advisory Board Chairs of the Branch Campuses resulted in a title change to Chancellor from Chief Executive Officer for all branch campuses.
 - iii. David Sutton inquired about the impact of the absence of the branch campus liaison. Cindy Rooney shared that each Chancellor is now on a Main Campus Administrative Committee and that in general they have more direct interactions with individuals on main campus. The Provost has been very responsive.
 - iv. Steve Boerigter also updated the Advisory Board on the Sub-Committee of the Advisory Board which was formed this spring. Members include: Steve Boerigter, Patrick Sullivan, Patrick Fitch, Glenn Morgan, David Israelivitz, Laura Loy, Cindy Rooney and Sharon Hurley. The meetings have generated positive discussions.
 - v. Michelle Hall inquired about a fundraiser this year. After discussion of a fundraiser, the Advisory Board and the Executive Team agreed that potential speakers and dates would be considered once the staffing shortage on campus was alleviated.

6. Presentations by the Executive Team

- a. Chancellor (Attachment D)
 - i. UNM received notification in August that they were successful in the affirmation of accreditation that would extend for another ten years.
 - ii. Provost Holloway had a successful visit with UNM-LA and LANL in August. The UNM Vice President of Finance will visit in September and several other UNM administrators are also expected to visit our campus this semester.
 - iii. Discussions of a potential B.S. in Mechanical Engineering are moving forward. An information session is scheduled for late October to help identify the interest in the program.
 - iv. The faculty union vote will take place on October 16 and 17.
 - v. Staffing has been a challenge this summer with each Executive Team member being down a minimum of two employees.
 - vi. Workforce development initiatives have been successful. The RCT program was launched and N3B is requesting another program. There is partnership with LANL for an AAS and a Certificate program. Other potential programs include Machining, specialized Welding Certificate, a B.S. completion in Mechanical Engineering, and potentially a B.S. completion program in Electrical Engineering.
 - vii. UNM-LA has received several donations: Triad and LANL have provided \$35,000 for the Community Internships Collaboration, \$10,000 has been donated for two portable smartboards and an additional \$5,000 for general purposes.
 - viii. Cindy Rooney and Bob Harmon presented a request this summer for \$2,500,000 for Workforce Development Career Technical Education Classroom Renovations. If the item passes the approval process, it will be on the 2020 GO Bond election in November 2020.

- ix. UNM-LA initiated the process for approval of an RPSP project for \$92,150 for a Workforce Development Initiative
 - x. Cindy Rooney has several new leadership roles: President of NMACC, Higher Education Strategic Planning Committee, and the New Mexico Higher Education Advisory Board.
- b. Dean of Instruction (Attachment E)
- i. Sheila inquired about the status of the Welding Programs. Sharon provided an update on the new instructor who has been hired to teach welding.
 - ii. Dr. Irina Alvestad has been promoted to Associate Dean and will continue to oversee Math and Engineering.
 - iii. Susan Schauer has been appointed as the Division Chair of Science, Computer Science and Information Technology.
 - iv. Dr. Ruben Sanchez has been appointed as the Division Chair of Humanities and General Studies.
 - v. The Summer Program for youth was successful with 150 students.
 - vi. This fall UNM-LA increased the number of classes that were offered.
 - vii. The RCT Boot Camp is going well. There is comradery between students who are also co-workers at N3B.
- c. Director of Student Services (Attachment F)
- i. Tony Gallegos was promoted to Student Success Manager. A successful search has been conducted for his replacement, with the new Student Success Specialist starting in a few weeks.
 - ii. The position for Coordinator of Enrollment Services has been posted and a search is underway.
 - iii. An unofficial census was conducted on Friday, September 5. There is an increase in headcount by 2.6%. Total student credit hours are down.
 - iv. Full time enrollment was also down over the summer. Students had more opportunities for employment over the summer and chose full-time employment rather than taking classes.
 - v. This fall there has been almost \$50,000 awarded in internal scholarships.
 - vi. A scholarship fund was created this Fall for students with high achieving grade point averages of 3.75 or higher in STEM related fields.
 - vii. Student Services has been actively recruiting businesses to mentor students in the Community Internship Collaboration (CIC) program. There are 17 businesses with internship projects. Pat Soran and David Sutton inquired about the CIC Program. There was discussion about the program and a request for a copy of the December report at the January Advisory Board meeting.
 - viii. Tony Gallegos is working on his Global Career Development Facilitator Certification.
 - ix. The Phi Theta Kappa Regional Conference will be held at UNM-LA September 20 and 21.
- d. Director of Business Operations (Attachment G)
- i. The Human Resources position was changed to a Human Resources Technician and a verbal offer has been extended. Interviews for the Fiscal Services Tech position were conducted last week. Both pay and housing have been issues in filling the positions.
 - ii. The Report of Actuals will be submitted to HED on September 16, 2019.
 - iii. The LANL Computational Physics workshop hosted on our campus was successful and they are requesting space again next summer.
 - iv. The County has requested UNM-LA to be an additional polling location for the upcoming November election. The election room will be in building 6, room 631.
 - v. The spending for renovation from the 2016 GO Bond are almost complete. There is a new HVAC unit in Wallace Hall along with new carpet and paint. The HVAC project in the library should be complete by the end of next week.

7. Next Meeting

- i. The Advisory Board proseed to change the date of the next meeting from November 11, 2019 to November 4, 2019 due to Veteran's Day.

8. Adjournment: 7:04 p.m.