



**Advisory Board Meeting
Monday, November 4, 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 5:32 pm. Four board members were present.

Board Members Present:

Stephen Boerigter
David Sutton
Michelle Hall
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
Laci Taylor, Executive Assistant to the Chancellor

Visitors Present: None

2. Routine Business – Board Action Items

- a. Adoption of Agenda
 - i. Motion made by David Sutton to approve the agenda. Seconded by Michelle Hall, Motion passed by unanimous vote.
- b. Approval of Advisory Board Meeting Minutes-September 9, 2019 (Attachment A)
 - ii. Motion made by Michelle Hall to approve minutes. Seconded by David Sutton. Motion passed by unanimous vote.

3. Public Comment

- a. There was no public comment.

4. Introduction of Visitors

- a. There were no visitors.

5. Unfinished Business

- a. The Advisory Board discussed the updates to the UNM-Los Alamos By-Laws (Attachment B).

- b. David Sutton brought up section 1120 and discussion was had about when the officer elections would take place.
- c. Newly elected members will be sworn in either before the next Advisory Board meeting or at the beginning of the meeting. The election of officers will take place at the next Advisory Board meeting after the election.
- d. The Advisory Board voted to approve the By-laws with the removal of the word “March” from section 1120. Michelle Hall made the motion and it was seconded by Sheila Schiferl. Motion passed by unanimous vote.

6. Information for the Board

- a. Academic Program Initiatives (Attachment C)
 - i. Sharon Hurley reviewed the list of new programs and initiatives for UNM-LA that was provided to the Advisory Board. There was discussion about credit hours and stage of completion for each course, certificate program, Associate Degree and other programs.
 - ii. Sharon Hurley reviewed the Mechanical Engineering Program. UNM-LA is partnering with UNM to offer upper division courses to meet the workforce needs at LANL. Over 125 prospective students attended the information sessions.
 - iii. Steve Boerigter stated that the new initiatives were extraordinary and the Los Alamos community was benefiting from these efforts.

7. Presentations by the Executive Team

- a. Chancellor (Attachment D)
 - i. Cindy Rooney noted that the workforce development programs conversations started years ago and these programs are now coming to fruition.
 - ii. The faculty voted in favor of a union. Negotiations will begin between UNM and the Union. Provost Holloway will partner with the Branch Campuses for input in regard to the Union negotiations.
 - iii. As part of a UNM five year financial planning process, ten new goals were identified for UNM-LA.
 - iv. Cindy Rooney reviewed the goals that were prioritized for UNM-LA.
 - v. Monther Jubran has been hired as the director of the UNM-LA Small Business Development Center He will become full time when his classes end this semester.
 - vi. Parking was brought up as a concern with increased LANL employees on campus. When facilities are rented for campus events Bob Harmon is requesting attendees shuttle in. Discussion was held about the parking concerns and upcoming construction at Sullivan Field. Michelle Hall suggested a LANL shuttle for LANL employees. Steve Boerigter and David Sutton suggested coordinating with Atomic City Transit.
- b. Dean of Instruction (Attachment E)
 - i. There are five active postings for half time faculty positions. Once filled UNM-LA will have the highest number of continuing faculty in a five year period.
 - ii. Sharon Hurley and Monther Jubran attended the New Mexico Business Articulation Committee meeting which is held annually.
 - iii. Sharon Hurley also attended the National Welding Society’s Annual meeting with Barbara Yarnell and four UNM-LA welding students.
- c. Director of Student Services (Attachment F)
 - i. All open positions in Student Services are in the process of being filled with a candidate.
 - ii. Cindy Rooney encouraged Kathryn Vigil to host an event for scholarship recipients. Student Services hosted a luncheon for scholarship recipients and their families.
 - iii. Phi Theta Kappa hosted a Leadership Conference at the UNM-LA campus in September. They have a Veteran’s Day initiative to write letters to veterans and deliver them to the veteran’s hospital. The letters are due by November 11, 2019.
 - iv. Graduation will take place on Thursday, May 14, 2020 at 6:00 p.m. at the Duane Smith Auditorium.
- d. Director of Business Operations (Attachment G)
 - i. Cindy Leyba has been hired as the Sr. Human Resources Tech.

- ii. Bob Harmon discussed the five year financial plan and mentioned the potential positive impact the new programs have had on tuition.
- iii. The 2016 GO Bond will be completed by the end of the year.
- iv. The 2018 requests from UNM-LA were line item vetoed, however, we were able to receive \$1,666,670 for campus wide infrastructure and improvements and the library. The deadline for these projects is June 30, 2023.
- v. Bob Harmon referred to Exhibit 2, where actual revenues were under budget by \$74,113 and actual expenditures were under budget by \$500,106.
- vi. Bob Harmon had a copy of the full report of Actuals available for the Advisory Board's review.

8. Future Agenda Items for Advisory Board Meetings

- a. Steve Boerigter requested that Advisory Board members email him about topics for discussion at future Advisory Board meetings.

9. Next Meeting

- a. Next Regular Meeting: January 13, 2020, 5:30p.m., UNM-LA Lecture Hall

10. Adjournment: 6:47 p.m.