



**Advisory Board Meeting
Monday, November 11, 2024
5:30 pm, Lecture Hall, Bldg. 2**

AGENDA

1. Call to Order and Confirmation of a Quorum
2. Routine Business – *Board Action Items*
 - a. Adoption of Agenda
 - b. Approval of Advisory Board Meeting Minutes-September 9, 2024 (Attachment A)
 - c. Recognition of Service
3. Public Comment
4. Introduction of Visitors
5. Board Business
 - a. Announcements and comments from the Chair
 - b. Review and adoption of the Operating Agreement
 - c. Update and discussion on the bond
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. Future Agenda Items for Advisory Board Meetings
8. Next Meeting
 - a. Next Regular Meeting: January 13, 2025, 5:30, UNM-LA Lecture Hall, Bldg. 2
9. Adjournment



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

MINUTES

1. Swearing in of new Board member by Judge Taylor

David Hampton sworn in by Judge Taylor

2. Call to Order, Confirmation of a Quorum

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

Board Members Present:

Kristin Henderson

Alissa Grissom

David Hanson

John Pawlak

David Hampton

UNM-LA Staff Present:

Mike Holtzclaw, Chancellor

Paul Allen, Dean of Instruction

Danielle Gonzales, Director of Student Affairs

Kelley Garrett, Executive Assistant to Chancellor

3. Routine Business—Board Action Items

a. Adoption of Agenda

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

- b. Approval of Advisory Board Meeting Minutes—May 13, 2024, July 8, 2024, and August 12, 2024 (Attachment A)
- i. Motion made by John Pawlak to adopt all meeting minutes. Motion seconded by Alissa Grissom. All in favor. Motion passed.

4. Introduction of Visitors

Tracy Koh

Aik-Siong Koh

Michelle Bane

Scott Bane

Amanda Ramirez

Brent Collom

5. Public Comment

- a. Tracy Koh, parent of a student in the LAECCA program, expressed concern that her son was planning to graduate with his associate’s degree in robotics and learned the program is no longer existent. She is here to find out what happened and to understand better.
- b. Amanda Ramirez, parent of a student in the LAECCA program, expressed concern that her son has been working hard to get through the robotics program and earn his certificate. She was not notified of the issues until hearing about it through the grapevine. Reported that LAPS has not been responsive and will not send kid to UNM after this experience. She will reach out to media if need be.
- c. Michelle Bane, parent of a student in the LAECCA program, expressed that her son was balancing and juggling a lot between the robotics program and his school activities. She feels heart-broken, and that these hard-working kids were abandoned. Reported miscommunication and that course guidance for dual credit was dismissive and didn’t provide students with the classes needed for their pathway and there was an issue with course order.
- d. Ashter Koh, student in the LAECCA robotics program, said he was told that nothing could be done and the program was on hold.
- e. Brent Collom, reported that he invited one of UNM-LA’s leaders to attend the LAECCA graduation ceremony with a dismissive RSVP. There is concern that he doesn’t understand what the issue is. This program review is going on two years when he’s heard from others in Higher Education that it takes one long day complete. Shared that these are students he’s worked with for 6 years that mean a lot to him and many of whom he’s helped connect with internships.

- f. Scott Bane, parent of a student in the LAECCA program, expressed his disappointment with how the university handled interface with the community. Reported his son wasn't given the time or consideration to complete the certificate, which shows as an incomplete activity on achievements. Wants to know why this was abandoned and that admins were informed that this cohort could complete the program. Interfaced with other universities and sat on an engineering advisory council and learned that state legislature regulates how these programs are managed. He believes the university isn't tracking the rules that are required for how to administer the program. Documentation should have been done a minimum of 60 days before closeout of fiscal year and prior to abandoning program, and that wasn't accomplished. Pathway was not managed properly. Reported a lack of awareness and communication from UNM-LA contradicted guidebooks. Hopes this case is scrutinized and questions if the people involved in the program should stay engaged. Believes this requires an audit.

6. Board Business

- a. Announcements from the Chair
 - i. Kristin Henderson announced that the Advisory Board will discuss changes to the bylaws in December.
- b. Annual Review of the Operating Agreement (Attachment B)
 - i. Mike Holtzclaw explained that the original Operating Agreement was 4 pages and has expanded to 6 pages but the changes are not substantive.
 - ii. Mike Holtzclaw reviewed in detail the Operating Agreement with the board, page by page.
 - iii. Mike Holtzclaw suggested created a mechanism in which UNM-LA Advisory Board and the UNM Board of Regents are in regular communication to discuss campus struggles and successes.
 - iv. The UNM-LA Advisory Board wishes to wait until the final draft is in place before sending questions, changes, or suggestions for improvements to the UNM Board of Regents.
 - v. Kristin Henderson suggested a motion that Chancellor Mike Holtzclaw ask for clarification from Provost Holloway on 1A and two items in II-6 of the Operating Agreement.
 - vi. David Hampton moves to motion. David Hanson seconded motion. Motion passed.
 - vii. Discussion surrounding the board meeting September of 2025 to go through the Operating Agreement to discuss and suggest changes.

- viii. David Hanson suggested to agendize the discussion of the Operating Agreement
 - ix. Mike Holtzclaw suggested the board assign certain sections of the Operating Agreement to each meeting to work on throughout the year in preparation for next September.
 - x. Mike Holtzclaw will be in communication about the final vote, and when the new agreement is approved.
- c. Bond Committee Update/ Discussion
- i. John Pawlak shared that he and Mike met to discuss various ideas. Reported he is working on designing signs, researching where to order them, and where to place them. Expressed and discussed ideas and various ways in which people can support the bond.
 - ii. Mike Holtzclaw asked Kristin Henderson to speak about the bond at the League of Women Voters event happening on UNM-LA campus the evening of October 7, 2024.

7. Presentations by the Executive Team

- a. Chancellor (Attachment C)
 - i. Reported that the Director of Business Operations position retracted from offer. Will meet again as a committee to either reopen applicant pool or select another candidate that was interviewed.
 - ii. Provided updates on the Strategic Plan, in which writing groups will be assigned across campus to work toward the three broad goals which are to enhance and engage community, invest and develop our campus, and improve student experience and outcome. Will bring updates to the board in November for feedback. Final plan will be submitted to the provost in December.
 - iii. Reported that construction in building 6 is done and thanked Paul Allen for taking lead on this work and ensuring items were completed and issues identified. Confirmed the major improvement to what it was before renovation.
 - iv. Announced UNM-LA will be hosting a campus wide Open House scheduled for October 29, 2024 from 4:30 pm- 6:30 pm which will include a ribbon cutting for the grand opening of building 6. There will be tours, program demonstrations, and highlights of developments at UNM-LA. A special reception for donors will follow the event in which the goal is to raise money for the Title V grant.

- v. Informed the board of renovations and work being done in buildings 5, 8, and 4. Going out for construction bids in October to begin phase 1 of the Open Space project.
- b. Dean of Instruction (Attachment D)
 - i. Announced the hiring of 3 new full-time faculty. Mechanical engineering faculty withdrew from position over the summer.
 - ii. Moved majority of classes to be face to face due to the reopening of building 6.
 - iii. Announced the new Broadband 5G Program which received state recognition.
 - iv. Reported the SPY program as a tremendous success with a 89% positive response and 115 students that participated.
 - v. Reiterated the building 6 renovations.
- c. Director of Student Services (Attachment E)
 - i. Reported enrollment is still down.
 - ii. Announced New Student Orientation was a very successful event as well as Welcome Back Day with student participating and collaborating with community internships.
 - iii. Determining a plan for the campus pantry. Plans to visit with UNM Taos, who recently launched their pantry, to hear how it's going.
 - iv. UNM-LA Job Fair is on October 3, 2024 and is open to the entire community.
 - v. LANL Career Day is on October 29, 2024 on UNM-LA campus. Inviting Los Alamos High School juniors and seniors, and surrounding areas to attend.

8. Next Meeting

- a. Future items for Board agenda
 - i. Update with LAECCA Robotics Program.
 - ii. Pat Soran to address the Advisory Board on Community Foundation and UNMLA.
 - iii. Discussion of bylaws in November or December meeting.
- b. Monday, November 11, 2024 at 5:30 pm, UNM-LA Bldg. 2, Lecture Hall

9. Adjournment

7:37 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, “**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 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, as well as Career Technical Education and Adult Education, 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

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.

NOW, THEREFORE, the Parties agree as follows:

I. 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 UNM Albuquerque Campus (hereinafter, “**UNM-ABQ**”). The UNM Provost is delegated as the representative of the Board of Regents (*see* VIII below), but the board will endeavor to hold meetings at the branches when possible.

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 on matters concerning the conduct of the Branch Campus.

II. Administrative Support.

1. UNM-ABQ 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 UNM-ABQ 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. The Branch Campus is not assessed a foundation surcharge. The UNM Foundation provides development, coordination and implementation of the fund-raising activities for the Branch Campus consistent with the MOA between the UNM Foundation and UNM. Nothing in this agreement prohibits the Branch Campus from accepting gifts made by donors through a trust,

donor advised funds, or any other entity or organization, in coordination with the UNM Foundation.

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 UNM-ABQ. Examples of services reserved to UNM-ABQ include, but are not limited to, services involving the management of university records identified above, lobbying activities, and management or control of University property. Nothing in this provision excludes the Branch Campus from holding a membership in the New Mexico Association of Community Colleges (“NMACC”) or participating in the lobbying activities of NMACC to the extent such activities are done in coordination with the UNM Office of Government Relations and consistent with UNM policies and procedures.

III. Selection and Performance of Chancellor.

1. The Advisory Board and the 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 main 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 UNM-ABQ 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 UNM-ABQ 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 UNM-ABQ 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 UNM-ABQ 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 UNM.

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 may 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 the 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 Advisory Board Chair or their designee and the Board of Regents Chair or 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 may be referred to a mutually agreed upon mediator who will assist the parties in resolving the impasse. The Branch Campus and UNM-ABQ 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

UNM-Los Alamos Advisory Board Report
November 11, 2024
Chancellor's Report

Staffing

Our new Director of Business Operations, Crystal Gonzales, started on November 4th. She was previously working at UNM-Albuquerque and comes with an extensive knowledge of the university and our systems.

We currently have job postings for Facilities Coordinator, Facilities Manager, and Human Resources Administrator 2.

UNMLA Bonds

Both the Bond 3 and UNMLA GO Bonds passed. We will be receiving \$1 million dollars from the Bond 3 to complete some projects that we have in process that have had significant cost escalation. Our local bond measure passed with 73% of the county voters supporting the measure. Thank you to John, David, and the rest of the committee for educating the community about the bonds.

UNMLA Open House

On October 29th, we welcomed the community to campus to do a ribbon cutting and tours of building 6 and the rest of the campus. The event was well attended and well received by the community. Earlier in the day, we hosted a division of LANL that did some professional development training, followed by a job fair where LANL invited local area high school students to come learn about opportunities at the lab. After the open house, our foundation hosted an event for donors and prospective donors. It was a busy day on campus, but we really enjoyed having so many community members come to our campus and to see the transformation of our facilities, learn about our new programs, and the vision for the college.

Construction Updates

Building 5 – expansion of the welding and machine shop, ADA upgrades to the bathrooms, new ventilation, and electrical upgrades have begun. Completion of this project is slated for late spring of 2025.

Building 8 – ceramics studio. We met with the architect to begin planning the renovation of part of building 8 to a new ceramics and art studio. In order to expand the welding program, we had to take over the ceramic studio space in building 5. The new studio spaces should be ready for classes by fall 2025.

Building 2 – roofing, stucco and lighting upgrades. All of these upgrades will begin this month and should be done in about a month.

Front entrance and staircase upgrade. We have finalized the plans and are putting the project out to bid to get a contractor in place. We hope the project begins in early spring and is completed in time for the start of the fall semester in 2025.

UNM-Los Alamos Advisory Board Report
November 2024
Academic Affairs

Faculty/Staffing Changes:

- MaryJane Giesler, English Lecturer, is currently on paid administrative leave.
- FT faculty positions for Chemistry and Biology have been posted and the priority review date is this week. We have a number of applicants already.
- Cindy Budge, Biology lecturer, announced her resignation effective January 2025

Scheduling/Enrollments

- Spring schedule is live and open for registration. We offer new courses in Actinide Science for the new NEST cohort and courses in Chicana and Chicano Studies and Native American Studies.

Curriculum

- UNM is in the process of revising CTE programs to align with common course numbering. This will mainly impact our Welding program.
- our AA proposal in Early Childhood Education has been approved by the UNM Senate Curriculum Committee

Partnerships and Initiatives

- We met with our Los Alamos High School partners regarding the situation with the Robotics program. Communications went out from the High School principal and counselors to the Robotics students last year, as we had understood, but the information provided was not as clear as it might have been and in some cases was contradicted by other employees of the LAPS system, leading to the confusion with parents and students. The high school principal has now contacted all of the parents whose students were impacted to explain the situation. We are working with the students who were close to finishing the certificate to get the final classes in spring semester. All other students now understand that they cannot finish the certificate. The Robotics Program has been on moratorium since last summer and therefore students cannot be officially admitted into the degree program if they had not already been accepted. The high school is in the process of hiring a replacement instructor.
- We completed a Research and Public Service Project (RPSP) application for state funding to support our Early Childhood Education program by providing for three years of salary for an ECE faculty member.

Faculty-related Activities

- We are working with the Mechanical Engineering department at UNM-ABQ to fund a continuing faculty member in mechanical engineering who would hold a joint appointment for both institutions, but be housed at UNM-LA.
- Dr. Virginia Grant submitted a RAC proposal requesting funding for research materials, a beginning ecocriticism library, and some collaborative events to start an ecocriticism project at UNM-LA.

Other

- Building six has been operational but we are still having issues with heating/cooling. These are expected to be rectified this week.
- Our expansion project for the Building 5 Weldings and Machine Shop is well underway. The spaces have been gutted and are being rebuilt. Bathrooms had to expand to meet ADA requirements.
- We have begun working with an architect to redesign the interior of Building 8 so that it meets the needs of the Studio Arts and Ceramics programs. Building 8 had been previously designated as storage and so needs system upgrades, including HVAC and electrical, in addition to the interior classroom design elements.
- UNM-LA hosted a BSME Meet & Greet event at our campus on October 15. LANL staff, mentors and UNM-LA faculty and students attended.

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

Enrollment Update

The below numbers reflect the headcount and student credit hours for fall 2024 as of 09/06/2024, which was our census date. Also included are the headcount and student credit hours from fall 2023, at this same last year, for comparison. Headcount is an exact match, while student credit hours are slightly down.

- **Fall 2024 – census (3 weeks into the semester).**
Headcount: 988 - an exact match to fall 2023.
Student Credit Hours: 4,549, down 4.59% - 219 fewer SCH than this time for fall 2023.

Events Updates

- **Job Fair** was held on October 4th. This is a bi-annual collaboration with the Los Alamos Chamber. We had 27 participating businesses and had approximately 100 job seekers attended the event.
- **DECA Tour** - On Monday, October 28th, we hosted 60 DECA students from Los Alamos High School and Capital High School for some short information sessions about dual credit, admissions, advising, financial aid, and tours of our campus. DECA stands for Distributive Education Clubs of America and is a non-profit organization that helps students prepare for careers in management, marketing, finance, and hospitality.
- **Los Alamos National Lab (LANL) Engineering Career Day** was held here at UNM-LA on October 29th. LANL provided information on the various engineering disciplines, with representatives providing information and answering questions for inquiring students. Students from Los Alamos High School, Pojoaque High School, UNM-Los Alamos, and community members attended this LANL sponsored event. This was quite a successful event, drawing over 120 participants. There was positive feedback from both LANL, and the participating high-schools and we hope to make this an annual event moving forward.

Upcoming

- Registration for the spring 2025 semester begins on Monday, November 11th. Targeted outreach including emails and phone calls to current students, emphasizing the importance of registering early, have been ongoing. Outreach to those who have stopped-out and to those who have applied but not yet registered will be conducted in the coming weeks.
- On Wednesday, November 20, we will host Gear Up New Mexico students for a tour of our campus and for information sessions about admissions and financial aid. GEAR UP New Mexico is a division of the New Mexico Higher Education Department. It is a federally funded program that aims to increase college and career readiness for middle school and high school students.

Strategic Enrollment Management Plan

We submitted our Strategic Enrollment Management Plan (SEMP) to the Department of Higher Education on 10/16/24. The SEMP focuses on our institution's enrollment trends and initiatives and outlines our priorities and strategies for the upcoming year. In the upcoming year, we will put greater emphasis on serving those that are within our geographic areas of responsibility (GAR), including Cuba, Jemez, and Los Alamos. Building foundations for solid dual credit collaborations, and strengthening those where foundations are already established, will be a primary focus. Additionally, we will target adult learners, individuals seeking continuing education, and those aiming to improve workforce skills.

The new strategies that we will leverage going forward include:

- Combining degrees with workforce certificates
- Enhanced support for dual credit students
- Enhanced targeted and individualizes support for all students (involves personalized data collection on individual student needs)
- Restructuring of New Student Orientation
- Implementation of our food pantry

Business Office:

Crystal Gonzales bio

Crystal Gonzales has been with the University of New Mexico for over seventeen years and has recently started her role at UNM Los Alamos on 11/4/2024. She is currently pursuing her master's in business administration at Anderson Business School after completing her BA in fall of 2023 and graduating summa cum laude. Ms. Gonzales has served as staff council president and sat on the student success teaching and research committee, the diversity council, and the most recent presidential search committee. Her prior position allowed her to create a post award team in The College of Education and Human Sciences research office which had a growth of 25% in awards, and while she was there and an increase in infrastructure staff by 1.5 FTE, and program staff by 4.5 FTE. She looks forward to continued growth at UNM Los Alamos and enjoys being part of the great work that we do for the New Mexico community.

Retirement of Cindy Leyba