

**Advisory Board - Special Meeting**  
**Monday, November 9, 2009**  
**5:30 p.m., Lecture Hall**

<b>MINUTES</b>
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1. CALL TO ORDER

Ms. Chiravalle called the meeting to order at 5:33pm.

Advisory Board Members

Ms. Marie Chiravalle, Chairperson  
Ms. Micheline Devaurs, Secretary  
Dr. Ron Dolin, Member  
Dr. Nelson Hoffman, Member  
Mr. Mike Wismer, Member (late-6:05pm)

Staff Members & Visitors

Dr. Cedric Page, Executive Director  
Ms. Lisa Clough, Campus Resources Director  
Dr. Kathy Massengale, Dean of Instruction  
Ms. Cindy Leyba, Extended University/Los Alamos Bachelor & Graduate Programs  
Ms. Carol Clark, Los Alamos Monitor

2. NEW BUSINESS

There was none.

3. ROUTINE BUSINESS

a. **ACTION ITEM:** Approval of Advisory Board Meeting Minutes of September 14, 2009  
*(attachment A)*

Ms. Chiravalle called for discussion and corrections to the minutes. Changes were noted by Ms. Chiravalle and comments attributed to her in the October minutes should be moved to page 2 of 6 in the September minutes. Dr. Hoffman made a motion to accept the minutes as amended. Dr. Dolin seconded. The vote was unanimous; the minutes were accepted as amended.

b. **ACTION ITEM:** Approval of Advisory Board Special Meeting Minutes of October 6, 2009  
*(attachment B)*

Dr. Dolin made a motion to accept the minutes as amended by Ms. Chiravalle. The comment made by her on Page 1, section 3a. should be moved to the September minutes as noted above. Ms. Devaurs seconded. The vote was unanimous; the minutes were accepted.

4. PUBLIC COMMENT

There was none.

5. PRESENTATIONS OF VISITORS

- a. Bachelor & Graduate Programs: Ms. Leyba reported that new ITV staff was hired but that due to turn-over; the position would be re-advertised in the spring of 2010. EU has moved to larger offices and this will accommodate the needs at UNM-LA if the location becomes a send site for instruction. She also reported that Ms. Carmen Lujan is now at Los Alamos and Santa Fe and is no longer serving the UNM-Taos campus. She reported that the LANL contract was in its third year and that EU might lose as much as \$20,000.
- b. Faculty Assembly: No presentation.
- c. Student Government: No presentation.
- d. Staff Council: No presentation.
- e. Los Alamos Public Schools: Mr. John Wolfe, Business Manager reported that the LAPS Board approved their proclamation for a February 2, 2010 election at their meeting on October 22, 2009. The proclamation for HB33 Referendum provides for technology purchases and minor capital projects. Ms. Chiravalle asked what the schools were asking for. Mr. Wolfe indicated that the referendum asks the voters to extend the current levy for six years beginning June 2010. Dr. Dolin asked if the confusion by voters could be clarified. Mr. Wolfe responded that the extension continues the current 3.2 mil rate. Dr. Hoffman commented that this is one of three levies that LAPS now has. Mr. Wolfe replied that the schools have three levies and that the administration is working with the schools to fully educate the public as to what is needed. Dr. Hoffman asked when the mail ballots will be mailed. Ms. Clough indicated that they will be sent out on January 11 and are due back by February 2. Dr. Dolin asked what discussions have taken place to coordinate the date of the two elections. Mr. Wolfe stated that the questions would be on the same ballot and that the approximate \$25,000 cost of the election would be split by UNM-LA and LAPS. Dr. Hoffman asked if the window to complete the election was 60 days. Dr. Dolin asked if the vote we take on the date for our election means we are cooperating with LAPS. Lisa Clough clarified the calendar of actions determined by the County Clerk and she and Mr. Wolfe cited other areas of cooperation. Ms. Chiravalle indicated that the County would assist with polling. Mr. Wolfe indicated that the LAPS had assistance for their 2009 bond election.

6. UNFINISHED BUSINESS

- a. Mil Levy Election
  - 1). ACTION: Approval of Date  
Dr. Dolin made a motion that UNM-LA move forward with the February 2, 2010 date for the mil levy election. Ms. Devaurs seconded. The vote was unanimous; the minutes were accepted. Dr. Page mentioned that he and Dr. Schmidt agreed to a coin toss to determine the position of each question on the ballot.
  - 2). INFORMATION: PowerPoint Presentation  
Ms. Chiravalle reviewed the abbreviated version of the presentation she has used. She noted that the next presentation will be on December 8 for the Kiwanis Club at Trinity-on-the-Hill church. She invited the members of the board to attend. Ms. Chiravalle reviewed the presentation and entertained comments. Ms. Clough noted that a slide with detailed expenditures by major category from the anticipated mil levy revenue should be added to the presentation. Dr. Dolin asked if the mil levy election were to be successful,

how it will change the percent that the mil levy would contribute to the total UNM-LA operating revenues. Ms. Clough indicated that calculation has not been done. Dr. Hoffman commented that the presentation does not say why we need the \$1.5 million, and that a list of programs and services that would be ready to go might be included in the presentations. Dr. Massengale will compile and provide that list to the presenters. The board members will receive support materials and a detailed version of the presentation will have a link from the UNM-LA homepage. Board members expressed consensus on cooperating with LAPS on campaign implementation. Ms. Chiravalle noted the board members appearances on KRSN-AM radio for the following dates: December 8-Michael Wismer; December 12-Nelson Hoffman; January 12-Micheline Devaurs; and January 26-Ron Dolin.

- b. Operating Agreement Revision (*attachment C*)

## 7. PRESENTATIONS OF STAFF

- a. Executive Director (*attachment D*)

Dr. Page highlighted the following items from his report: The UNM Board of Regents has the request for our mil levy election on their November 10 meeting consent agenda; a check was accepted today for the DOE/NNSA Native American Scholarship (Applied Technologies program); a review of an LAPS grant application for a solar array at the LAMS was completed. The report was provided in the meeting packet.

- b. Student Support Services

- 1). Director's Report

Dr. Boyer was absent due to an injury from a fall this past weekend.

- 2). Registrar's & Advisor's Report (*attachment E*)
- 3). Bernalillo Education Center – no report.

- c. Instruction

- 1). Dean's Report (*attachment F*)

Dr. Massengale highlighted the following items from her report: NM Center for Language Access begins classes on November 9 with thirty enrollees which is double the anticipated cohort size; the Broadband Training grant with the State Librarian and others looks promising; faculty will be attending a conference for STEM grant applicants in Las Vegas NV in December; and long time faculty member, Lee Bollschweiler will be retiring in December and a party for her will be held on December 11, at 5 p.m. at Dr. Massengale's home.

- 2). Library Report (*attachment G*)

The report was provided in the meeting packet.

- 3). Adult Learning Center Report (*attachment H*)

The report was provided in the meeting packet. Marie Chiravalle asked about how we can offer ESL/GED for free. Dr. Massengale responded that this program is grant funded. However, with budget cuts, UNM-LA received a much smaller grant this year, and our program is relying on volunteer teachers, as well as continuing to use volunteer tutors.

- 4). Community Education/Customized Training Update (*attachment I*)

The report was provided in the meeting packet.

- 5). Tutor Center – no report

## 8. FINANCIAL MATTERS

- a. FY 2009-2010 Quarterly Reports

- 1). Instruction & General Revenue Summary (*attachment J*)
- 2). Instruction & General Expenditure Summary (*attachment K*)

3). Auxiliary Enterprises Revenue & Expenditures Summary (*attachment L*)

Ms. Clough highlighted the following items from her report: The first quarter of financial activity is within normal levels and measures have been taken to pull budget in anticipation of an imposed budget reduction. We continue to operate the Bookstore in a deficit position and will move to an online textbook provider in the spring semester to improve service to our students and avoid additional losses from textbook sales. The Bookstore will continue to sell other items.

9. PERSONNEL MATTERS (*attachment M*)

Dr. Page reviewed the report provided in the meeting packet.

- a. New Hires
- b. Internal Changes
- c. Resignations/Retirements
- d. Searches

Dr. Page and Dr. Massengale responded to an inquiry about the financial aid position and responded that the services will be provided with a current staff person as a 0.5 FTE position.

10. FUTURE BUSINESS

- a. Thanksgiving Open House/Potluck: Tuesday, November 17, 11:00 am – 1:00 pm, Student Center. Dr. Page commented that this event was being sponsored by the UNM-LA Student Government.
- b. Next Meeting: Monday, January 11, 2010 at 5:30 p.m.

12. ADJOURNMENT

Dr. Hoffman made a motion to adjourn. Mr. Wismer seconded. The vote was unanimous. Ms. Chiravalle adjourned the meeting at 7:24 p.m.