

**UNM-LA Advisory Board Meeting**  
**Monday, November 8, 2010**  
**5:30 p.m., Lecture Hall**

<b>MINUTES</b>
----------------

1. CALL TO ORDER

Mr. Dolin called the meeting to order at 5:36 p.m.

Advisory Board Members

Ms. Marie Chiravalle (present)

Dr. Ron Dolin (present)

Ms. Micheline Devaurs (present)

Staff Members & Visitors

Dr. Cedric Page, Executive Director

Dr. Kate Massengale, Dean of Instruction

Dr. Patricia Boyer, Student Affairs Director

Ms. Lisa Clough, Campus Resources Director

Ms. Allison Block, Recording Secretary

Ms. Jennifer Garcia, Los Alamos Monitor

Ms. Linda Hull, Visitor

2. NEW BUSINESS

There was no new business.

3. ROUTINE BUSINESS – BOARD ACTION

*a. Approval of Advisory Board Meeting Minutes of September 13, 2010 (attachment A)*

Dr. Dolin called for discussion and corrections to the minutes. Changes were noted in section 2a to add “considering” before “raising utility rates,” and to change “possible election” to “possible mil levy election” in section 6a. on page 3 of 5. Ms. Chiravalle made a motion to approve the minutes presented with the discussed changes. Ms. Devaurs seconded the motion. The vote was unanimous; the motion passed.

4. INTRODUCTION OF VISITORS

Dr. Page requested that all attendees introduce themselves. A list is provided above under item #1

5. PUBLIC COMMENT

There was no public comment.

6. UNFINISHED BUSINESS

*a. ACTION: February 2011 Advisory Board Election Resolution and Proclamation (attachment B)*

Mr. Dolin asked if the polling locations listed on the resolution and proclamation were correct. Ms. Clough stated that she is not sure, but that the polling locations listed are the locations from last year's election. UNM-LA has until November 30 to correct the resolution and proclamation. Ms. Clough added that all the dates are correct, but she will check on the polling locations. Ms. Devaurs asked if UNM-LA will advertise the election. Dr. Page answered that there is information on the UNM-LA website for those interested in understanding the process. Mr. Dolin added that it is important that people know it is an at large position, which will help people make campaign decisions.

Dr. Page noted that there are typos in the resolution and proclamation including changing "qualifies" to qualified in the third section, and the third and fourth "whereas" should be spelled correctly as "whereas." Ms. Chiravalle made a motion to accept the resolution and proclamation with the changes in polling locations and typo and spelling corrections. Ms. Devaurs seconded the motion. The vote was unanimous; the motion passed.

b. LA County Utility Adjustment Request

Ms. Chiravalle stated that the county wants to raise rates by 10 percent. Dr. Page said that the county is planning to reassess its options. Mr. John Arrowsmith, LA Utilities Manager, withdrew the initial proposal and may come back with a proposal in December 2010. Ms. Chiravalle stated that there is still going to be a five percent increase on electricity, and she encourages the staff to keep abreast of the issue. She also stated the importance of being a part of any considerations that are given. Dr. Page said that he will continue to monitor the issue.

7. STAFF PRESENTATIONS

a. Executive Director

Dr. Page began his report by reporting that UNM-LA was selected as a gateway site for video conferencing and as an access location in Los Alamos to the state's high speed computer named Encanto. UNM-LA was one of the final four campuses selected as a "Gateway" site. UNM-LA will be able to host businesses with video conferencing needs and be a resource to the public schools in the community. Researchers can use the Encanto computer as well. It will enable UNM-LA to deliver on-line programs and an Emergency Medical Technician program through UNM Hospital.

Ms. Chiravalle asked if this program is just an honor or if UNM-LA will be able to collect revenue from the program. Dr. Page answered that UNM-LA will receive equipment including projectors, web cameras, 3D visualization technology and flat screen video monitors. There is a possibility of bringing in revenue by charging businesses for use of the facility and equipment. There would also be a nominal charge for individuals wanting to do research using the facility. Dr. Page further explained that any revenue gained from this equipment would fall under auxiliary revenue. There are no stipulations with regard to charging businesses or individuals, but local schools can use it free of charge. Ms. Chiravalle asked if other institutions have had experience with this program. Dr. Page explained that UNM-LA is in the third phase of the program and UNM and NMSU already have this program in place on their main campuses. He added

that UNM-LA will look at its colleagues for comparable rates and use this new program as an opportunity to increase UNM-LA's auxiliary income.

Dr. Page also told the board that UNM-LA has a new director for the Small Business Development Center, Don Wright. Mr. Wright takes over from Patrick Sullivan who accepted a position at LANL. Dr. Page said that Mr. Wright will be invited to attend the next Advisory Board meeting.

Dr. Page gave an overview of the November 2 election which included Bonds B and D. Bond B, which will provide funds for libraries passed. Unfortunately Bond D did not pass. Only 47.2 percent of Los Alamos County voted in favor of Bond D whereas surrounding counties voted for it, including Santa Fe County (54.0% for) and Rio Arriba (53.8% for). Ms. Chiravalle noted that this election coincides with the previous mil levy election. The community is not ready to support higher education. She added that the election results are a testament that the institutions have a lot of work to do to persuade the community to support higher education institutions. Dr. Dolin pointed out that it is not just Los Alamos County, but a statewide sentiment. Ms. Hull opined that the community is concerned about property tax increases for public schools and does not fully understand the ramifications of voting down these funding options. Ms. Chiravalle agreed in part. She would like to think that the community is vested in education- especially higher education. Ms. Chiravalle emphasized the need to convince everyone in the community of the importance of higher education.

Dr. Page completed his report.

Dr. Dolin asked Dr. Page's opinion on the anticipated problems with the new administration coming into office in January. Dr. Page answered that there will be new secretaries, but the only problems he sees at this point will be during the transition period. He added that the Governor-elect is recommending audits of all agencies to find inefficiencies.

The Legislative Finance Committee will meet December 4 to hear from the three higher education associations on their priorities and the state's financial situation and its impact on funding. In addition there is concern about duplicate programs and the proximity of these programs among the four-year institutions.

In addition Dr. Page anticipates the state's financial situation to continue as it has and there will likely be another round of cuts to all state agencies in the range of 2-5 percent. Dr. Page said the next revenue forecast will be released soon, and at that point we will have a better idea what the level of cuts might be.

b. Student Support Services Director

Dr. Boyer explained to the board that she inadvertently sent the recording secretary the wrong document for the meeting packet. Therefore there was no attachment F in the

packet. In addition, because Mr. Joseph Moreno has been sick and unable to submit a Bernalillo Education Center report.

Dr. Boyer continued with her report. A .75 financial aid advisor position has been posted and UNM-LA is moving forward with filling it. They changed the fundraiser date to April and they are actively working on organizing it. Dr. Boyer met with Monica about putting wine on the tables, but that will need approval. The date of the event has changed, and the board should have received an agenda via e-mail asking for support in selling tables.

Dr. Boyer handed out the Fall 2010 Student Services Event Calendar because the copy in the packet was difficult to read. UNM-LA is currently holding its College Days for 11<sup>th</sup> and 12<sup>th</sup> graders. Dr. Boyer explained that they used to bring kids in just to listen to lectures, but now it is more interactive. They receive positive feedback letters from counselors and Dr. Boyer is proud of how the program has developed. Dr. Boyer said that the whole campus cooperates and the faculty comes up with new activities. Dr. Boyer added that enrollment is up, but providing these events to high school students will increase enrollment in the future. IF students continue to attend the events, they may not choose UNM-LA but it will at least be on their radar.

Dr. Page added that after the census headcount, enrollment increased by seven percent and minority enrollment increased from 49 percent to 59 percent. UNM-LA is seeing more traditional age students resulting, in part, from the high school visits.

Dr. Dolin asked if UNM main campus is eliminating its open enrollment policy. Dr. Page said the main campus does not have open enrollment. He added that main campus is changing its admissions standards to require a higher grade point average, but it does not affect how the branch colleges make their admissions decisions. However, the branch colleges have seen an increase in enrollment due to the new admissions requirements at main campus.

Dr. Massengale added that UNM-LA will see more of a bump in enrollment in a year. Currently main campus and CNM have a co-admissions cooperation program. Students can take classes at CNM and then go on to UNM. In addition, Dr. Page explained that UNM-A and CNM have an agreement that provides remedial coursework to students before they transfer to the UNM-A campus. Dr. Boyer added that a number of students do not perform well at main campus and are encouraged to attend the branch colleges until the student is ready to return to main campus.

Dr. Page commended the work of student services staff, especially for the College Days. College Days activities have been fun and informative for faculty and staff while giving students a better idea of the level of effort and achievement expected by our faculty. Dr. Massengale added that Santa Fe schools are bringing a number of students up to UNM-LA.

Dr. Boyer said that she attended a branch retreat for the UNM branches. Some branches complained about main campus advisors not being available to talk with transfer students. UNM-LA shared their approach to working with main campus advisors. UNM-LA always invites the advisors on one of the days they have College Days. Student services give the advisors office space because they are busy around campus. In addition, the student services division advertises these sessions so that students can make appointments. When the main campus advisors arrive, they are given a list of their student appointments. The advisors like coming to UNM-LA because student services does the work upfront and provide food for the visiting advisors. This strategy maintains good relationships with main campus, and it is good for the students. Ms. Chiravalle commended the student services department and emphasized that they need to keep up their work.

c. Dean of Instruction (attachment G)

Dr. Massengale began her report by discussing how UNM-LA has been waiting to hear about the new super computer, how they are looking at how other colleges are using it for their programming. Dr. Massengale is hoping to be able to inform faculty of its uses and find ways to use it in teaching and delivery. Dr. Massengale visited the tribal council at Santa Clara Pueblo. She sent a letter thanking the Santa Clara governor and contacted the pueblo's education director. She told them that UNM-LA is hopeful in opening up a dialogue with the pueblo, and that we need to better train faculty to serve native students. The pueblos have expertise in teaching and better serving natives students. If we can begin communication with them then we can serve all students better. Native students have many similar difficulties as all students. Santa Clara Pueblo has been receptive and positive, and Dr. Massengale is looking forward to following up with them and possibly doing some pilot programs.

Continuing with her report. Dr. Massengale said that she is working on a collaborative grant with Northern New Mexico College, Santa Fe Community College, and UNM-Taos. It is a capacity building grant and if awarded UNM-LA would receive some equipment. Northern is writing the grant and UNM-LA is providing data and budgets information. There have been some Hispanic and STEM grants, but not many collaborative grants, so Dr. Massengale is hopeful that UNM-LA will be awarded the \$300,000 per year for five years.

Dr. Massengale followed up with the Emergency Services Academy at main campus and found that accredited classes are much more rigid than expected. In some instances, accreditors have been shutting down programs. Dr. Massengale is working with the academy on teleconference and onsite instructors. UNM-LA would facilitate by requiring general education and prerequisite courses be taken here, which would meet the mandate and fill our science classes. The community has been asking for more health career paths. Dr. Dolin asked if the fire fighters require emergency medical training. Dr. Massengale said yes, they do, and the local fire department could be a part of the training. The fire department was one of the groups that originally asked for the program. Main

campus's program is full and overflowing. UNM-LA could use instructors from the local fire department. Dr. Massengale has already begun discussions with the local fire department. This would be a continuing education course. UNM-LA would pay the academy for the curriculum and UNM-LA would make money on the continuing education components. In addition, students would have to continue taking courses to maintain their certification.

Dr. Massengale reported that UNM-LA is now a Microsoft IT academy. The program is related to Microsoft systems and technology, but it is not an official certification and curriculum program. However, UNM-LA could eventually become a testing center. Dr. Massengale is planning to visit another community college and see how they are operating their programs. Offering these courses will open up opportunities in continuing education that could lead to credits. She is working on obtaining a certified trainer. Also, there is a company that partners with IT cyber security that does advanced IT training, advanced malware. The owner of the company does research in Los Alamos and currently delivers trainings in Washington, D.C. and Nevada. He has agreed to do some trainings at UNM-LA. Dr. Massengale plans to schedule training seminars that could be held in a hotel similar to other large seminars and conferences. The training is expensive, but it will provide a higher level IT training in the community.

In addition UNM-LA offers community education that many LANL employees need to take. There are often too many cancellations, but people are willing to pay more if only 3 students are available to attend the class. Dr. Massengale said that she is working on creating sliding price structure because of this problem. Those students wanting to take the courses find price less of an issue.

Dr. Massengale said that she does not have a current calendar for the board, but she will get one to them this week.

Dr. Dolin asked if the bond providing free tuition for veterans passes. Ms. Hull said that it did pass. Dr. Dolin added that that could be an opportunity to increase enrollment. Dr. Page asked Dr. Boyer for the number of veterans currently enrolled. Dr. Boyer was not sure.

d. Campus Resources Director

1. ACTION: FY2010-11 BAR-Budget Reduction (*attachment I*)

Ms. Clough presented the Higher Education Department's Budget Adjustment Request report to the board. She explained that HED advised UNM-LA to be prepared with anticipated budget cuts. The information has not changed. Ms. Chiravalle motioned to accept the FY2010-11 BAR-Budget Reduction as presented. Ms. Devaurs seconded the motion. The vote was unanimous.

Ms. Clough continued with her report. She explained the first imposed reduction for FY11 will be covered by reserves in the fund balance. She doesn't think we'll be able to handle future cuts this way since UNM-LA will not have sufficient reserves if the cuts

are significant. HED has already alerted institutions that another reduction between 2-5 percent (\$60-100 thousand) is anticipated. At that point, UNM-LA will try to avoid layoffs, without cutting programs. Dr. Dolin asked if the balance could be made up with tuition. Dr. Page answered that it is something the board would have to decide. There could be fee increases, fees for special programs and the implementation of more efficient operations as the campus learns how to live with less, while doing more while maintaining high quality. The reality for higher education may include rationing. For example, if resources (funding) are limited, then the college may be forced to limit the number of students who register for a particular program or limit the number of sections of a course. Ms. Chiravalle commented that limiting or constraining enrollment will not help UNM-LA realize its mission. Ms. Clough added that the state is not fully funding the formula. Dr. Massengale stated that the tuition credit did not change overall funding. If the tuition credit is removed, it means UNM-A will receive more tuition money. Ms. Chiravalle commented that the state mandates increasing tuition to offset the increase in the tuition credit. The school does not benefit from the increased tuition amount. Dr. Page said that he is unsure how much the state will take for the tuition credit. Last time it was nine percent.

Dr. Page returned to the topic of the state government transition. He suggested that the tuition credit might be eliminated. He will have opportunities to work with legislators to seek a change in the tuition credit, but he is not optimistic that a change will happen this year. The community college associations have pushed hard for eliminating the tuition credit. Ms. Chiravalle stated her frustration about the higher education system in New Mexico. Ms. Clough explained that she has worked in three different states and each state had a different system. It is not unusual for a state to change how they operate and a tuition credit is not unusual

Ms. Clough explained her quarterly reports and said that they are similar to reports in the past. UNM-LA has realized 26 percent of its revenue, which puts them in a good position. Expenditures are lagging at 21.8 percent. Ms. Clough explained that they will catch up next quarter. With regard to the bookstore and auxiliary enterprises, they have reduced the deficit and continue to work on this area. She added that the campus housing is an area of great potential for the campus and for partnering with the county. UNM-LA plans to work with LA County on a loan for renovations and will consider opening the apartments up to community residents and promoting them more with students.

Continuing on to personnel, there is a new employees in the Accountant II position. Also, Kathy Casados has resigned and the funding for her position was allocated to hire a .75 financial aid advisor. Ms. Chiravalle asked if the new recording secretary, Allison Block, was a part-time employee. Dr. Page explained that Ms. Block is working as a contractor to provide advisory board support.

Dr. Dolin asked about the serious problem with roofing and maintenance issues. Ms. Clough explained that the roofing problems were due to hail. They have replaced every roof and it was covered by insurance. She added that deferred maintenance costs are a

big challenge and tend to be more reactive instead of proactive. UNM-LA has older units and it is difficult to determine how long they will last. In addition, the college is overdue for certain renovations. Ms. Clough explained that instruction facility renovation capital project were included for FY2012. All the items that were planned with Bond D were pushed to FY2012. It is difficult to say if the capital projects requests will still be up for discussion. Ms. Clough added that the college needs to renovate the science labs, despite the fact that Bond D did not pass.

Dr. Dolin asked how UNM-LA compares with other branch campuses. Ms. Clough answered that UNM-Gallup is younger than UNM-LA. Dr. Page added that the Taos campus is the youngest, then Valencia, and Gallup has been adding buildings in the last three years including a library and science building. UNM-LA has added a new lecture hall and renovated building six. The new lecture hall is now open, but there are still some issues with the HVAC system. A ribbon cutting will be scheduled once the HVAC issues have been resolved.

Ms. Hull asked if the branch colleges have a lobbyist. Dr. Page answered that both community college associations have a lobbyist. These lobbyists are very active and meet frequently with legislators. Dr. Page added that he is the president of the New Mexico Association of Community Colleges and plans on spending time with legislators and working on the tuition credit issue. Two-year and four-year schools have quite a few issues to address during the next legislative session. In addition, he is working the county school district to talk about larger issues that impact the community. The school district also has a lobbyist. Dr. Page told the board that he will be attending the Legislative Finance Committee meeting on December 4.

## 8. FUTURE BUSINESS

## 9. ADJOURNMENT

Ms. Chiravalle made a motion to adjourn the meeting. Ms. Devaurs seconded the motion. The meeting adjourned at 6:50 p.m.

*Approved by the UNM-LA Advisory Board on January 10, 2011  
Allison Block, Recording Secretary*