



**Advisory Board Meeting
Monday, January 10, 2011
5:30 p.m., UNM-LA Lecture hall**

MINUTES

1. CALL TO ORDER

Dr. Hoffman called meeting to order at 5:36 p.m.

Advisory Board Members

Dr. Nelson Hoffman (present)

Dr. Ron Dolin (present)

Ms. Marie Chiravalle (present)

Ms. Micheline Devaurs (absent)

Staff Members & Visitors

Dr. Cedric Page, Executive Director

Dr. Patricia Boyer, Student Affairs Director

Ms. Valida Dushdurova

Ms. Allison Block, Recording Secretary

Ms. Jennifer Garcia, Los Alamos Monitor

Ms. Linda Hull, UNM-LA Advisory Board Candidate

Mr. Ralph Phelps, UNM-LA Advisory Board Candidate

2. NEW BUSINESS

There was no new business.

3. ROUTINE BUSINESS

- a. **ACTION ITEM:** Approval of Advisory Board Meeting Minutes of November 8, 2010

Dr. Hoffman then called for any comments on the minutes. There were none. Ms. Chiravalle motioned to approve the minutes. Dr. Dolin seconded the motion.

There was no opposition. The minutes were approved.

4. INTRODUCTION OF VISITORS

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

5. PUBLIC COMMENT

There was no public comment.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. STAFF PRESENTATIONS

a. Executive Director

Dr. Page explained that his summary is brief because the last advisory board meeting was only one and a half months ago.

Dr. Page has been involved in a number of meetings and events including participating in a radio program about the upcoming UNM-LA advisory board election.

Dr. Page was asked by the UNM Foundation to prepare mail out materials for the annual giving campaign that begins in February. The UNM Foundation is targeting support for science laboratories, scholarships for undergraduate students, and for the Bobby Straight faculty initiative award.

Ms. Chiravalle asked how much UNM-LA has received in scholarship contributions. Dr. Page answered that UNM LA has received various contributions for scholarship purposes including recent contributions of \$5,000 for the Agnes Finny Grotto scholarship fund, and other smaller amounts for students.

Dr. Hoffman asked how the contribution solicitation is carried out. Dr. Page explained that potential contributors are sent a letter with the three giving options and then the UNM Foundation allocates the contribution to the chosen fund.

Dr. Hoffman asked if this was a new endeavor. Dr. Page said that it is not new, but that the UNM Foundation did not do it last year. The president of the foundation offered his support during a visit to UNM-LA in fall 2010. The foundation is targeting UNM graduates in Northern New Mexico. Dr. Hoffman asked if the solicitation is focused on just UNM-LA. Dr. Page said yes. The Foundation will only be soliciting UNM alumni in Los Alamos and northern New Mexico. Ms. Chiravalle added that UNM-LA should try to tap its graduates.

Dr. Page moved on to discuss the recently released state budget by the Legislative Finance Committee (LFC) and the Governor, which both included cuts to higher education. LFC's budget recommends a 2.6 percent reduction to higher education while the Governor's recommends a 5.2 percent reduction. Dr. Page is not sure how the budget cuts are structured. Dr. Page explained that both versions of the budget eliminate out of state tuition waivers, which do not affect UNM-LA, but do affect the research institutions.

Dr. Page explained that in the LFC budget there is a note that talks about the tuition credit. Dr. Page noted that the NMACC will recommend a minimum

tuition credit, but the final amount of the credit will depend future budget is negotiations between the legislature and the executive branch.

In regard to dual credit, funding is dependent on headcount and enrollment. The no cost dual credit program is mandated by the legislature and the Higher Education Department and the Public Education Department have developed a statewide master agreement for the program. Ms. Dushdurova added that out of UNM-LA's 747 students, over 200 are dual credit students.

Dr. Hoffman said that he was glad to see higher enrollment and an increase in tuition for the first semester.

Dr. Page mentioned the upcoming League of Women Voter's forum scheduled for January 20 at UNM LA. Each candidate for the UNM-LA advisory board will give a presentation on their reasons for seeking a position on the advisory board.

b. Student Support Services Director

Dr. Boyer told the board that the .75 financial aid position has been filled, but they are just waiting for all the paper work to go through.

Dr. Boyer continues to meet with students. Dr. Boyer explained that students cannot register for spring classes until after Thanksgiving. In the past, Dr. Boyer met with students after Thanksgiving, but this year Student Support Services year met with students in October to help organize their class schedules. Therefore the advisement is done before registration. They continue to see students after Thanksgiving, but they are not as busy as before. Dr. Boyer anticipates continuing this process in the summer and fall because it worked well and lessened student stress.

Dr. Boyer continues to organize for the fundraiser on Saturday, April 16 at Central Avenue Grill. There is another meeting scheduled for January 21. There are still tables for sale and they are still looking for more art items for the auction. Dr. Boyer would like the board members to get more contributors for the event. The event plans will be more concrete by the end of January.

Dr. Boyer continued by telling the board that she is the current president of NMHEAR. NMHEAR is planning a conference in Albuquerque for February. The conference will focus on professional development.

Next, Dr. Boyer discussed UNM-LA's issues with American's with Disabilities Act (ADA). Dr. Boyer explained that lately there has been an increase in accommodations for students and Student Support Services is working with main campus in order to better handle this issue. Each year the need for ADA accommodations increases. Ms. Chiravalle asked if students are classified in the same manner as K-12 students. Dr. Boyer responded that student are not

classified the same, but seem to expect the same level of accommodations. When an ADA student begins at UNM-LA, Student Support Services explains to the student the difference between K-12 and higher education accommodations. When the student reaches the classroom is when difficulties occur.

Dr. Hoffman asked if ADA students are less prepared than other students. Dr. Boyer explained that the level of accommodations shifts when students enter higher education; accommodations are not as encompassing. The students carry more responsibility. In higher education, students self-identify and must provide documentation of their disability.

Dr. Dolin asked if faculty members are frustrated with making accommodations. Dr. Boyer said that faculty members are frustrated at times. Dr. Boyer works with both students and faculty members to placate their frustrations.

Dr. Page added that UNM LA does not receive any extra funding under ADA, like K-12 schools do. Dr. Boyer explained that main campus can give students more assistance than UNM-LA. Dr. Boyer will attend an ADA instructor faculty meeting and continue to work to improve ADA issues.

Lastly, Dr. Boyer mentioned how successful the recent faculty and student mixer was. She hopes to organize another mixer soon.

c. Dean of Instruction

Dr. Page went over the Dean of Instructions report because Dr. Massengale due to illness was not able to attend the meeting. Dr. Page informed the board that Dr. Massengale continues to work on obtaining grants. Dr. Hoffman inquired about the size of the grants. Dr. Page answered that there are two grants. One is for \$300,000 and the other one is for \$900,000. The latter is for the applied technology program that is coordinated by a faculty member from the math department.

The Adult Basic Education is moving forward as well. An organization in Rio Rancho heard about the work UNM-LA is doing in Bernalillo and is interested in having UNM-LA provide services there. Dr. Page explained that Rio Rancho is a shared area of responsibility (with CNMCC) as determined by the NMHED.

Dr. Hoffman asked what the ESL and GED breakdown is for the ABE numbers. Ms. Dushdurova explained that 20 percent of the ABE enrollment is in the GED and other literacy programs..

Ms. Dushdurova, UNM-LA Institutional Research Coordinator, passed out the End of Semester Comparison chart. She explained that the end of fall semester numbers are important for purposes of determining UNM-LA's state appropriation as determined in the funding formula. The chart shows enrollment and headcount up five percent with the amount of credit hours growing. These

numbers are good, but UNM-LA and other institutions receive formula funding for current year headcount and student credit hours two years out. This is the ninth semester in a row that enrollment has increased.

For the spring 2011 semester, UNM-LA is up by 23 percent for headcount and student credits. The Bernalillo campus is behind in terms of enrollment at this time last year. Dr. Page added that we have cancelled fewer classes in the last few years by adjusting scheduling to meet and student and program need when selecting courses. With limited resources, the institution offers core courses more strategically.

Ms. Dushdurova shared the results of a recent survey UNM-LA administered. The survey found that staff and faculty volunteer and contribute monetarily at a high rate. Dr. Page added that he has encouraged a philosophy of service to all faculty and staff members. UNM-LA encourages staff to bring their community groups to use the school's facilities and to be involved in the community.

In addition, student surveys conducted this semester found that students had a very positive attitude towards UNM-LA. Students also asked for additional bachelor's and master's degree programs and more advanced course.

Dr. Hoffman said that he would like UNM-LA to increase the amount of publicity that it currently does. Perhaps the institution could do a video advertisement to show at the local movie theater. Students' positive statements should be included in the advertisement. Dr. Page added that UNM-LA has been getting more publicity in the newspaper and on radio.

Finally, Ms. Dushdurova said the survey showed that UNM-LA students that go on to a four-year university have an average GPA one point higher than their peers who may have started, for example, at UNM-Albuquerque.

d. Campus Resources Director

Dr. Page briefed the board on UNM-LA's financial position. Halfway through the year, UNM LA has received 79 percent of its tuition and is ten percent over the budgeted revenue due to increased enrollments. With regard to student disenrollment, Dr. Page explained that the accounting department gives students until January 26 to clear their accounts before they are dropped from their classes.

We are lagging slightly in facility rental, largely due to the unresolved HVAC issues in the new lecture hall. Once the problems are fixed the facility will be ready for use.

All programs are under fifty percent for expenditures. HED is working on controlling excessive spending and UNM LA will continue to monitor its expenditures.

The bookstore continues to work on reducing its deficit. The deficit was carried forward from past inventory, transportation, shipping charges, and past deficits. The accounting department reflects payment to the deficit as other on the summary. The new system of book buying is working well and students and faculty members are acclimating to it. Bookstore management is considering adding used books to the store's resources.

Campus housing is also doing well. The occupancy for the spring semester is 60 percent. The rooms are only full in the summer when visitors are on campus. Plans are moving forward with the county to secure a loan to renovate some of the units. Upon completion of the renovation, UNM-LA can increase rents but they will continue to be affordable for students and the community. There has been discussion on opening up the units to non-students and/or LAPS teachers as tenants. The campus housing is a revenue generator and improved units should bring in more revenue.

Finally, last fall the Los Alamos SBDC hired a new director to replace Pat Sullivan. The new director is Don Wright.

8. FUTURE BUSINESS

Dr. Dolin suggested scheduling the January board meetings when UNM LA has classes in order to save on energy costs.

Dr. Page mentioned that he submitted UNM LA's annual report to main campus as required of all the branch campuses. The report is for academic year 2009-2010 and outlines all the information that the staff reports to the advisory board throughout the year.

Dr. Page also mentioned that there is a new HED secretary. The new secretary is Dr. Jose Z. Garcia, a political science professor from NMSU. The new secretary is planning on meeting with all the campus presidents in the near future. In addition, legislature begins the 2011 session on January 18.

9. ADJOURNMENT

Ms. Chiravalle made a motion to adjourn the meeting. Dr. Dolin seconded the motion. The meeting was adjourned at 6:45 p.m.

*Approved by the UNM-LA Advisory Board on March 7, 2011
Allison Block, Recording Secretary*