



**Advisory Board Meeting
Monday, September 19, 2011
5:30 p.m., Lecture Hall**

AGENDA

Note: Times for each item are suggested.

1. CALL TO ORDER 5:30 p.m.
2. ROLL CALL 5:35 p.m.
3. ROUTINE BUSINESS - BOARD ACTION 5:40 p.m.
 - a. Approval of Advisory Board Meeting Minutes of May 23, 2011
(attachment A)
 - b. Annual Review of UNM-Los Alamos By-Laws *(attachment B)*
 - c. Annual Review of UNM-Los Alamos Operating Agreement *(attachment C)*
4. PUBLIC COMMENT 5:55 p.m.
5. INFORMATION FOR THE BOARD 6:00 p.m.
 - a. Dr. Wynn Goering, President's Office, Albuquerque
 - b. Bachelor & Graduate Programs: Cindy Leyba, Los Alamos Site Manager
 - c. Faculty Assembly: No presentation. Election during fall 2011
 - d. Student Government: No presentation. Election during fall 2011
6. UNFINISHED BUSINESS 6:00 p.m.
 - a. Review and discussion of Strategic Planning Work Session
7. STAFF PRESENTATIONS 6:10 p.m.
 - a. Executive Director *(attachment D)*
 - 1). Current Activities/Updates
 - 2). Director's Calendar – September & October 2011
 - b. Instruction 6:20 p.m.
 - 1). Dean's Report *(attachment E)*
 - 2). Adult Learning Center Update
 - 3). Library Update
 - 4). Community Education/Customized Training Report

- c. Student Support Services - *Handouts* 6:30 p.m.
 - 1). Director's Report
 - 2). Summer Bridge Program Analysis
 - 3). Summer & Fall Recruitment Report
 - 4). Graduation Report
 - 5). Enrollment Report

- d. Campus Resources/Financial Matters 6:45 p.m.
 - 1). FY2010-11 Report of Actuals (*attachment F*)
 - 2). FY 2011 Review of Highlights of the Report of Actuals

- e. Personnel Matters

- f. Legislative Matters

- 8. FUTURE BUSINESS 7:00 p.m.
 - a. Next Meeting: Monday, November 7, 2011 at 5:30 p.m.
 - b. Strategic Planning Retreat: Friday, September 30 & Saturday, October 1, 2011

- 9. ADJOURNMENT 7:15 p.m.



**Advisory Board Meeting
Monday, May 23, 2011
5:30 p.m., Lecture Hall**

MINUTES

1. Call to Order

Dr. Boerigter called the meeting to order at 5:43 pm.

Board Members Present

- Dr. Steve Boerigter (present)
- Ms. Linda Hull (present)
- Ms. Micheline Devaurs (present)
- Dr. Ron Dolin (present)
- Dr. Nelson Hoffman (present – arrived late)

Staff & Visitors Present

- Dr. Cedric Page, Executive Director
- Dr. Kate Massengale, Dean of Instruction
- Dr. Patricia Boyer, Student Affairs Director
- Ms. Allison Block, Recording Secretary
- Ms. Marie Chiravelle, former board member
- Ms. Jennifer Garcia, Los Alamos Monitor

2. New Business

The schedule of upcoming board meetings was discussed and Dr. Boerigter remembered that Dr. Hoffman wanted to change the date of the September meeting. Dr. Page said the advisory board meeting schedule is set in bylaws and the changes of dates may affect future activities. In his email, Dr. Hoffman wanted to change the meetings to September 19 and November 7. Ms. Devaurs asked that the advisory board members be sent email reminders about the dates. Ms. Hull motioned to approve the schedule with the changes requested by Dr. Hoffman. The motioned passed.

Dr. Boerigter went to the next action item: the election of officers. Dr. Dolin said that need to be filled are chairman and secretary. Dr. Dolin asked for nominations. Dr. Boerigter nominated Dr. Dolin for chairman. Ms. Hull seconded the nomination. Dr. Boerigter motioned to close the nomination. Ms. Hull seconded the motion. By acclamation, Dr. Dolin was named chairman. Next, Ms. Hull nominated Dr. Boerigter to become secretary. Ms. Devaurs seconded the motion.

Dr. Boerigter motioned to close the nomination. Ms. Hull seconded the motion. By acclamation, Dr. Boerigter was named secretary.

3. Routine Business

Ms. Devaurs moved to approve the March 7 minutes and the April 4 special meeting minutes. Ms. Hull seconded the motion. The motion passed.

4. Public Comment

There was no public comment.

5. Presentation of Visitors

A list of visitors is under item #1.

6. Staff Presentations

a. Executive Director

Dr. Page was named to the advisory committee for the Technology Training Job Placing Program (TTJP) DOE grant. The committee met today to recruit students for the Summer Math Boot Camp program and to identify instructors to support the program. The program is officially named *Accelerate*.

Dr. Page said that the job description for a career technical advisor was developed and the human resources unit at UNM has begun processing the request. Applications will begin to be accepted next week and Dr. Page is hoping to hire someone by the end of June.

The TTJP program, *Accelerate*, targets individuals who pursue degrees or certificates in technology areas and displaced workers. UNM Los Alamos has partnered with other institutions in northern New Mexico to participate in the Math Boot camp. The institutions include Northern New Mexico Community College, UNM Taos, Santa Fe Community College, Highlands University, Luna College, and NM Tech University. The program launches in July for four consecutive Saturdays. Students will receive a stipend and college level math credit for participating. The instructors and students participating in the Math Boot camp will receive stipends through a contract with the regional development organization. USDOE is making a five year commitment to the *Accelerate* program.

Dr. Page told the board that he and other campus leaders met with Governor Susana Martinez in Socorro. Governor Martinez announced a moratorium on building construction signed by higher education association presidents. The governor is concerned about institutions adding square footage to increase instruction and general funding. UNM Los Alamos is not planning any new building construction, so we are not affected.

Dr. Page continued his report. He told the board that as a member of the ACUPPCC, UNM-LA has made a commitment to climate change and will submit reports every year based on enrollment and travel patterns.

Dr. Page and Ms. Clough met with Steve Linn, Assistant LA County Administrator. Ms. Clough and Dr. Page attended the meeting to understand the county's intention to support for education. The schools (public and higher education) have a commitment to support higher education in the community. Dr. Page and staff will put a proposal together. Similar to the grant process, the proposal should focus on capital and economic vitality. Right now, it is unclear the size of the funds. Dr. Page said that the funds could go towards IT infrastructure to update servers, phones, and connectivity.

b. Instruction

Dr. Massengale and Dr. Boyer attended training at CNM focused on developmental education. Developmental education is underfunded or unfunded by the legislature. Students are always trying to fast-track because they only have one year of classes to take. Boot camp style classes are more efficient and better address some student needs.

Dr. Massengale told the board that she is working on another grant and they may hire a contractor. At times there is difficulty communicating with main campus and its grant system database, *Cayuse*. Some of the UNM Los Alamos staff may attend a grant system database training.

Instruction has been very conservative with its budget and now they have a balance from which to spend. Dr. Massengale is going to try to address issues that have been delayed such as replacing classroom projectors, computers, and the Apple software.

Dr. Hoffman arrived and thanked former board member Marie Chiravelle for her hard work serving on the board. He specifically recognized her great leadership on the mill levy election and overall savvy on education matters.

c. Student Services

Dr. Boyer began her report by telling the board that she is still working on filling the academic advisor position at the Bernalillo site.

The fundraiser is finished. UNM Los Alamos bought an ad in the Los Alamos Monitor thanking sponsors. A copy of the ad and letters were sent out to participating businesses thanking them for their support. She is beginning to plan for the next fundraiser.

Dr. Boyer has begun meeting with students for the summer bridge program. There are fewer students taking fewer credit hours, but the numbers may increase once the semester starts. Advisors are working with students on what courses would be best and lead them to successfully obtain the lottery scholarship.

Dr. Boyer informed the board that the legislator passed a bill that allows students up to 18 months after high school graduation to enroll in college and be eligible for the lottery scholarship.

d. Campus Resources

Ms. Clough explained that the quarterly report is late because of the budget meeting in April and then she had to finalize the budget for the May meeting. UNM Los Alamos is going to realize projected revenue for this year. The staff has been very responsible with expenditures.

Dr. Hoffman asked about the cost of dual credit shown in the report. Ms. Clough explained that the number is the unrealized revenue lost with dual credit.

The Auxiliary page shows that the bookstore costs of goods will get reclassified and will be minimized as it is reclassified through an accounting entry. The bookstore is slowly working away at its deficit. When it is reclassified, it will become part of the fund balance on the balance sheet and will improve the numbers.

Overall, UNM Los Alamos is ending the fiscal year in a healthy position. Next year will be challenging depending on the funding formula.

Dr. Page explained that now, during current funding formula discussions, there is no consensus on the base for the formula. The new formula will likely be a base plus model. October 15 is the Legislative Finance Committee's deadline for the Higher Education Department to present its new formula. NMACC and NMICC are developing a performance funding metrics for the new formula that are simple and serve the students and the institution's mission.

7. Unfinished Business

a. Mil Levy

Ms. Clough presented three documents for discussion. Ms. Clough explained that should the board decide to move forward on a mil levy election, they need to decide the date of the election and begin to develop a strategic campaign plan. The mil levy needs a four month lead time and the cost of an election would be about \$40,000 which would need to be raised from non-university sources.

Dr. Page explained that he was sure the public schools are not planning an election. Ms. Devaurs asked what the board plans on doing with the mil levy funds. Ms. Clough explained that they do not currently have a list of what the money will be used for. Dr. Page added that they can justify the funds for academics especially if there continues to be a reduction in state funding. The staff will work on a presentation that shows where the funding is needed and what it will be used for.

Ms. Clough said that she would take on the challenge of organizing the mil levy campaign. Dr. Page offered the staff's resources and factual information for use in the campaign. However, he said that the campaign will need a non-staff manager who can connect with and convince the community of the urgency of the revenue shortfall. Dr. Boerigter added that UNM Los Alamos's vision needs to be included in the campaign. Dr. Page said that he will be developing that in the next month and a half.

Ms. Clough emphasized the need for community involvement and support during the mil levy campaign. The campaign will need to show how the community will benefit from the funds. Ms. Clough will coordinate the dates and began to work on a strategic vision and plan. Ms. Clough and Ms. Devaurs will use these work sessions to develop the direction of a possible campaign.

8. Adjourn

Dr. Boerigter motioned to adjourn the meeting. Ms. Hull seconded the motion. The meeting was adjourned at 7:59pm.



BYLAWS OF THE ADVISORY BOARD

ADOPTED

May 11, 1987

APPROVED WITH NO CHANGES

September 19, 1988

September 11, 1989

May 13, 1991

September 14, 1992

August 22, 1994

September 11, 1995

September 9, 1996

September 8, 1997

September 14, 1998

September 13, 1999

September 11, 2000

September 17, 2001

September 9, 2002

September 15, 2003

October 4, 2004

September 25, 2006

September 10, 2007

September 8, 2008

September 14, 2009

AMENDED

November 9, 1993

November 7, 2005

BYLAWS OF THE ADVISORY BOARD

	BYLAW	PAGE
I. ORGANIZATION		
Name	BYLAW 1100	(3)
Members	BYLAW 1110	(3)
Elections of Officers	BYLAW 1120	(3)
Vacancy and Replacement of Member	BYLAW 1130	(3)
Advisory Board Duties	BYLAW 1140	(4)
Board Committees	BYLAW 1150	(4)
Standing Committees	BYLAW 1150	(4)
Temporary Committees	BYLAW 1150	(4)
Travel and Reimbursement	BYLAW 1160	(4)
II. DUTIES OF MEMBERS		
Chairperson	BYLAW 1220	(5)
Secretary	BYLAW 1220	(5)
Individual Members	BYLAW 1230	(5)
III. METHOD OF OPERATION		
Amendment and Review of Bylaws	BYLAW 1320	(6)
Review of Operating Agreement	BYLAW 1320	(6)
Board Meetings	BYLAW 1330	(6)
Notification of Members	BYLAW 1330.01	(6)
Time and Place	BYLAW 1330.02	(7)
Public Sessions	BYLAW 1330.03	(7)
Executive Sessions	BYLAW 1330.04	(7)
Construction of the Agenda	BYLAW 1330.05	(8)
Advance Delivery of the Materials	BYLAW 1330.06	(8)
Procedures for making Reports and Recommendations to the Board	BYLAW 1330.07	(8)
Quorum	BYLAW 1330.08	(9)
Minutes	BYLAW 1330.09	(9)
Regular Meetings	BYLAW 1330.09	(9)
Order of Business	BYLAW 1330.10	(10)
Information to Precede Action	BYLAW 1330.11	(11)
Parliamentary Procedures	BYLAW 1330.12	(11)
Special Advisory Board Meetings	BYLAW 1340	(11)
Emergency Meetings	BYLAW 1350	(12)
Information Meetings	BYLAW 1360	(12)
Executive Meetings	BYLAW 1370	(13)

I. ORGANIZATION

NAME

BYLAW 1100

These are the Bylaws for the Branch Community College Advisory Board of the University of New Mexico, Los Alamos Campus.

MEMBERS

BYLAW 1110

The Advisory Board of the Los Alamos Branch of the University of New Mexico shall be composed of the five members elected by the registered voters of the Los Alamos Branch Community College District.

ELECTION OF OFFICERS

BYLAW 1120

The Advisory Board shall elect a chairperson, and a secretary from among its members. The election shall be held at the regular March Board Meeting.

The term for officers shall be for one year beginning immediately upon their election and ending at the regular March Board meeting one year thereafter when their successors have been elected.

The Advisory Board may hold a special election to fill officer vacancies.

VACANCY AND REPLACEMENT OF MEMBER

BYLAW 1130

In the event of a vacancy occurring in the membership of the Advisory Board caused in any other manner than by the expiration of the term of office, the remaining board members will appoint a qualified person to serve the remainder of the term.

ADVISORY BOARD DUTIES

BYLAW 1140

The duties of the Advisory Board shall be as stipulated by the Operating Agreement between the Branch Community College Advisory Board and the University of New Mexico, and by the Branch Community College Act, as amended.

BOARD COMMITTEES

BYLAW 1150

Standing Committees

No individual member and no group comprising less than the full membership of the Advisory Board shall be designated as a standing committee to perform any of the Advisory Board's function.

Temporary Committees

With the consent of the Advisory Board, the chairperson shall appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The chairperson shall be an ex-officio member of any such committee. The chairperson shall have the option of appointing community members for special committees with the consent of the majority of the Advisory Board.

TRAVEL AND REIMBURSEMENT

BYLAW 1160

Members of the Advisory Board will not be reimbursed for attendance at regularly scheduled meetings in Los Alamos.

Members of the Advisory Board may be reimbursed by the Los Alamos Branch at the rate of staff reimbursement for mileage and per diem for discharge of official duties outside of Los Alamos.

II. DUTIES OF MEMBERS

DUTIES OF THE CHAIRPERSON

BYLAW 1220

The chairperson shall preside at all meetings of the Advisory Board and shall appoint all committees unless otherwise directed by the Advisory Board.

The chairperson shall sign for the Advisory Board and generally represent the Advisory Board at all times when it is not convened. In this function, in the absence of official Advisory Board action, the chairperson may not make commitments which bind the Advisory Board. The chairperson shall notify the convened Advisory board at the next regular meeting of any such representations.

DUTIES OF THE SECRETARY

BYLAW 1220

The secretary shall co-sign with the chairperson when required.

In the absence of the secretary, another member of the Advisory Board shall act as signatory.

In the absence of the chairperson, the secretary shall call the meeting to order and conduct the meeting.

DUTIES OF INDIVIDUAL MEMBERS

BYLAW 1230

Members of the Advisory Board have no individual authority.

III. METHOD OF OPERATION

AMENDMENT AND REVIEW OF BYLAWS

BYLAW 1310

The Advisory Board's Bylaws shall be reviewed annually at the regular September meeting.

Bylaws or amendments to the existing bylaws of the Advisory Board shall be proposed at one Advisory Board meeting and voted on at one of the next two regular meetings. A proposed bylaw or amendment may be further amended at the second meeting and may then be voted on at that same meeting.

An affirmative vote by at least three members of the Advisory Board shall be necessary to adopt or suspend a bylaw.

REVIEW OF OPERATING AGREEMENT

BYLAW 1320

The Advisory Board shall annually review the Operating Agreement between the Advisory Board and the University at the regular September meeting.

BOARD MEETINGS

BYLAW 1330

The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except July, at 5:30 p.m., at the Branch Campus unless otherwise directed by the chairperson of the Advisory Board.

NOTIFICATION OF MEMBERS

BLAW 1330.01

The Branch Director shall notify members of the Advisory Board of the regular, special, information, and emergency meetings of the Advisory Board.

The listing of all regularly scheduled meetings of the Advisory Board for the ensuing fiscal year will be determined at the regular May

meeting and announced and posted publicly on or about the first of July each year.

TIME AND PLACE

BYLAW 1330.02

The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except July, at 5:30 p.m. at the Branch campus unless otherwise directed by the chairperson of the Advisory Board. All meetings will be announced in advance through the newspapers or by such other appropriate means, giving the date, the time, and the place, as well as the major topics discussed. This information will be made available to the news media on Friday prior to the regular Monday meetings.

A listing of the dates for the regularly scheduled meetings will be posted in a conspicuous place in the Administration Building or the Branch Campus on or about the first of July each year, with copies made available to the public upon request.

PUBLIC SESSIONS

BYLAW 1330.03

All meetings of the Advisory Board, except executive sessions or meetings, shall be open to the public and conducted in accordance with the Open Meetings Act of the State of New Mexico.

EXECUTIVE SESSIONS

BYLAW 1330.04

The Advisory Board may hold executive sessions according to and for those purposes expressly permitted in the Open Meetings Act of the State of New Mexico.

CONSTRUCTION OF THE AGENDA

BYLAW 1330.05

The agenda for regular meetings will be set up by the Branch Director and the chairperson and will be delivered to the Advisory Board members no later than Friday before the regular meeting.

ADVANCE DELIVERY OF MATERIALS

BYLAW 1330.06

Background and resource material pertinent to agenda items shall be prepared and distributed to Advisory Board members by the Branch Director no later than the Friday before the regular meeting.

**PROCEDURES FOR MAKING REPORTS AND
RECOMMENDATIONS TO THE ADVISORY BOARD**

BYLAW 1330.07

The Advisory Board may require that the following steps be followed when individuals are presenting reports, recommendations, or requests to it:

1. The report should be submitted to the Branch Director's Office allowing sufficient time (a ten-day period is suggested) for copies to be submitted to individual Advisory Board members for study.
2. The Advisory Board will review and discuss reports at a regular meeting of the Advisory Board following the submission of the report or request. Individuals, or their representatives, submitting requests are invited to be present to discuss and answer questions relative to the report that has been submitted.
3. At a subsequent meeting, and after careful study and consideration of the recommendations of the Branch Director, the Advisory Board will act upon these requests.

QUORUM**BYLAW 1330.08**

Three (3) Advisory Board members, meeting at the designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions of the Advisory Board must be made by a majority vote of those present. Revisions and suspensions of policies and Bylaws require the approval by at least three (3) Advisory Board members. The only business that can be conducted in the absence of a quorum is to take measures to obtain a quorum, fixing a time of adjournment, or to take a recess.

MINUTES**BYLAW 1330.09****Regular Meetings**

The minutes of regular Advisory Board meetings shall be kept in accordance with New Mexico Statutes. The minutes shall include but not be limited to the date and time of meeting, the Advisory Board members present, action taken by the Advisory Board members, and subjects discussed.

The minutes of work sessions and informational sessions will be kept. The minutes shall include but not be limited to the date and time of the meeting, the Advisory Board members present, and the subjects discussed.

ORDER OF BUSINESS

BYLAW 1330.10

The order of business for regular meetings of the Advisory Board shall consist, when necessary, of the following:

- 1. Call to Order**
- 2. Roll Call**
- 3. Routine Business**
 - a. Approval of minutes of the previous meetings**
- 4. Public Comment**
- 5. Information for the Board**
- 6. Unfinished Business**
- 7. Presentations of the Directors**
 - a. Curriculum and Faculty Matters**
 - b. Student Services**
 - c. Financial Matters**
 - d. Facilities**
 - e. Personnel Matters**
 - f. Legislative Matters**
- 8. Board Requested Action or Discussion**
- 9. Future Business**
- 10. Adjournment**

INFORMATION TO PRECEDE ACTION

BYLAW 1330.11

The Advisory Board shall defer action on questions for which the members determine insufficient information exists until such time as adequate information is furnished.

The Branch Director may be required to examine and evaluate information and recommend action before the Advisory Board makes a decision.

PARLIMENTARY PROCEDURES

BYLAW 1330.12

Advisory Board meetings shall be conducted by generally recognized procedures. Robert's Rules of Order, Revised, may be used as a standard parliamentary procedure, except when otherwise provided by the Advisory Board's bylaws.

SPECIAL ADVISORY BOARD MEETINGS

BYLAW 1340

Special meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Branch Director and one member of the Advisory Board. For any such meeting, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.

Special meetings shall be conducted according to the Advisory Board bylaws governing the conduct of regular meetings whenever applicable.

Notice of special meetings will be provided to the news media at least twenty-four (24) hours prior to the date of the meeting together with agenda items.

Each special meeting shall have an announced agenda.

EMERGENCY MEETINGS**BYLAW 1350**

Emergency meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Branch Director and one (1) member of the Advisory Board. Notice of emergency meetings will be given to the Advisory Board members and the news media immediately upon the decision to have the meeting, together with the agenda.

Emergency meetings shall be conducted according to bylaws governing regular meetings whenever applicable.

INFORMATION MEETINGS**BYLAW 1360**

Information meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board.

The Advisory Board may meet to receive and discuss instructional and business matters. These information meetings will be held at such time and place determined by the Advisory Board. For any such meeting an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.

Invitations may be extended to staff, faculty, community organizations, and other groups who can or wish to provide information which, at a future time, may lead to decision and action by the Advisory Board.

Notice of information meetings will be provided to the news media twenty-four- (24) hours in advance. No decisions will be made at these meetings, but all known subjects to be discussed will be announced. Subjects for discussion will not be limited to the agenda.

EXECUTIVE MEETINGS**BYLAW 1370**

The Advisory Board may meet in closed executive session. Such executive sessions shall be governed by the Open Meetings Act of the State of New Mexico.

Executive meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board. For any such meetings, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance. A quorum of the members of the Advisory Board must be present to conduct the executive meeting.

During an open meeting, the Advisory Board may go into executive session upon approval of a motion to do so by a majority of the quorum.

Executive meetings may be called to discuss only those agenda items allowed by the Open Meetings Act. No official action shall be taken and no minutes shall be recorded.

During executive sessions, only members of the Advisory Board and persons invited by the Advisory Board shall be present.

Notice of executive meetings shall be given to the news media twenty-four (24) hours prior to the date of the meeting except for those called during an open meeting. Notice shall state purpose for the meeting. Public notice is not required for an executive session to discuss threatened or pending litigation.

OPERATING AGREEMENT
between
The Board of Regents of
The University of New Mexico
and
The Advisory Board of
The University of New Mexico –
Los Alamos Branch

ADOPTED

January 29, 1980

APPROVED WITH NO CHANGES

1980-1986

September 8, 1986

September 14, 1998

September 13, 1999

September 11, 2000

September 17, 2001

November 10, 2003

September 25, 2006

September 10, 2007

AMENDED

September 28, 1987

February 8, 1988

May 22, 1990

September 27, 1990

September 8, 1997

September 15, 2003

October 4, 2004

September 12, 2005

November 10, 2008

September 14, 2009

NO RECORD OF ACTION TAKEN

1989

1991-1996

2002

The Board of Regents of the University of New Mexico (hereinafter referred to as "Board of Regents"), Albuquerque, New Mexico, and the duly elected UNM Los Alamos Branch Community College Board (hereinafter referred to as "Advisory Board"), Los Alamos, New Mexico, hereby enter into the following agreement concerning the operation of the Los Alamos Campus of the University of New Mexico (hereinafter referred to as the "Los Alamos Campus") located in Los Alamos, New Mexico.

This Agreement between the Board of Regents and the 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.

The specific duties and responsibilities of the Advisory Board in relation to the operation of the Los Alamos Campus include the following:

1. Act as an advisory board to the Board of Regents in all matters pertaining to the conduct of the Los Alamos Campus.
2. Approve an annual budget for the Los Alamos Campus for recommendation to the Board of Regents.
3. Provide approval and certification for the tax levy, as required by state law, to the Los Alamos County Councilors.
4. Call elections for tax levies for the Los Alamos Campus, after approval of the Board of Regents.
5. Call elections for Advisory Board positions pursuant to the Branch Community College Act, Section 21-4-2.1, NMSA 1978.

The Board of Regents shall have full authority and responsibility in relation to all matters of the Los Alamos Campus, although the Advisory Board shall be consulted and will serve in an advisory capacity in such matters. The UNM main Albuquerque campus (hereinafter referred to as "Albuquerque Campus") shall provide administrative support to the Los Alamos Campus in exchange for an administrative services fee, as set forth below in this Agreement.

POLICIES:

1. The Advisory Board members shall serve as the advisory board to the Board of Regents in all matters concerning the Los Alamos Campus. The Advisory Board will schedule regular meetings with the Los Alamos Campus Executive Director (hereinafter referred to as "Executive Director") to review the budget, program changes, and the operation of the Los Alamos Campus. Each year, the Executive Director will coordinate a yearly meeting schedule with the Advisory Board. The Executive Director and UNM President will work to coordinate an annual meeting between the Advisory Board and the Board of Regents.

2. The Los Alamos Campus will be operated in accordance with the standards of the North Central Association, and under the statutes and rules of the State of New Mexico governing the parent institution and branch colleges. The Los Alamos Campus may seek additional or supplemental accreditation if the Advisory Board determines that it is in the best interest of the Los Alamos Campus, subject to the approval of the Board of Regents.
3. The Advisory Board and the Executive Director shall propose the courses of study and programs that will be offered by the Los Alamos Campus, subject to the approval of UNM Provost. Course offerings shall be drawn from Albuquerque Campus lower division courses and special courses to meet local needs.
4. The Los Alamos Campus will provide academic programs, technical/vocational, continuing education and community service programs. In areas in which the Los Alamos Campus is unable to provide services or programs, the Albuquerque Campus may provide additional programming in cooperation with the Los Alamos Campus, depending on need and ability to provide the services.
5. UNM shall honor all credits earned by students at the Los Alamos Campus as though they were earned on the Albuquerque Campus, in accordance with the following regulations:
 - a. Credits earned in lower division courses, which appear in the Albuquerque Campus Catalog and/or Schedule of Courses and the instructors, content and level of performance of which have been approved by the Board of Regents, shall carry residence credit.
 - b. Lower division courses designed by the Los Alamos Campus in cooperation with the appropriate Albuquerque Campus department and/or college, which do not appear in the Albuquerque Campus Catalog and/or Schedule of Courses, but which have been submitted by the Los Alamos Campus and approved for credit by the Los Alamos Campus Curriculum Committee, the Los Alamos Campus Administration, UNM Provost and the Albuquerque Campus Curriculum Committee prior to their being offered, shall carry residence credit.
 - c. Lower division courses designed by the Los Alamos Campus which do not appear in the Albuquerque Campus Catalog and/or Schedule of Courses, and which have not been approved by an Albuquerque Campus department and the UNM Curricula Committee prior to being offered, will be evaluated on their own merits by the Director of Admissions and the appropriate degree-granting college and department upon a request for transfer from the student.
 - d. The Advisory Board and UNM Provost will work together to create formal procedures to facilitate an effective articulation process and academic

advisement for Los Alamos Campus students as it relates to the transfer of credits.

6. In hiring a permanent Executive Director, the Advisory Board and UNM President will cooperatively develop written procedures and criteria that supplement UNM hiring procedures and the criteria set forth in the UNM position description. The Advisory Board and UNM President shall jointly conduct the search for Executive Director. The UNM President will appoint an Executive Director, after consultation with the Advisory Board. If there is a disagreement concerning the appointment, the Advisory Board may seek review by the Board of Regents. The President's decision is subject to discretionary review by the Board of Regents.
7. The Advisory Board and UNM President shall evaluate the Executive Director at least annually in a closed session. In the event of dissatisfaction with the Executive Director's performance by either the Advisory Board or UNM President, an improvement plan may be jointly developed by the Advisory Board and UNM President in accordance with UNM policy and procedure. The Advisory Board and UNM President will jointly monitor and consult with each other about the Executive Director's performance under the improvement plan. Final authority for disciplinary action against the Executive Director, up to and including removal, rests with the UNM President, after consultation with the Advisory Board. The Advisory Board may seek review of the UNM President's decision to remove or retain an Executive Director by the Board of Regents. The President's decision is subject to discretionary review by the Board of Regents. In the event of a vacancy in the Executive Director position due to removal, resignation or otherwise, the UNM President retains the authority to appoint an interim Executive Director, after consulting with the Advisory Board, to serve until a permanent Executive Director is hired.
8. Employment practices of the Los Alamos Campus will be consistent with Albuquerque Campus employment policies, including but not limited to, affirmative action policies and procedures. In addition, the applications of local, qualified persons shall be considered before employing teachers of the local school system. Individuals employed as faculty or staff by the Los Alamos Campus will be selected by the Executive Director and approved through the normal UNM human resources and faculty procedures.
9. The Advisory Board and the Executive Director shall develop criteria for:
 - a. Admission to the Los Alamos Campus;
 - b. continued enrollment; and
 - c. award of Associate Degrees and other appropriate certificates.

All of the above are subject to the approval of the Board of Regents.

10. Financial administration of the Los Alamos Campus shall be the responsibility of the Board of Regents in accordance with its established requirements and procedures.

Funds for the support of the Los Alamos Campus will come principally from the following sources:

- a. State funds appropriated as provided by law;
- b. local tax support as provided by law;
- c. student tuition as recommended by the Advisory Board and set by the Board of Regents;
- d. fees as recommended by the Advisory Board and set by the Board of Regents;
- e. grants, gifts and other funds that may be available.

No funds of the Albuquerque Campus or any other UNM branch shall be allocated for the support of the Los Alamos Campus, although indirect administrative costs may be borne by UNM. No funds of the Los Alamos Campus may be re-allocated to the Albuquerque Campus or to any other UNM branch, except for the payment of the budgeted indirect administrative services fee or payment for other services, as agreed upon.

11. The Executive Director, working in concert with the Advisory Board and UNM President, shall develop a strategic plan for the Los Alamos Campus. The plan will be reviewed and approved by the Board of Regents. The plan will be revised on a periodic basis.
12. The Executive Director will prepare an annual budget to present to the Advisory Board for action and recommendation to the Board of Regents for final approval.
13. The Albuquerque Campus shall provide to the Los Alamos Campus general support services including administrative computing, legal, library, architectural, student support services and others as needed to the extent that no direct transfer of funds is required. The amount of administrative services fee paid by the Los Alamos Campus to the Board of Regents is set at 2.81% based on actual expenditures. Subsequent rate amounts will be negotiated and agreed upon each fiscal year as part of the budget process.
14. The Extended University of the Albuquerque Campus ("Extended University") will operate a center providing upper division and graduate level courses/programs at the Los Alamos Campus. Extended University shall seek input from the Executive Director and the Dean of Instruction in planning for the development and implementation of the upper division and graduate level programs offered. Extended University shall rely primarily upon the Los Alamos Campus for services in support of instruction, student services, faculty services and operations and administration, except where support is not available, practical, or it is jointly agreed that alternate support is to the mutual benefit and advantage of both parties. The detail of services and associated fees shall be specified as articles in a Letter of Agreement, executed annually. Extended University reserves the right to manage and control its center staff/operations and holds ultimate authority over programming decisions. The Los Alamos Campus can request the Extended University to provide additional upper

division or graduate level courses/programs and Extended University must respond within six months as to whether it will provide the desired courses/programs. Prior to the Los Alamos Campus contracting for upper division or graduate level courses/programs from a different provider, the Extended University must first decline to provide the requested course/program and UNM Provost must approve the offering after giving every consideration to the Los Alamos Campus' request. A process will be developed to guide the consideration of requests from the Los Alamos Campus for offerings of upper division or graduate level courses/programs from other universities.

15. The Los Alamos Campus operates the Bernalillo Education Center in the Town of Bernalillo, New Mexico and provides services in other areas of Sandoval County. As many services and programs that are available on the Los Alamos Campus will be made available as determined by demand, fiscal and human resources limitations, and available facilities at the Bernalillo Education Center and other areas of Sandoval County. The Bernalillo Education Center and any other off-campus sites established and operated by UNM-Los Alamos shall operate in conformity with this Agreement.
16. As part of UNM, the Los Alamos Campus shall have available to it liability insurance under the public liability fund administered by the New Mexico Risk Management Division. The New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, will govern any liability of the Los Alamos Campus.
17. All property acquired for the Los Alamos Campus shall be held in the name of the Board of Regents. In the event an independent public college entity evolves from the Los Alamos Campus, all property shall be transferred by the Board of Regents and conveyed to the governing board of the new independent public college entity. In the event that this Agreement is terminated and the Los Alamos Campus associates with a new parent institution, the issue of the conveyance and transfer of property from the Board of Regents to the governing body of the new parent institution shall be resolved by mutual agreement.
18. The Los Alamos Campus may use facilities other than public school facilities, subject to the approval of the Board of Regents.
19. This Agreement shall be binding upon the Board of Regents and the Advisory Board. This Agreement may be terminated by mutual consent, or it may be terminated by either Board upon six-month notice; such notice to be effective at the close of the fiscal year following the expiration of such six-month' notice. However, if the Los Alamos Campus has outstanding bonds, either tax or revenue, neither the Advisory Board nor the Board of Regents may terminate this Agreement until the outstanding bonds are retired, except as provided by 21-13-24.1 NMSA 1978.
20. 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 President of the University, who may re-delegate them as appropriate.

The two Boards shall review this Agreement, as they deem necessary, but at least biennially. Any changes must be in writing and have signature approval of both Boards.

This Agreement supersedes all prior agreements.

This Agreement has been reviewed, accepted, and approved as follows:

For the Board of Regents of
The University of New Mexico

For the Advisory Board of
The UNM-Los Alamos Branch Campus

Jack L. Fortner, President

Ron Dolin, Chairperson

Date Signed

Date Signed

ADMINISTRATIVE AGREEMENT

The following agreement is made between the UNM-Los Alamos Executive Director and the UNM Provost/Executive Vice President for Academic Affairs in order to enhance the effective operation of the UNM-Los Alamos branch campus:

- The UNM-LA branch will cooperate with UNM main campus in Albuquerque to coordinate and support all programs, functions, and educational services, including the UNM Extended University – Los Alamos Center, which is housed at UNM-LA, per the specifications of policy #14 of the UNM/UNM-LA Operating Agreement.

For the UNM-Los Alamos Campus

For the University of New Mexico

Cedric D. Page, Ph.D.
Executive Director

Chaouki Abdallah, Ph.D.
Interim Provost/EVP for Academic
Affairs

Date Signed

Date Signed

UNIVERSITY OF NEW MEXICO LOS ALAMOS CAMPUS

TOPIC: Staff Presentations

SUBMITTED BY: Various

DEPARTMENT: Various

DATE: September 19, 2011

INFORMATION
a. Executive Director's Report
b. Dean of Instruction's Report
c. Director of Student Services Report
d. Campus Resources Director's Report

**UNM-Los Alamos
Advisory Board - Regular Meeting
Monday, September 19, 2011
Executive Director's Report**

Current Activities/Updates

- Serving on UNM President Search Committee.
- Serving on the *Accelerate* program advisory committee.
- Equipment for Gateway project installed.
- Reviewing marketing strategy (social media) and course schedule production.

Budget

- Attended several NMHED Formula Funding Taskforce and Straw man Group meetings.
- NMHED Capital Outlay Committee presentation.

Special Events/New Initiatives

- Participated in President's Advance (Retreat) with senior staff, administrators and faculty.
- Completed work with UNM/ITS staff and UNM-LA staff on upgrade to our telecommunications and IT infrastructure.
- Collaborating with other northern NM IHE and NMIT on a NSF-STEP grant application.
- Developing an internal business development strategy for non-credit programs.

Director's Calendar:

September	
1	Meeting w/Wynn Goering and Kate Massengale
6-8	ACCSC Accreditation Site Visit
14-15	Faculty Candidate Interviews
16	NMACC Quarterly Meeting
21-23	ECP Board Committee Meeting & HLC Workshop
October	
3	President's Executive Cabinet Meeting
5	LACC/UNMLA/LAPS Meeting
11	UNM President Search Committee Meeting
12	LAC EVAT Meeting
25	LANL Community Leaders Forum
28	Joint Board meeting-Heald College, ECP and CCI

UNM-LA Advisory Board Report
Office of Instruction
Dean Kate Massengale – September 2011

Current Activities/Updates

1) Office of Instruction:

- a) **Tenure is officially established at UNM-LA:** We now have three additional faculty on tenure-track. In the case of these three former lecturers, fast-tracking is being implemented as follows:
 - Mickey Marsee will be turning in her notebook for final tenure review this November. Decision will be completed by spring 2012.
 - Irina Alvestad and Oksana Gerlits will provide notebooks for mid-tenure review in spring 2012 and have three more years until final tenure review.
 - We hired someone in 2010 on tenure track, and we are currently interviewing for a full-time tenure track position.
- b) **Leadership Los Alamos:**
 - i) Dr. Cindy Rooney is representing UNM-LA in the Leadership Los Alamos class this year.
 - ii) UNM-LA has agreed to lead the education session in November this fall. Lisa Clough, Kate Massengale, Kay Willerton and Pat Boyer will work together on this.
- c) **Contracts:** After 6 weeks, UNM-A finally provided corrected contracts for a number of our core faculty on Sept. 14.

2) Grants:

- a) Fast Forward New Mexico – broadband grant:
 - i) Our FFNM curriculum has won two state awards.
 - ii) Working on an amendment that will give us \$32,000 more dollars to do the work we have contracted for. Contract is still held up.
 - iii) Kate met with subcontractor in Las Cruces on Sept. 13th, and they are doing well.
 - iv) We have provided digital literacy training in Gallup, Aztec, Las Cruces, Rio Rancho, Socorro, Columbus, Santa Fe, and are now in Silver City, and Clovis. We will be doing Ohkay Owingeh soon. We've trained over 2,000 participants.
- b) NSF - ATE grant for **Applied Technologies** program: Irina Alvestad was awarded \$874,000 and has already begun hiring a full-time technical faculty member.
- c) EPSCOR small research grant was awarded to Don Davis for Environmental Science - \$50,000.
- d) ATE grant for **Cyber security** – September 14, got an email that indicates it's moving forward to funding, but no official award letter, yet.
- e) **Collaborative HSI** grant: no word yet.
- f) **TAACCT – workforce training consortium grant** with SFCC was submitted in April. We expect to hear something in October.
- g) **DOE/RDC grant:**
 - i) Career Development Facilitator was hired. Jacquelyn La New has started working hard on the program. We have 22 currently enrolled in program.
 - ii) The Math boot camp debriefing indicated some serious problems, including the probability that students passed their classes without actually getting the skills.

3) Programs:

- a) **ABE** or Adult Learning Services had a site visit on Sept. 13 by the state program.
- b) CS is submitting curriculum changes to program. Our CT-IT programs will be undergoing substantial review starting this fall.
- c) In looking at our need to take NMCLA national and our rollout for Microsoft IT Academy being a complex process, Lisa Clough is looking to hire a contractor for business plan development, marketing plan, etc. We hope to get someone in October. We met with Ted Trujillo of the Sandoval County SBDC for some help.
- d) The roll out for Microsoft IT Academy is delayed until January because of how slowly UNM and UNM-LA processes work. We are purchasing some hardware for the program, trying to purchase the website hosting for our recruitment/registration website, so we can promote the program, etc.
- e) NMCLA - discussing going national in order to optimize revenue-building and sustainability of program. We are paying for some online curriculum development to support these plans.

f) **CAT:** We had 37 in classes for August.

4) **Community Involvement**

a) **Michelle Worley, Kay Willerton, and Kate Massengale** are serving on LAPS working committees to improve the school system and represent UNM-LA in working with LAPS.

b) **Next Big Idea, Saturday, Sept. 17, 2011:** Kate Massengale is volunteering all day; Tom Beach and Don Davis are representing UNM-LA with robots, telescopes, and rockets. On Friday – STEM day, Don Davis is doing a hands-on presentation to middle and high school students, and UNM-LA is hosting the event.

5) **New Initiatives:**

a) **Math Redesign:** Kay Willerton is meeting with other branches to discuss moving forward with a new kind of delivery of instruction for developmental math using iLearn internet-accessed programming. It will be cheaper in both costs to students (no books, costs less than a book for access) and we project it will cost less to offer the classes. However, we need to do a pilot in spring to work out issues.

b) We expect a retirement to allow us to re-envision the tutor center, and perhaps advertise for a .75 or full time position. We will be looking at this this fall.

Dean's Calendar – Handout

Community Education Report:

1. Continue to receive student registrations for courses offered through Community Education.
2. Student Enrollment Statistics for the Spring 2011 Semester through Community Education and CAT Services:

Community Education Courses scheduled:	22
Community Education Courses Held:	09
Community Education Late Start Courses in September through October:	07
Community Education Courses Cancelled:	06
Community Education Student Enrollment:	34

Specialized Training Courses scheduled:	02
Specialized Training Courses Held:	02
Specialized Training Courses Cancelled:	0
Specialized Training Courses Pending:	0
Specialized Training Student Enrollment:	12

Computer Application Training Courses scheduled in August 2011:	
Computer Application Training Courses scheduled:	10
Computer Application Training Courses Cancelled:	05
Computer Application Training Courses Late-Start Courses:	0
Computer Application Training Courses Held:	05
Computer Application Training Student Enrollment:	37

Computer Application Training Courses scheduled in September 2011:	
Computer Application Training Courses scheduled:	10
Computer Application Training Courses Cancelled:	03
Computer Application Training Courses Late-Start Courses:	07
Computer Application Training Courses Held:	0
Computer Application Training Student Enrollment:	0

Exhibit 1

University of New Mexico
Los Alamos

Summary of Current and Plant Funds

	L I N E	Budget 2010-2011		Revised Budget 2010-2011		Actuals 2010-2011	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
I. Revenues	1						
Instruction and General (Exh.2)	2	3,477,310	400,700	3,477,210	400,700	3,506,900	348,155
Student Soc. & Cul. Dev. Act. (Exh.15)	3	55,000	-	55,000	-	58,763	-
Research (Exh. 16)	4						
Public Service (Exh. 17)	5	11,000	455,048	274,374	655,048	67,543	493,713
Internal Service Dept. (Exh. 18)	6	-	-	-	-	-	-
Stud. Aid Grants&Stipends (Exh. 19)	7	-	15,000	-	15,000	12,438	-
Auxiliary Enterprises (Exh. 20)	8	248,000	-	248,000	-	321,994	-
Intercollegiate Ent. (Exh. 21)	9						
Independent Oper. (Exh. 22)	10						
Total Revenues	11	3,791,310	870,748	4,054,584	1,070,748	3,967,678	841,867
II. Beginning Balances	12						
Instruction and General (Exh.2)	14	286,083		486,738		486,738	
Student Soc. & Cul. Dev. Act. (Exh.15)	15	37,083		48,733		48,733	
Research (Exh. 16)	16						
Public Service (Exh. 17)	17	15,585		24,697		24,697	
Internal Service Dept. (Exh. 18)	18	-		(7)		(7)	
Stud. Aid Grants&Stipends (Exh. 19)	19	47,583		101,082		101,081	
Auxiliary Enterprises (Exh. 20)	20	(115,171)		50,648		50,648	
Intercollegiate Ent. (Exh. 21)	21						
Independent Oper. (Exh. 22)	22						
Total Beginning Balances	23	271,163	-	711,892	-	711,892	-
III. Total Available	24						
Instruction and General (Exh.2)	26	3,763,393	400,700	3,963,948	400,700	3,993,678	348,155
Student Soc. & Cul. Dev. Act. (Exh.15)	27	92,083	-	103,733	-	107,497	-
Research (Exh. 16)	28	-	-	-	-	-	-
Public Service (Exh. 17)	29	26,585	455,048	299,071	655,048	92,240	493,713
Internal Service Dept. (Exh. 18)	30	-	-	(7)	-	(7)	-
Stud. Aid Grants&Stipends (Exh. 19)	31	47,583	15,000	101,082	15,000	113,519	-
Auxiliary Enterprises (Exh. 20)	32	132,829	-	298,648	-	372,642	-
Intercollegiate Ent. (Exh. 21)	33	-	-	-	-	-	-
Independent Oper. (Exh. 22)	34	-	-	-	-	-	-
Grand Total Available	35	4,062,473	870,748	4,766,476	1,070,748	4,679,569	841,867
	36						
	37						
	38						
	39						
	40						
	41						

University of New Mexico
Los Alamos

Summary of Current and Plant Funds

	L I N E	Budget 2010-2011		Revised Budget 2010-2011		Actuals 2010-2011	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
IV. Expenditures	1						
Instruction and General (Exh.2)	2	3,397,861	400,700	3,397,861	400,700	3,319,838	348,155
Student Soc. & Cul. Dev. Act. (Exh.15)	3	15,000	-	25,000		28,392	
Research (Exh. 16)	4						
Public Service (Exh. 17)	5	11,000	455,048	274,374	676,725	19,473	515,390
Internal Service Dept. (Exh. 18)	6	-	-	-	-	12	-
Stud. Aid Grants&Stipends (Exh. 19)	7	26,425	15,000	36,425	15,000	27,370	-
Auxiliary Enterprises (Exh. 20)	8	191,396	-	191,396	-	262,748	-
Intercollegiate Ent. (Exh. 21)	9						
Independent Oper. (Exh. 22)	10						
Total Expenditures	11	3,641,682	870,748	3,925,056	1,092,425	3,657,832	863,544
V. Transfers To(From)	12						
Instruction and General (Exh.2)	14	(79,449)	-	(166,126)	-	(141,126)	
Student Soc. & Cul. Dev. Act. (Exh.15)	15	(40,000)		(47,000)		(47,000)	
Research (Exh. 16)	16						
Public Service (Exh. 17)	17	-		-	21,677		21,677
Internal Service Dept. (Exh. 18)	18	-		7		7	
Stud. Aid Grants&Stipends (Exh. 19)	19	26,425		36,425		34,344	
Auxiliary Enterprises (Exh. 20)	20	-		(7)		(7)	
Intercollegiate Ent. (Exh. 21)	21						
Independent Oper. (Exh. 22)	22						
Total Net Transfers	23	(93,024)	-	(176,701)	21,677	(153,782)	21,677
VI. Ending Balances	24						
Instruction and General (Exh.2)	26	286,083	-	399,961		532,714	
Student Soc. & Cul. Dev. Act. (Exh.15)	27	37,083	-	31,733		32,105	
Research (Exh. 16)	28	-	-	-	-	-	-
Public Service (Exh. 17)	29	15,585	-	24,697	-	72,757	
Internal Service Dept. (Exh. 18)	30	-	-	0	-	(12)	-
Stud. Aid Grants&Stipends (Exh. 19)	31	47,583	-	101,082	-	120,493	-
Auxiliary Enterprises (Exh. 20)	32	(58,567)	-	107,245	-	109,888	-
Intercollegiate Ent. (Exh. 21)	33	-	-	-	-	-	-
Independent Oper. (Exh. 22)	34	-	-	-	-	-	-
Total Balances	35	327,767	-	664,719	-	867,955	-
	36						
Total Expenditures, Transfers & Balances	37	4,062,473	870,748	4,766,476	1,070,748	4,679,569	841,867
	38						
	39						
	40						
	41						

