

**Institute of American Indian Arts**  
President's Cabinet Meeting  
Virtual  
Monday April 19, 2021 | 11:00 AM – 12:00 PM

<b>Present:</b>	Dr. Robert Martin, Angie Brown, Dr. Bill Sayre, Laurie Logan Brayshaw, Larry Mirabal, Nena Martinez Anaya, Danyelle Means, Felipe Colon, Eric Davis, Paul Moore, and Patsy Phillips
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**1. Opening**

Paul Moore provided the opening.

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**2. Opening Positive Note**

IAIA will receive ten bicycles in June from Cannondale Bicycle Corporation.

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**3. Approval of Minutes**

Dr. Martin introduced for consideration and approval the President's Cabinet Meeting Minutes of March 22. Dr. Sayre made the motion and seconded by Patsy Phillips to approve the minutes. Larry Mirabal and Suzette Sherman abstained; motion carried.

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**4. Staff Updates**

Dr. Martin introduced Suzette Sherman as the Interim Director for Institutional Advancement. Peter Romero has tendered his resignation; Phil Cooney will be the Interim Facilities Director. Adrianna Tso is the new Admissions Counselor.

Patsy Phillips has hired a part-time Security Guard, Chris Martinez, and a Curatorial Assistant, Hank Cooper, at MoCNA. They will advertise for a Membership Program Assistant.

Land Grant has hired Paul Quintana as the new temporary Gardener. In Academics, Dawn Martinez is the New MFA Studio Arts Program Assistant, and Doris Hernandez, Assistant to the Faculty, is retiring.

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**5. COVID Update**

A portion of the COVID funds received are going toward the restroom conversion, i.e., touchless soap and towel dispensers and automated flushing toilets. There will be a pre-bid meeting on April 20 on the renovation of the Research Center in the academic building.

On April 14, forty-five people took advantage of COVID testing in the PFAC; there were no positive reported cases. Dr. Martin will contact the NMDH to schedule another test before the end of the semester. To date, 50 students took their second vaccination at the Santa Fe Indian School. Students 16 years and older are eligible to take the vaccination, and individuals 40 years and older can schedule their appointments.

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**6. Board of Trustees Meeting**

The next Board of Trustees Meeting is Friday, May 14; Cabinet Board Reports are due April 20. The Board meeting will begin at 11:00 AM, followed by a Town Hall meeting at noon; meetings will resume at 1:00 PM and conclude at 3:00 PM. The IAIA 2021 Commencement Ceremony will be a virtual event on Saturday, May 15, at 11:00 AM.

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**7. Commencement Update**

Paul Moore shared that there will be 70 students graduating. They are submitting their photos and video presentations for this year's virtual commencement.

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## **8. Executive Order 13985 on Racial Equity and Underserved Communities**

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President Biden issued an executive order requiring all agencies to take part in an equity assessment. Dr. Sayre proposed that each Cabinet member review their day-to-day operations and work plans to determine any equity issues. Institutional Research will evaluate its work by tracking data requests and through interviews to determine if the community's data needs are being met and equity issues are addressed.

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## **9. Achieving the Dream – Three things we should all know**

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The ATD Leadership coaches are encouraging IAIA to identify three items that all institution members know and understand about student success. Institutional Research has proposed the three metrics that everybody should know.

- Freshmen retention after their first year
- Transfer retention after their first year
- Persistence of degree-seeking undergraduates from semester to semester

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## **10. Plan'22 Student Satisfaction Survey**

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Institutional Research has created a high-level student satisfaction survey that will be distributed each spring semester moving forward. The survey is about the institution and gives a broad view of the institution, not specific to any one division or office. Dr. Sayre shared the link and asked the Cabinet to look at the survey and provide comments or questions by Wednesday, April 21.

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## **11. Institutional Advancement Updates**

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Institutional Advancement is working on the Virtual Gala Scholarship Auction. The Art Selection Committee will meet Thursday, April 22, for an auction Art Review and selection. They are moving sponsorship efforts forward, beginning with mail-outs to corporations and phone follow-up with past donors. There are plans to coordinate a viewing party for donors at the museum to view the auction items with laptops available for bidding. The Balzer Gallery will show the items for the auction.

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## **12. CCS presentation Follow-Up**

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CCS Fundraising has presented its findings to the IAIA Foundation Board of Directors and Board of Trustees on Tuesday, April 13. The next step is to establish a Case Task Force Team to shape the support case. The team will be a representation of faculty, student, alumni, board members, and staff. Dr. Martin will reach out to Andrea Burgess and Felipe Colon to participate in the task force.

CSS agreed to a five-month contract to continue working with Advancement to help build capacity and implement their recommendations.

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## **13. Annual Report**

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Suzette Sherman recommends acknowledging donors, other than the website or on a wall or building but thanking them in an annual report. The report will not be as detailed as a yearly report but possibly an impact report at the end of each calendar or fiscal year. Dr. Martin agreed that this task should be completed annually.

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## **14. Non-Binary Student Statement Report**

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Felipe Colon has received emails from students, faculty, and staff. They are concerned about the level of training that faculty and staff receive in recognizing terms for gender identities that are non-binary. He is putting together a statement of support for non-binary students for the website. The message will address how to use the correct pronouns when speaking with non-binary individuals. Laurie Logan Brayshaw has

included non-binary pronoun training for faculty; Dr. Martin recommended including the Cabinet and staff as part of Title IX training.

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### 15. Academic Area Improvements

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Contractors will be on campus from May 15-30 to work on ventilation near the ceramic studio and adding an exhaust fan to the clay room. An RFP will go out during the summer to increase the kiln room's vent capacity and provide furniture for informal gathering spaces on campus, adding tables with USB plugs to allow students to work outside. They will increase the space within the Balzer Gallery, allowing MFA students to exhibit their work in the future and planning a few outdoor classroom areas.

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### 16. Campus Technology Plan

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Russel Stolins and Anthony Coca are working on a campus technology plan to assess technology and develop a better system for upgrades according to the needs of our students and our community. They are looking at the rotation and lifecycle of technology and the advantages of leasing versus purchasing. They hope to have a draft plan to include a budget for approval and implementation by August.

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### 17. Fall 2021 Admissions Report & Withdrawal Report

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Admissions accepted 83 applicants for Fall 21 as compared to 93 in Fall 20. They are expecting an increase due to their incentive program for high school students from the class of 2021. New Freshmen who enroll in the Summer Bridge Program and complete their task list will receive a \$1,000 award.

The most significant withdrawals occurred during Spring 21 in the High School Dual Credit Program with 31. High school students are finding online courses difficult. Admissions are expecting this number to drop in 2022.

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### 18. Housing Update

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There are currently 72 people in housing and 26 applicants for Fall 2021. Housing and Student Life are drafting a COVID-19 policy requiring residents to be vaccinated if they plan to live on campus.

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### 19. Closing Positive Note

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Charlene Teters has accepted our invitation to be awarded the Honorary Doctorate and deliver the 2021 commencement keynote address.

**Adjournment:**

Dr. Martin adjourned the meeting at approximately 12:29 PM