



**LOCAL ADVISORY
BOARD MEETING**

TUESDAY

November 15, 2022



Office of the Chancellor

UNM-GALLUP LOCAL ADVISORY BOARD MEETING

Tuesday, November 15th, 2022 | 4:00 p.m.

Gurley Hall 1216A, 705 Gurley Ave, Gallup, NM 87301

2D video and voice on <https://unm.zoom.us/j/91948101187>

One tap mobile at +17193594580,,91948101187# US

AGENDA:

- I. Call to Order | Mr. Ralph Richards, Chair
 - A. Confirmation of a Quorum
 - B. Adoption of the Agenda

- II. ACTION ITEM | Vote to Approve Minutes: August 16, 2022

- III. Public Comments Related to Items on the Agenda (Limit: 3 minutes per speaker)
All speakers must sign in with the recording secretary at tgriego2003@unm.edu

- IV. Comments from Faculty and Staff Constituents
 - A. Faculty Assembly | Dr. Matt Mingus
 - B. Staff Council | Mr. Frank Sanchez
 - C. Public Relations | Mr. Richard Reyes

- V. Comments from Local Advisory Board Members Related to Items on the Agenda

- VI. Chair's Report | Mr. Ralph Richards
 - A. Board member attire during board meetings.
 - B. Permanent chancellor's search has started with a goal of selection by the end of the fall semester.
 - C. Gallup-McKinley County Day – Jan. 26, 2023

- VII. Interim Chancellor's Report | Dr. Sabrina Ezzell
 - Academic Affairs | Dr. Sabrina Ezzell
 - A. Education and Nursing programs received separate endowment awards of \$2.5 million dollars.
 - B. COE report
 - C. Strategic planning

 - Business Operations | Mr. Robert Griego, Director of Business Operations
 - A. UNM-Gallup Campus Summary of Current and Plant Fund Report: 2022 Period 4

 - Student Services | Ms. Jayme McMahon, Director of Student Affairs
 - A. Commencement



Office of the Chancellor

- VIII. Old Business | Mr. Ralph Richard, Chair
 - A. Report from the temporary committee on the Review of the UNM Gallup Campus Local Board Bylaws adopted April 30, 2003, last amended April 4, 2017.
 - B. Prometric testing

- IX. Public Comments Not Related to Items on the Agenda (Limit: 3 minutes per speaker)
All speakers must sign in with recording secretary at tgriego2003@unm.edu

- X. Comments from Local Advisory Board Members Not Related to Items on the Agenda

- XI. Adjourn

If you are an individual with a disability who is in need of a reader, amplifier, qualified language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the Chancellor's Office tgriego2003@unm.edu as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Chancellor's Office if a summary or other type of accessible format is needed.

UNM-GALLUP ADVISORY BOARD MINUTES

Tuesday, August 16, 2022 | 4:00 P.M. | Gurley Hall 1216A

UNM-GALLUP LOCAL BOARD:

Ralph Richards	Present
John Cresto	Present
Becky Apel	Present
Chris Vian	Present (via Zoom)
Teri Garcia	Present

UNM-GALLUP STAFF & GUESTS:

Dr. Sabrina Ezzell, Interim Chancellor
Robert Griego, Dir. of Operations
Dr. Dan Primozic, Dean of Instructor
Jayme McMahon, Dir. Of Student Affairs
Tina Griego, Executive Admin. Assistant
Frank Sanchez, UNM Technical Analyst
John Zimmerman, Division Chair
Rob Hunter, Middle College

AGENDA ITEM I: CALL TO ORDER

Chair Ralph Richards called the August 16th, regular meeting of the UNM-Gallup Local Advisory Board to order at 4:00 p.m. Chair Ralph Richards asked for roll call. A quorum was present.

AGENDA ITEM II:

VOTE TO APPROVE MINUTES

Motion made by Becky Apel to approve the minutes from the May 17th board meeting; seconded by Terri Garcia and approved unanimously by voice vote.

AGENDA ITEM III:

PUBLIC COMMENTS

No public comments.

AGENDA ITEM IV:

COMMENTS FROM STUDENT, FACULTY & STAFF CONSTITUENCIES

Student Senate: None

Faculty Assembly: None

Staff Council: Frank Sanchez – Beginning stages of putting the Council back together. A meeting was held to review & revise the Constitution and Bylaws. Council will meet again and report to Local Board at the next regularly scheduled meeting.

AGENDA ITEM V:

COMMENTS FROM LOCAL ADVISORY BOARD MEMBERS RELATED TO ITEMS ON AGENDA

None.

AGENDA ITEM VI:
CHAIR'S REPORT

- A. Report from the temporary committee on the Review of the Operating Agreement Between the Board of Regents of The University of New Mexico and the Local Board of the Gallup Campus of the University – Signed November 2018.
Board Member Vian reported on behalf of the committee. Language in the MOA that pertains to bringing in outside organizations to offer certificate and degree programs is being revised. A draft of the MOA with revisions were presented at this board meeting.
- B. Report from the temporary committee on the Review of the UNM Gallup Campus Local Board Bylaws adopted April 30, 2003, last amended April 4, 2017.
Board Member Vian reported on behalf of the committee. Agenda item will be tabled until the next regularly scheduled meeting.
- C. July Board Meeting, Retreat
Chairman Richards reported on the Board Retreat held in July.

AGENDA ITEM VII:
CHANCELLOR'S REPORT

- A. NM Higher Education Department 2022 Capital Outlay Summer Hearings Presentations, July 28, 2022 -
Dr. Sabrina Ezzell gave a brief report of the Capital Outlay Request that was submitted to NMHED for the 2022 Capital Outlay Summer Hearings.
- B. Strategic Planning Committee –
Dr. Ezzell gave a brief report. A committee has been formed and there will be an orientation meeting on 8/24/22 at 2:30 pm via Zoom, which will be guided by the OED at UNM. Board members were invited to attend.
- C. Updates for HR, Business Operations, Academic Affairs and Student Affairs
Dr. Ezzell gave a brief update on HR. No report was given regarding Business Operations. Director of Business Operations, Robert Griego will give an update at the next regularly scheduled meeting. Enrollment data provided by Jayme McMahan, Director of Student Affairs. Head count by Course Campus, as of 8/16/22, is 1,673 -up 51 students or 3.05% compared to same date last year. Head count by Student Campus is 1,190 which is 2.62%, which is down 32 more students on this date than last year. Student Credit hours are up 1.36% which is up from 181 credit hours from last year. We have an increased number of students returning to campus post pandemic who are wanting in-person learning opportunities.

ACTION ITEM VIII:

- a. UNM Gallup Campus Local Board Bylaws adopted April 30, 2003, last amended April 4, 2017 – Deferred until the next regularly scheduled meeting. Dr. Ezzell will check on CCTE committee requirements and report back to the board at the September meeting.
- b. Vote to Approve Revised Memorandum Operating Agreement Between the Board of Regents of The University of New Mexico and the Local Board of the Gallup Campus of the University
Motioned: Terri Garcia

Seconded: Becky Apel

- c. Vote to Approve established calendar for UNM-Gallup Local Advisory Board

Motioned: Terri Garcia

Seconded: Becky Apel

Ralph Richards	Yes
Terri Garcia	Yes
Becky Apel	Yes
Chris Vian	Yes
Johnty Cresto	Yes

- d. Vote to Approve Open Meetings Act Resolution in accordance with NMSA 1976, Section 10-15-1 through 10-15-4 and NMSA 1978, Section 10-15-1.C.

<https://www.gallup.unm.edu/pdfs/20200625-Signed-Open-Mtg-Resolution-2022-2023.pdf>

Motioned: Terri Garcia

Seconded: Becky Apel

Ralph Richards	Yes
Terri Garcia	Yes
Becky Apel	Yes
Chris Vian	Yes
Johnty Cresto	Yes

- e. Vote to Approve & Sign Local Advisory Board Code of Ethics – FY2022-23

Motioned: Chris Vian

Seconded: Terri Garcia

Ralph Richards	Yes
Terri Garcia	Yes
Becky Apel	Yes
Chris Vian	Yes
Johnty Cresto	Yes

- f. Vote - Election of Local Advisory Board Officers per Bylaws (120)

Chairperson - Ralph Richards

Motioned: Terri Garcia

Seconded: Johnty Cresto

Ralph Richards	Yes
Terri Garcia	Yes

Becky Apel	Yes
Chris Vian	Yes
Johnty Cresto	Yes

Vice President – Terri Garcia

Motioned: Chris Vian

Seconded: Becky Apel

Ralph Richards	Yes
Terri Garcia	Yes
Becky Apel	Yes
Chris Vian	Yes
Johnty Cresto	Yes

Secretary – Becky Apel

Motioned: Terri Garcia

Seconded: Chris Vian

Ralph Richards	Yes
Terri Garcia	Yes
Becky Apel	Yes
Chris Vian	Yes
Johnty Cresto	Yes

AGENDA ITEM VIII:

OLD BUSINESS

ASE Testing: Dean of Instruction, Dan Primozic gave an update on the Prometrics Testing status to the Local Advisory Board. Weekly updates will be given to Board Members until testing is up and running.

AGENDA ITEM IX:

PUBLIC COMMENTS NOT RELATED TO ITEMS ON THE AGENDA

None.

AGENDA ITEM X:

COMMENTS FROM LOCAL ADVISORY BOARD MEMBERS NOT RELATED TO ITEMS ON THE AGENDA

None.

AGENDA ITEM XII:

ADJOURN

Terri Garcia motioned to adjourn, Becky Apel seconded the motion. Meeting adjourned at 5:13 pm.

**Exhibit 1 - UNM GALLUP Campus
Summary of Current and Plant Funds**

		Original		Revised		Actuals 2023	
		Budget 2023		Budget 2023		PERIOD 04	
		PERIOD 04		PERIOD 04		PERIOD 04	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Revenues	Instruction and General	15,015,919	154,900	15,065,919	0	5,264,748.69	.00
	Student Social and Cultural Ex 15	65,209	0	65,209	0	32,134.96	.00
	Research Ex 16	0	125,000	0	0	.00	.00
	Public Service Ex 17	113,450	1,860,000	137,450	0	65,611.00	.00
	Internal Services Ex 18	0	0	0	0	7,008.75	.00
	Student Aid Ex 19	0	0	0	0	7,925.82	.00
	Auxiliaries Ex 20	901,507	0	901,507	0	247,175.17	.00
Subtotal Current Funds		16,096,085	2,139,900	16,170,085	0	5,624,604.39	.00
TOTAL Revenues		16,096,085	2,139,900	16,170,085	0	5,624,604.39	.00
Beginning Balance	Instruction and General	5,377,780	0	0	0	6,585,385.27	.00
	Student Social and Cultural Ex 15	179,092	0	0	0	167,128.19	.00
	Public Service Ex 17	419,851	0	0	0	415,926.43	.00
	Internal Services Ex 18	(13,149)	0	0	0	(160.83)	.00
	Student Aid Ex 19	361,808	0	0	0	393,232.75	.00
	Auxiliaries Ex 20	108,764	0	0	0	81,082.18	.00
Subtotal Current Funds		6,434,146	0	0	0	7,642,593.99	.00
TOTAL Beginning Balance		6,434,146	0	0	0	7,642,593.99	.00
Total Available	Instruction and General	20,393,699	154,900	15,065,919	0	11,850,133.96	.00
	Student Social and Cultural Ex 15	244,301	0	65,209	0	199,263.15	.00
	Research Ex 16	0	125,000	0	0	.00	.00
	Public Service Ex 17	533,301	1,860,000	137,450	0	481,537.43	.00
	Internal Services Ex 18	(13,149)	0	0	0	6,847.92	.00
	Student Aid Ex 19	361,808	0	0	0	401,158.57	.00
	Auxiliaries Ex 20	1,010,271	0	901,507	0	328,257.35	.00
Subtotal Current Funds		22,530,231	2,139,900	16,170,085	0	13,267,198.38	.00
TOTAL Total Available		22,530,231	2,139,900	16,170,085	0	13,267,198.38	.00

**Exhibit 1 - UNM GALLUP Campus
Summary of Current and Plant Funds**

		Original		Revised		Actuals 2023	
		Budget 2023		Budget 2023		PERIOD 04	
		PERIOD 04		PERIOD 04		PERIOD 04	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Expenditures	Instruction and General	14,291,986	154,900	14,262,328	0	4,140,718.14	.00
	Student Social and Cultural Ex 15	65,209	0	65,209	0	20,228.93	.00
	Research Ex 16	0	125,000	0	0	.00	.00
	Public Service Ex 17	113,450	1,860,000	137,450	0	27,781.74	.00
	Internal Services Ex 18	0	0	0	0	(362.82)	.00
	Student Aid Ex 19	100,000	0	100,000	0	83,278.80	.00
	Auxiliaries Ex 20	861,507	0	861,507	0	259,691.13	.00
Subtotal Current Funds		15,432,152	2,139,900	15,426,494	0	4,531,335.92	.00
TOTAL Expenditures		15,432,152	2,139,900	15,426,494	0	4,531,335.92	.00
Transfers	Instruction and General	(723,933)	0	(753,591)	0	(693,591.26)	.00
	Student Aid Ex 19	100,000	0	100,000	0	765.88	.00
	Auxiliaries Ex 20	(40,000)	0	(40,000)	0	.00	.00
Subtotal Current Funds		(663,933)	0	(693,591)	0	(692,825.38)	.00
TOTAL Transfers		(663,933)	0	(693,591)	0	(692,825.38)	.00
Ending Balance	Instruction and General	5,377,780	0	50,000	0	7,015,824.56	.00
	Student Social and Cultural Ex 15	179,092	0	0	0	179,034.22	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	419,851	0	0	0	453,755.69	.00
	Internal Services Ex 18	(13,149)	0	0	0	7,210.74	.00
	Student Aid Ex 19	361,808	0	0	0	318,645.65	.00
	Auxiliaries Ex 20	108,764	0	0	0	68,566.22	.00
Subtotal Current Funds		6,434,146	0	50,000	0	8,043,037.08	.00
TOTAL Ending Balance		6,434,146	0	50,000	0	8,043,037.08	.00
Total Expenditures, Transfers and Balances		22,530,231	2,139,900	16,170,085	0	13,267,198.38	.00

**Exhibit 1 - UNM GALLUP Campus
Summary of Current and Plant Funds**

		Actuals 2021		Actuals 2022		Actuals 2023	
		PERIOD 04		PERIOD 04		PERIOD 04	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Revenues	Instruction and General	4,512,062	0	4,419,334	0	5,264,748.69	.00
	Student Social and Cultural Ex 15	33,690	0	30,512	0	32,134.96	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	14,100	0	18,850	0	65,611.00	.00
	Internal Services Ex 18	0	0	0	0	7,008.75	.00
	Student Aid Ex 19	7,329	0	7,625	0	7,925.82	.00
	Auxiliaries Ex 20	134,139	0	196,894	0	247,175.17	.00
Subtotal Current Funds		4,701,320	0	4,673,215	0	5,624,604.39	.00
TOTAL Revenues		4,701,320	0	4,673,215	0	5,624,604.39	.00
Beginning Balance	Instruction and General	7,800,041	0	8,227,480	0	6,585,385.27	.00
	Student Social and Cultural Ex 15	121,748	0	179,092	0	167,128.19	.00
	Public Service Ex 17	318,256	0	427,851	0	415,926.43	.00
	Internal Services Ex 18	(12,936)	0	(13,149)	0	(160.83)	.00
	Student Aid Ex 19	281,882	0	361,808	0	393,232.75	.00
	Auxiliaries Ex 20	193,212	0	108,764	0	81,082.18	.00
Subtotal Current Funds		8,702,203	0	9,291,846	0	7,642,593.99	.00
TOTAL Beginning Balance		8,702,203	0	9,291,846	0	7,642,593.99	.00
Total Available	Instruction and General	12,312,103	0	12,646,814	0	11,850,133.96	.00
	Student Social and Cultural Ex 15	155,438	0	209,604	0	199,263.15	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	332,356	0	446,701	0	481,537.43	.00
	Internal Services Ex 18	(12,936)	0	(13,149)	0	6,847.92	.00
	Student Aid Ex 19	289,211	0	369,433	0	401,158.57	.00
	Auxiliaries Ex 20	327,351	0	305,658	0	328,257.35	.00
Subtotal Current Funds		13,403,523	0	13,965,061	0	13,267,198.38	.00
TOTAL Total Available		13,403,523	0	13,965,061	0	13,267,198.38	.00

**Exhibit 1 - UNM GALLUP Campus
Summary of Current and Plant Funds**

		Actuals 2021		Actuals 2022		Actuals 2023	
		PERIOD 04		PERIOD 04		PERIOD 04	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Expenditures	Instruction and General	4,071,646	0	3,934,450	0	4,140,718.14	.00
	Student Social and Cultural Ex 15	1,500	0	6,778	0	20,228.93	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	13,935	0	23,596	0	27,781.74	.00
	Internal Services Ex 18	2,715	0	1,966	0	(362.82)	.00
	Student Aid Ex 19	39,895	0	74,570	0	83,278.80	.00
	Auxiliaries Ex 20	400,860	0	216,216	0	259,691.13	.00
Subtotal Current Funds		4,530,551	0	4,257,576	0	4,531,335.92	.00
TOTAL Expenditures		4,530,551	0	4,257,576	0	4,531,335.92	.00
Transfers	Instruction and General	(563,335)	0	(3,222,235)	0	(693,591.26)	.00
	Public Service Ex 17	0	0	0	0	.00	.00
	Internal Services Ex 18	0	0	3,600	0	.00	.00
	Student Aid Ex 19	699	0	732	0	765.88	.00
	Auxiliaries Ex 20	0	0	0	0	.00	.00
Subtotal Current Funds		(562,636)	0	(3,217,903)	0	(692,825.38)	.00
TOTAL Transfers		(562,636)	0	(3,217,903)	0	(692,825.38)	.00
Ending Balance	Instruction and General	7,677,122	0	5,490,129	0	7,015,824.56	.00
	Student Social and Cultural Ex 15	153,938	0	202,826	0	179,034.22	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	318,421	0	423,105	0	453,755.69	.00
	Internal Services Ex 18	(15,651)	0	(11,515)	0	7,210.74	.00
	Student Aid Ex 19	250,015	0	295,595	0	318,645.65	.00
	Auxiliaries Ex 20	(73,509)	0	89,442	0	68,566.22	.00
Subtotal Current Funds		8,310,336	0	6,489,582	0	8,043,037.08	.00
TOTAL Ending Balance		8,310,336	0	6,489,582	0	8,043,037.08	.00
Total Expenditures, Transfers and Balances		13,403,523	0	13,965,060	0	13,267,198.38	.00

**Exhibit 2 - UNM GALLUP Campus
Summary of Instruction and General**

		Actuals 2021		Actuals 2022		Actuals 2023	
		PERIOD 04		PERIOD 04		PERIOD 04	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Revenues	TUITION AND FEES	1,377,285	0	1,248,325	0	1,310,533	0
	STATE APPROPRIATIONS	2,962,590	0	3,002,036	0	3,857,400	0
	LOCAL APPROPRIATIONS	73,761	0	63,408	0	38,423	0
	FEDERAL GRANTS AND CONTRACTS	162	0	0	0	0	0
	SALES AND SERVICES	17,997	0	21,710	0	4,317	0
	OTHER SOURCES	80,267	0	83,855	0	54,076	0
Total Revenues		4,512,062	0	4,419,334	0	5,264,749	0
Beginning Balance	RESERVES	7,800,041	0	8,227,480	0	6,585,385	0
Total Available		12,312,103		12,646,814		11,850,134	
Expenditures	INSTRUCTION	2,274,933	0	2,187,060	0	2,307,320	0
	ACADEMIC SUPPORT	372,043	0	398,415	0	378,214	0
	STUDENT SERVICES	306,791	0	323,471	0	384,601	0
	INSTITUTIONAL SUPPORT	670,039	0	587,135	0	611,672	0
	OPERATION AND MAINTENANCE OF PLANT	447,841	0	438,369	0	458,912	0
Total Expenditures		4,071,647	0	3,934,450	0	4,140,719	0
Transfers (IN) or OUT	TRANSFERS	563,335	0	3,222,235	0	693,591	0
Ending Balance		7,677,121	0	5,490,129	0	7,015,824	0

UNM GALLUP CAMPUS

LOCAL BOARD

BYLAWS

**ADOPTED BY THE UNM GALLUP LOCAL BOARD ON:
April 30, 2003**

**First Amendment Adopted & Included October 20, 2010
Second Amendment Adopted & Included October 22, 2014
Third Amendment Adopted & Included February 21, 2017
Fourth Amendment Adopted & Included April 4, 2017**

,Chairperson

,Secretary

ORGANIZATION

100 **NAME**

These are the Bylaws for the UNM Gallup Campus Local Board; hereafter referred to as the Board.

110 **MEMBERS**

~~The Local Board of the UNM Gallup Campus of the University of New Mexico shall be composed of the five members elected by registered voters as follows: Positions One and Two by voters of the McKinley County School service area, Positions Three and Four by the voters of the Zuni Public School service area and one (1) Position Five, by voters of McKinley County and Zuni Public Schools service areas. Elections shall be governed by New Mexico State Statute, Chapter 22, NMSA 1978.~~

~~The Second Amendment Organization 110 Members dated October 22, 2014 hereby replaces the By-Laws Organization 110 Members.~~

The Fourth Amendment dated April 4, 2017 hereby replaces the Second Amendment Organization 110 Members.

120 **ELECTION OF OFFICERS**

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

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

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

130 **LOCAL BOARD DUTIES**

The duties of the Board shall be as stipulated by the Operating Agreement (Attachment A) between the Gallup Local Board and the University of New Mexico Board of Regents, and by the Branch Community College Act, as amended.

140 **BOARD COMMITTEES**

140.1 **Standing Committees**

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

140.2 **Temporary Committees**

With the consent of the Board, the chairperson shall appoint temporary committees comprising 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 a consent of the majority of the Board.

140.3 **Chief Executive Office's Committees**

The Chief Executive Officer may form committees to assist him/her in acquiring specific technical knowledge in determining community response to current issues. The members of these committees will be appointed by the Chief Executive Officer and selected from persons possessing the desirable expertise.

The input from these committees may be presented to the Local Board and may through the Chief Executive Officer and with the concurrence of the proper University administration be presented to the Board of Regents of the University of New Mexico. If a committee report is taken to the Board of Regents, it must first be presented to the Local Board.

150 **CENTER FOR CAREER AND TECHNICAL EDUCATION EXECUTIVE COMMITTEE (CCTE)**

The CCTE (formally the Area Vocational School) Executive Committee is made up of the following: UNM-G Chief Executive Officer, CCTE Principal, Chair of CCTE Steering Committee and Superintendents of: Gallup-McKinley County School District, Zuni Public School District, Rehoboth Christian School, and Wingate High School (BIA). This is the governing body of the CCTE and responsible for all policies therein. A semester report, presented by the CCTE Steering Committee Chair, shall be made to the Board.

150.1 **CCTE Steering Committee**

The CCTE Steering Committee is comprised of the counselors and administrators from the schools sending students to CCTE and the administrators from UNM-G. All are members by the invitation of the CCTE Executive Committee. The duty of the CCTE Steering Committee is to advise the CCTE Executive Committee as to policy changes, additions or deletions and act as a liaison between participating schools and the CCTE Administration.

160 & 160.1 **Middle College High School** Removed by First Amendment dated October 20, 2010.

DUTIES OF MEMBERS AND AUXILIARY PERSONNEL

200 **DUTIES OF THE CHAIRPERSON**

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

The chairperson shall have the right to discuss questions and to vote thereon.

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

210 **DUTIES OF THE VICE CHAIR**

The vice chair shall preside in the absence of the chairperson.

220 **DUTIES OF THE SECRETARY**

The Executive Assistant to the Chief Executive Officer of the UNM Gallup Campus shall act as the recording secretary.

In the absence of the chairperson or secretary, another member of the Board shall act as signatory. The elected secretary shall be the official board secretary.

230 **INDIVIDUAL MEMBERS**

Members of the Board have no individual authority, unless delegated by the Local Board.

METHOD OF OPERATION

300 **AMENDMENT AND REVIEW OF BYLAWS AND OPERATING AGREEMENT**

300.1 **Board Bylaws**

The Board's Bylaws shall be reviewed annually at the summer retreat.

Bylaws or amendments to the existing Bylaws of the Board shall be proposed at one Board meeting and voted on at the next regular meeting. An affirmative vote by at least a simple majority of those members of the Board in attendance shall be necessary to adopt a bylaw or amendment. A proposed bylaw or amendment may be further amended at the next meeting and may then be voted on at the same meeting.

300.2 **REVIEW OF OPERATING AGREEMENT**

The Operating Agreement with the University of New Mexico Board of Regents shall be reviewed by all parties as deemed necessary, but at least biennially.

310 **BOARD MEETINGS**

The Chief Executive Officer's Office shall notify all Board members of Regular, Special, Information and Emergency meetings of the Board.

310.1 **Open Meetings Act**

Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Section 10-15-1 to 10-15-4) states that, except as may be otherwise provided in the constitution or the provisions of the Open Meetings Act, all meetings of the quorum of members of any board, council, commission or other policy-making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times.

Any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public.

Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings.

310.2 **Regular Meetings**

The date and time of regular meetings will be established during the annual summer retreat or at the August meeting, or whenever a majority of the Board vote to change the existing date and time. ~~Meetings will be held on an alternating basis at the UNM Gallup Executive Conference Room and the UNM Gallup South Campus Conference Room unless otherwise announced.~~ The agenda for the regular meetings will be set up by the Chief Executive Officer and the chairperson and will be mailed to the Board no later than one week prior to the regular meeting.

~~The Second Amendment dated October 22, 2014 hereby replaces the deleted portion of the above paragraph.~~

The Third Amendment dated February 21, 2017 hereby replaces the Second Amendment.

Background and resource material pertinent to agenda items shall be distributed to Board members through the Chief Executive Officer's office and mailed to the Board no later than one week prior to the regular meeting.

Agenda items may be added for discussion only at the beginning of a regular meeting by a majority vote of the Board members present.

Regular meetings shall generally follow the standard parliamentary procedure of Robert's Rules of Order, except when otherwise provided by these bylaws.

Executive sessions may be called by the chairman of the Board when necessary.

Fifteen minutes shall be allowed in each regular meeting agenda for public input.

310.3 **Notice Requirements of Regular Meetings**

Based upon the meeting dates determined during the annual summer retreat or at the August Meeting, the Board shall review the Resolution Determining Reasonable Notice of Public Meetings of the UNM Gallup Local Board at the August or September meeting and determine whether any amendments are warranted. The Resolution shall be published annually listing the dates, time and location of monthly meetings. Monthly meeting agendas shall be given to the news media in the College District for publication at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall be posted in a conspicuous place in the Chief Executive Officer's office no later than seventy-two (72) hours before the regular meeting. If a meeting date or location is changed from the annual published schedule, notice will be given to the media for legal ad publication at least seventy-two (72) hours prior to the meeting.

NMSA 1978, 10-15-1(F).1 changed to 72 hour notice from 24 hour notice reflect a legislative amendment enacted in 2013 that requires a public body to make the agenda of a regular or special meeting available to the public at least 72 hours in advance of the meeting and to post meeting agendas on a public body's website if one is maintained.

Notices will be sent to all federally licensed broadcast stations and newspapers of general circulation in McKinley County that request in writing to receive copies of Board notices.

310.4 **Special Meetings**

Special meetings may be called at any time by the chairperson or by written request of any three (3) members of the Board, or by the Chief Executive Officer. An attempt shall be made to notify each Board member at least seventy-two (72) hours in advance.

For any such meeting, notice of the date, time and place shall be given to the news media for publication at least seventy-two (72) hours in advance of the meeting. A list of the agenda

items shall be posted in the Chief Executive Officer's Office. Special meetings shall be conducted according to the bylaws governing regular meetings, where applicable, and each meeting shall have an announced agenda.

NMSA 1978, 10-15-1(F).1 changed to 72 hour notice from 24 hour notice reflect a legislative amendment enacted in 2013 that requires a public body to make the agenda of a regular or special meeting available to the public at least 72 hours in advance of the meeting and to post meeting agendas on a public body's website if one is maintained.

310.5 **Emergency Meetings**

Emergency meetings will be called only under circumstances which demand immediate action. The governing Board shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or by any three (3) board members upon twenty-four (24) hour notice, unless threat of personal injury or property damage requires less notice. For any such meeting, an attempt shall be made to notify each Board member at least twenty-four (24) hours in advance.

Notice of the date, time and place of the Emergency meeting shall be given to the news media for publication at least twenty-four (24) hours in advance unless the threat of personal injury or loss or damage to property makes that impossible in which case notice will be given as soon as possible. The general subject matter of the meeting shall also be given.

Emergency meetings need not have an agenda; however, the general subject matter of such meetings should be announced.

Emergency meetings shall be conducted according to the bylaws governing regular meetings, where applicable.

310.6 **Information Meetings**

Information meetings may be called by the Chief Executive Officer or any Board member.

For such meetings, an attempt shall be made to notify each Board member at least seventy-two (72) hours in advance.

No official action by the Board may be taken, and a quorum need not be present to conduct such a meeting.

310.7 **Executive Sessions**

The governing Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(E) of the Open Meetings Act.

If any meeting is closed during an open meeting, such closure shall be approved by the majority vote of the quorum of the governing board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

If the decision to hold a closed session is made when the governing board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subject to be discussed is given to the members and the general public.

Except as provided in Section 10-15-1(E), any action taken as a result of discussion in a closed meeting shall be made by vote of the governing board at an open public meeting.

310.8 **Quorum**

Three (3) Board members, meeting at a designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions by the Board must be made by a majority vote of those present.

The only business that can be conducted in the absence of a quorum is to take measures to obtain a quorum, fix a time of adjournment, take a recess, or hold an information meeting.

310.9 **Procedures For Making Reports and Recommendations to the Board**

Reports, recommendations or requests for the Board may be submitted by any person. Such reports, recommendation or requests must be submitted to the Chief Executive Officer's office allowing sufficient time for copies to be submitted to individual Board members for study. Such material should be submitted at least ten (10) days in advance of a regular meeting.

310.10 **Adequate Information to Precede Action**

At any meeting, the Board shall defer action on any questions for which the Board determines insufficient information exists until such time as adequate information is furnished.

The Chief Executive Officer may be requested to examine and evaluate information and recommend action before the Board makes a decision.

310.12 **Minutes**

Minutes shall be kept of all Board meetings except meetings or portions of meetings closed pursuant to the New Mexico Open Meetings Act.

Draft minutes shall be prepared within ten (10) working days after any meeting.

Minutes shall not become official until approved by the Board and signed by the chairperson and elected secretary.

Minutes shall record the dates, time and place of the meeting, the names of Board members in attendance and those absent; a statement of what proposals were considered; and a record of any decisions made by the Board and of how each member voted at each vote.

All minutes, once official, shall be open to public inspection.

FIRST AMENDMENT TO THE BYLAWS
OF
UNM GALLUP CAMPUS LOCAL BOARD

The Bylaws of the Local Board of the UNM Gallup Campus (“Bylaws”) are hereby amended pursuant to Section 300 of the Bylaws as follows:

1. Section 160 – Middle College High School (MCHS) is deleted in its entirety.
2. Section 161.1 – MCHS Governing Council is deleted in its entirety.

All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer’s Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing First Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on October 20, 2010.



Virginia R. Chavez, Chair



June Shack, Secretary

**SECOND AMENDMENT TO THE BYLAWS
OF
UNM GALLUP CAMPUS LOCAL BOARD**

The Bylaws of the Local Board of the UNM Gallup Campus ("Bylaws") are hereby amended pursuant to Section 300 of the Bylaws as follows:

ORGANIZATION

110 **MEMBERS**

~~The Local Board of the UNM Gallup Campus of the University of New Mexico shall be composed of the five members elected by registered voters as follows: Positions One and Two by voters of the McKinley County School service area, Position Three by the voters of the Zuni Public School service area and Position Four and Five, by voters of McKinley County and Zuni Public Schools service areas.~~

The Fourth Amendment dated April 4, 2017 Organization 110 Members hereby replaces the Second Amendment.

METHOD OF OPERATION

310.2 **Regular Meetings**

~~Meetings will be held at the UNM Gallup Chief Executive Officer's Conference Room and once each semester at the UNM Gallup South Campus Conference Room unless otherwise announced.~~

The Third Amendment dated February 21, 2017 Method of Operation hereby cancels the Second Amendment to the Bylaws.

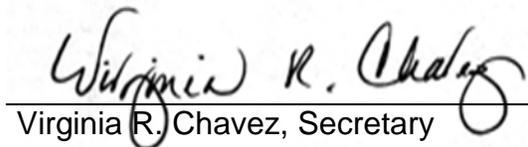
All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer's Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing Second Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on October 22, 2014.



Ralph Richards, Vice Chair



Virginia R. Chavez, Secretary

**THIRD AMENDMENT TO THE BYLAWS
OF
UNM GALLUP CAMPUS LOCAL BOARD**

The Bylaws of the Local Board of the UNM Gallup Campus (“Bylaws”) are hereby amended pursuant to Section 300 of the Bylaws as follows:

METHOD OF OPERATION

310.2 Regular Meetings

Meetings will be held at the UNM Gallup Executive Conference Room unless otherwise announced.

The Third Amendment Method of Operation hereby cancels the Second Amendment dated October 22, 2014 to the Bylaws.

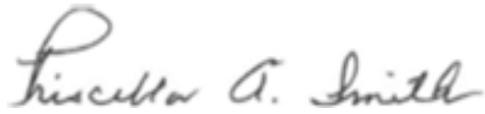
All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer’s Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing Third Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on February 21, 2017.



Ralph Richards, Chair



Priscilla Smith, Secretary

**FOURTH AMENDMENT TO THE BYLAWS
OF
UNM GALLUP CAMPUS LOCAL BOARD**

The Bylaws of the Local Board of the UNM Gallup Campus (“Bylaws”) are hereby amended pursuant to Section 300 of the Bylaws as follows:

ORGANIZATION

110 **MEMBERS**

The Local Board of the UNM Gallup Campus of the University of New Mexico shall be composed of the five members elected by registered voters as follows: Positions One, Two and Three by voters of the McKinley County School service area, and Positions Four and Five, by voters of McKinley County and Zuni Public Schools service areas.

The Fourth Amendment Organization hereby cancels the Second Amendment dated October 22, 2014 to the Bylaws.

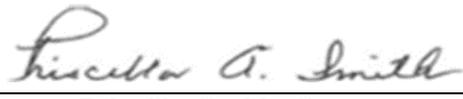
All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer’s Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing Fourth Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on April 4, 2017.



Ralph Richards, Chair



Priscilla Smith, Secretary