



LOCAL BOARD MEETING

March 19, 2019

Executive Conference Room



Chief Executive Officer

UNM Gallup Local Advisory Board Meeting
Room GH1216 --- 705 Gurley Avenue
March 19, 2019 --- 1:00 PM
Gallup, NM 87301

Agenda

- I Call to Order, Confirmation of a Quorum, Adoption of the Agenda – Local Advisory Board Chair Ralph Richards
- II Vote to Approve Minutes: November 20, 2018 Regular Meeting, January 8, 2019 Regular Meeting – Ralph Richards
- III Public Comment Related to Items on the Agenda (limit 3 min. per speaker)
All speakers must sign in with the Recording Secretary
- IV Comments from Local Advisory Board Members
- V CEO Report - James Malm
 - a. Present FY 2019-2020 UNMG Budget
- VI Discuss & Vote on FY 2019-2020 UNMG Budget – Ralph Richards
- VII New Business
- VIII Old Business
- IX Public Comments Not Related to Items on the Agenda (limit 3 min. per speaker)
All speakers must sign in with the Recording Secretary
- X Adjourn

Dates to Remember

April 16	UNMG Local Board Meeting in GH1216 at 1pm
May 10	Spring Commencement - Angelo Di Paulo Public School Stadium at 6:00 PM
May 21	UNMG Local Board Meeting in GH1216 at 1pm
May 27	Memorial Day - UNMG Closed
June 18	UNMG Local Board Meeting in GH1216 at 1pm

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 Chief Executive Office (505-863-7501) as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Chief Executive Office if a summary or other type of accessible format is needed.

F:\CORRESPONDENCE\Meetings\Local Board\Agendas\2019\20190108 Agenda Word DRAFT.Docx



UNM GALLUP LOCAL ADVISORY BOARD MINUTES

Tuesday, November 20, 2018
Executive Conference Room 1216

1:00 PM
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

- Teri Garcia P
Olin Kieyoomia..... A
Gerald O'Hara..... P
Ralph Richards P
Priscilla Smith P

UNM-GALLUP STAFF AND GUESTS:

- James Malm, CEO
Dan Primozic, Dean of Instruction
Robert Griego, Director Business Operations
Marilee Petranovich, Sr. Public Relations Specialist
Sabrina Ezzell, Director Nursing
Melissa Rodriguez, Educational Site Coordinator
Jerry Dominguez, UNM Branch Campus Liaison
Christy Butler, Executive Assistant

AGENDA ITEM I - Call to Order, Confirmation of Quorum, Adoption of Agenda

Chair Ralph Richards called the November 20, 2018 regular meeting of the UNM-Gallup Local Advisory Board to order at 1:04 PM with roll call. A quorum was present.

Motion was made by Teri Garcia to approve the UNM Gallup Local Advisory Board Agenda as presented. Motion was seconded by Gerald O'Hara and approved by unanimous roll call vote at 1:04 PM.

AGENDA ITEM II – Approval of Minutes

Teri Garcia made motion to approve the October 16, 2018 Board Regular meeting minutes as presented. Gerald O'Hara seconded. Minutes were approved by unanimous roll call vote at 1:04 PM.

- a. Public Comment Related to Items on the Agenda (limit 3 min)
• None
b. Comment from Local Board Members
• None

AGENDA ITEM III – Board Education – Enrollment Management: Prospects to Applicants – Educational Site Coordinator Melissa Rodriguez presented a PowerPoint to the Board on what she learned from a conference. What UNMG needs is a Customer Relationship Manager (CRM) streamlined for our campus. Student Services will continue to recruit but should start recruiting during the student's sophomore year.

AGENDA ITEM IV - Vote to Sign Operating Agreement between the Board of Regents of the University of New Mexico and The Local Board of the Gallup Campus of the University of New Mexico for July 1, 2018 thru June 30, 2020—the Board is not content with the Operating Agreement presented for approval. The Board requested six changes to the agreement and the only one appearing is the right of first refusal. The Board can always try to renegotiate the agreement at a later date. The Board should sign with the number one issue included in the agreement. After further discussion, Teri Garcia made motion to approve the Operating Agreement, seconded by Priscilla Smith and passed by unanimous roll call vote at 1:49 PM

Teri Garcia left the meeting at 1:49 pm.

AGENDA ITEM V - Vote to Acknowledge November 2, 2018 State of New Mexico County of Santa Fe First Judicial District Court Stipulated Order for 2019 in the Matter of Regular Elections for Branch Community Colleges—After discussion, Priscilla Smith made motion to acknowledge the Stipulated Order for 2019 in the Matter of Regular Elections for Branch Community Colleges, seconded by Gerald O'Hara and passed by unanimous roll call vote at 1:50 PM

AGENDA ITEM VI - Chief Executive Officer's Report – James Malm

- a. New Mexico Legislative Finance Committee - Report on Higher Education Governance, Barbara Damron, Secretary of Higher Education Department – James Malm spoke on the HED Governance report and answered the Board's questions regarding the report. He attended the LFC meeting when Barbara Damron presented it and recommended scenario C advising that the HED receive the funding for all the colleges and distribute. She also recommends that all branches and independent community colleges be governed by a super board.

- b. New Mexico Association of Community Colleges Board Meeting Report – FY20 IG Funding Formula & New Mexico Higher Education Department Recommendations-James Malm explained the funding formula to the Board. Discussion followed.
- c. 2019 New Mexico Legislative Session January 15 – March 16
 - i. Gallup Executive Directors Association (GEDA) *request for a list of names for consideration for nomination to a few but not all key NM Boards & Commissions who will be sensitive to needs of Gallup-McKinley County Residents* – The Board will send their recommendations to the Board Chair to be compiled and James Malm will give the recommendations to GEDA Executive Director Patty Lundstrom.
 - ii. UNM Day at the Legislature – Monday, January 28, Capitol Rotunda, Santa Fe – The Board would like to attend to promote and support UNMG.
 - iii. Gallup-McKinley County Day – Thursday, February 21, La Fonda Hotel, Santa Fe – UNMG will be involved and will work out the budget commitment. The Board is planning to attend.

AGENDA ITEM VII – Dean of Instruction Report – Dan Primozic

- a. New Mexico Higher Education Department Research and Public Service Project (RPSP) 2018 SB 1 \$200,000 Work Force Development – Process Technology – The Dean spoke on the program we are developing for basic operator training. We will hire a consultant to help pull the program together and help teach the program for two years. We do not have anyone on our staff or faculty that is qualified to do this.

AGENDA ITEM VIII – Business Operations Report – Robert Griego

- a. UNM Gallup Annual Clery Report 2018 - Robert Griego presented the report. Robert and Sgt. Richard Perez answered questions from the Board. The Board is not pleased with the report and do not feel that UNMG has an adequate police force to cover the main campus and north campus. We have three officers now and a camera system which helps keep the campus covered. There seems to be a communication issue regarding how to contact the police and who to contact if there is an emergency. UNMG needs to make communication a priority.
- b. McKinley County Industrial Revenue Bond Issuance Notice – This is a tax incentive for business. UNMG was informed because we have mil levies with the County.
- c. UNM Gallup Campus Summary of Current and Plant Funds Report: 2019 Period 4 – Robert Griego reported revenues are up and expenses are down.
- d. Gallup Campus PPD Facilities Management Building – Procurement Update – The latest schematics were given to the board. We are at the point where they are putting walls, locating light switches and cabinetry.
- e. Double-Faced Internally Illuminated Pole Sign w/ EMC – Construction Update – The sign foundation should be poured by Monday.

AGENDA ITEM IX –New Business

None

AGENDA ITEM X –Old Business

None

AGENDA ITEM XI – Public Comments Not Related to Items on the Agenda (limit 3 min. per speaker)

- None

AGENDA ITEM XII – Adjourn

Gerald O'Hara made motion to adjourn, seconded by Priscilla Smith and passed by unanimous roll call vote at 3:41 PM.

Ralph Richards, Chair

Christy Butler, Executive Assistant
Board Recording Secretary

Priscilla Smith, Secretary

AGENDA ITEM VII – Vote to Adjourn for Executive Session - Ralph Richards

- a. Gallup Campus PPD Facilities Management Building – State General Obligation Bond Requirements and Branch Procurement. *Executive Session pursuant to NM Open Meeting Act; Acquisition or Disposal of Real Property or Water Rights, Section 10-15-1-H.(8), NMSA 1978.*

Olin Kieyoomia made motion to adjourn the regular meeting of the UNMG Local Board to Executive Session for a discussion concerning Gallup Campus PPD Facilities Management Building – State General Obligation Bond Requirements and Branch Procurement. *Executive Session pursuant to NM Open Meeting Act; Acquisition or Disposal of Real Property or Water Rights, Section 10-15-1-H.(8), NMSA 1978.* Seconded by Teri Garcia and approved by unanimous roll call vote at 2:23 PM.

AGENDA ITEM VIII – Invite the Public back into the meeting

AGENDA ITEM IX - Vote to reconvene the meeting and certification that only the matter described in Agenda Item VII was discussed in Executive Session, and if necessary, final action on the matter discussed in Executive Session that are required to be taken in Open Session.

- a. Gallup Campus PPD Facilities Management Building – State General Obligation Bond Requirements and Branch Procurement

Gerald O'Hara certified the only discussion of the UNMG Local Advisory board Executive Session was the Gallup Campus PPD Facilities Management Building – State General Obligation Bond Requirements and Branch Procurement. *Pursuant to NM Open Meeting Act; Acquisition or Disposal of Real Property or Water Rights, Section 10-15-1-H.(8), NMSA 1978.*

Gerald O'Hara moved that the UNMG Local Board use \$635,178 from the UNMG Reserves to complete phase I of the Gallup Campus PPD Facilities Management Building. This decision will be reported to the Provost and UNM Board of Regents of the disposition of UNMG property as discussed in the Executive Session. Olin Kieyoomia seconded and approved by unanimous roll call vote at 2:38 PM.

AGENDA ITEM XII – Adjourn

Olin Kieyoomia made motion to adjourn, seconded by Teri Garcia and passed by unanimous roll call vote at 2:38 PM.

Ralph Richards, Chair

Priscilla Smith, Secretary

Christy Butler, Executive Assistant
Board Recording Secretary



Presentation To The Local Advisory Board
Fiscal Year 2019-2020 Operating Budget

March 19, 2019



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Fiscal Year 2019 -2020 Budget Calendar

Gallup-McKinley County Day	Thursday, February 21, 2019
Restricted FY19 Revised Budget and FY20 Proposed Budgets for OPBA	Friday, March 1, 2019
Budget Development System Opens	Monday, March 11, 2019
Staff Performance Review Deadline	Friday, March 15, 2019
Gallup Advisory Board Meeting	Tuesday, March 19, 2019
Tuition and Fee Recommendations to Due OPBA	Thursday, March 21, 2019
Governor Veto Deadline	Friday, April 5, 2019
Board of Regents Budget Summit	Friday, April 5, 2019
Budget Guidelines Issued for FY20 Budget Development	Friday, April 5, 2019
Budget Revision (BAR) Due to OPBA	Wednesday, April 12, 2019
Local Advisory Board Meeting	Tuesday, April 16, 2019
Budget Planner Locks for Branch Campuses	Wednesday, April 17, 2019
Budget Planner Locks University Wide	Monday, April 22, 2019
Finalize HED Budget Documents	Friday, April 26, 2019
HED Budget Due to HED	Wednesday, May 1, 2019
Final Budget Approval by Board of Regents	Friday, May 10, 2019



Management Discussion & Analysis

Fiscal Year 2019 -2020 Budget

This Budget was prepared using the following assumptions:

- 1) no increases in revenue and no decreases in expenses,
- 2) no institutional reserves for I&G,
- 3) no new money,
- 4) no increases in tuition & fees,
- 5) no millage increase,
- 6) and no change in enrollments.

State Appropriations will fluctuate in the legislative process until House Bill #1 becomes law.

Any compensation increases will increase expenses and revenue at minimal net impact.

Five Year Capital Plan requires a 25% match from Institutional Reserves.



UNM Gallup Campus Budget For FY 2019 - 2020

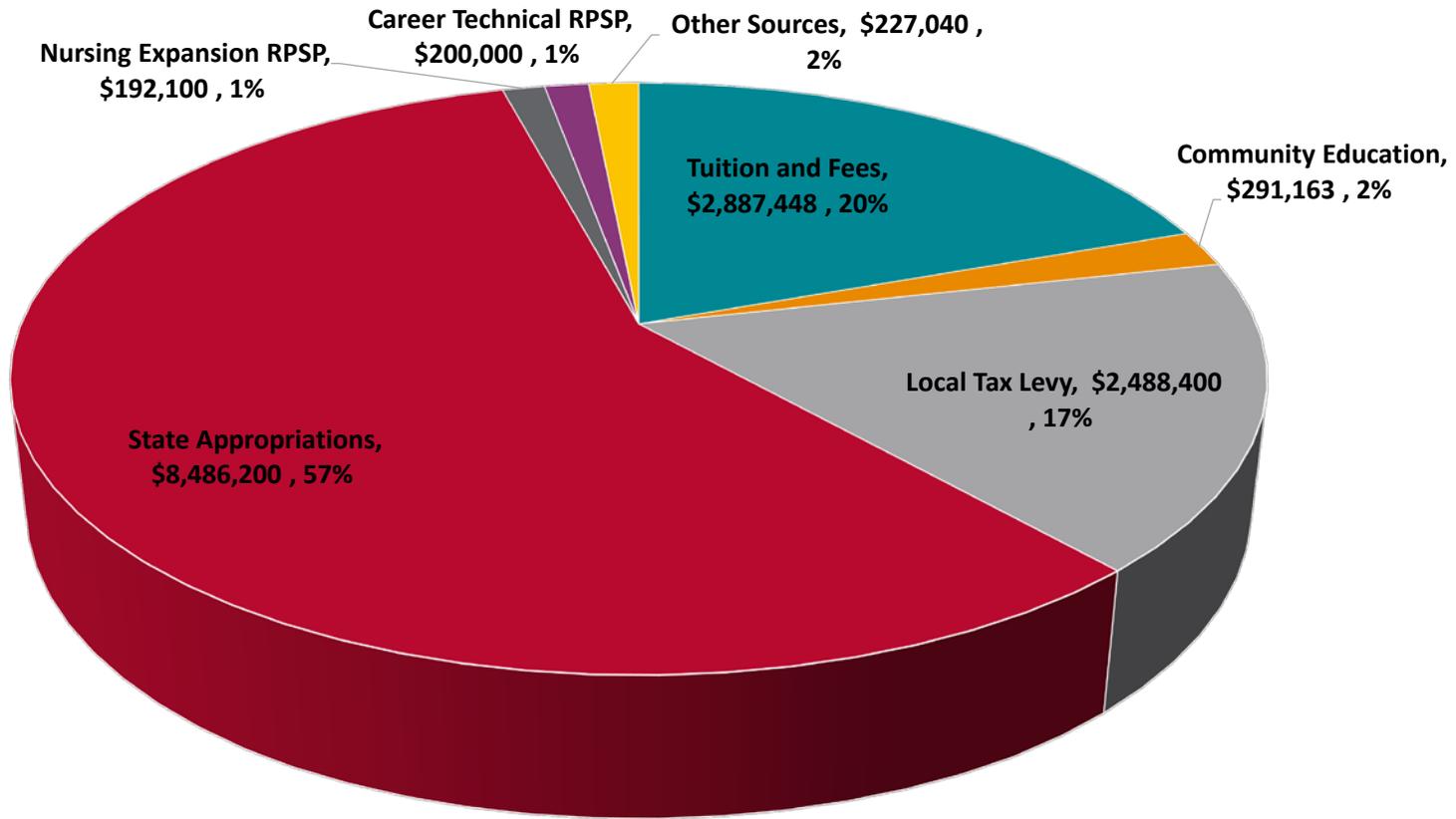
	Original FY2018- 2019 Budget	FY2019-2020 Budget	FY2019 Budget vs FY20 Budget	Percent Change	Percent of I&G Revenue
Revenue:					
Tuition and Fees	\$ 2,887,448	\$ 2,887,448	\$ -	0.00%	19.55%
Community Education	\$ 291,163	\$ 291,163	\$ -	0.00%	1.97%
Local Tax Levy	\$ 2,488,400	\$ 2,488,400	\$ -	0.00%	16.84%
State Appropriations	\$ 8,486,200	\$ 8,486,200	\$ -	0.00%	57.45%
Compensation Funding		\$ -	\$ -	100.00%	0.00%
Nursing Expansion RPSP	\$ 192,100	\$ 192,100	\$ -	0.00%	1.30%
Career Technical RPSP	\$ 200,000	\$ 200,000	\$ -	100.00%	1.35%
Use of Reserves	\$ -	\$ -	\$ -		0.00%
Other Sources	\$ 227,040	\$ 227,040	\$ -	0.00%	1.54%
Total I&G Revenues	\$ 14,772,351	\$ 14,772,351	\$ -	0.00%	100.00%
Transfers:					
Building Renewal and Replacement	\$ (502,683)	\$ (502,683)	\$ -	0.00%	
Student Aid	\$ (100,000)	\$ (100,000)	\$ -	0.00%	
Equipment Renewal and Replacement	\$ (60,652)	\$ (60,652)	\$ -	0.00%	
Minor Plant	\$ -	\$ -	\$ -	0.00%	
From Auxiliaries	\$ 40,000	\$ 40,000	\$ -	0.00%	
Total Transfers	\$ (623,335)	\$ (623,335)	\$ -	0	
Dec/(INC) Use of Reserves					
Net I&G Revenues	\$ 14,149,016	\$ 14,149,016	\$ -	0.00%	

Budgeted Expenditures

	Original FY2018- 2019 Budget	FY2019-2020 Budget	FY2019 Budget vs FY20 Budget	Percent Change	Percent of FY 2019- 2020 Budget	Percent of FY 2018- 2019 Budget	Percent of FY 2017- 2018 Budget
Instruction and General							
Instruction - Exhibit 10	\$ 7,185,391	\$ 7,185,391	\$ -	0.00%	50.78%	50.78%	47.39%
Academic Support - Exhibit 11	\$ 1,337,670	\$ 1,337,670	\$ -	0.00%	9.45%	9.45%	11.63%
Student Services - Exhibit 12	\$ 1,288,316	\$ 1,288,316	\$ -	0.00%	9.11%	9.11%	8.03%
Institutional Support - Exhibit 13	\$ 2,774,149	\$ 2,774,149	\$ -	0.00%	19.61%	19.61%	19.15%
Physical Plant - Exhibit 14	\$ 1,563,490	\$ 1,563,490	\$ -	0.00%	11.05%	11.05%	13.80%
Total I&G Expenditures	\$ 14,149,016	\$ 14,149,016	\$ -	0.00%	100.00%	100.00%	100.00%
Non-I&G:							
Student Cultural and Social - Exhibit 15	\$ 79,120	\$ 79,120	\$ -	0.00%			
Public Service - Exhibit 17	\$ 12,773	\$ 12,773	\$ -	0.00%			
Internal Services - Exhibit 18	\$ -	\$ -	\$ -	0.00%			
Student Aid - Exhibit 19	\$ 100,000	\$ 100,000	\$ -	0.00%			
Auxiliaries - Exhibit 20	\$ 1,184,626	\$ 1,184,626	\$ -	0.00%			
Total Non-I&G Expenditures	\$ 1,376,519	\$ 1,376,519	\$ -	0.00%			
Total Unrestricted Budget	\$ 15,525,535	\$ 15,525,535	\$ -	0.00%			
Restricted Funding							
Contracts and Grants	\$ 1,751,230	\$ 1,751,230	\$ -	0.00%			
Total Restricted Expenditures	\$ 1,751,230	\$ 1,751,230	\$ -	0.00%			

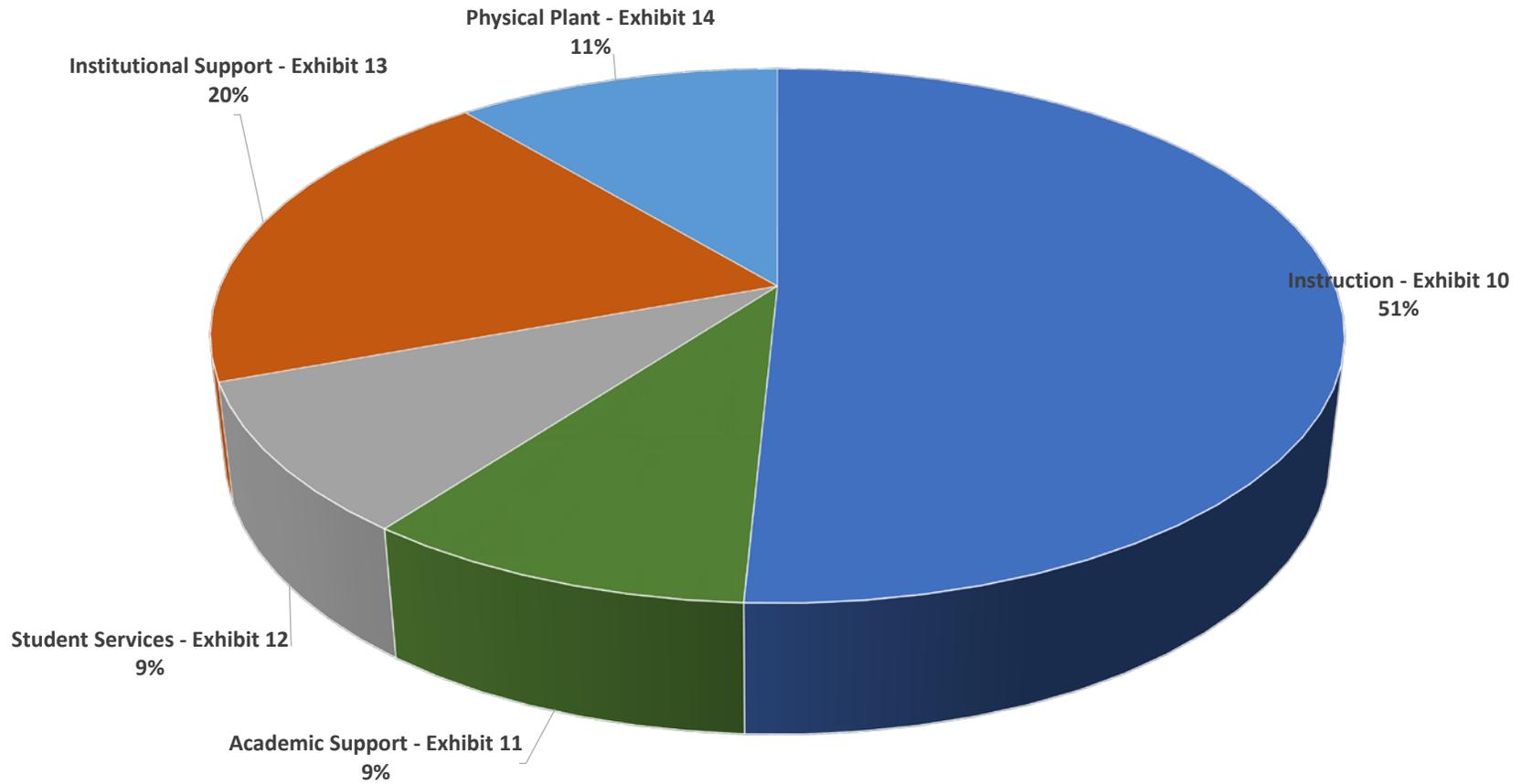


FY2019-2020 Instruction and General Sources of Revenues



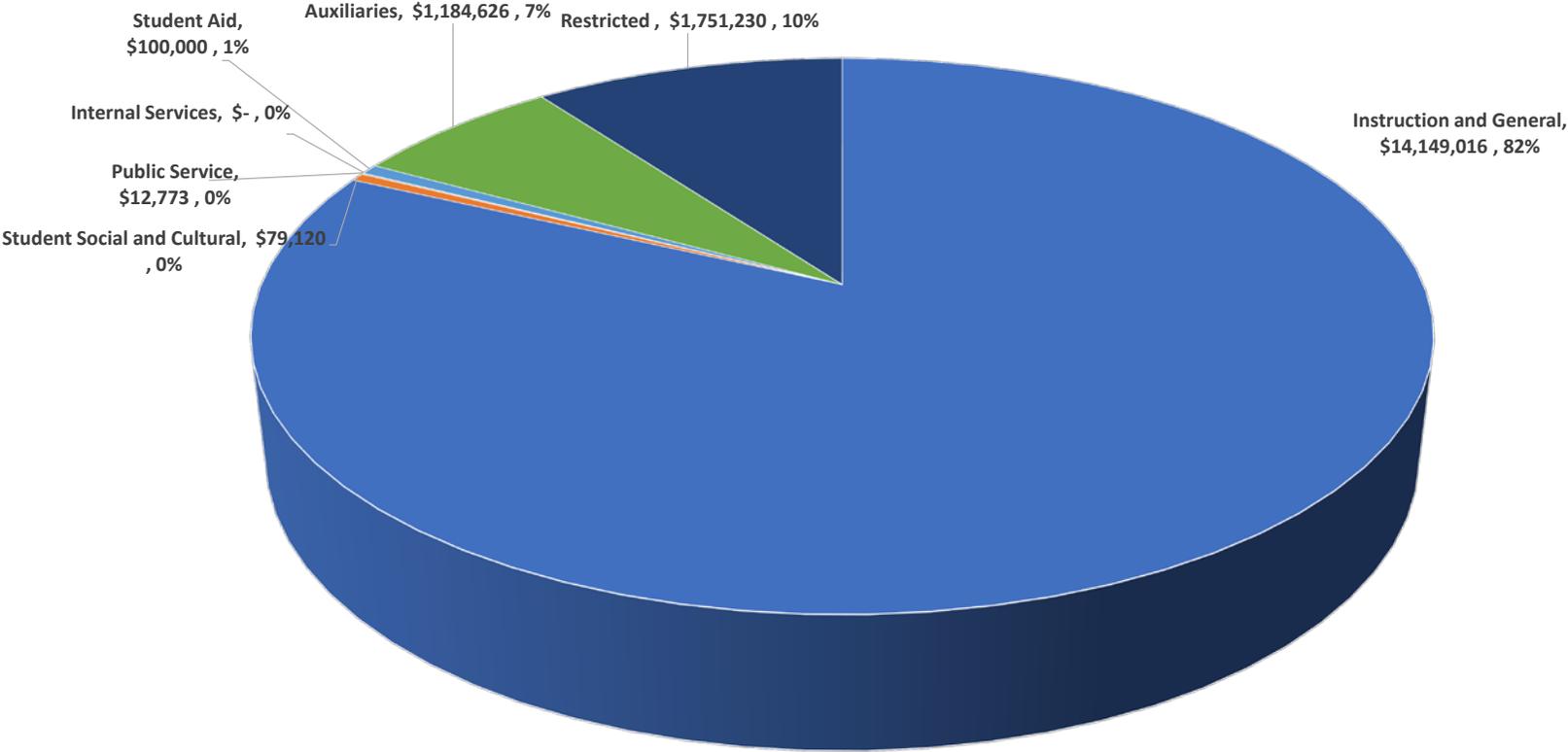


FY2019-2020 Instruction and General Expenditures



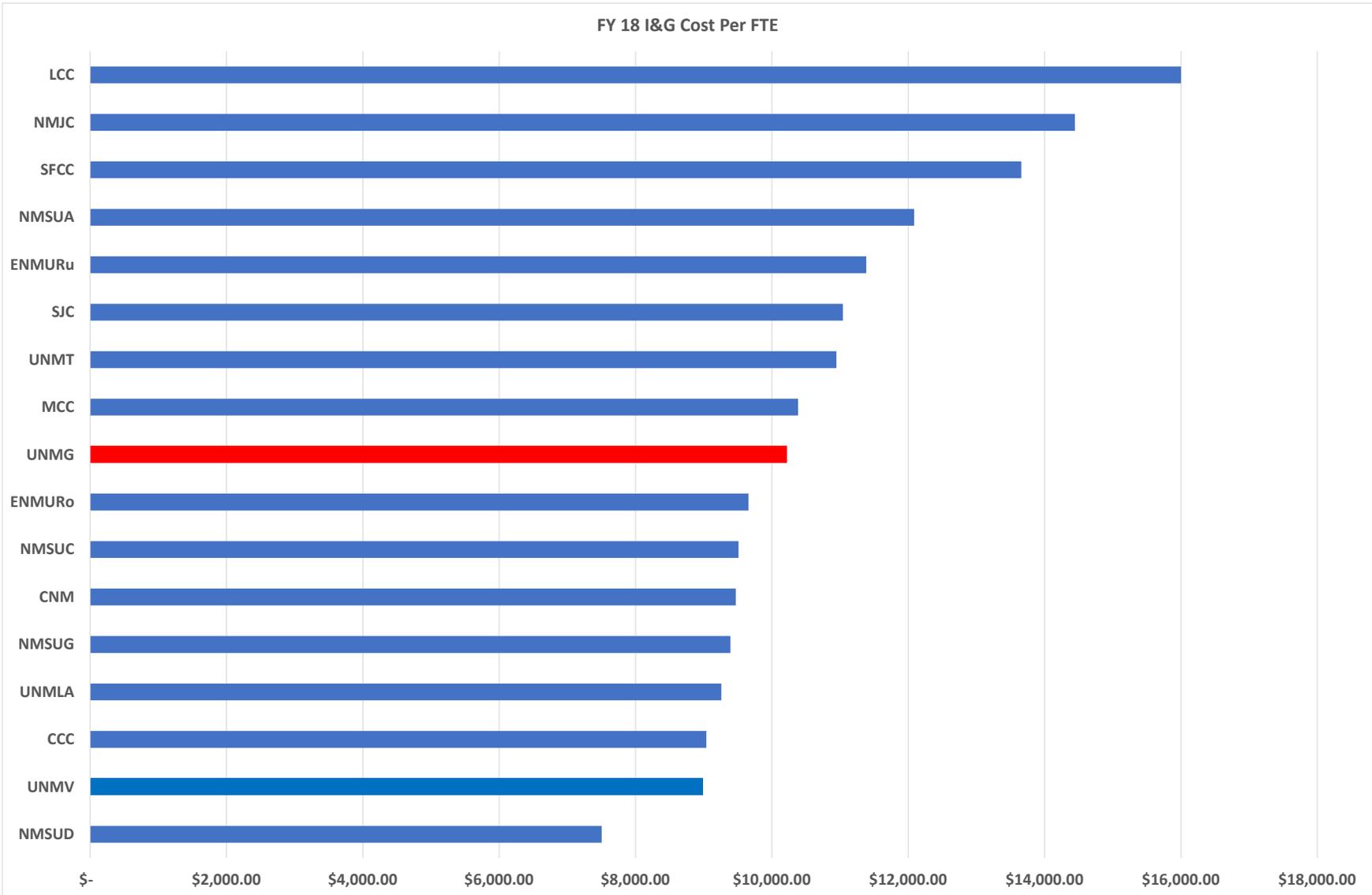


FY2019-2020 Expenditures



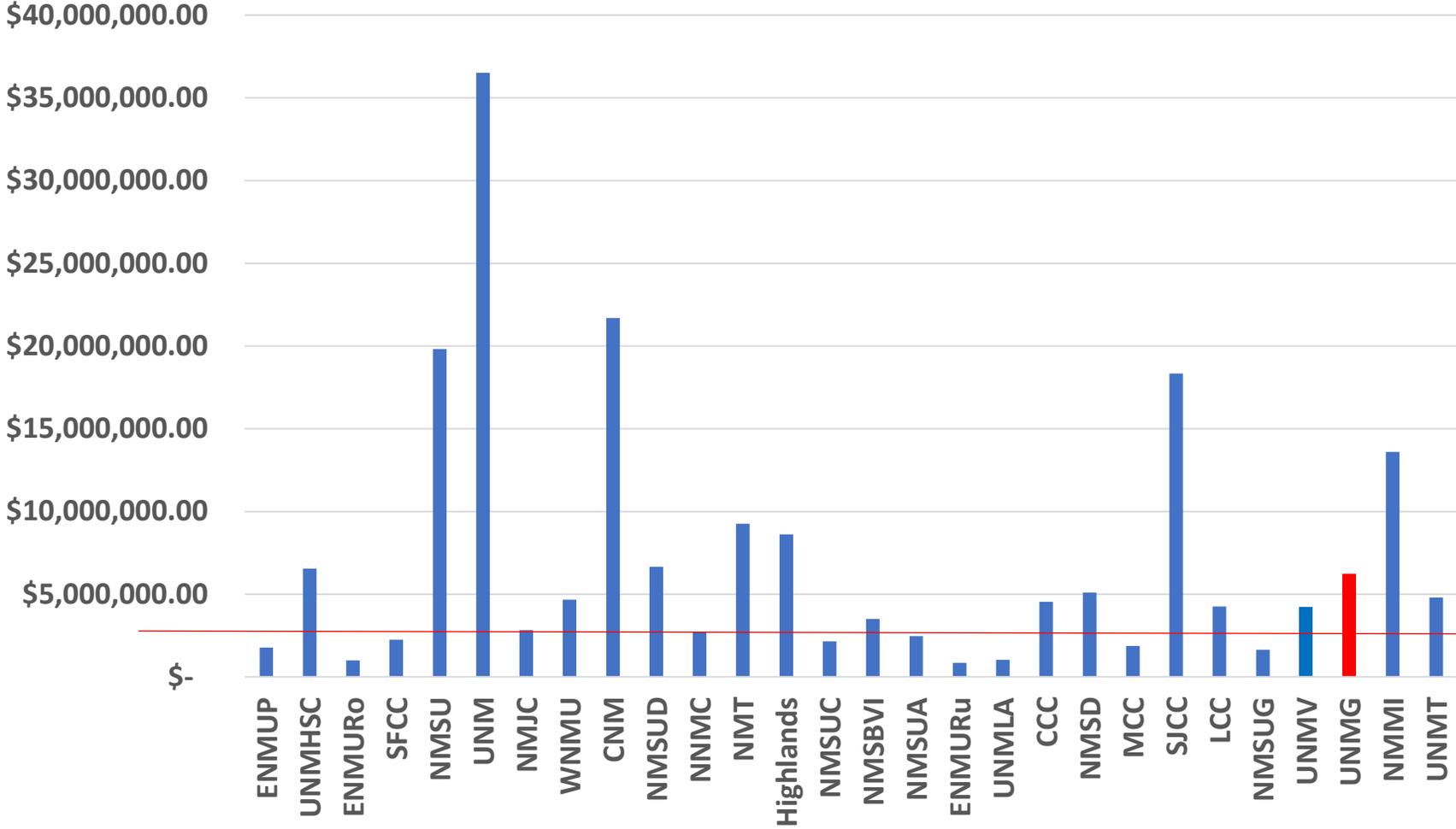


FY 18 I&G Cost Per FTE





Total I&G Reserves Year End FY18





FY17 I&G Reserves as a Percent of I&G Expenditures

