



# LOCAL BOARD RETREAT

April 10, 2018

Executive Conference Room



UNM Gallup Local Board Retreat  
Room 1216 705 Gurley Avenue  
April 10, 2018 --- 1:00 PM  
Gallup, NM 87301

	I	<b>MEETING CALL TO ORDER</b>	Chair
	II	<b>ROLL CALL</b>	Recording Secretary
Action	III	<b>VOTE TO APPROVE AGENDA</b>	Chair
	IV	<b>BOARD RETREAT</b>	
		A. UNM Operating Agreement Signature	Ralph Richards
		B. Local Board Code of Ethics	Ralph Richards
		C. What's Your Lobo Life? Public Communication at UNMG	Marilee Petranovich
Action	V	<b>VOTE FOR ADJOURNMENT</b>	Chair
	3:00 PM	Attend UNMG 6 <sup>th</sup> Annual Scholarship Award Ceremony	Commons Area

### **DATES TO REMEMBER:**

UNMG Commencement Ceremony at Angelo DiPaulo Memorial Stadium 10:00 AM	May 12
Local Board Meeting in Gurley Hall Executive Conference Room 1216	May 22
Local Board Meeting Annual Summer Retreat in Gurley Hall Executive Conference Room 1216	June 19

The University of New Mexico Gallup (UNMG) campus does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or hiring. To comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, UNMG provides information contained in this publication in alternative formats. If special assistance or an alternative format is needed, please contact the UNMG Accessibility Resource Center at 505-863-7757 or the Chief Executive Office at 505-863-7501.

**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**

This agreement between the Board of Regents and the Gallup 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 Gallup Campus include the following:

1. Act as an advisory board to the Board of Regents or their designee in all matters pertaining to the conduct of the Gallup Campus.
2. Approve an annual budget for the Gallup Campus for recommendation to the Board of Regents for final approval.
3. Provide approval and certification for the tax levy, as required by state law, to the Gallup County Commission.
4. Call election for tax levies for the Gallup Campus, after approval of the Board of Regents.
5. Call Elections for Advisory Board positions pursuant to the Branch Community College Act, Section 21-14-2.1, NMSA 1978.

The Board of Regents, or their designee, shall have full authority and responsibility in relation to all matters of the Gallup 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 Gallup Campus in exchange for an administrative services fee, as set forth below in this Agreement.

The board and the board of regents of the parent institution of the branch community college shall jointly conduct a search for qualified candidates for director. The board of regents of the parent institution, after consultation with the board, shall then select a director for the branch community college.

Pursuant to the provisions above:

1. The Board of Regents through their designee shall have full authority and responsibility in relation to all matters of the branch, although the Advisory Board shall be consulted and will serve in an advisory capacity in such matters.
2. The branch will propose the curricula to be offered, subject to the approval of UNM Office of the Provost. Course offerings shall be drawn from UNM lower division courses and technical courses to meet local needs.

UNM shall honor credits earned by students at the branch, in accordance with the following regulations:

- a. Credits earned in lower division courses that have been approved by the UNM Faculty Senate and Office of the Provost shall carry residence credit and be applicable to all UNM baccalaureate programs.
  - b. Credits earned in lower division technical courses offered by the branch that have been approved by the Office of the Provost, may count towards degree programs specific to the branch and may transfer to UNM baccalaureate programs without explicit articulation agreements or exceptions defined in UNM Faculty Handbook policy F80.
3. Degree and certificate programs at a branch shall be available to other branches subject to any accreditation requirements.
  4. Financial oversight of the branch shall be the responsibility of the Board of Regents in accordance with its established requirements and procedures.

Funds for the support of the branch 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 Gallup Campus, although indirect administrative costs may be borne by UNM. No funds of the Gallup Campus may be reallocated to the Albuquerque Campus or to any other UNM branch, except for the payment of the administrative services fee, defined below.

The branch will remit annually to UNM a fee for the use of all management systems of record as of June 30<sup>th</sup>, 2015, including those employed for financial services, enrollment services, advisement services, legal services, library services, enterprise systems, data services, research services, learning management systems, grants and contracts, planning and campus development, faculty contracts and human resources to the extent that no

direct transfer of funds is required. Administrative service fees may not be changed for the duration of the agreement, however, new services that may cost more to UNM during the term of this agreement the branches will be assessed their portion of the cost if they choose to be included in the new services.

The branch may, at its discretion, contract with UNM administrative divisions for other services. Service Level Agreements are to be negotiated between the relevant administrative division(s) and the branch. It is understood that the branch may, at its discretion, contract with non-UNM vendors for any services other than those required for the management systems of record. Should negotiations reach an impasse, the matter will be negotiated by the Branch Advisory Board Chair or his/her designee and the Board of Regents President and his/her designee.

## **POLICIES:**

1. The Board of Regents or their designee will meet with Branch Advisory Boards or their designee at least once a year or more often as needed to foster and sustain communication between the Branches and UNM Albuquerque.
2. All employees of the branch campus are employees of the University of New Mexico and subject to the policies and procedures thereof, including annual performance reviews. The executive director of the branch reports to the UNM Provost, who will conduct his or her annual performance review. Input on the executive director's performance will be sought, and the outcomes of the review shared, with the Advisory Board. Authority for contract decisions to remove or retain an executive director rest with the UNM Provost, after consultation with the President and the Advisory Board. Authority for all other contract decisions, including salary, performance improvement plans, or interim appointments in the event of a vacancy in the office of the branch executive director, rest with the UNM Provost.
3. As part of UNM, the branch 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 branch.
4. The branch may use facilities other than public school facilities, subject to the approval of the Provost.
5. 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 Provost of the University, who may re-delegate them as appropriate.

## **ADDITIONAL STATUTORY REQUIREMENTS**

1. All property acquired for the branch shall be held in the name of the Board of Regents. In the event the agreement is terminated and a different public college entity evolves from the branch, all property shall be transferred by the Board of Regents and conveyed to the governing board of the new public college entity.
2. This agreement shall be binding upon both the Board of Regents and the branch Advisory Board; however, it may be terminated by mutual consent or it may be terminated by either board upon six months' notice. If the branch community college has outstanding general obligation or revenue bonds, neither the board nor the board of regents may terminate the agreement until the outstanding bonds are retired, except as provided by Section 21-13-24.1 NMSA 1978.

The UNM Board of Regents or their designee and the branch Advisory Board shall review this Agreement as they deem necessary, but at least biennially per statutory requirement. Any changes must be in writing and have signature approval of both the UNM Board of Regents and the Branch Advisory Board. The amount of administrative services fee paid by the Branch to the Board of Regents is set at 3.6% based on actual expenditures from the previous year and will be in force from FY2015-16, 2016-17, 2017-2018. Subsequent rate amounts will be negotiated with proper advanced notice by the Board of Regents or their designee and the Branch Advisory Board or their designee. Should the two parties to this agreement (BOR and Elected Advisory Boards) come to impasse on matters including but not limited to the amount of the administrative fee paid by the Branches to the Albuquerque Campus, the matter will go to a mutually agreed arbitrator who will render a decision binding to both parties. The Branches and the Albuquerque Campus will share arbitration costs.

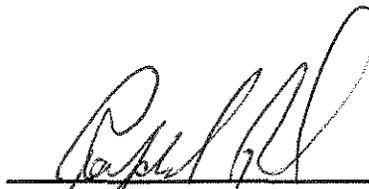
This Agreement has been reviewed, accepted, and approved as follows:

For the Board of Regents of  
The University of New Mexico

For the Advisory Board of  
The Branch Campus



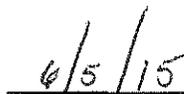
UNM President



Branch Chairperson



Date Signed



Date Signed

## LOCAL BOARD CODE OF ETHICS

The citizens in my community have elected me to represent them. As a member of the UNMG Local Board, I will strive to improve higher education for all UNMG students and to that end, I will:

1. Attend all scheduled Board meetings insofar as possible and will come to each meeting prepared and ready to debate issues fully and openly;
2. Recognize that I have no legal authority outside the Board meetings and that all decisions of the Board will be made at a public meeting; to conduct my relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact; remember that the board derives its authority from the community; and that it must always act as an advocate on behalf of the entire community;
3. Work in harmony with my fellow members of the Board to always promote cooperation in spite of differences of opinion that arise during vigorous debates of points of issue and preserve the integrity of the Board;
4. Avoid speaking on behalf of the Board except at those times when the Board, by official action, authorizes me to do so, and respect the confidentiality of information that is privileged under applicable law;
5. Upgrade my performance as a Board member by informing myself about current educational issues by individual study and through participation in programs provided by the State and National Community College Trustees Associations, and by engaging in a regular and ongoing process of training and continuous improvement;
6. Support the employment of those persons best qualified to serve as school faculty and staff and make every effort to ascertain that all employees are properly remunerated for their services and that they are dealt with fairly in the performance of their duties;
7. Avoid temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college district;
8. Accept that my primary function is to oversee the policies by which UNMG is administered; and that the actual administration of the education programs is delegated to the Executive Director and her/his staff while creating and maintaining a spirit of true cooperation and a mutually supportive relationship with the Executive Director;
9. Welcome and encourage active participation and cooperation by citizens, organizations, and the media with respect to current college operations and proposed future developments, for a better understanding of their needs and improvement of relations with the public that I serve;
10. Remember that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation;
11. Bear in mind that once a decision is made that the board speaks with one voice.
12. Finally, strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

**PASSED** by the UNM Gallup Local Board, this \_\_\_\_ day of August, 2018.

\_\_\_\_\_  
Ralph Richards, Chair

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Olin Kieyoomia, Vice Chair

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Priscilla Smith, Secretary

\_\_\_\_\_  
Gerald O'Hara, Member

\_\_\_\_\_  
Teri Garcia, Member

(Seal)