



Local Advisory Board

2003

Signed Minutes
Archives

UNM GALLUP LOCAL BOARD

Wednesday, January 22, 2003
Six O'clock p.m.

UNM-G Director's Conference Room
Gallup, NM 87301

UNM Gallup Local Board

Mr. JR Thompson, Chair - Absent
Mr. Bill Bright, Secretary
Ms. Ruby Wolf, Member
Mr. Ernest Mackel, Member At Large

UNM Gallup Campus Staff and Guests:

Dr. Beth Miller, Interim Executive Director
Dr. Helen Zongolowicz, Interim Dean of Instruction
Mr. Tom Ray, Director, Student Services
Mr. Jim Blackshear, Manager, Information Services
Dr. Harry Sheski, Interim Assistant Dean of Instruction
Mr. Farhad Javaheripour, Director, Business Operations
Mr. Bruce Fredericks, Principal, MCHS
Ms. Linda Thornton, Manager, Public Relations
Mr. Jim Sayers, Co-Chair, Strategic Planning Committee
Ms. Heba Almasri, UNMG All State Academic Student
Ms. Kathryn Johnson, Executive Assistant

The January 22, 2003 meeting of the UNM Gallup Local Board was called to order by Mr. Bright at 6:00 p.m. with roll call. A quorum was present. The Board recognized the resignation of Ms. Carmelita Sanchez, effective January 2003. Ms. Wolf was appointed as meeting secretary.

INTRODUCTIONS

- a. Mr. Jim Blackshear, Manager of Information Services
- b. Mr. Jim Sayers, Co-Chair of Strategic Planning Committee
- c. Ms. Heba Almasri

ANNOUNCEMENTS

- a. Gallup Day at the Legislature - Friday, February 7
- b. Community College Day - Monday, February 17
- c. Charter School Day - Monday, February 24
- d. Community College Stakeholders Meeting - Workforce Development - January 29, 2003
- e. Nursing Program - SBON December meeting approved the site team's recommendation of an 8 year approval.
- f. "Quantum" UNM publication for creative works featured an article on Gallup's ECME Program. Nice interview and picture of Dr. Zongolowicz of how the program has developed into a state wide initiative.
- g. Laura Bentz - Art Exhibit of Mixed Exhibits
- h. All State Academic Team Recipients - Heba Almasri and Mike Krueger
Heba Almasri, 2nd year student, majoring in liberal arts, has exceeded the minimum 3.0 grade point average, and has set her educational goal as either pre-law or radiology. "UNM - Gallup is a great place, excellent start and has prepared her for the bigger schools." Students will be recognized on February 17th.

APPROVAL OF MINUTES

Minutes of the November 20, 2002 UNM Gallup Local Board meeting were approved as presented. Motion made by Ms. Wolf and seconded by Mr. Mackel. Motion carried by roll call vote.

APPROVAL OF AGENDA

Agenda of the January 22, 2003 UNM Gallup Local Board meeting was approved as presented. Motion was made by Mr. Mackel and approved by Ms. Wolf. Motion carried by roll call vote.

AGENDA

I. REPORTS

A. INTERIM EXECUTIVE DIRECTOR - DR. BETH MILLER

i. **Legislative Update**

Five of the seven legislators have been contacted with discussions regarding: Oversight of the ABE from the State Department of Education to CHE, CHE funding formula, renovation of the library basement, and Gurley Road. It has been determined an appropriation bill will be initiated by Councilman Butler and will be submitted by Representative Lundstrom.

ii. **3DI**

Company contracted by CHE to provide base line data for all infrastructure requests. All appropriation requests to the CHE are based upon 3DI recommendations. Efforts are being finalized to re-negotiate the previous base line review proposal.

iii. **FIPSE Grant - (Funds for Improvement of Post Secondary Education)**

Previous grant proposal concerns have been addressed and the five page request for a formal proposal must be submitted within the next two weeks. If approved, a complete proposal would be written focusing on delivery of developmental educational courses to the outlying area.

iv. **Title III**

Final draft has been reviewed, should be ready for the March deadline.

v. **Strategic Plan**

Tim Karpoff has been meeting with the college committees; anticipate final project by the end of the semester.

vi. **Child Care Center**

Full classes with 122 children enrolled, no one has been turned away.

vii. **Smoking Area**

Areas have been designated as "Smoking." Compliance regulations are being researched.

B. DIVISION REPORTS

i. **Tom Ray - Director, Student Services**

- Enrollment - Anticipate enrollment of 3,000 and have exceeded the goal of 23,000 credit hours. Additional enrollment has been credited to publicity, economy, recruiting, nursing, early childhood, no child left behind programs, and upper division classes creating more lower division classes.
- Discussed the need to continuing applying for the GEAR UP grant funding.

ii. **Dr. Zongolowicz - Acting Dean of Instruction**

- Council of Chairs met and cancelled 28 classes - new record for the lowest number of classes cancelled. Two new math classes have been filled.
- Planning the calendar for summer and fall
- Summer institute program offerings will include basketball camp for credit
- Part Time Faculty Recruitment, that will include the Zuni Campus, is being planned for mid February.
- Program review is ongoing for : ECME, Communications & Journalism, AAS in Science, Legal

Assistant, Auto Technology and Tribal Advocate.

- Five new programs are being developed for next year.
- Met with Dean of Instruction, CIT, to assist with their need for accreditation.
- GMCS proposed 2003-2004 School Calendar - radical changes are being considered that would affect the CTE program.

iii. Farhad Javaheripour - Director, Business Operations

- Budget reviews are scheduled to end next week. Preliminary budget should be ready by February and the final report in April.
- Discussed CHE and LFC recommendations for compensation, tuition credits, and the new formula.
- ABE - There has been much debate with the State Department of Education and the ABE Program. A formal audit has been requested.
- Ongoing efforts continue with UNM to increase the amount of petty cash checks, inventory process and human resources.

iv. Bruce Fredericks, Principal, MCHS

- General Report
Of the 29 students enrolled last semester, 26 completed with grades of C-or better, tutoring statistics indicate 6 of the 26 received straight A & B's. Two students have graduated, and one enrolled has enrolled for college classes. Thirteen students have enrolled for the spring semester. Mentoring program will be initiated and a career facilitator will be hired for the spring semester. Charter School Day at the Legislature has been scheduled for February 24.

II. OLD BUSINESS

A. OPERATING AGREEMENT WITH ATTACHMENT A

Attachment A - Initial meetings have been beneficial and productive regarding the issues mentioned in the attachment. Attachment A revision has been reviewed with UNM administrations and reflects the general statements of covered services. Questions with discussion followed. Efforts will be made to present the Agreement at the February Board of Regents Meeting. Motion to approve the UNM G Operating Agreement with Attachment A was made by Ms. Wolf and seconded by Mr. Mackel. Motion carried with roll call vote.

Request was made to schedule individual regent visits to Gallup.

B. MCHS - MANAGEMENT SERVICES AGREEMENT - Bruce Fredericks

MCHS Governing Board has signed and recommended endorsement of the MCHS Management Services Agreement which has been approved by UNM Legal Counsel. Provost Foster will present to the Board of Regents as an informational item. Motion to approve was made by Mr. Mackel and seconded by Ms. Wolf. Motion carried upon roll call vote.

C. LOCAL BOARD ELECTION - February 4, 2003

Local Board Candidate Forum will be held January 30th ; encourage people to attend and vote.

D. 2003 LEGISLATIVE FACT BOOK

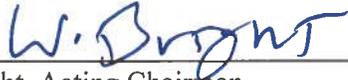
Data and format has been well received by the legislators.

III. NEW BUSINESS

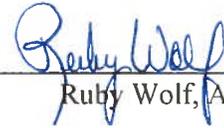
A. PROPOSED LAND PURCHASE

Property adjacent to Lions Hall has been placed on the market. Inquiries have been made on the purchase process. Property would enable the campus to grow for future development. Discussion followed. Dr. Miller should pursue.

There being no other formal business, a motion to adjourn was made by Mr. Mackel and second by Ms. Wolf. Meeting adjourned at 7:45 p.m, Wednesday, January 22, 2003



Bill Bright, Acting Chairman



Ruby Wolf, Acting Secretary

Kathryn Johnson, Executive Assistant

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UNM GALLUP LOCAL BOARD

Wednesday, March 26, 2003
Six O'clock p.m.

UNM-G Director's Conference Room
Gallup, NM 87301

UNM-GALLUP LOCAL BOARD:

Ms. Ruby Wolf
Mr. Ernest Mackel
Mr. Bill Bright
Ms. Theresa Dowling
Mr. Brett Newberry

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Interim Executive Director
Dr. Helen Zongolowicz, Acting Dean of Instruction
Mr. Tom Ray, Director, Student Services
Mr. Farhad Javaheripour, Director, Business Operations
Ms. Linda Thornton, Sr. Public Relations Representative
Mr. JR Thompson, Gallup McKinley County Schools
Ms. Carmelita Sanchez, Lt. Governor, Zuni Pueblo
Ms. Roberta Stauder, Chair, CCTE Steering Committee
Zsambor Peter, Gallup Independent
Elsie Baldwin, Administrative Assistant, Public Relations
Mervyn Tilden, Community Person

AGENDA ITEM I

The March 26, 2003 meeting of the UNM Gallup Local Board was called to order by Dr. Beth Miller, Interim Executive Director, at 6:20p.m. Bill Bright was appointed acting chair until the election of officers, Agenda Item VII.

Moment of silence was observed for the many soldiers serving in the war.

The following recommendations were made to the agenda; 1) Reduce Agenda III - Public Input to 5 minutes, 2) Move all action items to the top of the Agenda to accommodate the board members that would need to leave early, 3) Agenda Item XI - add Adoption of Resolution.

Judge Padilla gave The Oath of Office to the following elected board members:

Position 1 - Brett Newberry, Position 2 - Bill Bright, Position 3 - Ernest Mackel, Position 4 - Ruby Wolf and Position 5 - Member At Large - Theresa Dowling.

AGENDA ITEM II - Roll Call

Roll call recorded by the Recording Secretary. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Approval of Agenda

Approval of Agenda - Motion to approve the agenda based upon the above requests was made by Mr. Mackel and seconded by Ms. Dowling. Motion was approved with unanimous roll call. (Five members present and voting)

AGENDA ITEM V - Board Business - Approval of Minutes and Board Recognitions

- A. Minutes of the January 22, 2003 UNM Gallup Local Board were approved as presented. Motion made by Mr. Newberry and seconded by Mr. Mackel. Motion was approved with unanimous roll call. (Five members present and voting)
- B. Board Recognitions - Carmelita Sanchez and JR Thompson were recognized for their years of service to the UNM Gallup Local Board.

AGENDA ITEM VI - Term Determinations

Based upon the February 2003 Independent Board Election Resolution, term determinations of two or four years would be held at the first board meeting; straws were drawn for the following term determinations:
Position 1 and 2 — Position 1 – Brett Newberry, four year term; Position 2 – Bill Bright - two year term,

Position 3 and 4 — Position 3 – Ernest Mackel, two year term; Position 4 – Ruby Wolf - four year term
Position 5 — Theresa Dowling - four year term.

Motion to accept the term determinations as outlined was made by Mr. Mackel; motion seconded by Ms. Dowling.
Motion approved by unanimous roll call vote. (Five members present and voting)

AGENDA ITEM VII - Election of Officers and Committee Appointments

- A. Chairperson - Motion made by Mr. Mackel to nominate Ms. Wolf; motion seconded by Ms. Dowling. Motion approved by unanimous roll call vote. (Five members present and voting)
- B. Vice Chair - Motion made by Ms. Wolf to nominate Mr. Newberry; motion seconded by Ms. Dowling. Motion approved by unanimous roll call vote. (Five members present and voting)
- C. Secretary - Motion made by Mr. Mackel to nominate Mr. Bright; motion seconded by Ms. Dowling. Motion approved by unanimous roll call vote. (Five members present and voting)
- D. Committee Appointments:
 - 1. Nursing Advisory - Motion made by Ms. Wolf to nominate Ms. Dowling; motion seconded by Mr. Newberry. Motion approved by unanimous roll call vote. (Five members present and voting)
 - 2. MCHS - Motion made by Mr. Mackel to nominate Mr. Bright; motion seconded by Ms. Dowling. Motion approved by unanimous roll call vote (Five members present and voting)

AGENDA ITEM VIII - Reports (Agenda items revised to accommodate Board Members)

- F. 2003-2004 UNMG Budget Preliminary Report - Farhad Javaheripour
 - ✓ Budget, as endorsed by the Campus Council and Strategic Planning Committee was presented. New faculty positions included: Full time – Developmental Mathematics, and English' .6 FTE – Culinary Arts, .2 FTE – ECME. New staff position: full time ECME Staff total cost of \$163,152.
 - ✓ Health insurance premiums are expected to increase by 20-25%,
 - ✓ CHE tuition credit increase from 56% to 60%,
 - ✓ Distance education classes to UNM South Campus - \$20,000
 - ✓ Compensation increase 4% faculty

AGENDA ITEM VIII - New Business (Agenda items revised to accommodate Board Members)

- A/B Tuition Increase & New Positions -
Based upon the presented budget report, recommendation was made to increase tuition by \$3 per credit hour. Comprehensive discussion followed. Motion made by Ms. Wolf to approve the \$3 tuition increase as requested; motion seconded by Mr. Newberry, Above motion was amended to include 30% increase for out of state tuition; Mr. Newberry seconded the amendment. Motion approved upon unanimous roll call vote. (Five members present and voting).
Motion made by Ms. Dowling to approved the recommended new positions; motion seconded by Mr. Newberry. Motion approved upon unanimous roll call vote. (Five members present and voting).
- C. Invitation Letter - UNM Board of Regents
As a recommendation, a draft letter inviting members of the Board of Regents to visit UNM-Gallup was reviewed. Motion to approved the letter as presented was made by Mr. Newberry; motion seconded by Ms. Dowling. Motion carried with unanimous roll call vote. (Five members present and voting).
- D. Five Year Major Capital Outlay Projects - Dr. Miller
Based upon recommendation from the Administrative Team, Major Capital Outlay projects for the next five years have been identified as: 2004-05 — Health Careers Center Expansion & Replacement and Expansion of Parking Lots - \$2.5million, 2005 - 06 — Technology Center & Classroom Building - \$8 million, 2006-07 — Northside Center, Child Care Center & Maintenance Department - \$2,250,000, 2007-08 — Dormitories - \$5million, 2008-09 - Raze Lions Hall and build instructional facility \$2million, Motion was made by Ms. Dowling to endorse the recommendations as presented. Motion seconded by Mr. Newberry. Motion carried upon unanimous roll call vote. (Five members present and voting).

AGENDA ITEM XI - Additional Item Placed on Agenda (Agenda items revised to accommodate Board Members)

- A. Resolution - Dr. Miller
A Resolution from the newly *elected* UNM Gallup Local Board, which would be presented to all area educational agencies, indicating their desire to renew and continue the partnerships as established when Board membership was represented by members of the Gallup McKinley and Zuni Public Schools. Resolutions would be made to the area governing boards by Dr. Miller. Motion to accept Resolution was made by Mr. Newberry; seconded by Ms. Dowling. Motion carried with unanimous roll call vote. (Five members present and voting).

7:45 - Mr. Mackel left the meeting

AGENDA ITEM X - New Business (Agenda items revised to accommodate board members)

- E. UNM Gallup Local Board Bylaws - Dr. Miller
Bylaws have been updated, rewritten and reviewed by University Counsel. Discussion followed. Bylaws will be reviewed during the April 26 Board Retreat and voted on at the April 30th meeting.
- F. UNM Gallup Local Board Spring Retreat - Dr. Miller
Retreat will be facilitated by Tim Karpoff. Date and time were verified.

AGENDA ITEM VIII - Reports (Agenda items revised to accommodate board members)

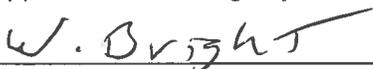
- A. CTE Report - Roberta Stauder
Short history of AVS/CTE Program was presented which included the funding base, participating schools, and duties of steering and executive committees. Existing programs and creation of additional programs were reported with program concerns. It was recommended, once a semester the Chair of the CTE Steering Committee, would present a report to the Local Board
- B. Interim Executive Director's Report - Dr. Miller
 1. Oil Spill - An *alleged* leakage of oil has been reported at the CDL Facility. The State Environmental team has been notified and inspections are on going.
 2. President Joe Shirley - Administrative team traveled to Window Rock to meet with the new administration and discuss initiatives how the college can better meet their needs.
 3. Superintendent, GMCS - Productive meeting with Ms. White regarding mutual concerns, discussi included looking at Smith Lake Elementary as a "Regional Educational Center" if the school is closed. Center could include the EDGE Program, ABE, health, including diabetic prevention, programs.
 4. Faculty Staff Awards - Scheduled for Thursday, April 24 to honor faculty and staff for their years of service, research and contributions to the campus.
- C. Community Stakeholders Meetings - Dr. Miller
Based upon a grant received from the Ford Foundation, NMACC asked each community college to appoint three community members to form a community coalition; Sammy Chioda, Mary Jean Christensen, and Joe Digregorio represented this area. Several meetings have been held in Farmington and a summary report will be forthcoming.
- D. Enrollment & FAFSA Campaign - Tom Ray
Five year history of the head count enrollment, credit hour production, FTE and financial aid statistics were reviewed and discussed.
- E. No Child Left Behind - Dr. Zongolowicz
Overview and Executive Summary of the Act were distributed.
Two day major NM State Child Care Center inspection was held at the UNM Gallup Child Care Facility. Inspection was completed in four hours with no divinations.

AGENDA ITEM IX - Old Business

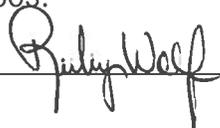
- A. Operating Agreement.
The Operating Agreement has been presented to the Finance and Facilities Committee, Student and Academic Affairs Committee and the full Board of Regents. Agreement was approved by all committees.

AGENDA ITEM XII - Adjournment

There being no other formal business, Ms. Dowling made a motion to adjourn. Motion seconded by Mr. Newberry. Motion approved. Meeting adjourned 9:07, Wednesday, March 26, 2003.



Bill Bright, Acting Chairperson



Ruby Wolf, Secretary

Kathryn Johnson
Recording Secretary

UNM GALLUP LOCAL BOARD

Wednesday, April 30, 2003
Six O'clock p.m.

UNM Gallup South Campus
Zuni, New Mexico

UNM GALLUP LOCAL BOARD

Ms. Ruby Wolf
Mr. Brett Newberry
Ms. Theresa Dowling
Mr. Ernest Mackel
Mr. Bill Bright

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Interim Executive Director
Dr. Harry Sheski, Acting Assistant Dean of Instruction
Mr. Tom Ray, Director, Student Services
Mr. Farhad Javaheripour, Director, Business Operations
Ms. Ann Jarvis, Principal, CCTE
Mr. Jim Blackshear, Manager, Computer Services & Technology
Mr. Samir Wahid, Instructor, Drafting
Mr. Robert Hoffman, President, Faculty Senate
Ms. Ruth Haskie, Instructor

AGENDA ITEM I & II - Call to Order & Roll Call

The April 30, 2003 meeting of the UNM Gallup Local Board was called to order by Chairperson Wolf at 6:15 p.m. with roll call. A quorum was present. For complete roll call refer to above.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Approval of Agenda

Motion was made to approve the April 30 UNM Gallup Local Board Agenda with the following addition; Item XI - Closed Session. Motion made by Mr. Mackel and seconded by Mr. Newberry. Motion was approved with unanimous roll call vote. (Five members present and voting)

AGENDA ITEM V - Board Business

- A. Minutes of the March 26, 2003 UNM Gallup Local Board were approved as presented. Motion made by Mr. Newberry and seconded by Mr. Mackel. Motion was approved with unanimous roll call vote. (Five members present and voting)
- B. Recognition of UNM-G South Campus Employees - Lacking the leadership of a program manager, the UNM-G South Campus employees were recognized for their initiative and service to the campus and getting the new facility up and going. Each employee was recognized by the Board and presented with a "You Make A Difference Apple."
- C. UNM-Gallup Graduation - Thursday, May 15th - Gallup High School
- D. CCTE Recognition Day - Thursday, May 8th, 9:300 - UNM Gallup Physical Education Complex
- E. Kathy Johnson was recognized for her 16 years of service as recording secretary to the Board.

AGENDA ITEM VI - Reports

- A. Interim Director's Report
 - i. Smith Lake Elementary - Pending the closure of Smith Lake Elementary School, proposal has been discussed with Gallup McKinley County Schools regarding the use of the facility for delivery of community wide services to the Smith Lake community. Services could include, ABE, Diabetes prevention, after school programs, development classes, etc.
 - ii. Resolutions have been developed for all area schools. Board members will be notified as to the date of the school board meetings.
 - iii. Zuni Program Manager - Erin Clare has been hired as the UNM-G South Campus Program Manager.
 - iv. The Zollinger Library has been recognized as a recipient in the Best Lighting Category of the 2003 AGC Best Building Award Winners.
 - v. Land Acquisition - Appraisal for 14 acres of land adjacent to Lions Hall has been approved. Plans are to start the bid process once the final report is received.
 - vi. UNM Gallup Courtesy Committee arranged and delivered over 150 Easter basket to several

- county agencies.
 - vii. Job Corp Center - The McKinley County proposal was not funded. Efforts will be made to re-submit next year and secure more congressional support.
 - viii. Ongoing Initiatives - Project Link and Campus Climate Survey Results
 - ix. Invitation to the new UNM Board of Regents to visit UNM-Gallup Campus was read and signed.
- B. Spring Retreat - Tim Karpoff
The spring retreat held April 26th and facilitated by Tim Karpoff was recapped. Bylaws were discussed as well as the need for a UNM Gallup Local Board Policy Manual.
 - C. TRIO Grant - Tom Ray
Grant is geared to assist student attain their education goals. Stipends are awarded based upon meeting established criteria and signing a contract of conditions. Efforts are being made to expand the program to UNM-G South Campus.
 - D. Articulation Project - Ann Jarvis
Articulation Agreements have been developed for each of the CTE participating schools with the intent to develop and implement programs designed to improve student achievements and prepare students for post-secondary education, further learning, and high skilled, high-wage careers.

7:10 - Ann Jarvis & Samir Wahid left the meeting

AGENDA ITEM VIII - Old Business

- A. 2003-2004 UNM-Gallup Budget
Based upon the preliminary budget presented earlier, the final budget including additional positions, faculty and staff increases, and overall budget projection was presented. Discussion followed. Budget was approved contingent upon receipt of a summary sheet. Motion made by Mr. Newberry and seconded by Mr. Mackel. Motion was approved with unanimous roll call vote. (Five members present and voting)
- B. Approval of UNM-Gallup By-Laws
Motion to approved the By-Laws as presented by made by Mr. Mackel and seconded by Ms. Dowling. Motion was approved with unanimous roll call vote. (Five members present and voting). Based upon recommendation of University Counsel, a UNM-Gallup Local Board Policy Manual could be developed to cover additional operating principals.

AGENDA ITEM XI - Enhancing Relationships with Area K-12 School Systems - Bill Bright

- A. Mr. Bright yielded the floor to Ms. Lowery, concerned parent, regarding the GMCS calendar and ramifications of CTE classes. Extensive discussion followed.
Legislation was distributed concerning efforts to aspire in taking college to the high schools - success for all.
- B. Summer Retreat Dates - Optional retreat dates, facilitated by Mr. Karpoff and scheduled to be held at the Sacred Heart Retreat Center were determined. Board will be notified of the final arrangements as soon as possible.

AGENDA ITEM XII - Additional Items Placed On Agenda

- A. Closed Session - Motion made by Mr. Mackle and seconded by Mr. Newberry to go into closed session at 7:50 to discuss a personnel matter. Motion was approved with unanimous roll call vote. (Five members present and voting)

RECONVENE

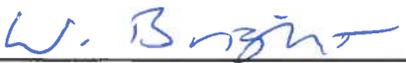
Motion was made at 8:30 p.m. by Ms. Dowling and seconded by Mr. Newberry to reconvene the meeting and that one personnel item was discussed. Motion was approved with unanimous roll call vote. (Five members present and voting)

AGENDA ITEM XIII - Adjournment

Motion made by Mr. Newberry and seconded by Mr. Mackel to adjourn the April 30th UNM Gallup Local Board Meeting. Motion was approved with unanimous roll call vote. (Five members present and voting)



Ruby Wolf, Chairperson



Bill Bright, Secretary

Kathryn Johnson
Executive Assistant

**UNM GALLUP LOCAL BOARD
SPECIAL BOARD MEETING - CLOSED EXECUTIVE SESSION**

Thursday, May 15, 2003
Two O'clock p.m.

Director's Conference Room
Gallup, NM

UNM GALLUP LOCAL BOARD

Ms. Ruby Wolf
Mr. Ernest Mackel
Ms. Theresa Dowling
Mr. Bill Bright
Mr. Brett Newberry

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Dr. Harry Sheski, Acting Assistant Dean
Mr. David Stewart, Accountant
Mr. Farhad Javaheriour, Director, Business Operations
Mr. Bruce Fredericks, Principal, MCHS
Dr. Brian Foster, Provost

AGENDA ITEM I & II - Meeting Call to Order and Roll Call

The Special Closed Executive Session Meeting of the UNM Gallup Local Board was called to order by Chairperson Wolf at 2:10 p.m.

Due to the UNM-Gallup Graduation scheduled for later in the day, the Agenda was modified as follows:

- Agenda Item III - Approval of the MCHS Budget
 - Agenda Item IV - Approval of the July 26th UNM Gallup Local Board Retreat
 - Agenda Item V - Closed Session
 - Agenda Item VI - Adjournment
- Agreement was made and unanimously approved. (Five board members present).

AGENDA ITEM III - Approval of UNM Gallup MCHS Budget.

Motion to approve the budget as presented was made by Mr. Mackel and seconded by Ms. Dowling. Motion was unanimously approved. (Five board members present).

AGENDA ITEM IV - Approval of Summer Retreat

Motion was made by Mr. Mackel and seconded by Mr. Newberry to hold the UNM Gallup Local Board Summer Retreat on Saturday, July 26. Motion was unanimously approved. (Five board members present).

AGENDA ITEM V - Closed Session

Motion made by Ms. Dowling and seconded by Mr. Mackel to go into closed session at 2:25 p.m to discuss one personnel item.

Dr. Miller, Dr. Sheski, Bruce Fredericks, Farhad Javaheriour, David Stewart, left the room

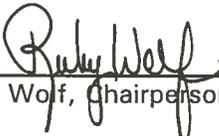
RECONVENE

Motion made by Mr. Newberry to reconvene at 3:20 p.m and only one personnel issue was discussed.

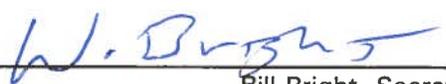
AGENDA ITEM VI - Adjournment

Motion to adjourn was made by Ms. Dowling.

Meeting adjourned 3:20 p.m.



Ruby Wolf, Chairperson



Bill Bright, Secretary

Kathryn Johnson
Executive Assistant

UNM GALLUP LOCAL BOARD

Wednesday, August 27, 2003
Six O'clock p.m.

UNM-G Director's Conference Room
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

Ms. Ruby Wolf
Mr. Brett Newberry
Ms. Theresa Dowling
Mr. Bill Bright

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Dr. Harry Sheski, Acting Assistant Dean of Instruction
Dr. Helen Zongolowicz, Interim Dean of Instruction
Mr. Tom Ray, Director, Student Services
Mr. Farhad Javaheripour, Director, Business Operations
Mr. Robert Hoffman, President, Faculty Senate
Mr. Ron Petranovich, Manager, Physical Plant and Facilities
Ms. Linda Thornton, Senior Public Affairs Representative

AGENDA ITEM I & II - Call to Order & Roll Call

The August 26, 2003 meeting of the UNM Gallup Local Board was called to order by Chairperson Wolf at 6:00 p.m. with roll call. A quorum was present. For complete roll call refer to above.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Approval of Agenda and Minutes

Motion was made to approve the August 27, 2003 UNM Gallup Local Board Agenda. Motion made by Ms. Dowling and seconded by Mr. Newberry. Motion was approved with unanimous roll call vote. (Four members present and voting.) Motion was made to approve the April 30 and May 15, 2003 Local Board Minutes. Motion made by Ms. Dowling and seconded by Mr. Newberry. Motion was approved with unanimous roll call vote. (Four members present and voting.)

AGENDA ITEM V - Board Business

None

AGENDA ITEM VI - Reports

- A. Director's Report
- i. Retreat follow up summary by Tim Karpoff - discussed using Tim's outline for all Board Meetings Division/Department reports.
 - ii. Acronyms by Department list - for referral and explanation of acronyms used. Mr. Newberry requested using list until acronyms are learned.
 - iii. Consent Agenda - example included in packet for board approval and possibly implementing for future use.
 - iv. Diabetes Prevention - CDC ready to sign off on program.
 - v. Participating in speakers bureau at UNM-G - try to attract speakers to our campus and community. Reading books and inviting speakers on particular subjects.
 - vi. Structured reports from Staff in future using Tim's outline. Include Tim Karpoff's report in all board packets for referral.
 - vii. Administrator's Values discussion on handout. Implementing values on our campus.
 - viii. Meeting went well with Governor Richard's regarding fire fighters.
 - ix. Ambassadors will meet quarterly on our campus. Talked of Ambassadors bussing to Lobo game with campus invited to attend. Date not set as of yet.
- B. Physical Plant - Ron Petranovich
Calvin Drive obtained District Six funding to extend Calvin Drive road. Gurley Drive is on city's list for resurfacing. Installation of state of the art paint booth in auto body shop completed.

- C. 35th Anniversary Report - Linda Thornton
All going as planned. Expected to have large turnout with 8 of founding 10 confirming attendance.
- D. Interim Dean of Instruction - Dr. Zongolowicz
Karen Harding, Dianemarie Billops and Jenette Hurlbut - new nursing faculty hires. Karen Hawkinson went to full time faculty. Melody Brashear in HIT program. Lauren Leekela hired at Zuni campus.
- E. Director of Student Services - Dr. Zongolowicz reporting for Tom Ray
2,140 credit hours to date not including CCTE. 2,467 head count. Enrollment up over 17% from previous year.
- F. Business Operations - Farhad Javaheripour
Will meet our shortfall this year with \$150,000 in black.
- G. Middle College High School - Pauletta White
Working towards full 50 for January class. Ms. White also serves as CCTE Principal.

AGENDA ITEM VII - Old Business

None

AGENDA ITEM VIII- New Business

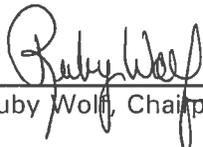
- A. Adoption of 2003-2004 Open Meetings Resolution of UNM Gallup Local Board. Motion was made to accept Open Meetings Resolution by Ms. Dowling, seconded by Mr. Newberry with unanimous roll call vote. (Four members present and voting.)

AGENDA ITEM IX - Additional Items Placed On Agenda

None

AGENDA ITEM X - Adjournment

Motion made by Mr. Newberry and seconded by Ms. Dowling to adjourn the August 27 UNM Gallup Local Board Meeting. Motion was approved with unanimous roll call vote. (Four members present and voting)



Ruby Wolf, Chairperson



Bill Bright, Secretary

Ara D. Green
Executive Assistant

UNM GALLUP LOCAL BOARD

Wednesday, September 24, 2003
Six O'clock p.m.

UNM Gallup South Campus
Zuni, New Mexico

Due to lack of quorum, there was no Local Board meeting held on September 24, 2003.

Ara D. Green
Executive Assistant

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UNM GALLUP LOCAL BOARD

Wednesday, October 22, 2003
Six O'clock p.m.

UNM-G Director's Conference Room
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

Ms. Ruby Wolf
Mr. Brett Newberry
Mr. Bill Bright

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Dr. Harry Sheski, Acting Assistant Dean of Instruction
Mr. Tom Ray, Director, Student Services
Mr. Robert Hoffman, President, Faculty Senate
Mr. Ron Petranovich, Manager, Physical Plant and Facilities
Ms. Linda Thornton, Senior Public Affairs Representative
Mr. Ken Luna, Associate of 3DI Facilities Assessment, Albuquerque, NM
Mr. Tom Payton, Teacher, JFK Middle School, Gallup, NM

AGENDA ITEM I & II - Call to Order & Roll Call

The October 22, 2003 meeting of the UNM Gallup Local Board was called to order by Chairperson Wolf at 6:00 p.m. with roll call. A quorum was present. For complete roll call refer to above.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Approval of Agenda

Motion was made to approve the October 22, 2003 UNM Gallup Local Board Agenda with the following addition; Assessment report of UNMG was presented from Mr. Ken Luna with 3DI from Albuquerque, NM. Motion was made by Mr. Newberry and seconded by Mr. Bright. Motion was approved with unanimous roll call vote. (Three members present and voting.)

AGENDA ITEM V - Board Business

- A. Motion was made to approve the August 27, 2003 Local Board Minutes. Motion made by Mr. Newberry and seconded by Mr. Bright. Motion was approved with unanimous roll call vote. (Three members present and voting.)
- B. Verification from Chairperson Wolf that no September 24, 2003 Local Board Meeting was held due to lack of quorum.
- C. Introduction of Mr. Ken Luna from 3DI from Albuquerque, NM.

AGENDA ITEM VI - Division/Department Reports

- A. Consent Agenda; written reports accepted as presented.

AGENDA ITEM VII- Executive Director Report

- A. Introduction of Mr. Ken Luna with 3DI from Albuquerque reporting on current existing status of infrastructure of UNMG.
- B. Campus Master Planning Update - Tim Karpoff will be on campus November 13 to meet with Faculty from 9:00-1100 a.m. and Local Board 1:00-3:00 p.m.
- C. CCTE Executive Committee Meeting -
 - i. Met October 17th in the Director's Conference Room.
 - ii. Fire Science Program has been approved.
 - iii. Pauletta White, CCTE Principal, will research offering more afternoon programs and a Culinary Arts Program.
 - iv. Compass scores of recent High School graduates discussed.
 - v. Tentative meeting set with area Superintendents and School Board Members with Jeff Weinrach facilitating on November 20, 2003.

- D. Smith Lake Proposal to State Department of Education - 100,000 seed money has been granted.
- E. CDC approved 500,000 for four projects. 1) Academic program. 2) Library resources up to date. 3) Technical writing. 4) Student exchange program with Vanderbilt.
- F. Meeting with Lt. Governor Diane Denish's Staff regarding early childhood programs went well. Waiting to hear from Lt. Governor's Office.
- G. RUS - UNMG has received funding from Rural Utilities Services.
- H. RCCA Meeting - Dr. Miller attended Rural Community College Alliance meeting in San Antonio, TX. for it's second annual meeting. Very informative about what other schools are continuing to do on economic development.
- I. NMACC Meeting - Dr. Miller attended the New Mexico Association of Community College's meeting.
 - i. CEO's from other community colleges held a strategic planning event, with Brian McClenney as facilitator.
- J. Dr. Miller attended CHE meeting in Santa Fe following NMACC meeting regarding two and four year sectors presenting their legislative initiatives.
- K. MCHS has gained 11 students. Total now at 37.
- L. Laura Bentz asked if the local board would like to have an upcoming board meeting in the Ingham Chapman Gallery. The January 28, 2004 board meeting will be held in the Gallery.

AGENDA ITEM VIII - Board Education

- A. Adjunct Faculty report by Dr. Sheski; 112 part time faculty with total of 225 classes taught by part time faculty.

AGENDA ITEM IX- Old Business

None

AGENDA ITEM X- Campus Master Planning

- A. Draft Set of Five-Year Goals included in board packet.

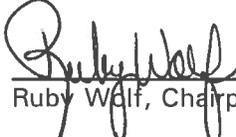
AGENDA ITEM XI- New Business

None

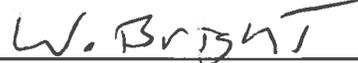
AGENDA ITEM XII - Additional Items Placed On Agenda

AGENDA ITEM XIII - Adjournment

Motion made by Mr. Bright and seconded by Mr. Newberry to adjourn the October 22, UNM Gallup Local Board Meeting. Motion was approved with unanimous roll call vote. (Three members present and voting)



 Ruby Wolf, Chairperson



 Bill Bright, Secretary

Ara D. Green
 Executive Assistant

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UNM GALLUP LOCAL BOARD MINUTES

Wednesday, November 19, 2003
Six O'clock p.m.

UNM-G Zuni Campus
Zuni, NM

UNM GALLUP LOCAL BOARD

Ms. Ruby Wolf
Mr. Brett Newberry
Mr. Bill Bright
Mr. Ernest Mackel
Ms. Theresa Dowling

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Dr. Harry Sheski, Acting Assistant Dean of Instruction
Mr. Tom Ray, Director, Student Services
Ms. Christy Butler, Executive Assistant
Ms. Ara Green, Administrative Assistant

AGENDA ITEM I & II - Call to Order & Roll Call

Chairperson Wolf called the November 19, 2003 meeting of the UNM Gallup Local Board to order at 6:00 p.m. with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Approval of Agenda

Motion was made by Mr. Mackel to approve the November 19, 2003 UNM Gallup Local Board Agenda Seconded by Ms. Dowling. Motion was approved with unanimous voice vote.

AGENDA ITEM V - Board Business

- A. Motion was made by Mr. Bright to approve the October 22, 2003 Local Board Minutes. Seconded by Mr. Newberry. Motion was approved by vote.
- B. Ms. Wolf recommended that a letter be written to Erin from the board thanking her for the good work she has accomplished for the Zuni Campus. Erin has worked very hard to get enrollment up and it is now up to 350 students.

AGENDA ITEM VI - Division/Department Reports

- A. Consent Agenda; written reports accepted as presented.

AGENDA ITEM VII- Executive Director Report

- A. T1 to Zuni – Distance Ed will have three or four classes being offered in the spring. In addition, Nurses Assistant, some business courses, and Medical Terminology will be offered in the spring. RUS Grant monies have allowed us to purchase the equipment for the T1 to be used at Gallup Campus, Zuni Campus and North side.
- B. Smith Lake Update – Did receive confirmation that we can apply for the \$100,000 to start the Smith Lake Center. The money will go to the school district to help convert the school to a Regional Education Center. UNM-G may offer ABE classes there next semester. The GMCS Board will decide the school's fate after the first of the year.
- C. Diabetes Project Update – Hired Rosemary Anslow to fill the faculty position. Curriculum package has been sent to the College of Education for articulation of the Associates Degree to the College of Education and the Community Health Program. Health Writer's Institute will be here in June. Database is in and at the Library. Vanderbilt project is underway. A consultant has been hired to teach next semester and will help with the Hispanic program on the Northside. The Local Board would like to have Dr. Booker come to the next board meeting for communication regarding the situation of UNMA Diabetes Program and assistance with UNMG Diabetes program and public perception.

AGENDA ITEM VII Continued

- D. Dean of Instruction Advertisement – Has been nationally advertised the closing deadline is December 19.
- E. Director of Community Affairs Advertisement – Has been nationally advertised the closing deadline is December 19. This position has been changed to reflect a 40% of responsibilities are to develop our foundation.
- F. Review Agenda for Meeting with Area Schools – Dr. Jeff Weinrach will facilitate the session tomorrow. We have confirmation that 18 people attend all schools have at least one member attending except Cathedral.

AGENDA ITEM VIII - Board Education

- A. Bonding Capacity – The County’s bonding capacity is \$571 million. UNM-G’s bonding capacity is 3% of that, or \$17 million. We owe \$5.6 million on our current bonds (33% of capacity), which leaves \$11.5 million available for bonding.
- B. Ambassador’s Club – Their role is to greet, welcome and help with public relations. The Ambassador’s will be a great asset in getting the Speaker’s Bureau going.

AGENDA ITEM IX- Old Business

None

AGENDA ITEM X- Campus Master Planning

HVAC repairs to Calvin Hall will take place this summer and should be completed in time for the fall semester. Dormitory setting has been given to the Facilities Committee and is a research project for them.

AGENDA ITEM XI- New Business

None

AGENDA ITEM XII - Additional Items Placed On Agenda

AGENDA ITEM XIII - Adjournment

Motion made by Mr. Mackel and seconded by Mr. Newberry to adjourn the November 19, 2003, UNM Gallup Local Board Meeting. Motion was approved with unanimous voice vote at 8:40 PM.



 Ruby Wolf, Chairperson



 Bill Bright, Secretary

Christy Butler
Executive Assistant