



Local Advisory Board

2004

Signed Minutes
Archives

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, January 28, 2004
Six O'clock p.m.

UNM-G Campus

UNM GALLUP LOCAL BOARD

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

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Dr. Helen Zongolowicz, Interim Dean of Instruction
Dr. Harry Sheski, Acting Assistant Dean of Instruction
Mr. Tom Ray, Director, Student Services
Mr. Farhard Javaheripour, Director of Business Operations
Ms. Christy Butler, Executive Assistant
Mr. Robert Hoffman, Chair, Arts & Letters
Ms. Linda Thornton, Sr. Public Affairs Representative
Ms. Pauletta White, MCHS Principal
Mr. Henry Silentman, SBDC
Ms. Elsie Sanchez, SBDC, Director
Ms. Roberta Stauder, UNM-G/GMCS CTE Committee
Tom Payton, Public

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

Vice Chairperson Newberry called the January 28, 2004 meeting of the UNM Gallup Local Board to order at 6:12 p.m. with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Robert Hoffman reported that Dr. Alyce Nuendorf is extremely ill. Invited everyone to keep her in mind.

AGENDA ITEM IV - Approval of Agenda

Motion was made by Mr. Mackel to approve the January 28, 2004 UNM Gallup Local Board Agenda Seconded by Mr. Bright. Motion was approved with correction of spelling of Laura Bentz name by unanimous voice vote.

AGENDA ITEM V - Board Business

- A. Motion was made by Ms. Dowling to approve the November 19, 2003 Local Board Minutes. Seconded by Mr. Bright. Motion was approved by unanimous voice vote.
- B. Elsie Sanchez, SBDC Director, Henry Silentman, SBDC and Pauletta White, MCHS Principal were introduced.
- C. Elsie Sanchez was presented with a plaque from the Local Board for her outstanding achievements for 2003 NMSBDC Star Performer & The New Mexico Women's Summit - Las Mujeres Magnificas awards.

AGENDA ITEM VI - Board Education

Laura Bentz described the Fine Arts Program and courses, the process for exhibit scheduling and presentation, and ideas for future growth.

AGENDA ITEM VII - Division/Department Reports

Consent Agenda, written reports accepted as presented.

- A. Dr. Zongolowicz reported that search is on for the Dean of Instruction. A very productive fire science meeting was held. A Forestry watershed improvement meeting will be held in March and the board will be invited. CTE forestry classes started with 19 students; 2 will be already guaranteed jobs upon completion.

- B. Tom Ray gave an update on student registration – as of 1/27/04 we have a head count of 2693.
- C. Farhard Javaheripour reported that HB2 and SB47 are the bills that have higher education funding. Budget committee has conducted budget meetings and will meet within the next two weeks to make final recommendations for distribution of funds to the departments. The committee will make recommendations to the Board in February for approval of new positions. Final budget approval, at the March meeting.

AGENDA ITEM VIII- Executive Director Report

- A. Refreshments were serviced and prepared by the Culinary Arts students.
- B. Fall 03 semester written reports accepted as presented.
- C. The 2004 Fact Book was explained to the Board and discussed. The Board would like for the GDC to receive the Fact Book.
- D. Dr. Eaton's letter to Ruby Wolf was briefly discussed. Dr. Booker, Dr. Trotter and Dr. Katz toured the campus and were impressed with what they saw regarding our diabetes programs. They may bring students out to distant areas field experience. Carl Perkins money may be available to help carry on the academic programs, which is housed in Health Careers.
- E. Title III will be resubmitted by the end of February.
- F. We have been invited to submit full proposal to FIPSE by March 22.
- G. KGLP received a grant to purchase computer equipment, which will allow them to have their own signal.
- H. Zuni Distance Ed. is fully functional.
- I. The Calvin Hall HVAC equipment PO is in UNM-A Purchasing. We have 19 – 20 weeks to complete the project.
- J. NMACC has invited us to participate in Community College Day at the Legislature.
- K. Zuni enrollments are up. Spring 03 had 743 credit hours; fall 03 had 786 credit hours.
- L. Land purchase will not happen anytime soon. Sellers will not accept anything under their asking price.

AGENDA ITEM IX – Special Reports

- A. Elsie Sanchez – The SBDC provided formal counseling and technical assistance to 172 clients on a formal basis. This effort resulted in the creation of nine new business startups, one commercial real estate purchase and one buyout and expansion. Capital formation totaled \$662,500. Twenty-nine jobs were created and ten jobs retained. SBDC holds office hours in Zuni every third Wednesday.

The Gallup SBDC mailed surveys to all licensed small businesses in Gallup and McKinley County to determine the specific needs of the community. The top five requested topics for technical assistance were: Customer Service, Workplace Ethics, Computerizing Your Business, Technical/Computer and Expansion Planning.

Elsie and her staff of two are very busy with marketing, public relations and economic development activities on the local and state level. Elsie also serves on the Four-Times Foundation Resource Team.

- B. Pauletta White – MCHS had 29 students complete the fall semester with five earning their high school diploma. Average GPA for MCHS students is 2.62. Spring semester has 33 students enrolled, of which, 24 are returning students. CTE had 364 students enrolled for the fall semester and 356 as of 1/27 for the spring semester.
- C. Roberta Stauder – The CTE enrollment would be up if counselors attended the Steering Committee meetings. This really affects the students from outlying schools. The New Fire Science course had a wonderful presentation, but no counselors were in attendance. Instructional leaders do not attend either. Business community and the schools need to meet and discuss needs. Zuni, GHS, Central, and Wingate are good with attendance and getting students enrolled. If there is any way the Board can assist with getting counselors to the Steering Committee meetings, it would be appreciated.

AGENDA ITEM X- Old Business

None

AGENDA ITEM XI- Campus Master Planning

Tim Karpoff was here January 29; we have goals and now need to work on implementation strategies.

AGENDA ITEM XII- New Business

- A. Please vote.
- B. Zuni Reception will be February 4.
- C. Follow-up with planning session with the area superintendents – Needs to be continued but more focused. More attendee participation. Emphasize social time to get acquainted and then get to the focus of the program. Look into getting a different facilitator.

AGENDA ITEM XIII - Additional Items Placed On Agenda

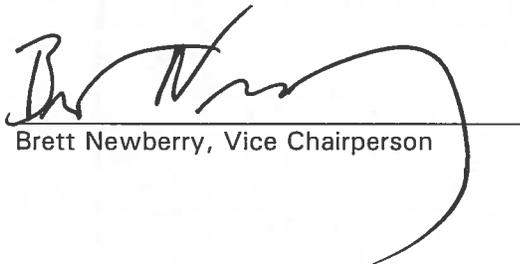
AGENDA ITEM XIV – Executive Session

Motion made by Mr. Mackel and seconded by Ms. Dowling to adjourn for the executive session. Motion was approved with unanimous voice vote at 8:05 PM

Motion made by Mr. Mackel and seconded by Ms. Dowling to reconvene the meeting. Motion was approved with unanimous voice vote at 8:10 PM

AGENDA ITEM XV – Adjournment

Motion made by Mr. Mackel and seconded by Mr. Newberry to adjourn the January 28, 2004, UNM Gallup Local Board Meeting. Motion was approved with unanimous voice vote at 8:10 PM.



Brett Newberry, Vice Chairperson



Bill Bright, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, February 25, 2004
Six O'clock p.m.

UNM-G South Campus

Due to lack of quorum, there was no Local Board meeting held on February 25, 2004.

Christy Butler
Executive Assistant

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UNM GALLUP LOCAL BOARD MINUTES

Wednesday, March 24, 2004
Six O'clock p.m.

UNM-G Campus

UNM GALLUP LOCAL BOARD

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

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Dr. Helen Zongolowicz, Interim Dean of Instruction
Dr. Harry Sheski, Acting Assistant Dean of Instruction
Ms. Christy Butler, Executive Assistant
Ms. Linda Thornton, Sr. Public Affairs Representative

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

Vice Chairperson Newberry called the March 24, 2004 meeting of the UNM Gallup Local Board to order at 6:12 p.m. with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Tom Payton, community member, stated that it was difficult to follow the meeting without the Board packet information. He stated that this is public information and wants action to have access to the Board packet information. Dr. Miller will take the question to UNM legal counsel.

AGENDA ITEM IV - Introductions

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the March 24, 2004 UNM Gallup Local Board Agenda
Seconded Bill Bright Motion was approved

AGENDA ITEM VI - Board Business

Motion was made by Ernie Mackel to approve the January 28, 2004 Local Board Minutes. Seconded by Theresa Dowling. Motion was approved by unanimous voice vote.

AGENDA ITEM VII - Board Education

- A. Budget timeline – See attached timeline.
- B. Report on 04/05 UNM-G Budget – See attached. We really need to have the meetings with the legislators so they understand the funding formula. It was suggested that the Regents also be invited.
- C. Basement of Library – See attached floor plan. Our legislators allocated \$120,000 from their discretionary funds to complete the basement of the library. At that time we had a Title III proposal in and said that we would use this space as tutoring space. We did not get that grant, but we have resubmitted to Title III with a different consultant to help us with this grant. This will provide classroom, office space and tutoring space for the Transitional Studies Department. We do not have the numbers yet and Albuquerque is working on them now.
- D. April 1 meeting – This will be the second meeting that we will have with the area school board's and superintendent's. Tim Karpoff will be the facilitator. Two issues the Governor has identified are the Technical High School and Workforce Development Training. Very important for this area to focus on this articulation with area schools. Local businesses are having a difficult time finding good administrative assistants who know the computer programs i.e. Word, Excel.

AGENDA ITEM VIII - Division/Department Reports

Consent Agenda, written reports accepted as presented.

- A. Dr. Zongolowicz oral report regarding Smith Lake reconfiguration.

UNM-G, CIT, Crownpoint and Thoreau High Schools meet yesterday to discuss the use of Smith Lake School. The High Schools have started taking surveys at the schools to see what the students would be looking for the partial results from a survey of high school students showed interest in the following classes: Advanced placement in English and Math, Vocational occupations in Office Skills, Business Math, Accounting, Navajo Language, Culinary Arts, Welding and Child Care.

EAs and teachers would like Extended University to offer upper division classes and some MA courses via distance education.

We need to be aware of the new requirements for Middle School Teachers and how can we help meet the need for course work.

Discussed CIT taking the lead in Culinary Arts, Welding and Navajo Language and culture. UNM-G would focus on diabetes prevention, wellness center (pending funding), early childhood, distance education classes for AP and other areas. Space for the diabetes program was discussed and the area that currently houses the health assistant and the exam rooms was decided upon. The old library room is to house the wellness center when funding is available.

Next meeting is scheduled tentatively for April 14 at Smith Lake.

After lengthy discussion it was determined that UNM-G has a responsibility and would have a presence in that part of McKinley County whether at Smith Lake or another location such as the Crownpoint or Thoreau High Schools.

AGENDA ITEM IX- Executive Director Report

- A. Title III has been submitted. We should know the about this grant this summer.
- B. FIPSE (Fund for the Improvement of Post Secondary Education) submitted. We are partnering with Zuni and Gallup School Districts and for reporting purposes with other higher ed institutions in the area. This grant assists us in working with transitional studies and distance education in remote locations to assist students gets prepared for a collage education. We will share our results with other schools in similar situations across the country. We will work on articulation with other schools in our area such as Grants, CIT and San Juan College to accept those courses if people want to go to those schools to continue their education. We used the same consultant as for Title III, Vincent Norelli, will know this summer about the grant.
- C. Dr. Miller attended consultant evaluator training for the Higher Learning Commission for NCA in Chicago last month. Within the next two to three years she will be asked to do three site visits to other schools. NCA will be coming back to UNM in the next five years. It is important to see what other schools are doing as well as evaluate them. NCA does have new criteria. She learned that accountability is very important to them. Their answer to Balridge is AQIP. She wants to get back to Quality New Mexico and working with the two will be a big help to this campus. We have applied to become an associate member of the AQIP program. You have to be accredited and we are not separately accredited and fly under the umbrella of UNM. They do not have any other schools such as ours as associate members we would be the first in the nation to fall under this category. We should hear around April 19, if we are accepted.
- D. NMACC Sub Committees - Volunteered to be part of a subcommittee on the Technical High School issue and will keep you up-to-date.
- E. Ambassador's luncheon – Senator Rainaldi came and was concerned about the service fee we pay to UNM. All branch colleges have the same arrangement across the state. The other concern was the jewelry used on the cover of the schedule.
- F. Dean and Director Community Affairs – We have three people coming for the Dean's position. The search committee is looking at more candidates for the Community Affairs; position they should be getting close to having interviews.
- G. Diabetes projects are going well. On March 13 welcomed Vanderbilt students who had been here that entire week. They had gone to Zuni, Smith Lake were talking about health issues and had a great time. Our students are going there in April for our Spring Break. Solar Oven project is going very well in Zuni and Smith Lake. The other projects are moving right along with the Northside Clinic. March 30 Dr. Michael Trujillo will visit and speak on campus.

- H. Legislative update was covered with the budget.
- I. Summer Fall Schedule will be out the first of May.
- J. RUS (Rural Utility Service) Round 3 working on approvals to finish expanding our sites to other schools in county working along with Rehoboth.
- K. HVAC project in Calvin Hall – We had to break it out into three projects due to the cost. The base bid went to Dallago Corporation for \$386,000 Phase I gives us new equipment (we are ordering) classrooms are eliminated from the schedule for the building this summer. Need \$7-800,000 to finish.
- L. Gurley Rd. Project – We are paying for the design of the road about \$47,000. The project should start in May.
- M. Awards & Recognition Presentation – April 28 – Auditorium 8 - 9:30 AM.
- N. Graduation will be May 13 and the High School 6 PM.
- O. Open House is on April 29 from 9 – 5.
- P. Will meet with Frank Zuniga, Director, NM Film Office – April 6.
- Q. Zuni Reception – April 12 from 4 to 6.
- R. ACCT Workshop in San Antonio in June would be a good one for us to attend. Would be of benefit to see what other Community College Boards are doing across the country.

AGENDA ITEM X- Old Business
None

AGENDA ITEM XI- New Business

Approval of new positions – Auto Technology Faculty, Fire Science Faculty, Library Advisor, Student Advisor, Information Desk Clerk, General Services Assistant. Motion was made by Theresa Dowling to approve the faculty and staff positions, contingent on funding. Seconded by Bill Bright. Motion was approved by unanimous voice vote.

AGENDA ITEM XII- Campus Master Planning

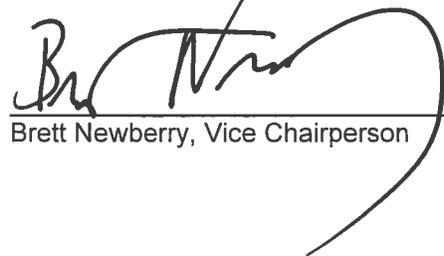
- A. Current Mission, Vision and Goals have been approved. The Departments are working on their goals. Dr. Miller has asked the faculty for a declaration of intent in terms of what it is that they intend to do in terms of faculty helping students learn and making commitments to the curriculum and growth of the institution. Similar statements of ethics should be developed in terms of faculty, business processes, and how we conduct our business.
- B. Major Capital Projects – As part of the legislative projects this year, our GO Bond projects are \$244,000 for infrastructure and \$1 million for Phase 1 of expansion of Health Careers Center for Nursing. Phase 2 will go to the legislators in the next legislative session. See attached Priority Listing.

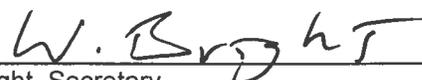
AGENDA ITEM XIII - Additional Items Placed On Agenda

Under Department Reports - Dr. Zongolowicz has an oral report on progress with Smith Lake. Under New Business – Approval of new positions. Motion was made by Theresa Dowling to approve the Agenda as amended. Seconded by Bill Bright. Motion was approved by unanimous voice vote.

AGENDA ITEM XIV – Adjournment

Motion made by Ernest Mackel and seconded by Bill Bright to adjourn the March 24, 2004, UNM Gallup Local Board Meeting. Motion was approved with unanimous voice vote at 8:05 PM.


Brett Newberry, Vice Chairperson


Bill Bright, Secretary

Christy Butler
Executive Assistant

2004 UNMA & UNMG BUDGET TIMELINE

- March 10, 2004 Governor Signed Budget
- April 1, 2004 President Caldera Budget Summit, Main Campus
- April 14, 2004 UNM-G is advised of UNM-A recommendations for compensation packages and other budget limitations that they may dictate to the branches.
- April 15, 2004 Local UNM-G Budget Committee meets to finalize budget
- April 16, 2004 AM - Special SPC Committee meeting
- April 16, 2004 PM - Budget presented to Campus Council
- April 28, 2004 Local UNM-G Board Approval
- April 30, 2004 Budget needs to be to UNM-A and to CHE
- May 1, 2004 Summary Operating Budget submitted to CHE from UNM-A
- May 7, 2004 Proposed Operating Budgets due to Provost's and Vice Presidents' Offices
- May 17, 2004 Proposed Operating Budgets due into Budget Office
- June 7, 2004 Regents Finance and Facilities Committee reviews proposed budget
- June 8, 2004 Full Board of Regents reviews and approves proposed budget
- June 10 & 11, 2004 CHE reviews and approves Operating Budget

Report on 2004-05 UNM-Gallup Budget to the Local Advisory Board

1- There is \$877,416 in new recurring revenue available to UNM-G. This reflects a \$82,000 loss in revenue due to the additional 4% tuition credit that the Legislature has mandated.

2- The following list details the minimum expenditure that is tied to this revenue:

a	2% pay increase for faculty and staff (includes 1.3% benefit)	\$145,000
b	.7% benefits increase to make the increase package whole	55,000
c	Increase in Liability Insurance	16,000
d	Fully fund salaries that are partially supported with grants	76,000
e	Fund the increase in travel per diem and mileage rates	25,000
f	Communication charges to interconnect the UNMG campuses	33,000
g	Faculty salary equity fund	37,500
h	Additional reserves	<u>75,000</u>
i	Total "Must Spend" expenditure	\$462,500

3- After the above expenditures are deducted, there will be \$414,916 left for program development, hiring of new faculty and staff, and any increase in departments' supply budgets.

4- Different academic and operational units of UNM-G have requested allocation of additional faculty and staff positions to meet the demands placed on them due to increased enrollment. The funding for the requested positions, at the minimum staffing level, is \$261,500. The positions that are included in the \$261,500 salary are:

Auto Technology Faculty	\$ 30,000
Fire Science Faculty	50,000
Library Advisor	22,633
Student Advisor	37683
Information Desk Clerk	17,500
General Services Assistant	<u>23,769</u>
Total	\$261,500

5- Each one percent increase in salary increase, above the 2% provided by the state, requires approximately \$100,000 in funds. The amount of new funds required to meet the salary expense budget will depend on the salary increase decided by the UNM Board of Regents.

UNM may decide to offer, only, the 2% increase made available by the state, but provide a one-time bonus of \$325 per staff, as in the current fiscal year, to meet the increasing cost of health insurance. This bonus will cost UNM-G \$57,000.

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CHE takes credit	\$42.64
Income per credit	\$41.00
Deficit	(\$ 1.64)
50,000 credit hours x (\$1.64)	(\$82,000) deficit

THE UNIVERSITY OF NEW MEXICO
MAJOR CAPITAL PROJECTS – FY 2004-2005

PRIORITY LISTING FORM

COLLEGE/DEPARTMENT: UNM GALLUP CAMPUS

Please list below the Major Capital Projects from your College/Department, in ranked order of priority. Allocate a dollar amount to each project such that the aggregate value does not exceed \$30,000,000, a sum which might correspond to a five-year planning period. Issues which will probably enter into your evaluation include: whether the project addresses a code deficiency or life-safety concern; better utilizes or improves the quality of existing space, does not increase long term costs to the University in terms of additional staffing or increased operational costs; addresses the needs of new programs which support the priorities of the 2001 Strategic Plan of the University of New Mexico; impacts adjacent facilities, building sites or existing infrastructure; and the degree to which it is critical that the project be completed in the near future.

PROJECT NAME	PROJECT COST
1. Health Career Center Phase II	\$3 Million
Student Services Center (04-05)	\$6 Million
Workforce Training Center	\$0
Technical High School	\$0
2. Technology Center and Classroom Bldg. (05-06)	\$8 Million
3. Northside Center, Child Care Center & Maintenance Dept (06-07)	\$3 Million
4. Raze Lion’s Hall & Build Instructional Facility (07-08)	\$4 Million
5. Dormitories (08-09)	\$7 Million

PREPARED BY: Dr. Beth Miller, Executive Director

UNM GALLUP LOCAL BOARD MINUTES

Thursday April 29, 2004
Six-thirty O'clock p.m.

Zuni
Distance Ed Classroom

UNM GALLUP LOCAL BOARD

Ms. Ruby Wolf
Mr. Brett Newberry – not in attendance
Mr. Bill Bright
Mr. Ernest Mackel
Ms. Theresa Dowling

UNM GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Mr. Farhad Javaheripour
Ms. Christy Butler, Executive Assistant
Ms. Mary Snaden, Faculty Senate President – by distance ed. facility at UNM-G
Mr. Curt Connelly, Technology and Distance Education, Chair
Dr. Brian Foster, Provost and Vice President of Academic Affairs – via conference call

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

Chair Ruby Wolf called the April 30, 2004 meeting of the UNM Gallup Local Board to order at 6:40 p.m. with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions

Curt Connelly, Technology and Distance Education, Chair

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the April 29, 2004 UNM Gallup Local Board Agenda
Seconded Bill Bright Motion was approved

AGENDA ITEM VI - Board Business

Motion was made by Ernie Mackel to approve the March 24, 2004 Local Board Minutes. Seconded by Theresa Dowling. Motion was approved by unanimous voice vote.

AGENDA ITEM VII - Board Education

Curt Connelly demonstrated how the distance education classroom worked. Mary Snaden, Faculty Senate President, attended the meeting from the distance education classroom at the UNM-G campus.

AGENDA ITEM VIII - Division/Department Reports

Submitted in written form.

AGENDA ITEM IX - Executive Director Report

- A. The Dean search is progressing. Christine Marlow is here for her interview until April 30. Amin Sakar will be here for his interview from May 3 to May 5. Search for Community Affairs Director is still underway.
- B. Diabetes projects are going well. Our students went to Vanderbilt over spring break and had a good learning experience. Solar Oven project is going very well in Zuni and Smith Lake. Northside projects are progressing. Dr. Michael Trujillo spoke on March 30 on the Gallup campus. There was a good turnout for his presentation.
- C. Summer/Fall Schedule will be available the second week of May.
- D. ACCT 2004 Annual Community College Leadership Congress will be held in New Orleans Oct. 6-9. The Board should plan to attend. As more information is received, it will be passed on to you.
- E. Culinary Arts student took first place. Jessica Gallegos will be going to Kansas City for the National Competition.
- F. Area Superintendent & Board's meeting will be held in the Director's Conference Room on May 6.
- G. Regional Healthy Forest Summit will be held in the auditorium on May 7 from 9 – 3:15 pm.
- H. Lumina Foundation is privately funded for project development with Achieving the Dream and will be working with Community Colleges in five states.

- I. 12th Annual Student Art Exhibition will be held in the Chapman Gallery opening reception on May 7 from 4 – 6 PM the Board is invited.
- J. Dr. Miller will be attending the CHE Conference regarding HB293 in Santa Fe on May 7.
- K. MCHS/CCTE Student Awards will be held in the Gym on May 10 at 9 AM.
- L. Graduation will be May 13 and the High School 6 PM. The Board will meet at 4:30 prior to graduation at GHS.
- M. Dr. Miller will be attending the NMACC Retreat Sunrise Springs in Santa Fe on May 19, 20, 21.
- N. The Board was asked to please confirm their attendance at the Legislative Workshop to be held in the DCR on June 10 from 3-5 PM.
- O. Dr. Miller will attend NMACC Conference in NY on June 29 through July 2.
- P. Faculty and administrators of the MCHS will attend MCHS National Consortium on Long Island, NY on July 10 through 15.
- Q. The second Legislative Workshop will be held in the DCR on July 22 from 3 – 5 PM. The Board needs to confirm their attendance.

AGENDA ITEM X- Old Business

Farhad Javaheripour reported on changes to the 2004-2005 UNM-G Budget from the last meeting. Motion was made by Ernest Mackel to approve the 2004-2005 Budget second by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM XI- New Business

Decision was made to have the Board Retreat on July 17, 2004. The Board stated that they would like to have the retreat at another location and not at Sacred Heart Retreat. The recording secretary will look for another location and report to the Board at the next meeting.

AGENDA ITEM XII- Campus Master Planning

Motion was made by Theresa Dowling to accept the UNM-G Mission, Vision and Goals master plan seconded by Bill Bright. Motion was approved by unanimous roll call vote.

AGENDA ITEM XIII - Additional Items Placed On Agenda

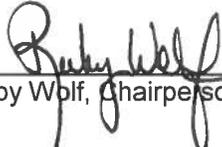
None

AGENDA ITEM XIV - Executive Session - Personnel Issue

Motion was made by Ernest Mackel and seconded by Bill Bright to adjourn the April 29, 2004 UNM-Gallup Local Board Meeting to go into Executive Session to discuss a personnel issue. Motion was approved with unanimous voice vote at 8:32 PM. Dr. Brian Foster attended this portion of the Board meeting via telephone conference call. Motion was made by Ernest Mackel and seconded by Bill Bright to end the Executive Session. Motion was approved with unanimous voice vote at 9:15 PM with only the personnel issue being discussed. 10-15-1(J).

AGENDA ITEM XV - Adjournment

Motion made by Bill Bright and seconded by Ernest Mackel to adjourn the April 29, 2004, UNM Gallup Local Board Meeting. Motion was approved with unanimous voice vote at 9:17 PM.



Ruby Wolf, Chairperson



Bill Bright, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Thursday, May 13, 2004
Four O'clock p.m.

Gallup High School
Drama Classroom

UNM GALLUP LOCAL BOARD

Ms. Ruby Wolf

Mr. Brett Newberry – out-of-town and attended meeting by conference call

Mr. Bill Bright

Mr. Ernest Mackel

Ms. Theresa Dowling

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director

Mr. Farhad Javaheripour, Director Business Operations

Ms. Christy Butler, Executive Assistant

Dr. Brian Foster, Provost and Executive Vice President for Academic Affairs

Ms. Helen Pope, Public

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

Chairperson Wolf called the May 13, 2004 meeting of the UNM Gallup Local Board to order at 4:27 p.m. with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Ernest Mackel to approve the May 13, 2004 UNM-Gallup Local Board Agenda. Seconded by Theresa Dowling. Motion was approved

AGENDA ITEM VI - Announcements

Received a letter from AQIP notifying us that UNM-G has been accepted as an Associate Member. UNM-G is the first Associate Member of The Higher Learning North Central Association in the nation.

AGENDA ITEM VII - Board Business

A. Election of 2004/2005 Local Board Officers.

- a. Chairperson – Brett Newberry nominated Bill Bright
Ernest Mackel nominated Ruby Wolf

Motion was made by Brett Newberry to close nominations. Seconded by Ernest Mackel. Brett Newberry voted for Bill Bright. Ernest Mackel voted for Ruby Wolf. Theresa Dowling voted for Bill Bright. By majority vote Bill Bright was elected as Chairperson.

- b. Vice Chairperson - Brett Newberry nominated Ruby Wolf

Motion was made by Brett Newberry to close nominations. Seconded by Theresa Dowling. By unanimous roll call vote Ruby Wolf was elected as Vice Chairperson.

- c. Secretary - Brett Newberry nominated Theresa Dowling

Motion was made by Brett Newberry to close nominations. Seconded by Ernest Mackel. By unanimous roll call vote Theresa Dowling was elected as Secretary.

B. The Board listed the items that should be included on the Agenda for the Summer Retreat.

Workforce Development

UNM-G calendar to coordinate with McKinley Co. Schools

Get acquainted with Board of Regents

Local Board would like to meet and discuss with Boards of other branches

Strategy session to become more politically active

Strategic plan is the Local Board meeting their responsibilities?

Superintendents & Local Board Strategy Meeting - Bill Bright to report

C. June 16 was set as the date to meet in special session to approve the MCHS Budget.

AGENDA ITEM VIII - Additional Items Placed On Agenda
None

AGENDA ITEM IX - Executive Session - Personnel Issue

Motion made by Ernest Mackel and seconded by Theresa Dowling to adjourn the May 13, 2004, UNM Gallup Local Board Meeting to go into Executive Session to discuss a personnel issue. Motion was approved with unanimous voice vote at 4:53 PM. Brett Newberry left the Executive Session by ending his portion of the conference call at 5:05 PM. Motion made by Ernest Mackel and seconded by Theresa Dowling to end the Executive Session. Motion was approved with unanimous voice vote at 5:26 PM with only the personnel issue being discussed. 10-15-1J

AGENDA ITEM X - Adjournment

Motion was made by Theresa Dowling and seconded by Ernest Mackel to adjourn. Motion was approved by unanimous voice vote at 5:28 PM



Bill Bright, Chairperson



Theresa Dowling, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Thursday, June 16, 2004
Six O'clock p.m.

UNM-G
DCR

UNM GALLUP LOCAL BOARD

Mr. Brett Newberry
Mr. Bill Bright
Ms. Theresa Dowling
Ms. Ruby Wolf – unable to attend
Mr. Ernest Mackel – unable to attend

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Helen Zongolowicz, Interim Dean of Instruction
Mr. Farhad Javaheripour, Director Business Operations
Mr. Harry Sheski, Acting Assistant Dean of Instruction
Ms. Linda Thornton, Sr. Public Affairs Representative
Mr. Dave Stewart, Accountant II
Ms. Kathy Head, Chair Nursing Dept.
Ms. Christy Butler, Executive Assistant
Zsombor Peters, Gallup Independent

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

Chairperson Bright called the June 16, 2004 meeting of the UNM Gallup Local Board to order at 6:10 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the June 16, 2004 UNM-Gallup Local Board Agenda. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Dr. Z presented the MCHS budget to the board. Motion was made by Theresa Dowling to accept the budget as presented. Motion passed by unanimous roll call vote.

AGENDA ITEM VII - Nursing Program Update

Kathy Head gave a report on the Nursing Program. As of April 1 NCLEX exam has been modified and added alternative questions, along with these changes an increased pass rate went into effect. A 4-5% decline in pass rates is expected nationally. We have made some curriculum changes that we hope will result in a higher student success rate on the NCLEX exam. The faculty is committed to insuring that students graduating from this program have the necessary skills to pass the exam and be safe practitioners.

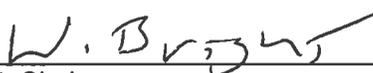
NLN accreditation should take place next spring. Will be preparing for self-study in the fall. If the new faculty being hired has not been through a self-study, we may postpone the accreditation visit by one semester.

AGENDA ITEM VIII - Additional Items Placed On Agenda

None

AGENDA ITEM X - Adjournment

Motion was made by Brett Newberry to adjourn. Motion was approved with unanimous roll call vote at 6:43 PM



Bill Bright, Chairperson



Theresa Dowling, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Thursday, August 25, 2004
Six O'clock p.m.

UNM-G
DCR

UNM GALLUP LOCAL BOARD

Mr. Bill Bright
Ms. Ruby Wolf
Ms. Theresa Dowling
Mr. Ernest Mackel – not in attendance
Mr. Brett Newberry – not in attendance

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Mr. Farhad Javaheripour, Director Business Operations
Dr. Helen Zongolowicz, Assistant Dean of Instruction
Ms. Linda Thornton, Sr. Public Affairs Representative
Ms. Kathy Head, Chair Nursing Dept.
Ms. Mary Snaden, Faculty Senate President, UNMG
Ms. Ara Green, Administrative Assistant II
Mr. Gil Berry, Assoc. Dir., Facility Planning, UNM
Mr. John Petronis, President, Architectural Research Consultants, Inc.
Mr. Tom Payton, Public

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

Chairperson Bright called the August 25, 2004 meeting of the UNM Gallup Local Board to order at 6:08 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Tom Payton made an announcement that he as a private citizen has been trying to acquire information from government officials as to the protocol for obtaining UNMG Board of Director's packages. Stated he has been very frustrated at this process. Mr. Payton exited the meeting. Ruby Wolf then commented we as a Board are not keeping any information from the public and are completely in regulation with the Open Meetings Act.

AGENDA ITEM IV - Introductions

- A. Dr. Christine Marlow was introduced as the new Dean of Instruction.
- B. Mr. Gill Berry, Associate Director, UNM Facilities Planning introduced.
- C. Mr. John Petronis, President, Architectural Research Consultants, Incorporated introduced.

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the August 25, 2004 UNM-Gallup Local Board Agenda. Seconded by Ruby Wolf. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

- A. Motion was made by Theresa Dowling to approve the April 29, 2004 Local Board Minutes. Seconded by Ruby Wolf. Motion was approved by unanimous roll call vote.
- B. Motion was made by Ruby Wolf to approve the May 13, 2004 Local Board Minutes. Seconded by Ruby Wolf. Motion was approved by unanimous roll call vote.
- C. Motion was made by Theresa Dowling to approve the June 16, 2004 Local Board Minutes. Seconded by Ruby Wolf. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Gil Berry speaking– two phases of Master Plan, Phase A & B; both progressing nicely. Starting programming work on Student Services Center, a 40,000 sq. ft. facility with additional parking, a one-stop shopping center so to speak, highly visible from many areas of campus. Another capital project is UNM-G Library basement. Floor plan may change along the way according to our needs. The HVAC computer system is fully capable of handling any new configuration saving a great amount of money. The 2003 handicap accessibility funds have been released. In 2004 UNMG received \$30,000 accessibility funds, which are yet to be released. Gil Berry will serve our campus to the best of his ability and has great fondness for UNMG.

John Petronis speaking - Began Architectural Research Company in 1976, it's the largest planning firm in Albuquerque. We have completed many educational facilities in the last 20 yrs. Mr. Petronis is proposing issuing questionnaires and talking to those polled after filling out questionnaire for follow up. Mr. Petronis will compile that information and bring it back to our campus, thus getting idea of how we are growing, where we are going as campus, how we use classrooms regarding capacity along with other information. Based on enrollment they will estimate our needs for the future and bring this information back to us. This is master planning in a nutshell. Dr. Miller asked about a time line for this process. Mr. Petronis said 4 to 6 months.

AGENDA ITEM VIII - Division/Department Reports
Submitted in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Progress on Director of Community Affairs search. Not filled, in process of re-advertising.
- B. Diabetes projects update. Negotiating with CDC to get another no cost extension to one we already have to support the academic program.
- C. Extended University. Reorganizing at this time with better plan of operation.
- D. Board Relationship with UNM Regents – October 11th and 12th is Regents meeting where campus advisory boards are invited. Branch campuses will put together packet to send ahead. Provost Foster asked to keep presentation brief, meaning less than 10 min. preferable 3-5 min. Ruby voiced opinion that it's not sufficient time with that brief of a presentation to Regents. Dr. Zongolowicz suggested Curt Connally making a short snip it video presentation to show Regents with student making comments. Mary Snaden recommended "What a Difference It Makes" for the name of the snip it. Dr. Zongolowicz also saying we should put in interesting visuals and Dr. Marlow commented that would show our technical capacities as well with this video presentation, no matter how short.
- E. Technical High School – On hold for the summer. We will get guidelines within next 6 weeks.
- F. By-Laws - Ruby asked Dr. Miller if there is a need for training for our Board to go through for the Open Meetings Act. Dr. Miller agreed we could do this. Theresa Dowling said it had been long time since she has trained and would like to do this. Bill Bright suggested administrative people, Christy Butler and Ara Green also going through this training.
- G. Draft UNM-G Fact pamphlet – Dr. Miller announced UNM-G Board requested information be put together. Linda Thornton compiled pamphlet; Local Board very pleased with outcome. Theresa Dowling asking about more information regarding bachelors and masters program be added to pamphlet. Theresa also suggested waiting until we get enrollment numbers before we revamp the pamphlet and requesting more information about nursing program. Board would like more information on enrollment and credit hours added as well.
- H. Area Educational Consortium Meeting – September 9th will be next scheduled meeting along with Legislator's Workshop.
- I. Update on "Building the Gallup – McKinley County Future" Forum Sep. 23-24. Jack Jekowski is working on forum with Al Clemmons and many others. Goal is to attract high tech companies to our area. Also inviting Legislators. Still waiting on Lt. Governor and Zuni Government to confirm attendance. Lumina grant contributing \$1,500 towards event. Ruby asked about putting sign up form in local newspaper.
- J. ACCT 2004 Annual Community College Leadership Congress Oct. 6-9 - Theresa Dowling would like to attend Conference in New Orleans but not able to at this time. Find out when early registration deadline is. Ruby commented about the leadership training and the importance of this and would like to attend the conference if schedule permits.
- K. AQIP Strategy Forum Lisle, IL Oct. 13-16. Dr. Miller will request we attend training in January due to busy schedule.
- L. CHE reception & meeting with all College Boards Santa Fe Sep. 15 at 3 PM Sep.16. Dr. Miller will get more information to Board for reception.
- M. No other items were reported.

AGENDA ITEM X - Old Business
None

AGENDA ITEM XI - New Business

- A. Motion was made by Theresa Dowling to approve the Resolution regarding Local Board Meeting dates. Seconded by Ruby Wolf. Motion was approved by unanimous roll call vote.
- B. Motion was made by Ruby Wolf to approve the Resolution for GO Bond. Seconded by Theresa Dowling. Motion was approved by unanimous roll call vote. Linda Thornton will email further information to Board regarding GO Bond for public interest. Theresa asking to ad GO Bond information to UNM-G pamphlet.

AGENDA ITEM XII - Campus Master Planning

Goals and strategies in board packet. Same plan was presented at Convocation to campus on August 16th staff and faculty seemed impressed by work

AGENDA ITEM XIII - Additional Items Placed on the Agenda

None

AGENDA ITEM XIV - Adjournment

Motion was made by Ruby Wolf to adjourn. Seconded by Theresa Dowling. Motion was approved with unanimous roll call vote at 7:30 PM



Bill Bright, Chairperson



Theresa Dowling, Secretary

Ara Green
Administrative Assistant II

OPEN MEETINGS RESOLUTION
OF THE
UNM GALLUP LOCAL BOARD

WHEREAS, the UNM Gallup Local Board is a duly constituted policy making body in accordance with NMSA 1978, Section 10-15-1 through 10-15-4, inclusive, as amended and supplemented; and

WHEREAS, NMSA 1978, Section 10-15-1.C provides that certain public meetings of certain public policy making bodies "shall be held only after reasonable notice to the public" and that the public policy making body shall determine at least annually in a public meeting what notice for a public meeting is reasonable; and

WHEREAS, the intention of the Resolution is to determine what notice of a public meeting shall be reasonable when applied to meetings of the Board as required by Section 10-15-1.C NMSA 1978; and

WHEREAS, notice of the meeting of the UNM Gallup Local Board on August 25, 2004 has been given by publication in the Gallup Independent at least seventy-two (72) hours prior to the time of the public meeting at which this Resolution is to be adopted.

NOW, THEREFORE, BE IT RESOLVED, by the UNM Gallup Local Board that:

1. Reasonable notice was given to the public of the Board Meeting held August 25, 2004.
2. Reasonable notice to the public of any meetings of the Board or any meetings of a committee constituting a quorum of the Board shall consist of:
 - A. As to regular meetings of the Board, this notice 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 UNM Gallup Administrative Office no later than twenty-four (24) hours before the regular meeting.
 - B. Unless otherwise indicated, meetings of the UNM Gallup Local Board shall be held at 6:00 p.m. on the following dates and locations of: UNM Gallup Campus, Directors Conference Room, 200 College Road, Gallup, NM, or UNM Gallup South Campus, Conference Room, Zuni, NM

September 22	6:00 pm	Zuni
October 27	6:00 pm	Gallup
November 17	6:00 pm	Zuni
December	No Meeting	
January 26	6:00 pm	Gallup
February 23	6:00 pm	Zuni
March 23	6:00 pm	Gallup
April 27	6:00 pm	Zuni
May 12	4:30 pm	Gallup High School
June 22	6:00 pm	Zuni

- C. As to special meetings of the Board, which may be called at any time by the Chairman of the Board or by written request of three members, therefore, notice of the date, time and place of special meetings of the Board 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 also be given.
- D. As to the emergency meetings of the Board, notice of the date, time and place of emergency meetings shall be given to the news media for publication at least twenty-four (24) hours in advance of the meeting, unless threat of personal injury or property damage requires less notice. The general subject matter of the meeting shall also be given.
- E. Additional notices: notice of special and emergency meetings shall also be posted in a conspicuous place in the UNM Gallup Administration Office at the same time notice is given to the news media.

Notice of the information meetings shall be posted in a conspicuous place in the UNM Gallup Administration Office at the same time Board members are informed of such meetings. 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 meeting notices.

The Board shall review these notice requirements annually at the regular September meeting and determine whether any amendments are warranted.

As used in the resolution, "news media" shall mean the *Gallup Independent* or any newspaper of general circulation throughout McKinley County, or any radio or television station which regularly broadcasts news throughout McKinley County. "Notice" shall mean notice in person, by telephone or written notice to the general manager or other radio or television station employee generally responsible for accepting public service announcements or to the news clerk of any newspaper of general circulation throughout McKinley County.

- 3. The foregoing determination shall be applicable to the Board Meeting held on this 25th day of August, 2004, and all meetings held after August 25, 2004 until August, 2005.
- 4. Pursuant to Section 10-15-1(C) of the Open Meetings Act, any or all members of the UNM Gallup Local Board may participate in a meeting of the Local Board of the Gallup Campus, by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the members to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the Local Board of the Gallup Campus who speaks during the meeting.
- 5. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the Executive Director's Office (505) 863-7519 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Executive Director's Office if a summary or other type of accessible format is needed.

6. The UNM Gallup Local 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(H) of the Open Meetings Act.
- A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of the quorum of the UNM Gallup Local 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; and
 - B. If the decision to hold a closed meeting is made when the UNM Local Board is not in 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 subjects to be discussed, is given to the members and to the general public; and
 - C. 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 UNM Gallup Local Board in an open public meeting.

PASSED by the UNM Gallup Local Board, this 25th day of August, 2004.

(Seal)

W. Bright
Bill Bright, Chairman

ATTEST:

Theresa Dowling
Theresa Dowling, Secretary

GO BOND RESOLUTION

WHEREAS, funds for capital expenditures at certain post secondary institutions and certain special schools and public schools are necessary, as described in the 2002 Capital Projects General Obligation Bond Act; and

WHEREAS, revenues from general obligation bond acts are a traditional and practical sources of funding to meet such needs; and

WHEREAS, UNM Gallup Campus would receive \$1,000,000 for Health Careers Phase II and \$260,000 for infrastructure projects;

NOW, THEREFORE BE IT RESOLVED that the Local Board endorses and supports the 94 million dollar Education Bond B 2004 that will be on the ballot in New Mexico's November 2, 2004 General Election.

W. Bright
Bill Bright, Chair

AUG. 25, 2004
Date

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, September 22, 2004
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Mr. Farhad Javaheripour, Director Business Operations
Dr. Chris Marlow, Dean of Instruction
Ms. Christy Butler, Executive Assistant

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

Chairperson Bright called the September 22, 2004 meeting of the UNM Gallup Local Board to order at 6:26 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Ernest Mackel to approve the September 22, 2004 UNM-Gallup Local Board Agenda. Seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Brett Newberry to approve the August 25, 2004 Local Board Minutes. Seconded by Ruby Wolf. Motion was approved by roll call vote with Ernest Mackel abstaining.

AGENDA ITEM VII - Board Education

Loren Leekela presented Zuni Construction Technology Program and described the assistance the program is providing to the community.

AGENDA ITEM VIII - Division/Department Reports

Dr. Chris Marlow gave an oral report on Title III. Farhad reported that the Business Operations department is still working on trying to get Banner up and running. All other reports were submitted in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Diabetes projects update – We have the proposal into CDC and hope to hear from them soon. It is in to continue the academic program thru next year. Also to keep the data base up-to-date. We are still looking into grant dollars to keep this program running. Senator Bingaman is interested into helping us get more dollars. He will speak with Dr. Miller at a later date.
- B. Extended University – The Branch Campus Retreat will focus on EU; hopefully this is the first step in getting a new business plan for EU. Our staff is looking into how much time and dollars UNM-G spends for EU students. UNMA is indicating that they would consider raising the administrative service fee, if we want to bill EU for our services.
- C. Technical High School combined with item H. There will be an RFP proposal before the next legislative session. There is \$10 mil for capital and equipment projects but not staffing. We are looking into using Zuni and Gallup High Schools labs that are not being used. We are talking to TVI regarding the nanotechnology program they use.
- D. UNM-G Fact Pamphlet – No comment was made on this draft.
- E. Infrastructure Projects – The HVAC system in Calvin Hall is not what the occupants would like it to be. We are getting a company to balance the system. The planning for the basement of the library is getting a point where we can put it out to bid and get started on the project.
- F. Legislative Workshop – Very good turnout and had a great dialog with the legislators concerning the

- funding formula.
- G. Local Mill Levy – We have called the County and have not had a response. We may need to call a special meeting, if we indeed want to have a mill election. We need this money for capital improvements.
 - H. Area Superintendent's and Board Strategy Meeting – See Item C.
 - I. Update on "Brainpower: A Conference on Business and Education" Sep. 23-24 – Brett, Bill, Ruby and Theresa will attend. Bill will welcome everyone at the conference. We have about 50 people registered. We will call to see if we can get media coverage.
 - J. Report on CHE meeting and Strategic Plan – Leticia Chambers is the new Executive Director. When reading information about her new position she discovered that it is mandated that she have the presidents and boards from each college get together each year. This is the first one that has been held in a number of years. Lots of presenters for this jam-packed day; it was very informative.
 - K. Board Relationship with UNM Regents, October 11-12 – Dinner on the 11th and lunch on the 12th has been scheduled with the Regents. Brett, Theresa will attend and Ernest will try to attend.
 - L. ACCT 2004 Annual Community College Leadership Congress New Orleans, LA Oct. 6-9 – Ernest and Beth will be attending.
 - M. AQIP Strategy Forum Lisle, IL May 2005 – We have been successful in getting the date changed. We will be sending a copy of our Title III executive summary to them. They would like us to use AQIP concepts as much as we can while working on this.
 - N. Other items may be reported.
 - a. Branch Retreat on September 27 & 28 concerning EU. Dr. Miller will be facilitating part of the program.
 - b. Brett will be speaking at Rotary on Oct 29 regarding the GO Bond.
 - c. NMACC FY 06 Funding/Policy Recommendations to the CHE is for 4% faculty and staff compensation increase. The legislature gives a raise but only funds a portion of the benefit dollars and the institutions have to find the money from other funds. We need this to attract and retain highly skilled faculty and staff and the community college level.
 - d. NMACC requests that the science cluster of the instructional workload be funded at Tier 2 level to fulfill the original intent of the new funding formula that undergraduate education be funded at the same level at both the community colleges and universities.
 - e. UNM-G is currently 3rd in the state for salaries, averaging \$44,885. We are paying above the state average of \$40,591. However we are below the Mountain States average of \$45,366.

AGENDA ITEM X - Old Business

None

AGENDA ITEM XI - New Business

None

AGENDA ITEM XII - Campus Master Planning

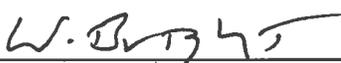
None

AGENDA ITEM XIII - Additional Items Placed on the Agenda

None

AGENDA ITEM XIV - Adjournment

Motion was made by Theresa Dowling to adjourn. Seconded by Ruby Wolf. Motion was approved with unanimous roll call vote at 8:06 PM



 Bill Bright, Chairperson



 Theresa Dowling, Secretary

Christy Butler
 Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, October 27, 2004
Six O'clock p.m.

UNM-G

UNM GALLUP LOCAL BOARD

Mr. Bill Bright
Ms. Ruby Wolf – not present
Ms. Theresa Dowling
Mr. Ernest Mackel – not present
Mr. Brett Newberry

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Mr. Farhad Javaheripour, Director Business Operations
Kathy Head, Chair Nursing Program
Ms. Christy Butler, Executive Assistant

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

Chairperson Bright called the October 27, 2004 meeting of the UNM Gallup Local Board to order at 6:15 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

- A. Dr. Charles Kaplan, Principal, MCHS/CCTE – not present
- B. Dr. Kamala Sharma, Assistant Professor, Math & Science – not present
- C. Due to the tragic accident that happened today we have asked Dr. Sharma to postpone her report on NIH Grant under the Board Education portion of the Agenda.
- D. Ruby is not here tonight due to the death of her brother.

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the October 27, 2004 UNM-Gallup Local Board Agenda as amended by adding Announcements to the Introduction section of the Agenda. Seconded by Brett Newberry. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Brett Newberry to approve the September 22, 2004 Local Board Minutes. Seconded by Theresa Dowling. Motion was approved unanimous roll call vote.

AGENDA ITEM VII - Board Education

None

AGENDA ITEM VIII - Division/Department Reports

Kathy Head reported that the Nursing Program is continuing work on self-study with spring 2005 goal of submission. We are processing about 75 applications for spring semester admission. We are preparing to advertise Nursing Education Facilitation Specialist position. We are investigating grants as source of additional funding. We have an 84% pass rate with 19 students testing on NCLEX-RN & NCLEX-PN licensure. All other reports were submitted in written form.

AGENDA ITEM IX

- A. ACCT 2004 Annual Community College Leadership Congress – Ernest Mackel was not in attendance to give this report. Beth Miller reported that the meeting was well worth the trip and brought information to Bob Kuipers. ACCT will no longer hold the regional meetings; however the ACCT Legislative Meeting will be held in February. We would like to have a couple of the board members attend this meeting in Washington DC. The Board requested that Ernie give his report at the next meeting.

- B. UNM Regents Meeting held October 11-12 – Brett Newberry reported – Great experience and got to know two new Regents. Jack Fortner from Farmington is very supportive of the branch and would like to be more involved. Brett is sending his presentation information, as requested, to Mr. Fortner. Brett really enjoyed the experience and felt that it may have opened some doors. There was discussion for more meetings like this and mention of Regents coming to the campus for a meeting.

AGENDA ITEM X - Executive Director's Report

- A. Diabetes Projects – Requested extension was approved Oct 25. We will continue our faculty and administrative assistant for this semester and next spring. This will also support the health database in the Library.
- B. Provost Retreat, Sep 27 & 28 – The main focus was Extended University. The dialog was very positive. There was no discussion of the leases. Taos and UNM-G are meeting in November to discuss a draft lease. Bruce Payette and Dr. Miller will attend this meeting.
- C. Technical High School – We are preparing a proposal requesting over \$4,000,000 to build a building for the school. We have been told that there may be ten- \$1,000,000 awards distributed to ten different schools. We have until 2009 to bring the school to fruition. Carl Perkins dollars may be used for equipment. Many issues and questions have not been answered.
- D. Infrastructure Projects – The punch list for HVAC in Calvin Hall is just about completed. Bids are coming in over budget for the basement of the library and the project is on hold.
- E. Gurley and College Road Projects – Will take place next spring. The City will let bids in January. Calvin Road extension should start in November and be complete before the end of the year.
- F. Local Mill Levy – This issue will be discussed at the next meeting.
- G. "Brainpower: A Conference on Business and Education" Sep. 23-24 – Good turnout. A core group that stayed the entire time would like to continue meeting after the conference.
- H. RCCA Conference, Myrtle Beach, SC Oct. 3-5 – All parts of the country have about the same problems and issues. Dr. Miller was part of a panel discussing our Achieving the Dream initiative.
- I. FIPSE Grant –The pre-proposal was submitted and we will be informed if we are selected to submit an official proposal in the spring.
- J. Other items reported:
 - a. AtD data and core teams are meeting. They are keeping to the time line and need to discuss stakeholder involvement.
 - b. Title III money has not been received, at this time. Grant funds will enable us to hire an assessment faculty, an admin assistant, and an IT technician. Mary Snaden is the Activity Director.

AGENDA ITEM XI - Old Business

None

AGENDA ITEM XII - New Business

- A. A Resolution to establish McKinley Area Education Consortium was presented by Dr. Miller. This group has been known as the Area Boards and Superintendents Strategies Meeting. We would like to formalize this group showing the state that we are collaborating and have a good articulation with the schools, businesses and the community. After some discussion, a motion was made by Theresa Dowling to approve the Resolution. Seconded by Brett Newberry. Motion was approved with unanimous roll call vote.
- B. Change of November meeting date. Motion was made by Theresa Dowling to change the date of the November meeting to Tuesday, November 16. Seconded by Brett Newberry. Motion was approved with unanimous roll call vote.

AGENDA ITEM XIII - Campus Master Planning

Campus Master Plan (John Petronis) - Tabled until next meeting.

AGENDA ITEM XIV - Additional Items Placed on the Agenda

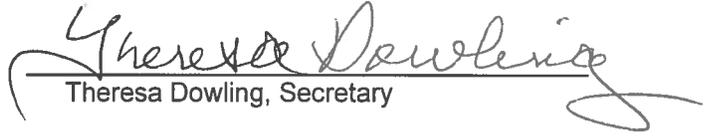
None

AGENDA ITEM XV - Adjournment

Motion was made by Theresa Dowling to adjourn. Seconded by Brett Newberry. Motion was approved with unanimous roll call vote at 7:12 PM.



Bill Bright, Chairperson



Theresa Dowling, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Tuesday, November 16, 2004
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

Mr. Bill Bright
Ms. Ruby Wolf – not present
Ms. Theresa Dowling
Mr. Ernest Mackel
Mr. Brett Newberry – present by conference call

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Dr. Christine Marlow, Dean of Instruction
Mr. Farhad Javaheripour, Director Business Operations – present by conference call
Dr. Charles Kaplan, Principal, MCHS/CCTE
Al Clemmons, Sr. Vice President, George K. Baum, Inc.
Ms. Christy Butler, Executive Assistant

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

Chairperson Bright called the November 16, 2004 meeting of the UNM Gallup Local Board to order at 6:05 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

- A. Dr. Charles Kaplan, Principal, MCHS/CCTE
- B. Al Clemmons, Sr. Vice President, George K. Baum, Inc.

AGENDA ITEM V - Approval of Agenda

Motion was made by Ernest Mackel to approve the November 16, 2004 UNM-Gallup Local Board Agenda as presented. Seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Theresa Dowling to approve the October 27, 2004 Local Board Minutes. Seconded by Ernest Mackel. Motion was approved unanimous roll call vote.

AGENDA ITEM VII - Board Education

Al Clemmons spoke about the Board election and gave information on a possible bond and mil levy election on February 1, 2005.

AGENDA ITEM VIII - Division/Department Reports

Farhad spoke on the CHE Funding Formula and explained how we use and need dollars to balance the budget. Dr. Marlow is continuing to work on the Lumina Grant. Perry Horse, Lumina Coach, attended the meeting. Next week Perry Horse and the data leader will meet with the team. Erin Collins has resigned and we are looking for a new manager at the Zuni campus. We have been approached to apply for a HRSA Grant. UNMA and NAU have approached UNMG to house the center. The grant is due within the next two weeks. We are continuing to work on filling the Title III positions.

Dr. Charles Kaplan reported the MCHS is capped at 50 students. We have 40 applicants for the 12 vacant seats that will be available in the spring semester. MCHS is in its third year. CCTE had 405 students on the census day. Fire Science and Culinary Arts are doing modestly and still need nurturing. Auto Tech has been nationally accredited.

AGENDA ITEM IX – Board Reports

ACCT 2004 Annual Community College Leadership Congress – Ernest Mackel reported that the conference was wonderful. Recommended that all the board members attend. The breakout sessions were very informative, especially those discussing entrepreneurship and building minority entrepreneurs to promote student development.

AGENDA ITEM X - Executive Director's Report

- A. Diabetes Projects – We received the requested no cost extension for the academic program from the CDC. The extension will end May 30, 2005.
- B. Extended University – Went to Taos last week and met with EU. We are going to work with Taos and EU to work on an agreement. We have estimated that we spend approximately \$150,000 spend on services provided by UNMG to EU.
- C. Technical High School – \$10 million has been set aside by the legislature. The last meeting stated that there will be 10 recipients with \$1 million each. This money is to be used only for capital expenditures. CHE is administering the \$10 million and PED administers the \$225,000 planning dollars. Our proposal has been submitted to CHE and we requested \$4.9 million. There will be finalists' chosen and they will be invited go to Santa Fe and present to the CHE for 90 min. The proposal will be 10 pages and we had 30 pages of letters of support from the public and private schools and tribal governments. We presented four academies to be incorporated into the Technical High School.
- D. Infrastructure Projects – The punch list is almost complete with Calvin Hall. The road extension is underway for Calvin Dr.
- E. ACCT Community College National Legislative Summit – February 12-16. We must know by December 17 who wants to attend. Ara & Christy will call week after Thanksgiving to see who will attend.
- F. Library Basement – Estimates are now at \$350,000 to \$600,000 and this project is now on hold. We have been asked if we would house the Ceremonial archives but we need to do some investigation on this matter.
- G. Other items reported:
 - a. Letter from CHE – Theresa and Dr. Miller met with Patty Lundstrom concerning this letter. It is not clear how the CHE determines the distribution of capital dollars to the branch campuses. Dr. Miller will meet with Miguel Hidalgo at CHE this next week to get a better understanding of the process.

AGENDA ITEM XI - Old Business

None

AGENDA ITEM XII - New Business

- A. Resolution for Mil Levy – Dr. Miller presented the Resolution and Proclamation. After a lengthy discussion on the Resolution and Proclamation the Board determined that UNM-Gallup Local Board would support the adoption of the Resolution. Ernest Mackel moved to adopt the resolution. Theresa Dowling seconded the motion. Motion was approved by unanimous roll call vote at 7:30 PM.
- B. Resolution for Board Election – Dr. Miller presented the Resolution Authorizing and Directing Election Procedures. There was no discussion regarding the Board Election. Ernest Mackel moved to adopt the resolution. Theresa Dowling seconded the motion. Motion was approved by unanimous roll call vote at 7:35 PM.
- C. Dr. Miller reported that with the short time frame before the election that UNM-Gallup's Public Relations Department did not have enough time or staff to handle a comprehensive campaign. We should hire a marketing consultant to prepare all election materials to get out the vote. After a short discussion, it was agreed that Jon and Charmayne Samuelson would be hired to manage the campaign.

AGENDA ITEM XIII - Campus Master Planning

Campus Master Plan (John Petronis) – Tabled for later discussion. UNMA is working on the contract.

AGENDA ITEM XIV - Additional Items Placed on the Agenda

None

AGENDA ITEM XV - Adjourn For Executive Session

Motion was made by Theresa Dowling to adjourn the Regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978. Seconded by Ernest Mackel. Motion was approved by unanimous roll call vote at 9:00 PM.

AGENDA ITEM XVI – Executive Session

Limited Personnel Issue

AGENDA ITEM XVII – Executive Session Adjournment

Motion was made by Ernest Mackel to adjourn the Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978 and reconvene the Regular meeting of the UNMG Local Board. Seconded by Theresa Dowling. Motion was approved by unanimous roll call vote at 9:20 PM.

AGENDA ITEM XVIII - Adjournment

Motion was made by Ernest Mackel to adjourn. Seconded by Theresa Dowling. Motion was approved with unanimous roll call vote at 9:21 PM.



Bill Bright, Chair



Theresa Dowling, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Thursday, December 16, 2004
Twelve O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Mr. Bill Bright – not present
Ms. Ruby Wolf
Ms. Theresa Dowling
Mr. Ernest Mackel – not present
Mr. Brett Newberry

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director
Tom Ray, Director, Student Services
Mr. Farhad Javaheripour, Director Business Operations
Representative Patty Lundstrom
Ms. Christy Butler, Executive Assistant

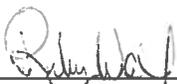
Meeting requested by Representative Patty Lundstrom with the UNM-G Local Board. Meeting convened at 12:30 pm. A quorum was present.

Representative Lundstrom began working with COG in 1985. She taught grant writing at UNM-G in late 80s. She helped develop Leadership McKinley and was a member of the RCCI Board for 4 years. She has also served on several sub committees. She has been concerned with LFC disbursements, and it is clear to her that the branch colleges get the "short end of the stick." Representative Lundstrom has concerns about the mil levy election and may not support it.

Ruby stated that the board is committed to the support of UNM-Gallup.

A general discussion followed concerning where the Local Board's vision of UNM-Gallup and the support of Representative Lundstrom differed. At the end of the discussion, everyone felt that many questions and misunderstandings had been addressed.

Meeting adjourned at 2:30 pm.



Ruby Wolf, Vice Chair



Theresa Dowling, Secretary

Christy Butler
Executive Assistant