



Local Advisory Board

2008

Signed Minutes  
Archives

**UNM GALLUP LOCAL BOARD MINUTES**

Wednesday, January 16, 2008  
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Dr. Frances Becenti.....	A
Ms. Virginia Chavez.....	P
Ms. Gloria Skeet deCruz .....	P
Ms. Theresa Dowling.....	P
Ms. June Shack.....	P

UNM-GALLUP CAMPUS STAFF AND GUESTS:

- Dr. Beth Miller, Executive Director
- Dr. Chris Marlow, Dean of Instruction
- Dr. Paul Kraft, Director Student Services
- Mr. Larry Sanderson, Director Community Affairs
- Ms Patty Holland, Supervisor Fiscal Services
- Ms. Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the January 16, 2008 regular 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/Announcements

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Gloria deCruz to approve the January 16, 2008 UNM-Gallup Local Board Agenda, seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by June Shack to approve the November 28, 2007 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

AQIP Enrollment Action Project - Student Survey – Dr. Kraft presented the survey information to the Board. The survey has been presented to the Chairs Council, Student Services and the Local Board. This survey will help guide our scheduling for the next couple of years. Survey shows more students want on-line classes.

AGENDA ITEM VIII - Division/Department Reports

- A. Dean of Instruction – Dr. Marlow reported Mary Snaden will be submitting her resignation. She held chair of Transitional Studies and PI of Title III grant. Connie Casebolt will be taking the chair position on an interim basis and Jim Sayers will be taking over as PI of the Title III Grant, and Erica McFadden will become the Activities Director. Gloria Dyc has been appointed as Interim Associate Dean until the position can be filled.
  - B. Director Community Affairs – Larry Sanderson reported Community Affairs has retained Mike Enfield as a consultant. He has an extensive background in business and manufacturing. Mike is ascertaining the community needs for non-credit training. We are finding the highest priority is for HR training.
  - C. Director Student Services – Dr. Kraft reported we are close to hiring our vacant position in Campus Safety.
  - D. AQIP – Robert Hoffman reported all nine category teams are functioning. We need to press to receive draft reports by March. AQIP progress meeting yesterday was good and everyone is on board. The three action projects have been extended.
    - 1. Technology in the classroom should complete in Feb.
    - 2. Strategic enrollment plan will not be able to retire this semester.
    - 3. Governance decision making project is a large project and not as quickly completed so we will report on one mapping project.
- Need to look at other action projects which are short projects to replace projects 1 & 2.

The remaining departmental reports were presented in written form.

**AGENDA ITEM IX** – Executive Director's Report

- A. UNMG 2008 Legislative Agenda (*Draft*) – Board recommended the legislative agenda.
- B. Housing Survey Final Report – January 28 from 8 – 10 am in the DCR. Julie Skolnicki will be here to present for Brailsford & Dunlavey.
- C. Nursing Flood Update – The building is ready to go for the semester. It is difficult to tell anything has happened. Kathy Head has stepped down as director of nursing and Marji Campbell will assume the Director and Chair positions. Kathy will become full-time faculty. We should be hearing shortly about our candidacy for accreditation.
- D. College Cabinet Minutes (*Draft*) – The meeting went well and we will continue the meeting on January 25.
- E. Director Business Operations Update – Our initial search has been unsuccessful. Larry Sanderson will become the Interim Business Operations for Budget and Accounting. Paul Kraft will take over the bookstore. Dr. Miller will take over HR until we advertise the position again. Larry will align the development campaign for Community Affairs.
- F. UNM Budget Meetings, Albuquerque, January 9-10 – Our time was spent listening to the Colleges' presentations to the President of their budget requests. It was very good.
- G. Other items may be reported.
  - i. January 23 is All Academic Day at the Legislature and we have two students attending.
  - ii. Gloria Begay is a consultant regarding Indigenous Animation and Digital Art Program. She has requested UNMG be the fiscal agent for the legislation for this program. We have accepted the offer.

**AGENDA ITEM X** - Old Business

Monthly Financial and Grants Update – Finances are consistent from the previous month. We are within .4% of projections on the budget. If we continue as we have the first half of the year we will be doing well.

**AGENDA ITEM XI** - New Business

We will have a special Board meeting on April 9 at noon in the Director's Conference Room to approve the final 2008-2009 budget. It will be a one agenda item meeting.

**AGENDA ITEM XII** - Additional Items Placed on the Agenda

None

**AGENDA ITEM XIII** - Adjourn For Executive Session

Motion was made by Gloria deCruz 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 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 7:20 PM.

**AGENDA ITEM XIV** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978

**AGENDA ITEM XV** – Executive Session Adjournment

Motion was made by Gloria deCruz to adjourn the Executive Session of the UNMG Local Board. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 7:20 PM.

Motion to adjourn Executive Session to Open Meeting was made by June Shack. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 7:46 PM.

Motion to reconvene from Executive Session was made by June Shack. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 7:46 PM.

Upon reconvening the regular meeting of the Local Board, Virginia Chavez instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

**AGENDA ITEM XVI – Adjournment**

Motion was made by June Shack to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 7:47 PM.

  
Theresa Dowling, Chair

  
Gloria Skeet deCruz, Secretary

Christy Butler,  
Executive Assistant

**UNM GALLUP LOCAL BOARD MINUTES**

Wednesday, February 27, 2008  
Six O'clock p.m.

Gallup

**UNM GALLUP LOCAL BOARD**

- Dr. Frances Becenti..... P
- Ms. Virginia Chavez ..... A
- Ms. Gloria Skeet deCruz ..... P
- Ms. Theresa Dowling..... P
- Ms. June Shack..... P

**UNM-GALLUP CAMPUS STAFF AND GUESTS:**

- Dr. Beth Miller, Executive Director
- Dr. Paul Kraft, Director Student Services
- Mr. Larry Sanderson. Director Community Affairs; Interim Director Business Operations
- Ms. Christine Abassary, Manager ABE
- Mr. Fred Wey, Manager Zuni Campus
- Ms. Christine Abassary, ABE Manager
- Ms. Jovena Laate, Senior tutor; Zuni Campus
- Ms. Jacinta Sice, Tutor; Zuni Campus
- Ms. Ara Green Administrative Assistant

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

Chair, Theresa Dowling called the February 27, 2008 regular meeting of the UNM Gallup Local Board to order at 6:18 PM with roll call. A quorum was present.

**AGENDA ITEM III - Public Input**

None

**AGENDA ITEM IV – Introductions/Announcements**

- A. Christine Abassary, ABE Manager
- B. Jovena Laate, Senior tutor; Zuni Campus
- C. Jacinta Sice, tutor; Zuni Campus

**AGENDA ITEM V - Approval of Agenda**

Motion was made by Gloria Skeet deCruz to approve the February 27, 2008 UNM-Gallup Local Board Agenda, seconded by Francis Becenti Motion was approved by unanimous roll call vote.

**AGENDA ITEM VI - Board Business**

Motion was made by Gloria Skeet deCruz to approve the January 16, 2008 UNM-Gallup Local Board Minutes as presented seconded by Francis Becenti. Motion was approved by unanimous roll call vote.

**AGENDA ITEM VII - Board Education**

- A. Theresa Dowling would like to add Trustee Quarterly to Board Education.
- B. Christine Abassary, Manager of the ABE Program reported July 1, 2007 to December, 2007 there were 110 newly enrolled students and 96 students are 12 + hours. This is an excellent 12 + hour student ratio. The goal is to get 100% of our students commit to 12 + hours of study to be funded by State and Federal ABE funds. July 1, 2006 to June 30, 2007 there were 254 total students; 171 were 12 + hours. Approximately, 8 GED recipients were from Zuni. Overall the ABE Program served 906 students and 580 12 + hour students. A total of 56 students obtained a GED from July to December 2007. Fall semester 2007, Zuni staff offered 5 classes in Reading covering components in Social Studies, Science with an emphasis on vocabulary development, Basic Math, Math I, and a Language Writing Class. Spring 2008, staff offered 3 classes in phonics utilizing Orton Gillingham techniques, Basic Math, Math II covering algebra and geometry. Zuni ABE continues to conduct COMPASS testing for the UNM-South Zuni campus. The Zuni staff continues to provide collaboration and support to Zuni Education and Career Development Center, ZECDC and Adobe Center located at Twin buttes High School. Fred Wey will talk to Governor Coeoyate in the next few weeks to see if he can get the 477 program going. A student receiving a GED can qualify for the lottery scholarship as long as they start the following semester. They can start with Bridges and then lottery. The lottery requires you to maintain full time status and above 2.5 average GPA. Christine Abassary suggested students go on need based then further. Start of slowly then move on to the scholarships that are full load requirements. ABE is not only for GED. It is also for those that have high school diploma and

need refresher course before entering into college again.  
June Shack arrived for the board meeting at 6:37 PM.

**AGENDA ITEM VIII** - Division/Department Reports

- A. Dean of Instruction – Dr. Marlow was out ill and asked Fred Wey to report for Zuni campus. Summer 05 to Spring 05 was previous highest semester hour enrollment ever. We have now beaten that statistic by 5%. From last year we are up 30.1%. The significant item is dual enrollment stats for Gallup and Zuni campus; if you multiply students by the semester hours and the courses they are, we have one quarter of the dual enrollment stats on this campus. Another issue is we have been asked to keep budgets as low as possible, but we are requesting another full-time faculty member for Zuni campus. We have a seven year P/T faculty member who teaches astronomy. We would like to make a plea to hire this person full time.
- B. Director Student Services – Dr. Kraft reported on the Draft Strategic Enrollment management plan. Goal 1) Establish a “student first” customer service culture. Goal 2) Improve Student Retention and Success. Goal 3) Increase the Enrollment of New Students. Goal 4) Enhance UNM-G presence in the Gallup/McKinley service area. Goal 5) Initiate studies to examine student satisfaction and success and use those data for continuous improvement in service delivery.
- C. Interim Director Business Operations – Larry Sanderson reported on handout. Slide one; as of February 11, 2008 currently unrestricted student credit hours is 23,656. Slide two; unrestricted student credit hours with estimated 8-week SCH; 24,000. Slide three; without dual enrollment (H.S. Classroom) 23,000. Slide four; 3 year I & G Budget Projection for UNMG.
- D. Director Community Affairs – Larry Sanderson reported on distance education. Many of the computer classes could be offered when students come in for their regularly scheduled class. Serving the students where they are and providing what they need is important. At the end of seven months, the budget is very solid. The FY09 projection is negative \$40K. There are some things at the State level that will improve this. The State has changed rules for CTE and dual credit where they are giving us more money. Net effect is \$160K. If we stay in band we're fine, if we drop below band this spring we're looking at potential budget cut two years from now of \$500K. We can protect ourselves and have the financial resources, but we cannot overspend if we don't have new money coming in this year. We are looking at a good solid financial projection for the coming year. Slides five and six relate to RAD Tech. Projected in year one the program breaks even. Second year it makes about \$20K but has contributed \$47K to campus operations. Third year there would be \$19K bottom year profit putting another \$47K in campus operations; over three years there would be a positive bottom line of \$13K with \$118K being added to campus operations.
- E. MCHS – Wally Feldman reported MCHS kids are going to Pope Joy Hall to see Peter Pan. Looking to graduate 15 to 16 students this spring.

The remaining departmental reports were presented in written form.

**AGENDA ITEM IX** – Executive Director's Report

- A. 2008 Legislative Update – Senator Rainaldi appropriated \$10K for Zollinger library. Representative Pena appropriated \$35K for our walking trail. The Governor vetoed the capital outlay package but the House sent it back. GO Bond \$900K for HVAC for Calvin Hall passed; the vote will be in November. There is 2 % salary increase along with a 2% tuition credit.
- B. Housing Survey Report (mailed to Board) – Julie Skolnicki reported for Brailsford & Dunlavey. The Student Housing Program Refinement & Financial Analysis estimate is higher than we want it to be. We have asked for a lower price and are waiting on their response. We will move on to Phase II if viable.
- C. Enrollment Update - Talked about previously in meeting.
- D. College Cabinet Minutes. The Cabinet will alternate who is in charge of the meetings. Larry Sanderson was responsible last meeting. Dr. Kraft will run next month's meetings. They will meet twice a month from 8:30 -10:00 in Director's Conference Room. IT plan and budget plan are on the agenda for discussion at the next Cabinet meeting.
- E. Parking Study – Dr. Miller spoke to Walker Parking Consultants who did the study for UNM. Our cost estimate came in high. Ron Petranovich will negotiate with company for lower cost.
- F. Appointment of Dr. Marc Nigliazzo – Vice President for Rio Rancho and Branch Campus Operations at UNM.
- G. Other items may be reported.
  - i. Yesterday and today we had the site visit team for MLT program on campus. The longest we can receive accreditation is for 7 years and the shortest is 3 years. Mike Nye believes it will be for 7 years. Mike came to us one year ago to work on the accreditation and has since returned to RMCH running the lab but has continued, along with Dr. Harry Sheski,

to work on our accreditation process. Loretta Gonzales is the new faculty member for MLT and is ready to improve program enrollments.

- ii. The administrators are having retreat next Thursday off campus. We are meeting quarterly to discuss enrollment management plan, infrastructure, among other things.
- iii. Albuquerque has formed a company called Lobo Energy. They are sending someone to our campus to see if we can lower our energy use. UNM wants us to hire a part time person to oversee our energy initiatives and the money that we are expected to save will pay for this position. Ron Petranovich has saved our campus approximately \$85K a year and was applauded by main campus. Dr. Miller's is asking if we can contract this company to consult with Ron for a limited time, instead of funding a position.

**AGENDA ITEM X** - Old Business

Monthly Financial and Grants Update – Finances are consistent from the previous month.

**AGENDA ITEM XI** - New Business

None

**AGENDA ITEM XII** - Additional Items Placed on the Agenda

- A. Theresa Dowling requested an additional agenda item regarding the Local Board Retreat. When should the retreat be held? July seems to be a difficult month to coordinate everyone's calendar. Should we meet in June or August?
- B. For the March board meeting I would like to discuss an article in Trustee Quarterly on solving the puzzle with grants; and what every trustee should know.
- C. For April everyone can think about discussion topic and decide at March meeting. Dr. Miller suggested discussion about one of our academic departments.
- D. Next Board meeting is March 26<sup>th</sup>. April 9<sup>th</sup> we will have a special meeting to approve the budget. We need to have our recommendation for tuition increases to UNM by March 12. We may need to call a special meeting before March 12. There is a possibility of approving the budget on March 26<sup>th</sup> and not having a special meeting on April 9<sup>th</sup>.

**AGENDA ITEM XIII** - Adjourn For Executive Session.

Motion was made by June Shack 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 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Dr. Francis Becenti. Motion was approved by unanimous roll call vote at 7:20 PM.

**AGENDA ITEM XIV** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978

**AGENDA ITEM XV** – Executive Session Adjournment

Motion was made by Dr. Francis Becenti to adjourn the Executive Session of the UNMG Local Board. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 8:28 PM.

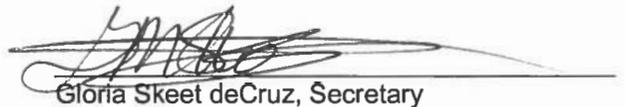
Motion to reconvene from Executive Session was made by June Shack. Motion seconded by Francis Becenti. Motion was approved by unanimous roll call vote at 8:28 PM.

Upon reconvening the regular meeting of the Local Board, Gloria deCruz instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

**AGENDA ITEM XVI** – Adjournment

Motion was made by Gloria Skeet deCruz to adjourn. Motion seconded by Francis Becenti. Motion was approved with unanimous roll call vote at 8:28 PM.

  
Theresa Dowling, Chair

  
Gloria Skeet deCruz, Secretary

Ara Green,  
Administrative Assistant III

UNM GALLUP LOCAL BOARD MINUTES

Friday, March 7, 2008  
Noon

Gallup

UNM GALLUP LOCAL BOARD

Dr. Frances Becenti .....	A
Ms. Virginia Chavez .....	A
Ms. Gloria Skeet deCruz .....	P
Ms. Theresa Dowling .....	P
Ms. June Shack .....	P

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Beth Miller, Executive Director  
Dr. Chris Marlow, Dean of Instruction  
Dr. Paul Kraft, Director Student Services  
Mr. Larry Sanderson, Director Community Affairs; Interim Director Business Operations  
Ms. Cassandra Morgan, Student Senate Representative  
Ms. Christy Butler, Executive Assistant

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

Since Theresa Dowling was attending the meeting via phone, Vice Chair, June Shack called the March 7, 2008 emergency meeting of the UNM Gallup Local Board to order at 12:10 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

Cassandra Morgan, Student Senate Representative

AGENDA ITEM V - Approval of Agenda

Motion was made by Gloria deCruz to approve the March 7, 2008 UNM-Gallup Local Board Agenda, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - New Business

FY08-09 Tuition Approval – Larry Sanderson reported the 2008 Legislative Session approved a 2% tuition credit, which means they state will take 2% from the funds given to UNMG. A 2% increase is actually \$1.04 per credit hours. The recommendation to the Board is to raise tuition by \$1. Theresa Dowling asked the attending Student Senate Representative how the Student Senate voted on the increase. The Senate has not heard about the increase due to the timeline UNMA presented to UNMG. Dr. Miller is on the agenda for the next Student Senate meeting. Cassandra Morgan stated that like everything else any increase is difficult for the students but she understanding in keeping a level budget. After Board discussion of several factors regarding tuition, motion was made by Theresa Dowling to approve the following:

- a. To increase base tuition from \$52 to \$53 per credit hour,
- b. Maintain Student Activity Fees at \$2 per credit hour,
- c. Maintain Facilities Fee at \$2.95,
- d. Maintain Technology Fee at \$2.95,
- e. No changes to Class Fees.

Motion was seconded by Gloria deCruz. Motion was approved with unanimous roll call vote.

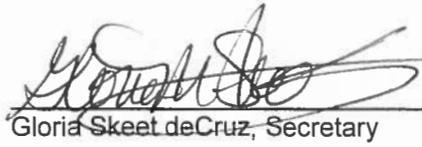
AGENDA ITEM VII - Additional Items Placed on the Agenda

None

AGENDA ITEM VIII - Adjournment

Motion was made by Gloria deCruz to adjourn. Motion seconded by Theresa Dowling. Motion was approved with unanimous roll call vote at 12:20 PM.

  
June Shack, Vice Chair

  
Gloria Skeet deCruz, Secretary

Christy Butler, Executive Assistant

**UNM GALLUP LOCAL BOARD MINUTES**

Wednesday, May 28, 2008  
Six O'clock p.m.

Gallup

**UNM GALLUP LOCAL BOARD**

Ms. Virginia Chavez.....	P
Ms. Gloria Skeet deCruz .....	P
Ms. Theresa Dowling .....	P
Ms. June Shack .....	A

**UNM-GALLUP CAMPUS STAFF AND GUESTS:**

- Dr. Barry Cooney, Interim Executive Director
- Dr. Chris Marlow, Dean of Instruction
- Dr. Paul Kraft, Director Student Services
- Mr. Larry Sanderson, Director Community Affairs; Interim Director Business Operations
- Mr. Wally Feldman, MCHS Principal
- Ms. Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the May 28, 2008 regular meeting of the UNM Gallup Local Board to order at 6:20 PM with roll call. A quorum was present.

**AGENDA ITEM III** - Public Input

None

**AGENDA ITEM IV** – Introductions/Announcements

None

**AGENDA ITEM V** - Approval of Agenda

Motion was made by Virginia Chavez to approve the May 28, 2008 UNM-Gallup Local Board Agenda, seconded by Gloria deCruz. Motion was approved by unanimous roll call vote.

**AGENDA ITEM VI** - Board Business

- A. Motion was made by Virginia Chavez to approve the April 23, 2008 UNM-Gallup Local Board Minutes as presented seconded by Gloria deCruz. Motion was approved by unanimous roll call vote.
- B. Motion was made by Gloria deCruz to approve the May 15, 2008 UNM-Gallup Special Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

**AGENDA ITEM VII** - Board Education

Chris Chavez, Chair Applied Tech turned in a written report on the status of the department.

**AGENDA ITEM VIII** - Division/Department Reports

- A. Dean of Instruction – The Board asked Chris Marlow about the AQIP changes. She deferred to Barry Cooney for a response about AQIP. UNMG should keep three points of improvement instead of the nine from AQIP and work with PEAK on main campus. All nine points feed into all three points of improvement. Robert Hoffman, Chris Marlow and Barry Cooney are happy with this decision because this process will flow into the PEAK process.
- B. Director Community Affairs – Larry Sanderson reported Dr. Cooney has offered the opportunity to step back and refocus. Mike Enfield has been setting up HR training for the public; there have been three sessions held and all have sold out. Native American Serving Non-Tribal Institutions grant has been written by Chris Marlow and Paul Kraft. We feel we have a good chance to receive this grant for as much as \$1.2 million over 2 years. We submitted the grant last week. The new nursing grant application is three weeks ahead of the deadline to main campus.
- C. Director Student Services – Paul Kraft reported on summer enrollment and we are down slightly from last year. An abbreviated schedule will be sent out on Friday to locations that do not have internet access.

The remaining departmental reports were presented in written form.

**AGENDA ITEM IX** – Interim Executive Director's Report

- A. Status of Director of Business Operations – The position is being advertised and a search committee is working on the applications.
- B. Organizational Objectives for Summer
  - i. Many groups on campus are involved in remediation education interface such as TRiO, Title III, ABE, etc. One of the organizational objectives this summer will be to work with these groups to identify common services for students with remedial needs. We will be doing the same thing with advising who are located in Student Services, Nursing, Transitional Studies, EU and TRiO. The groups need to have dialog about best practices. The challenge is to get them to talk in a strategic way.
  - ii. Faculty Curriculum Committee needs to meet to determine if we will have mandatory placement. If a student tests for remedial classes, the student will have to take the remedial class and that does not happen now. We need to be unified in the need and make sure resources are available for this to take place.
  - iii. Working with the Dean on the UNMG Faculty Handbook revision on their responsibilities including faculty, chairs and adjunct faculty.
  - iv. In process of forming relationships with all the area superintendents to foster the dialogs for students in the public, parochial and BIA schools to become familiar on how to make the transition to UNMG.
  - v. We are hoping these summer initiatives see some significant movement in these areas.
  - vi. The ceremonial archives are beginning a consultant has been brought in to look at the collection and the recommendations will be forthcoming.
- C. Other items may be reported.  
None

**AGENDA ITEM X** - Old Business

- A. Monthly Financial and Grants Update – Finances are consistent from the previous month.
- B. Items for Board Retreat – Barry will have a presentation on a more effective board and their role. Christy will have an open meetings update. Meeting dates for next year.

**AGENDA ITEM XI** - New Business

- A. Approval of MCHS Budget – Wally Feldman went over the budget with the Board. After discussion, Virginia Chavez made motion to approve the MCHS budget as presented. Gloria deCruz seconded the motion. Motion was approved by unanimous roll call vote at 7:20 PM.

**AGENDA ITEM XII** - Additional Items Placed on the Agenda  
Procedure for Replacement of Dr. Francis Becenti -

**AGENDA ITEM XIII** - Adjourn For Executive Session

Motion was made by Virginia Chavez 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 discussion will include several personnel issues concerning updates and a possible disciplinary action. Also may be discussed Acquisition or Disposal of Real Property or Water Rights, 10-15-1-H.(8), NMSA 1978. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 7:25 PM.

**AGENDA ITEM XIV** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978 and Acquisition or Disposal or Real Property or Water Rights, Section 10-15-1-H.(8), NMSA 1978.

**AGENDA ITEM XV** – Executive Session Adjournment

Motion was made by Virginia Chavez to adjourn the Executive Session of the UNMG Local Board. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 7:54 PM.

Motion to reconvene Open Meeting from Executive Session was made by Gloria deCruz. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 7:56 PM.

Upon reconvening the regular meeting of the Local Board, Virginia Chavez instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

Regarding the acquisition of Real Property the Board will vote on the acquisition. Motion to purchase the Doty property was made by Virginia Chavez. Motion was seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 7:58 PM.

Regarding the acquisition of Real Property the Executive Assistant will continue to work with UNM Office of Real Estate.

**AGENDA ITEM XVI – Adjournment**

Motion was made by Gloria deCruz to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 7:58 PM.

  
Theresa Dowling, Chair

  
Virginia Chavez, Secretary

Christy Butler  
Executive Assistant

**UNM GALLUP LOCAL BOARD MINUTES**

Wednesday, June 25, 2008  
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

Ms. Virginia Chavez.....	P
Ms. Gloria Skeet deCruz .....	P
Ms. Theresa Dowling.....	P
Ms. June Shack.....	P

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Barry Cooney, Interim Executive Director  
Dr. Chris Marlow, Dean of Instruction  
Dr. Paul Kraft, Director Student Services  
Ms. Patty Holland, Supervisor Fiscal Services  
Mr. Jim Blackshear, Manager IT Services  
Mr. Ron Petranovich, Manager Physical Plant & Facilities  
Ms. Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the June 25, 2008 regular meeting of the UNM Gallup Local Board to order at 6:12 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Gloria deCruz to approve the June 25, 2008 UNM-Gallup Local Board Agenda, with the addition Committee Report for Board Member Replacement. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Gloria deCruz to approve the May 28, 2008 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

None

AGENDA ITEM VIII - Division/Department Reports

Dean of Instruction – Chris Marlow apologized for not having her report in the Board packet as she was on annual leave for two weeks. She has been working Paul work on a US Dept. of Education grant that was submitted today. Many aspects of the grant used data from the Talking Circles. Pieces used were Curriculum development, professional development for teachers and student leaders, developing college centers on Navajo Nation and Zuni to provide workshops for family and students and hire employee academic success coaches. Public Agenda has sent \$3,000 for offering future talking circles.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX – Interim Executive Director’s Report

- A. Strategic Planning – We have been instituting a series of meetings between various instructional and advisement groups. The purpose is to bring different learning groups together to have them dialog about best practices and challenges. Transitional Studies was the first meeting. It was very successful. TRiO, Title III and ABE attended the meeting. A task force has been formed. This group will meet with advisement groups. We are moving toward mandatory placement. We are looking at pre and post testing for the students. Ultimately what we want to do, after internal offerings, we will get with GMCS, Gallup Catholic and others to help raise the bar of quality of performance. Other alternatives are just beginning and we are waiting for feedback. Everyone is being positioned to be involved.

- B. Arrival of New Provost & VP Rio Rancho and Branch Campuses – Vice President Marc Nigliazzo will assume his duties on July 1. We know some of his duties will be directly involved with administration of the branch campus. Many of his duties will fall under the Provost. The new Provost will begin on August 1. The way the organizational structure is set there are blurry lines for reporting. The branch campus Executive Director's are hoping they can still use some old established formal mechanisms to get things done. It will probably take at least six months for them to find out what is going on. This is a learning curve for these people and the branches want to be able to continue with regular reporting. The branch campus Executive Directors have drafted a letter to Interim Provost Viola Florez and Deputy Provost Richard Holder requesting the current reporting continues for a year after the new VP and Provost assume their positions so we can still conduct our business.
- C. Status of Director of Business Operations – A number of candidates have been identified that are worth interviewing. They are in the first round of phone interviews. On campus interviews will be within the next three to four weeks. The position should be filled within the next six to eight weeks.

June Shack arrived at 6:31 pm.

- D. Status Welding Program – There was a considerable student outcry regarding the program. Voices of concern were raised to such a level we brought in a consultant. The consultant spoke with instructors and inspected the welding area. There were serious safety concerns. We have placed the program on suspension until we have determined if we have the funds to start the program again. The students in the program have temporarily been moved into an Associates of General Studies. As a result of this, we are emphasizing community advisory committees.
- E. Status Community Affairs Department – Received & accepted the resignation of Larry Sanderson. Executive Director met with all the staff members. Public Relations are now under Student Services; grants are now reporting to Business Operations, Louise Lopez Community Education is under the Dean. Looking to place workforce in one of the other departments. Development will fall under the Executive Director. Community Affairs Department. will be phased out. None of this is carved in stone.
- F. Other items may be reported.
  - i. We are dealing with internal improvement in a very flexible way instead of working under AQIP requirements. Robert Hoffman is still the leader under Dr. Cooney and Dr. Marlow. Robert is working to disseminate the AQIP information this summer. This change does not affect accreditation.

**AGENDA ITEM X** - Old Business

Monthly Financial and Grants Update – Finances are consistent from the previous month.

Enrollments are down for the summer 8%. To date we are down 18% for fall. We are going to have Lobo Days in July and August for help with enrollment. We are looking for creative ways to help the students.

**AGENDA ITEM XI** - New Business

MCHS Rental Agreement Approval – The MCHS Rental Agreement was presented to the Board in the Board packet. Virginia Chavez made motion to approve the MCHS Rental Agreement as presented. Gloria deCruz seconded the motion. Motion was approved by unanimous roll call vote at 7:23 PM.

**AGENDA ITEM XII** - Additional Items Placed on the Agenda

Committee Report on Board Member Replacement – The committee has not met. They will work on meeting in July.

**AGENDA ITEM XIII** - Adjourn For Executive Session

Motion was made by Virginia Chavez 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 discussion will include several personnel issues concerning updates and a possible disciplinary action.

**AGENDA ITEM XIV** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978

**AGENDA ITEM XV** – Executive Session Adjournment

Motion was made by Virginia Chavez to adjourn the Executive Session of the UNMG Local Board. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 7:31 PM.

Motion to reconvene Open Meeting from Executive Session was made by June Shack. Motion seconded by Gloria de Cruz. Motion was approved by unanimous roll call vote at 8:17 PM.

Upon reconvening the regular meeting of the Local Board, Virginia Chavez instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

**AGENDA ITEM XVI – Adjournment**

Motion was made by June Shack to adjourn. Motion seconded by Gloria deCruz. Motion was approved with unanimous roll call vote at 8:18 PM.

  
Theresa Dowling, Chair

  
Virginia Chavez, Secretary

Christy Butler  
Executive Assistant

## UNM GALLUP LOCAL BOARD PLANNING RETREAT MINUTES

Thursday, August 14, 2008  
Six O'clock p.m.

Gallup-Theresa Dowling's Residence

### UNM GALLUP LOCAL BOARD

Ms. Virginia Chavez.....P  
Ms. Gloria Skeet deCruz.....P  
Ms. Theresa Dowling.....P  
Ms. June Shack.....P

### UNM-GALLUP CAMPUS STAFF

Dr. Barry Cooney, Interim Executive Director

Chair, Theresa Dowling called the planning retreat meeting of the UNM Gallup Local Board to order at 7:25 pm. A quorum was present.

Discussion began with a question raised to the Board asking them their perspective about the difference between an advisory board and a board of directors. An advisory board is not a policy-making body but is directly involved with people pursuing the vision. They have an overseeing role and the authority to advise and make internal recommendations to the Executive Director and to UNM as a whole. They have the right to form committees or request the Executive Director to form any committees, as needed. A board of directors has the authority to make policy and can hire and fire.

The following questions were raised to the Board for consideration:

- Is UNM-Gallup fulfilling its mission
- How is policy addressing the needs of the mission?
- How effective is the Executive Director and accountable for doing his/her job?

The following statistics were shared with the Board regarding UNM-Gallup:

- 65-70% of the students are Native American
- 12-15% of the students are Latinos/Hispanic
- 15-20% of the students are Anglos
- 95% of these students need remedial education
- 50-65% drop-out rate
- 40% get Associates Degrees

The following concerns were shared with the Board:

- Many students cannot read, write or do math.
- Many students cannot read or complete a financial aid application.
- UNM-Gallup is providing education to students with sixth grade reading levels
- Students are not required to take remedial classes if they test remedial
- Standards are lower because of high number of remedial students
- 83% of the students need remedial classes
- Faculty doing own thing and not working collaboratively
- We have very low success rates
- Our educational system is so "broken"

Students taking Level 100 courses at UNM-Gallup consist of the following:

- 70% at 6<sup>th</sup> grade level
- 20% at 8<sup>th</sup> grade level
- 5% at 10<sup>th</sup> grade level
- 5% at grade level

The following suggestions or recommendations for improvement were discussed:

- We need to raise our standards
- Increase student enrollment in the dual credit program and conduct a placement test on them
- Conduct pre and post tests to see if students are making the grade

- Expand in vocational classes and health careers
- Have a dual mission in competitive college courses
- Provide long-distance learning
- Work with tribal communities and offer classes that are needed
- Change the curriculum
- Have faculty with MBA's teach business classes
- Make contact with the community, tribal government and local politicians for a broad outreach in these problems. UNM-G cannot solve the problems by itself.
- Hold strategic sessions

Dr. Cooney reported that he met with area superintendents regarding these concerns and will meet periodically with them to address these concerns.

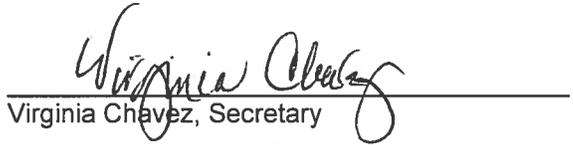
Final thoughts:

- What are our standards and mission?
- Do we want a student enrollment of 2,000 with 80% successful or 3,000 students with 40% success rate?

The Board decided to continue this retreat and hold retreats twice a year. The board was fine with next year's meeting dates as in the past—4th Wednesday of each month.

Planning retreat adjourned at 10:00 PM.

  
Theresa Dowling, Chair

  
Virginia Chavez, Secretary

Respectfully submitted:  
Virginia Chavez,  
UNM-G Secretary to the Advisory Board

**UNM GALLUP LOCAL BOARD MINUTES**

Wednesday, August 27, 2008  
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Ms. Virginia Chavez.....	P
Ms. Gloria Skeet deCruz .....	A
Ms. Theresa Dowling.....	P
Ms. June Shack.....	P

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Barry Cooney, Interim Executive Director  
 Dr. Chris Marlow, Dean of Instruction  
 Dr. Paul Kraft, Director Student Services  
 Ms. Patty Holland, Supervisor Fiscal Services  
 Mr. Jim Blackshear, Manager IT Services  
 Mr. Ron Petranovich, Manager Physical Plant & Facilities  
 Mr. Wally Feldman, Principal MCHS  
 Ms. Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the August 27, 2008 regular 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

Coleen Arviso – Training and Development Consultant – Coleen started on July 1. Previously she worked for Navajo Technical College. She has several years of industry experience.

**AGENDA ITEM V** - Approval of Agenda

Motion was made by June Shack to approve the August 27, 2008 UNM-Gallup Local Board Agenda. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

**AGENDA ITEM VI** - Board Business

Motion was made by Virginia Chavez to approve the June 25, 2008 UNM-Gallup Local Board Minutes with the addition of Paul Kraft's last name seconded by June Shack. Motion was approved by unanimous roll call vote.

Motion was made by June Shack to approve the August 14, 2008 UNM-Gallup Local Board Retreat Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

**AGENDA ITEM VII** - Board Education

Coleen Arviso is offering more e-learning and online training for faculty. She is working on Policies and Procedures for faculty and students. The goal is to have Policies and Procedures completed and approved by December 2008. We are partnering with Ideal-NM, which are a clearing house of online courses and a schedule of courses currently open for registration. Workshops for faculty on WebCT classes will be held this year. Web conferences will be offered this year so faculty can follow best practices. Also free WebCT training for students is being offered. Twelve classes are totally online and 91 WebCT classes are offered this semester. Faculty is encouraged to move from WebCT to online courses as training has been completed.

Chris Marlow stated we must be strategic on the online courses we offer. We want to offer 100 and 200 level courses in general education. We need to focus on hiring faculty who has experience in teaching online so they can immediately begin teaching online. We do not charge a surcharge at this time, to help support the online courses. In the future, we will need to implement a surcharge. Usually they are \$50 to \$100 for each class.

**AGENDA ITEM VIII** - Division/Department Reports

- A. Dean of Instruction – Chris Marlow apologized for not having her report in the Board packet. She spoke about her report and the attachments.

June Shack asked the question about Radiology Tech being discontinued, who was involved in the discussion, is there further information to support this decision. Barry stated that there has been controversy on this program for the last three to four years. AQIP did additional study on this subject and the faculty at one time put the program on hiatus. He was behind this program until it was determined there was not enough in the budget for this program. There are not enough jobs in the area for this program to be effective. A committee had a conference call with Main Campus and was told the program in Albuquerque could handle our needs.

- B. Director Student Services – Paul Kraft reported student credit hours at the end of second day of class we were up 5.8% and up for head count 6.2%. We are showing a slight increase over the last two years including the decrease in summer. Our new student numbers are up. The department has been reorganized and this also helps with recruitment. There is now an assessment person to help see what we are doing well or not.
  - C. Business Operations – Patty Holland reported we have resources at main campus we did not know we had. UNM is coming to UNMG to do trainings with PI's. The first training will be in September. The Board requested a copy of the final budget report sent to the HED.
  - D. MCHS – Wally Feldman reported they now have 63 students and have 20 on a waiting list.
- The remaining departmental reports were presented in written form.

#### **AGENDA ITEM IX** – Interim Executive Director's Report

- A. Faculty / Staff Talking Circle – October 3 – We had a community talking circle several months ago. He liked the talking circle format so we will have one for faculty and staff on October 3. We will break it down to 6 to 8 people in a circle to answer questions. What we are doing well or not, how can we move forward in the future and other questions. The Board is welcome to observe but not participate.
- B. UNM-G Website Update – The website work had been handled by Larry Sanderson. Jim Blackshear was charged to bring a group together to determine what model we need. They have been meeting and are currently looking at web sites. We need to make it easier for our faculty or staff to update. Most people do not make updating the website a priority. The committee will be making a recommendation soon. We want a user friendly site.
- C. Appointment of Director Business Operations – Mr. Tony Major will be starting on September 15. Press releases have been sent out announcing his hiring. Working on an orientation for him within the campus and in the community.
- D. Elimination of Grant Writer Position & Realignment of Grant's Operations – This topic should have been Realignment of Grant's Operations. The grant writer position has been eliminated and will not be filled. We are going to structure a grants program to maximize how we choose and write grants. Grants need to fit into the strategic plan. A process will be put together to utilize the people on campus who are experts in their field to write the grants. UNM now have people on campus that can help write or read grant proposals prior to the submission. Barry commended the people who collaborated to write two large grants this summer.
- E. Current UNMG Student Statistics – These statistics really reflect the challenge of this campus. Official unduplicated head count 2007-2008 4,183 students 37% dropped out by the spring semester overall drop out rate is 60-65%. The ethnicity breakdown 89% is non-Caucasian 77% being Native American. 2007-2008 a total of 1999 completing the COMPASS testing 96% required remedial courses. After three years as an average or 150% duration only 7% emerged with an AA degree. Those that go to main campus 60% leave without a degree.

These statistics tell us there are two directions we need to look at:

1. Students with performance standards show those who are capable of moving forward can be competitive.
2. Strongly supporting alternative education in the vocational technologies and in the allied health careers and other areas. To do that effectively we need a modified curriculum to help those students in those areas to succeed. For example someone going into Cosmetology would not need the same math skills that are needed for a bachelorette degree.

We have a challenge on two fronts to raise the standards for those who are pursuing advanced degrees but offering a broad breadth of alternative occupational studies for those individuals who clearly are not going to be successful going the other route. They must be advised properly and have the infrastructure which will help support these students. For long term success we must seek out and have active partners in the community, the business community, and the political realm. We need their support and involvement because what we are dealing with is a social and cultural issue. We have already begun meetings with the GMCS Superintendent and his representatives. We will be meeting with them in September in which we want to form task forces allowing us to increase our dual credit offerings. We will work on some real strategies to identify

students who are not enrolling at UNMG but have good potential to be successful. We need to get the GMCS councilors and our faculty actively involved in the dialog so we can influence the demographic picture we have. Main campus does not understand or appreciate the branch campus problems in educating our students.

F. Other items may be reported.

- i. Thanked the Board for the retreat and Theresa as the hostess for the meeting.
- ii. The Board asked about the welding program. Ron Petranovich has done a great job in pulling people together to work on the physical aspects of the building and it has passed all inspections. Kent Wilson is helping with the evaluation of the equipment. Rick Krouth is determining how many students we have in the program and how many we should admit to the program once it has been reinstated. We are looking at the program and faculty needs. We are now on the up swing in rebuilding the welding program. This program will be a model and standard for our other technical programs.

**AGENDA ITEM X** - Old Business

Monthly Financial and Grants Update – Finances are consistent from the previous month.

**AGENDA ITEM XI** - New Business

- A. Open Meeting Resolution - Motion was made by June Shack to approve the Open Meetings Resolution, seconded by Virginia Chavez. Motion was approved by unanimous roll call vote
- B. Local Board Code of Ethics - Motion was made by Virginia Chavez to approve the Local Board Code of Ethics, they will be posted in the Director's Conference Room, the Zuni Campus conference room and in the lobby at North Campus. Seconded by June Shack. Motion was approved by unanimous roll call vote.
- C. 2009-2010 UNMG Budget – The budget approved by the Board was sent to UNM for approval after approval it was sent to HED and approved.
- D. 2008 Final Financial Results – We rolled \$850,000 into savings. Anticipate taking \$450,000 out for unbudgeted expenditures.
- E. Determine Retreat Continuation Date – The Board will think about a date.

**AGENDA ITEM XII** - Additional Items Placed on the Agenda

**AGENDA ITEM XIII** - Adjourn For Executive Session

Motion was made by Virginia Chavez 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 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 7:47 PM.

**AGENDA ITEM XIV** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978

**AGENDA ITEM XV** – Executive Session Adjournment

Motion was made by June Shack to adjourn the Executive Session of the UNMG Local Board. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 8:32PM.

Motion to reconvene Open Meeting from Executive Session was made by Virginia Chavez. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 8:33 PM.

Upon reconvening the regular meeting of the Local Board, Virginia Chavez instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

**AGENDA ITEM XVI** – Adjournment

Motion was made by June Shack to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 8:34 PM.

  
Theresa Dowling, Chair

  
Virginia Chavez, Secretary

Christy Butler, Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Friday, September 19, 2008  
Noon

Gallup

UNM GALLUP LOCAL BOARD

Ms. Virginia Chavez.....	P
Ms. Gloria Skeet deCruz .....	P
Ms. Theresa Dowling.....	P
Ms. June Shack.....	P

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Dr. Barry Cooney, Interim Executive Director  
 Dr. Chris Marlow, Dean of Instruction  
 Dr. Paul Kraft, Director Student Services  
 Mr. Tony Major, Director Business Operations  
 Mr. Jim Blackshear, Manager IT Services  
 Mr. Ron Petranovich, Manager Physical Plant & Facilities  
 Dr. Al Clemmons, Senior Vice President, George K. Baum & Company  
 Ms. Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the September 19, 2008 special meeting of the UNM Gallup Local Board to order at noon with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

Al Clemmons, Senior Vice President, George K. Baum & Company  
 Tony Major, Director Business Operations

AGENDA ITEM V - Approval of Agenda

Motion was made by June Shack to approve the September 19, 2008 UNM-Gallup Local Board Agenda.  
 Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote.

AGENDA ITEM XI - New Business

Bond Issue – Al Clemmons stated we have \$8 million available for bonding for the next four years. Bond dollars will be available after the election. Sale of bonds can take place anytime after March. The election proclamation will need to be adopted by November. Motion was made by Virginia Chavez to approve the sale of bonds, seconded by June Shack. Motion was approved by unanimous roll call vote.

Theresa requested a Student Life/ Tech Building report for the next meeting on September 24.

AGENDA ITEM XII - Additional Items Placed on the Agenda

Chair, Theresa Dowling requested Radiology Technology be added to the agenda. There are many of the community that is quite upset about the decision. Barry Cooney and Richard Holder are open to hear all however anyone that comes before the board should have hard data.

AGENDA ITEM XVI – Adjournment

Motion was made by Gloria deCruz to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 1:15 PM.

  
 Theresa Dowling, Chair

  
 Virginia Chavez, Secretary

Christy Butler  
 Executive Assistant

**UNM GALLUP LOCAL BOARD MINUTES**

Wednesday, September 24, 2008  
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

- Ms. Virginia Chavez..... P
- Ms. Gloria Skeet deCruz ..... P
- Ms. Theresa Dowling..... P
- Ms. June Shack..... P

UNM-GALLUP CAMPUS STAFF AND GUESTS:

- Dr. Barry Cooney, Interim Executive Director
- Dr. Chris Marlow, Dean of Instruction
- Dr. Paul Kraft, Director Student Services
- Mr. Tony Major, Director Business Operations
- Mr. Jim Blackshear, Manager IT Services
- Mr. Ron Petranovich, Manager Physical Plant & Facilities
- Mr. Wally Feldman, Principal MCHS
- Dr. Richard Holder, Deputy Provost
- Dr. Marc Nigliazzo, Vice President Rio Rancho Operations & Branch Academic Affairs
- Ms. Christy Butler, Executive Assistant
- Ms. Pricilla Smith, Quick Print, Public
- Senator Lidio Rainaldi, Public
- Ms. Janet Butler, RMCHCS, Public
- Mr. Daniel Aguilar, RMCHCS, Public
- Mr. Freeman, GIMC, Public

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

Chair, Theresa Dowling called the September 24, 2008 regular meeting of the UNM Gallup Local Board to order at 6:04 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

- A. Senator Lidio Rainaldi spoke as a strong supporter of rural educational funding. Radiology Tech program should be at UNM-G so we can support the area needs. Education receives 40% of the State of New Mexico budget. UNMG must train people who understand this community, people and language. Radiology Tech should be a number one priority for this campus.

Gloria Skeet deCruz arrived at 6:10 pm.

- B. Dr. Steve Freeman spoke about the chronic need for techs to fill positions. We have many positions open on the Navajo reservation and in the rural areas. We cannot keep temporary techs for more than the 13 weeks they sign-up for. If UNM-G trained our own people we would be able to have better service for our patients.
- C. Janet Butler – Radiology Tech is very much needed here. Twenty-six techs are employed at RMCH and one of them is 75 and will not retire because there is no one to replace her.
- D. Daniel Aguilar has been in the field for 26 years. His position has helped him leave the reservation. He can earn enough to support his family.
- E. Priscilla Smith attended as a student advocate. She agrees with Barry Cooney that we should expand allied health. “Please do not deny UNM-G the Radiology Tech program.” The community supports GO Bonds because they want education for the community so students can have jobs that pay well.

AGENDA ITEM IV – Introductions/Announcements

- A. Dr. Richard Holder, Deputy Provost
- B. Dr. Marc Nigliazzo, Vice President Rio Rancho Operations & Branch Academic Affairs – He is glad to be here and has been working in community colleges for the last 26 years. Hopes to help build UNMG and get to know the community.
- C. Tony Major, Director Business Operations
- D. Max Perez, Board Member replacing Frances Becenti

**AGENDA ITEM V** - Approval of Agenda

Motion was made by Virginia Chavez to approve the September 24, 2008 UNM-Gallup Local Board Agenda with Agenda Item X Old Business C moved after Board Education and add Student Life Building as an Agenda Item. Motion seconded by June Shack. Motion was approved by unanimous roll call vote.

**AGENDA ITEM VI** - Board Business

Motion was made by June Shack to approve the August 27, 2008 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

Motion was made by June Shack to approve the September 19, 2008 UNM-Gallup Local Board Special Meeting Minutes as presented seconded by Gloria deCruz. Motion was approved by unanimous roll call vote.

**AGENDA ITEM VII** - Board Education

Ceremonial Archives Report was presented in written form.

**AGENDA ITEM VIII** - Division/Department Reports

- A. Dean of Instruction – Chris Marlow reported there are still six faculty positions open. BMT Interim Chair Bill Stenberg should be announced next Monday. Meeting with Chairs regarding evaluations. Advisory Board would like a copy of the Faculty Handbook when completed. She updated the Board on CCTE we are not getting rid of CCTE, we are improving the program.
- B. Director Student Services – Paul Kraft was commended by the Board on the early alert on at risk students. After a week we have 95 students in the program. We are still struggling to staff the Child Care Center.

The remaining departmental reports were presented in written form.

**AGENDA ITEM IX** – Interim Executive Director's Report

- A. Welding Program Status – Ron and his crew has essentially built us a new welding lab. Someone will be coming from ABQ to test the equipment. We are looking at the certificate and degree curriculum. There will be an advisory committee for this program. The members on the committee will be up-to-date in their field.
- B. Strategic Partnering Initiative – October 3 – We are canceling classes and have a talk with faculty and staff on what is good or bad at UNMG and how can we support each other. They will break out into groups of 8 and then meet after with a panel for questions.
- C. Budget In-Service Training (Open to Board Members) – When he first came on board he looked at the budget and there were many changes that needed to be done. Everyone who has anything to do with a budget or sit on the budget committee will be trained.
- D. Thanksgiving Employee Gifting – He wants to give every employee a turkey for Thanksgiving. He has been meeting with people in town to see if they would be interested in giving a donation to see if this will take place.
- E. Other items may be reported.
  - i. October 14 John Welty VP UNM Development will be on campus. He will meet with the Local Board, Development Board and administrators.

**AGENDA ITEM X** - Old Business

- A. Monthly Financial and Grants Update – Finances show an increase from the previous month due to an increase in enrollment. Clint Ewell sent a memo to Richard Holder regarding tuition rates. He will give a copy to Tony Major to look into his recommendations.
- B. Determine Retreat Continuation Date – The Retreat will be on November 25 at Theresa Dowling's home from 6 to 10 pm. Dinner will be served.
- C. Board Committee Report on Vacancy Appointment and Approval – After interviewing several people for this position, a motion was made by June Shack to approve the Board Committee recommendation for Max Perez to complete Frances Becenti's four-year term. Seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 6:40 PM.

**AGENDA ITEM XI** - New Business

- A. Job Description for Executive Director – Search committee will be deferred to the Executive Session. Richard Holder's office will handle the process and Marc Nigliazzo is the hiring officer. The board will send their comments to Richard.

- B. Radiology Technology – Many of our allied health careers need many infusions of equipment and people. There is a need to build up our existing technologies as well. They impact more students than would ever be involved in Radiology Tech. The board asked for a report on all the allied health and technology programs we have now with number of graduates and how many are working. The board felt we should have a better connection to the job industry for the program to help our students become employed.
- C. Board Reports – HED approved \$200,000 for the Calvin Hall HVAC to go to the legislature this year. Theresa Dowling thanked everyone for getting their reports in on time so they could be included in the Board Packet.

**AGENDA ITEM XII** - Additional Items Placed on the Agenda

Student Life Building – Some of the dollars will come from the fund balance and the money previously designated for backfill has been added to construction dollars. The backfill dollars will be taken from the Local GO Bond, if it passes in February.

**AGENDA ITEM XIII** - Adjourn For Executive Session

Motion was made by Virginia Chavez 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 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 7:49 PM.

**AGENDA ITEM XIV** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978

**AGENDA ITEM XV** – Executive Session Adjournment

Motion was made by June Shack to adjourn the Executive Session of the UNMG Local Board. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 8:41 PM.

Motion to reconvene Open Meeting from Executive Session was made by Gloria deCruz. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 8:42 PM.

Upon reconvening the regular meeting of the Local Board, Virginia Chavez instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

**AGENDA ITEM XVI** – Adjournment

Motion was made by Gloria deCruz to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 8:43 PM.

  
 Theresa Dowling, Chair

  
 Virginia Chavez, Secretary

Christy Butler  
 Executive Assistant

**-UNM GALLUP LOCAL BOARD MINUTES**

Wednesday, October 22, 2008  
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Virginia Chavez.....	P
Gloria Skeet deCruz .....	P
Theresa Dowling.....	P
Max Perez.....	A
June Shack.....	A

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Barry Cooney, Interim Executive Director  
Chris Marlow, Dean of Instruction  
Paul Kraft, Director Student Services  
Tony Major, Director Business Operations  
Jim Blackshear, Manager IT Services  
Ron Petranovich, Manager Physical Plant & Facilities  
Wally Feldman, Principal MCHS  
Jim Sayers, Faculty Senate Representative  
Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the October 22, 2008 regular meeting of the UNM Gallup Local Board to order at 6:21 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

Al Clemmons, VP George K. Baum  
Marji Campbell, Chair Nursing  
Jim Sayers, Faculty Senate Representative

AGENDA ITEM V - Approval of Agenda

Motion was made by Gloria deCruz to approve the October 22,, 2008 UNM-Gallup Local Board Agenda with New Business to follow Board Education. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Virginia Chavez to approve the September 24, 2008 UNM-Gallup Local Board Minutes as presented seconded by Gloria deCruz. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Marji Campbell, Chair Nursing reported last spring NLN approved candidacy good until 2010. During this time we are working on a self-study and will have an on-site visit. They will be attending a conference to make sure they have the correct information in the self-study. The program received \$172,301 in a state grant for the next two years. They have funded three positions with this money Advisor, Program Specialist moved to half time and Clinical Coordinator is funded half by UNMG and half by RMCH. Along with the budget additional faculty training is included. Enrollment in the program is 111 students. Pinning ceremony will be the final week of school. We will have 28 openings for next semester.

AGENDA ITEM VIII - Division/Department Reports

- A. Manager of Information Technology – Jim Blackshear reported the administrative assistant has declined the position. It has been reposted. OU software for the website will be demonstrated
  - B. MCHS – Principal Wally Feldman reported the audit was an unqualified audit.
- The remaining departmental reports were presented in written form.

**AGENDA ITEM IX** – Interim Executive Director's Report

- A. Report on Governor's Higher Education Summit – Was attended by several of UNMG. Financing does not look good. We are not sure what the impact will be on funding. No one is sure how this will affect higher education.
- B. Update on Strategic Partnering Initiative – This is the initiative with GMCS and UNMG. We are beginning to start task forces. This is an ongoing process.
- C. UNM Foundation meeting with Vice President John Welty – There was a good discussion with the administrators and members of the Foundation Board. Barry will be back in touch with John so we can revitalize the UNMG Foundation Board.
- D. 40<sup>th</sup> Anniversary – The celebration was well attended. All the hard work could be seen.
- E. Computer Literacy – Instituted a task force on student computer literacy. Our goals are to establish base lines on what student computer needs are for their course of study. We are beginning to work at the first entry into UNMG. New students will be tested for their entry level skills and then be placed in one of the three pathways. Remediation will be required for students with limited or no computer skills. Once this established we can really look at how the courses are taught.
- F. Grants and Research – An office of Grants and Research has been created. This will be a central clearinghouse concerning grants. Standards will be established. This office will be able to bring in everything they need to help make grants successful. The Johnson Foundation will be on campus November 5.
- G. Community Contact – Barry has meet with everyone who attended the last board meeting. A letter of thanks we out to everyone the next day after the meeting.
- H. Other items may be reported.
  - i. A letter of reply was sent to Jimmie Begay from Anne Descheny and a copy of the letter and photo are in their packets. If the Board wishes, they could also send a letter of support. The curriculum committee is looking at curriculums for certificate and AA programs. The Board will send a letter in support of the letter sent to Jimmie Begay.

**AGENDA ITEM X** - Old Business

- A. Monthly Financial and Grants Update – Finances are consistent from the previous month.
- B. Reschedule Board Retreat from November 25 -

**AGENDA ITEM XI** - New Business

- A. Barry Cooney, Interim Executive Director recommended Resolution and Proclamation of Regular Branch Community College District Election - Motion was made by Gloria Skeet to approve the Resolution and Proclamation of Regular Branch Community College District Election; seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.
- B. Barry Cooney, Interim Executive Director Resolution Authorizing and Directing Election Procedures - Motion was made by Gloria deCruz to approve the Resolution Authorizing and Directing Election Procedures; seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

**AGENDA ITEM XII** - Additional Items Placed on the Agenda

None

**AGENDA ITEM XIII** - Adjourn For Executive Session

Motion was made by Virginia Chavez 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 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 7:21 PM.

**AGENDA ITEM XIV** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978

**AGENDA ITEM XV** – Executive Session Adjournment

Motion was made by Virginia Chavez to adjourn the Executive Session of the UNMG Local Board. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 8:11 PM.

Motion to reconvene Open Meeting from Executive Session was made by Virginia Chavez. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 8:12 PM.

Upon reconvening the regular meeting of the Local Board, Virginia Chavez instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

**AGENDA ITEM XVI – Adjournment**

Motion was made by Gloria deCruz to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 8:13 PM.

  
Theresa Dowling, Chair

  
Virginia Chavez, Secretary

Christy Butler  
Executive Assistant